

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT COVID-19 Prevention Program (CPP)

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INTRODUCTION

On November 30, 2020, the Office of Administrative Law approved temporary workplace safety standards that all employers must undertake in order to prevent the spread of COVID-19. The COVID- 19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in RJUHSD workplaces.

On December 15, 2022, the Occupational Safety and Health Standards Board voted to adopt non- emergency COVID-19 prevention regulations. These regulations took effect on February 3, 2023 and will remain in effect for two years after the effective date, except for the recordkeeping subsections that will remain in effect for three years.

These regulations include some of the same requirements found in the COVID-19 Prevention Emergency Temporary Standards (ETS), as well as new provisions aimed at making it easier for employers to provide consistent protections to workers and allow for flexibility if changes are made to guidance in the future from the California Department of Public Health.

On January 9, 2024 CDPH updated its COVID 19 Isolation Guidance. These changes impact Cal/OSHA's COVID 19 Prevention Non-Emergency Standards. Changes are reflected in this RJUHSD CCP.

SCOPE

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

- Work locations with one employee who does not have contact with other persons.
- Employees working from home and who do not come into any District physical site.
- Employees with occupational exposure as defined by section 5199, when covered by that section (link to <https://www.dir.ca.gov/title8/5199.html>).
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

Nothing in this section is intended to limit more protective or stringent state or local health department mandates or guidance.

DEFINITIONS

The following definitions apply:

“Close contact”

(A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.

(B) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined

as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings. Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

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

“Confirmed Case” means a person who has received a positive result of the presence of SARS-CoV-2 virus as confirmed by a COVID-19 viral test or clinical diagnosis.

“COVID-19 hazard” means 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 from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. 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
- vomiting
- diarrhea

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

- A. 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
- B. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Potential Exposure” means someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during a confirmed case's infectious period.

- A. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or common area at work.

- B. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that district group are part of the exposed group.
- C. If the COVID-19 case visited a work location, working area, or common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

Note: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Fully vaccinated” was deleted as this term is no longer used in the regulations. All protections now apply regardless of vaccination status and ETS requirements do not vary based on an employee’s vaccination status.

“Up To Date” see “Fully Vaccinated” above.

1.9.24 “Infectious Period”

- **“Infectious period” for the purpose of cases the Cal/OSHA COVID-19 Prevention Non-Emergency Standards, is now defined as:**
 - **For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:**
 - § **COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND**
 - § **Their symptoms are mild and improving.**
 - **For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.**

“Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering face piece respirator.

“Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high- risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

WRITTEN COVID-19 PREVENTION PROGRAM COMPONENTS

The Roseville Joint Union High School District has developed this written COVID-19 Prevention Program (CPP), in accordance with Title 8 Division 1, Chapter 4, Subchapter 7, General Industrial Safety Orders Section 3205, COVID-19 Prevention.

The District's COVID-19 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). The CPP is available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.

DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. SAFETY AND HEALTH POLICY

BOARD POLICY 4157
SUBJECT: EMPLOYEE
SAFETY

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

EFFECTIVE: OCTOBER 13, 2015

All Personnel

The Board of Trustees is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

RESPONSIBILITY FOR SAFETY AND HEALTH

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job

performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under the employee's jurisdiction.

1. Program Administrators

The persons with overall responsibility and authority for implementing the provisions of this CPP in our workplace are listed below:

Title: Assistant Superintendent, Human Resources
Phone: (916) 782-8663
Responsible for the overall implementation and maintenance of the CPP

Title: Executive Director, Human Resources - Certificated
Phone: (916) 782-6565 extension 1042
Responsible for the overall implementation and maintenance of the CPP

Title: Director, Human Resources - Classified
Phone: (916) 786-6565 extension 1055
Responsible for the overall implementation and maintenance of the CPP

Title: Director, Maintenance and Operations
Phone: (916) 786-6589 extension 1206
Responsible for the overall implementation and maintenance of the CPP

2. Principals, Department Heads, Supervisors

Each Principal/Department Head/Supervisor is responsible for implementing and maintaining the CPP in their assigned facilities and work areas and for ensuring employees receive answers to questions about the program in a language they understand.

3. Employees

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

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

A. INSPECTIONS

The District will implement the following in our schools and worksites:

- Evaluate potential workplace exposures to all persons at, or who may enter, our workplace.
- Review all COVID-19 orders and 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 each workplace or facility and the need for different or additional controls.
- Maintain records of vaccination status of employees by using the COVID-19 Vaccination Attestation Form for Staff (Appendix H). Effective 9/17/22 proof of vaccination is not required per CDPH.
- Conduct periodic inspections 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, using the COVID-19 Inspection Form (Appendix B) as a guide.

B. EMPLOYEE AND VISITOR SCREENING

Health screening is done to prevent symptomatic individuals from entering a school or workplace. In order to prevent the spread of infection, employees are required to self-screen daily before coming to work. Employees who have symptoms of COVID-19 are required to stay home until cleared to return to work per Placer County's Public Health Guidelines. Decisions about testing and returning to work will be guided in accordance with Placer County Public Health requirements and recommendations. See Appendix C for Daily Screening Email.

C. EMPLOYEE PARTICIPATION

The success of this program is dependent on employee support and effective implementation of the health and safety guidelines. The health and wellbeing of students and employees is the District's top priority. Daily health screenings and wearing of appropriate PPE (in accordance with current CDPH and Cal/OSHA requirements) is foundational to maintaining safety for all students and staff. In creating a safe school and work environment, the District can have a positive effect on the community at large and mitigate the spread of COVID-19.

Employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Staff can report hazards without fear of reprisal. Employees should make every effort to correct hazards immediately within their control, or report the hazard immediately to their supervisor.

Alternatively, employees may use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish) directly to the Maintenance and Operations department, or via services@rjuhsd.us. See Appendix D for the Employee Hazard Reporting Form.

Employees who report known or perceived hazards are protected by federal and state law and District policy from any form of retaliation or reprisal for reporting hazards or potential hazards in the workplace. Non-retaliation policies are strictly enforced within the District. Reports of actual or threatened retaliation will be taken seriously, immediately investigated, and where appropriate, corrective action taken.

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices, or procedures should be reported to a supervisor or by documenting the hazard on the COVID-19 Employee Hazard Reporting Form. If the supervisor is unable to correct the deficiency, they should submit an electronic work order to the Maintenance and Operations department at services@rjuhsd.us. This opens a case and notifies staff that a new work order has been submitted. The work order will be distributed promptly for follow up and resolution. Unsafe or unhealthy work conditions, practices, or procedures will be corrected in a timely manner based on the severity of the hazards. Once the hazard is corrected, the work order will be closed in the system. **CONTROL OF COVID-19 HAZARDS**

A. COVID-19 VACCINES

The COVID-19 vaccines are effective in preventing infection, disease, and spread. The vaccines protect against both transmission and serious illness or death.

Employees may obtain free at-home COVID-19 tests from their school site or the RJUHS District Office

B. FACE COVERINGS

Currently masks/face coverings are not required when on a school campus when students are present. Face covering practices will be updated to be in line with state mandates and following CDPH & Cal/OSHA guidance.

Non-school sites and school sites with no students present may follow the [Cal/OSHA COVID-19 guidance](#) for employers in non-school settings.

Neither vaccinated nor unvaccinated employees are required to wear a face covering when indoors or in vehicles per **CDPH and Cal/OSHA** (Updated 3/11/22). When employees are required to wear face coverings, the following exceptions apply:

- When an employee is alone in a room or vehicle;
- While eating or drinking at workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, have been maximized to the extent feasible;
- Employees who cannot wear face coverings due to a verified 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 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.

Employees exempted from wearing face coverings because of a physical or mental condition or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom if their condition or disability permits it.

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

The Maintenance and Operations department provides an adequate supply of clean, undamaged face coverings to all staff, including both reusable and disposable face coverings, as well as face shields. Disposable gowns and gloves are available to staff working in close physical contact with students who are medically fragile. When face coverings are not required, the District shall provide face coverings to employees upon request.

C. HAND HYGIENE

Regular hand hygiene is one of the most effective strategies to prevent the spread of most respiratory viruses including the coronavirus. The following handwashing and hygiene measures will be in place:

- Provide adequate and accessible facilities with running water;
- Teach and reinforce proper hand washing techniques, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes;
- Encourage and allow time for employee handwashing;
- Adequate supplies to support healthy hygiene behaviors, including soap, paper towels, no-touch trash cans, and effective hand sanitizer;
- Evaluate handwashing facilities and the need for additional facilities; and
- Minimize student and staff contact with high touch surfaces.

D. VENTILATION AND ENGINEERING CONTROLS

The District encourages all staff members to open windows (classroom doors are to be locked during instructional time), to ensure airflow from outdoors. Additionally, our well maintained Heating, Ventilation, and Air Conditioner (HVAC) systems are key to ensuring healthy indoor air

quality. Research continues to add to the evolving knowledge that environmental conditions and airflow influences the transmissibility of the coronavirus.

The District will maximize the quality of outside air for buildings by:

- Setting HVAC systems to operate at a minimum of 1 hour before occupancy to “flush” rooms;
- Installing Minimum Efficiency Reporting Value (MERV-13) air filters and replacing them as needed; and
- Using outdoor space or environments with windows or other cross ventilation options is encouraged.

E. CLEANING AND DISINFECTING

Strict cleaning and disinfecting protocols are in place at all worksites. Staff have access to Environmental Protection Agency (EPA) approved materials to maintain the cleanliness of classrooms and workspaces, including EPA approved disinfectant and paper towels. Staff are trained and responsible for the frequent cleaning of high touch surfaces throughout the day.

District Custodians clean classrooms and offices daily. Regular nightly cleaning includes emptying all interior and exterior trash as well as cleaning and disinfecting all restrooms. High use areas such as outdoor lunch tables, restrooms, etc. are cleaned throughout the day, and priority will be given to sanitizing/disinfecting desktops, tabletops, door handles, push plates and light switches in common areas.

In the case of a COVID-19 positive report, sites will work with Maintenance and Operations staff to close the classroom/affected area and schedule a disinfect cleaning to occur 24 hours after last occupation per Centers for Disease Control and Prevention (CDC) recommendation. Custodians will disinfect touch points on hard surfaces such as desks, hard chairs or stools, file cabinets, cabinet doors (around the handle area), sink handles and tables. Technology related items such as phones, keyboards, mice, and printers will be cleaned when possible. Staff are highly encouraged to regularly clean their district provided technology as well as their classroom phone and desk.

F. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The District will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and as previously mentioned, provide such PPE as needed.

Upon request, the District will provide respirators for voluntary use to all employees regardless of vaccination status and who are working indoors or in vehicles with more than one person. Employees may pick up N95 masks at the M&O office (2 Tiger Way, Roseville CA 95678) from 7:00 am – 3:00 pm, Monday – Friday. Employees provided with N95 masks will be enrolled in COVID-19: How to Put on and Take off an N95 Respirator training through the District’s online training system.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA. In January 2022, all staff were provided with N-95 masks and all staff were enrolled in online training for proper use of N-95 masks.

1.9.24 Employers must provide face coverings and ensure they are worn by employees when CDPH requires their use.

- COVID cases who return to work must wear a face covering indoors for 10 days from the start of symptoms or if the person did not have COVID-19 symptoms,

10 days from the date of their first positive COVID-19 test.

Note: Employees still have the right to wear face coverings at work and to request and receive respirators from the employer when working indoors and during outbreaks.

G. SHARED TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment must not be shared. Items that employees come in regular contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools should not be shared, to the extent feasible. When items must be shared, it will be cleaned and disinfected with an EPA approved disinfectant between uses. Sharing of vehicles will be minimized to the extent feasible, and high-touch points (steering wheels, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

H. COVID-19 TESTING

Staff have been provided with free at-home test kits (provided by the state). Antigen testing can be accessed through individual health care providers, or the use of free at-home tests available at all school sites and the RJUHSD District Office.

TESTING AND RESPONDING TO COVID-19 CASES

The District has developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the COVID-19 Reportable Incident Form (Appendix F).

A. COVID-19 TESTING AND REPORTING

Current guidance from the California Department of Public Health (CDPH) recommends testing employees who had potential COVID-19 exposure. In consultation with Placer County Public Health, the following testing options are available at no cost for employees experiencing COVID-19 symptoms:

- Primary Care Provider — employees may contact their PCP to request a COVID-19 test. After receiving results, report the results to the District to ensure appropriate safety measures are taken in the workplace. Testing is highly recommended for employees who have COVID-19 symptoms, or for those who are confirmed as a close contact with a COVID-19 positive person. If the employee cannot test, the District will follow California Department of Health Guidelines.

1.9.24

- Employers must report information about employee deaths, serious injuries, and serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
- Employers must notify all employees, independent contractors, and employers with an employee who had close contact with a COVID-19 case.
- Employers must exclude COVID-19 cases during the infectious period from the workplace.

B. COVID-19 POSITIVE TEST RESULTS

Employees who test positive for COVID-19 must notify their supervisor as well as submit an

updated Daily Screening Form indicating they have tested positive for COVID-19 as soon as possible. If they are asymptomatic and at work when they receive the positive test results, they must leave the premises immediately.

The District will follow up with the COVID-19 positive employee to provide them with important information, including the proper protocol for isolation. These actions will be recorded on the Reportable Incident Form (Appendix F). The District will send a letter to employees, which includes:

- Information about steps the District is taking to help prevent the spread of COVID-19;
- Employee responsibilities while they are on isolation;
- Confirmation that the employee is excluded from physically coming to work during their isolation;
- Information and notification of sick leave and pay options, including eligibility for benefits under the District's Workers' Compensation Program; and
- Information on non-retaliation and non-discrimination policies.

The local health department may contact the employee directly to provide additional information, including options for supportive services and monitoring.

Within one business day of the District's knowledge of a COVID-19 case, the District will provide written notice to people at the worksite that they may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. Personal identifying information of COVID-19 cases shall be kept confidential unless disclosure is required or permitted by law.

RETURN TO WORK CRITERIA

- For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:
 - § COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND
 - § Their symptoms are mild and improving.
- For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.
- CDPH no longer recommends testing for all close contacts and instead recommends testing only for:
 - All people with new COVID-19 symptoms.
 - Close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.

High-Risk Exposures:

Certain exposures may be deemed higher risk for transmission, such as with an intimate partner, in a household with longer periods of exposure, or while performing unmasked activities with increased exertion and/or voice projection or during prolonged close face-face contact (e.g., during contact

sports like wrestling, during indoor group singing, during crowded events where cheering occurs like games, concerts or rallies, particularly if indoors). In such cases, exposed persons should be extra vigilant in undertaking recommended mitigation measures.

Similarly, if the close contact is more likely to become infected due to being unvaccinated, immunocompromised, or if they are more likely to transmit the virus to those who are at higher risk for severe COVID-19, they should also take greater care in following recommendations to limit spreading the virus to others during the 10 days following their exposure. These close contacts should get tested, and may consider quarantining or self-limiting their exposure to others, and are strongly recommended to follow the testing and mitigation measures outlined in this guidance.

High-Risk Settings^{**}:

A high-risk setting is one in which transmission risk is high (e.g., setting with a large number of persons who may not receive the full protection from vaccination due to coexisting medical conditions), and populations served are at risk of more serious COVID-19 disease consequences including hospitalization, severe illness, and death. As such, CDPH is recommending the following work exclusions for staff working in these settings to protect the populations served, and maintaining quarantine recommendations for patients, residents and clients served in these settings, consistent with CDC recommendations.

All close contacts, whether quarantined or not:

Should consider testing as soon as possible to determine infection status and follow all isolation recommendations above if tested positive. Knowing one is infected early during quarantine enables (a) earlier access to treatment options, if indicated (especially for those that may be at risk for severe illness), and (b) notification of exposed persons (close contacts) who may also benefit by knowing if they are infected.

Diagnostic Testing

An antigen test, nucleic acid amplification test (NAAT) or LAMP test are acceptable; however, antigen testing is recommended for infected persons to end isolation, and for symptomatic exposed persons who were infected with SARS-CoV-2 within the prior 90 days. Use of Over-the-Counter tests are also acceptable to end isolation or quarantine.

C. INVESTIGATING POSITIVE COVID-19 CASES (CONTACT TRACING)

Once informed of a COVID-19 diagnosis, the District will immediately begin contact tracing to identify students and staff who may have been in close contact with the COVID-19 positive individual. This requires an evaluation of the last day present, as well as the activities 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. These actions will be recorded on the Reportable Incident Form.

The District will follow up with all individuals identified as a close contact to provide them with important information, including the proper protocol for isolation and self-quarantine. The District will also give written notice to employees which includes:

- Information about steps the District is taking to help prevent the spread of COVID-19;
- Employee responsibilities while they are on quarantine;
- Confirmation that the employee is excluded from physically coming to work during their quarantine;

- Information and notification of sick leave and pay options, including the employee's eligibility for benefits under the District's Workers' Compensation Program; and
- Information on non-retaliation and non-discrimination policies.

The District will investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

D. MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This section applies if the workplace has three or more employee COVID-19 cases within an exposed group, who visited the workplace during their high-risk exposure period at any time during a 14-day period.

This section shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

1. COVID-19 TESTING

The District will make COVID-19 testing available at no cost to employees within the exposed group, during employees' paid time, except:

- Employees who were not present at the workplace during the relevant period.
- Employees who do not have COVID-19 symptoms.
- For employees who had COVID-19 and did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms, or for employees who had COVID-19 who never developed symptoms, 90 days after the first positive test.

COVID-19 testing will be immediately available to all employees in the exposed group. Negative COVID-19 test results of employees with COVID-19 exposure shall not affect the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.

After the first two COVID-19 tests, employers shall make COVID-19 testing available at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies.

1.9.24 In workplace outbreaks or major outbreaks the COVID-19 Prevention regulations still require testing of all close contacts in outbreaks, and everyone in the exposed group in major outbreaks. Employees who refuse to test and have symptoms must be excluded for at least 24 hours from symptom onset, and can return to work only when they have been fever-free for at least 24 hours without the use of fever-reducing medications, and symptoms are mild and improving.

The District will provide additional testing when deemed necessary by Cal/OSHA.

2. ADDITIONAL COVID-19 CONTROLS

In addition to the controls outlined in this document, the District will require all employees in the exposed group to wear face coverings when indoors or when outdoors and less than six feet from another person. The District will give notice to employees in the exposed group of their right to request a respirator for voluntary use.

The District will evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

3. INVESTIGATION, REVIEW AND HAZARD CORRECTION

The District will perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including the availability of the District's leave policies and practices and whether employees are discouraged from remaining home when sick; the District's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- The review should be updated every 30 days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- The District will implement 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 feasible, respiratory protection where required, and other applicable controls.
- In buildings or structures with mechanical ventilation, the District will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the District will use filters with the highest compatible filtering efficiency. The District will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission, and if so, will implement their use to the degree feasible.

E. MAJOR COVID-19 OUTBREAKS

This section applies to any workplace if there are 20 or more COVID-19 cases in an exposed group who visited the workplace during their high-risk exposure period within a 30-day period. This section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14- day period. The items in this section are in addition In addition to the controls outlined in the previous section (*E. Multiple COVID-19 Infections and COVID-19 Outbreaks*).

1. COVID-19 TESTING

The District will make COVID-19 testing available at no cost to all employees within the exposed group, during employees' paid time.

COVID-19 testing shall be made immediately available to all employees in the exposed group at least at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies.

2. ADDITIONAL COVID-19 CONTROLS

Any employees in the exposed group not wearing respirators shall be separated from other persons by at least six feet. Methods of physical distancing include telework or other remote work arrangements; reducing the number of persons in an area at one time; staggered arrival, departure, work and break times; and adjusted work processes or procedures. When it is not feasible to maintain a distance of at least six feet, employees shall be as far apart as feasible.

For employees in the exposed group whose work stations do not permit physical distancing at all times, the District will install cleanable solid partitions that effectively reduce transmission.

3. INVESTIGATION, REVIEW AND HAZARD CORRECTION

The District will perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review will be documented and include:

- The District will provide a respirator for voluntary use as well as determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

The District will implement any other control measures deemed necessary by Cal/OSHA.

F. REPORTING, RECORDKEEPING, AND ACCESS

The District will 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.

The District will maintain records of the steps taken to implement our written COVID-19 Prevention Program. This COVID-19 Prevention Program is available to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

The District will use the Reportable Incident 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.

G. EXCLUSION OF COVID-19 CASES

When the District has a COVID-19 case in the workplace, transmission will be limited by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met, with the following exceptions:
 - Employees who do not develop COVID-19 symptoms; and
 - COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits when the employee is available and medically able to work, but excluded based on a close exposure to a COVID-19 positive case. The District may use employer-provided sick leave for this purpose to the extent permitted by law.
- Earnings continuation ("exclusion pay") will be applied except in instances where the District objectively demonstrates that the COVID-19 exposure is not work related. This will be determined through the District's internal contact tracing process to identify close exposures.
- When earnings continuation (exclusion pay) is required, the District will apply the employee's available fully paid sick leave accruals to the absence, unless and until it is exhausted.
- Providing employees at the time of exclusion with information on available benefits and leave options during the exclusion period, and for any longer period necessitated by the employee's individual circumstances.

H. CONFIDENTIALITY OF PERSONAL IDENTIFYING INFORMATION

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

REASONABLE ACCOMMODATION

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. Reasonable accommodations will be evaluated through the District's established interactive process. See AR 4032 Reasonable Accommodation (Appendix G) for more information.

TRAINING AND INSTRUCTION

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing COVID-19 in the workplace. The District is committed to instructing all employees in safe and healthful work practices.

A. WHEN WILL TRAINING AND INSTRUCTION OCCUR

While the Covid-19 Prevention Program is in place, training will be provided as follows:

- Upon hire;
- When new workplace guidelines, processes, or procedures are updated;
- When new or previously unforeseeable hazards are identified in the workplace; and
- Whenever the District, Program Administrator, or Department Manager believes that additional training is necessary.

B. TRAINING CONTENT

The District will provide COVID-19 related training and instruction that includes:

- District policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19 related benefits (including mandated sick and vaccination leave) that employees may be entitled to 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.
- Particles containing the virus can travel more than six feet, especially indoors, so

physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.

- The method for employees to request respirators for voluntary use. Respirators will be supplied by the District at no cost to employees, and employees may use respirators without fear of retaliation. Whenever respirators are provided for voluntary use, training will be provided on who to properly wear the respirator; how to perform a seal check; and the fact that facial hair interferes with a seal.
- The importance of frequent handwashing with soap and water for at least 20 seconds using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on the employer's COVID-19 policies; how to access COVID-19 test and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

C. DOCUMENTATION OF TRAINING

Documentation of training shall be maintained in the District's online safety training and compliance software, Keenan. Copies of training documents are available from the Human Resources Department.

COMMUNICATION WITH EMPLOYEES ON COVID-19 ISSUES

The District's goal is to ensure an effective two-way communication with employees, in a form they can readily understand. Clear information about COVID-19 will be available to staff, students, and parents/caregivers. Schools will incorporate regular updates to their school communities throughout the school year. RJUHSD and each school will share updates related to COVID-19, when available, with staff, students, parents/guardians, and the community at large. Stakeholders may find this information linked to the RJUHSD home page www.rjuhsd.us.

A copy of the District's COVID-19 Prevention Program will be provided on an annual basis to each employee. New employees will receive a copy at the time of hire.

ENFORCEMENT OF THE COVID-19 PREVENTION PROGRAM

Employees failing to follow safety rules or directions will be subject to the disciplinary procedures outlined in the applicable collective bargaining agreement. Safety violations will be cause for disciplinary actions up to and including suspension without pay and/or a recommendation for dismissal.

APPENDIX A: CAL/OSHA REGULATIONS

§3205. COVID-19 Prevention.

NOTE: See Executive Order N-84-20 (2019 CA EO 84-20), issued in response to the COVID-19 pandemic, which suspends certain provisions relating to the exclusion of COVID-19 cases from the workplace.

(a) Scope.

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

(A) Work locations with one employee who does not have contact with other persons.

(B) Employees working from home.

(C) Employees with occupational exposure as defined by section 5199, when covered by that section.

(D) Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

(2) Nothing in this section is intended to limit more protective or stringent state or local health department mandates or guidance.

(b) Definitions. The following definitions apply to this section and to sections 3205.1 through 3205.4.

(1) "Close contact" 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.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

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

(3) "COVID-19 case" means a person who:

(A) Has a positive "COVID-19 test" as defined in this section; or

(B) Has a positive COVID-19 diagnosis from a licensed health care provider; or

(C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or

(D) 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.

(4) "COVID-19 hazard" means 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, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

(5) "COVID-19 symptoms" means 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, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

(6) "COVID-19 test" means a viral test for SARS-CoV-2 that is:

(A) 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

(B) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

(7) "Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

(A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

(B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or

shift, only employees within that distinct group are part of the exposed group.

(C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

(8) "Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

(9) "Fully vaccinated" means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

(10) "High-risk exposure period" means the following time period:

(A) For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.

(B) For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

(11) "Respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering face piece respirator.

(12) "Worksite," for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

NOTE: The term worksite is used for the purpose of notice requirements in subsections (c)(3)(B)3. and 4. only.

(c) Written COVID-19 Prevention Program. Employers shall establish, implement, and maintain an effective, written COVID-19 Prevention Program, which may be integrated into the employer's Injury and Illness Prevention Program required by section 3203, or be maintained in a separate document. The written elements of a COVID-19 Prevention Program shall include:

(1) System for communicating. The employer shall do all of the following in a form readily understandable by employees:

(A) Ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.

(B) Describe how employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

(C) Provide information about access to COVID-19 testing as described in subsection (c)(5)(I) when testing is required under this section, section 3205.1, or section 3205.2.

(D) In accordance with subsection (c)(3)(B), communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.

NOTE: See subsection (c)(3)(C) for confidentiality requirements for COVID-19 cases.

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

(A) The employer shall allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

(B) The employer shall develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms. The employer may ask employees to evaluate their own symptoms before reporting to work. If the employer conducts screening indoors at the workplace, the employer shall ensure that face coverings are used during screening by both screeners and employees who are not fully vaccinated and, if temperatures are measured, that non-contact thermometers are used.

(C) The employer shall develop 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.

(D) The employer shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Employers shall 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 stationary work.

(E) For indoor locations, the employer shall evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

(F) The employer shall review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH), and information specific to the employer's industry, location, and operations.

(G) The employer shall evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls. This includes evaluation of controls in subsections (c)(4), (c)(6), and (c)(7).

(H) The employer shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

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

(A) Employers shall have an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

(B) The employer shall take the following actions when there has been a COVID-19 case at the place of employment:

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 close contact. 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)(9) for exclusion requirements for employees after a close contact.

3. Within one business day of the time the employer knew or should have known of a COVID-19 case, the employer shall give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:

a. All employees at the worksite during the high-risk exposure period. If the employer should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the employer shall provide verbal notice, as soon as practicable, in a language understandable by the employee.

b. Independent contractors and other employers at the worksite during the high-risk exposure period.

4. Within one business day of the time the employer knew or should have known of the COVID-19 case, the employer shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.

5. Make COVID-19 testing available at no cost, during paid time, to all employees of the employer who had a close contact in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(9)(C), with the following exceptions:

a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.

b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

6. Investigate whether 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) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.4, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the

local health department, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

(4) Correction of COVID-19 hazards. Employers shall implement effective 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. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted under subsections (c)(2) and (c)(3) and implementing the controls required by subsections (c)(6) and (c)(7).

(5) Training and instruction. The employer shall provide effective training and instruction to employees that includes the following:

(A) The employer's COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards under subsection (c)(2)(A).

(B) 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 legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, leave guaranteed by contract, and this section.

(C) 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 COVID-19 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.

(D) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.

(E) The employer's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4:

1. How to properly wear the respirator provided;

2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

(F) 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.

(G) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.

(H) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

(I) Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

(J) The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

(6) Face coverings.

(A) For all employees who are not fully vaccinated, employers shall provide face coverings and ensure they are worn when indoors or in vehicles.

(B) Employers shall provide face coverings and ensure they are worn by employees when required by orders from the CDPH.

(C) Employers shall ensure that required face coverings are clean and undamaged, and that they are worn over the nose and mouth. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

(D) When employees are required to wear face coverings under this section or sections 3205.1 through 3205.4, the following exceptions apply:

1. When an employee is alone in a room or vehicle.

2. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.

3. Employees wearing respirators required by the employer and used in compliance with section 5144.

4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.

5. 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.

(E) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability 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.

(F) Any employee not wearing a face covering, pursuant to the exceptions in subsections (c)(6)(D)4. or 5., and not wearing a non-restrictive alternative when allowed by subsection (c)(6)(E), shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. Employers may not use the provisions of subsection (c)(6)(F) as an alternative to face coverings when face coverings are otherwise required by this section.

(G) No employer shall prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

(H) When face coverings are not required by this section or by sections 3205.1 through 3205.4, employers shall provide face coverings to employees upon request, regardless of vaccination status.

(I) Employers shall implement measures to communicate to non-employees the face coverings requirements on their premises.

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

(A) For buildings with mechanical or natural ventilation, or both, employers shall 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 maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

(B) Employers shall implement cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels. The employer shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of cleaning and disinfection.

2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.

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.

(C) To protect employees from COVID-19 hazards, the employer shall 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.

(D) Personal protective equipment.

1. Employers shall evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.

2. Upon request, employers shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever an employer makes respirators for voluntary use available, under this section or sections 3205.1 through 3205.4, the employer shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.

3. Employers shall provide and ensure use of respirators in compliance 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. Employers shall provide and ensure use of eye protection and respiratory protection in compliance 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)(7)(D)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.

(E) Testing of symptomatic employees. Employers shall make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

(8) Reporting, recordkeeping, and access.

(A) The employer shall report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. The employer shall report all information to the local health department as required by Labor

Code section 6409.6.

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

(C) 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.

(D) The employer shall 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.

(9) Exclusion of COVID-19 cases and employees who had a close contact. The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

(A) Employers shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements of subsection (c)(10) are met.

(B) Employers shall exclude from the workplace employees who had a close contact until the return to work requirements of subsection (c)(10) are met, with the following exceptions:

1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
2. COVID-19 cases who returned to work pursuant to subsection (c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.

(C) For employees excluded from work under subsection (c)(9), employers shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave for this purpose to the extent permitted by law. Wages due under this subsection are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under this subsection are subject to enforcement through procedures available in existing law. If an employer determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

EXCEPTION 1: Subsection (c)(9)(C) does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability.

EXCEPTION 2: Subsection (c)(9)(C) does not apply where the employer demonstrates that the close contact is not work related.

(D) Subsection (c)(9) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) At the time of exclusion, the employer shall provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(9)(C).

(10) Return to work criteria.

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

1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

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

(C) Once a COVID-19 case has met the requirements of subsection (c)(10)(A) or (B), as applicable, a negative COVID-19 test shall not be required for an employee to return to work.

(D) Persons who had a close contact may return to work as follows:

1. Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.

2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:

a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and

b. At least 10 days have passed since the last known close contact; and

c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

3. During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:

a. Health care workers who did not develop COVID-19 symptoms;

b. Emergency response workers who did not develop COVID-19 symptoms; and

c. Social service workers who did not develop COVID-19 symptoms and who work face to face with clients in child welfare or assisted living.

(E) If an order to isolate, quarantine, or exclude 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 in accordance with the return to work periods in subsection (c)(10)(A), (c)(10)(B), or (c)(10)(D), as applicable.

(F) If no violations of local or state health officer orders for isolation, quarantine, or exclusion would result, the Division 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 employer shall 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 feasible, the use of respirators in the workplace. Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3, 144.6 and 6409.6, Labor Code.

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

(a) Scope.

(1) This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period.

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

(b) COVID-19 testing.

(1) The employer shall make COVID-19 testing available at no cost to its employees within the exposed group, during employees' paid time, except:

(A) Employees who were not present at the workplace during the relevant 14-day period(s) under subsection (a).

(B) Employees who were fully vaccinated before section 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.

(C) For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to subsections 3205(c)(10)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

(2) COVID-19 testing shall consist of the following:

(A) Immediately upon being covered by this section, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.

(B) After the first two COVID-19 tests required by subsection (b)(2)(A), employers shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies

pursuant to subsection (a)(2).

(c) Employers shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.

(d) The employer shall continue to comply with all applicable provisions of section 3205, and shall also do the following:

(1) Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(c)(6)(D) applies.

(2) Employers shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.

(3) Employers shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

(e) COVID-19 Investigation, review and hazard correction. The employer shall 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 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) The employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections (e)(1) and (e)(2). The employer shall 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 feasible, requiring respiratory protection in compliance with section 5144, and other applicable controls.

(f) In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum

Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

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

§3205.2. Major COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to any workplace covered by section 3205 if 20 or more employee COVID-19 cases in an exposed group, as defined by section 3205(b), visited the workplace during their high-risk exposure period within a 30-day period.

(2) This section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

(b) Employers shall continue to comply with section 3205.1, except that the COVID-19 testing described in section 3205.1(b) shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.

(c) In addition to the requirements of sections 3205 and 3205.1, the employer shall take the following actions:

(1) The employer shall provide a respirator for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

(2) Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

(3) At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement in subsection (c)(2) is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

(4) The employer shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

(5) Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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

APPENDIX B: COVID-19 INSPECTION FORM



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT COVID-19 Inspection Form

Name of Employee Conducting Inspection: _____

Job Title: _____ Site: _____ Date: _____

Exposure Controls	Status	Who will correct?	Date Corrected
Engineering			
Barriers/Partitions			
Ventilation (MERV-13 filters, use of outdoor space)			
Additional room air filtration (if needed)			
Administrative			
Physical distancing (signage, path of travel, telework)			
Surface cleaning and disinfection (regular/frequent cleaning, adequate supplies)			
Hand hygiene (adequate supplies and time, signage)			
Disinfecting / hand sanitizing solutions (used according to manufacturer instructions)			
Personal Protective Equipment			
PPE (not shared, available, and being worn)			
Face coverings (clean, undamaged, adequate supply)			
Gloves			
Face shields/goggles			
Other			
Additional Comments			

APPENDIX C: DAILY SCREENING EMAIL



Christensen, Diana <dchristensen@rjuhsd.us>

Daily Health Screener Email

1 message

Help, HR <hrhelp@rjuhsd.us>

Wed, Jun 30, 2021 at 12:44 PM

To: Diana Christensen <dchristensen@rjuhsd.us>

All employees are required to complete this daily health screening form. This form is vital to ensure the health and wellbeing of each employee and our school district.

If the answer to at least ONE of the questions below is YES, then select the YES form. 🙋

If the answer to ALL of the questions below is NO, then select the NO form. 😊

Questions:


- Within the last 10 days, have you tested positive for COVID-19 or been diagnosed with COVID-19 by a medical professional?
- Since you were last at work, have you had or developed one or more of these symptoms: fever of 100.4°F or greater, fatigue, body aches, chills, cough, congestion, runny nose, difficulty breathing/shortness of breath, sore throat, headache, vomiting, diarrhea, new loss of taste or smell?
- Have you been in close contact (within six (6) feet of someone who has COVID-19 for a combined total of 15 minutes or more over a 24-hour period) in the last 14 days?

If you have any questions regarding this email, contact your supervisor.

Human Resources

Roseville Joint Union High School District
hrhelp@rjuhsd.us
916.786.2051

APPENDIX D: EMPLOYEE HAZARD FORM

 ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT <small>STUDENT • EMPLOYEE • COMMUNITY</small>	ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT Employee Hazard Reporting Form	
<p>Health and safety legislation requires all employees to report hazards. This form allows employees to report hazardous conditions or practices as they notice them.</p>		
<p>Hazards may be reported verbally, by emailing services@ruhsd.us, or by completing this form and submitting it to the site principal and/or the Director, Maintenance and Operations.</p>		
Employee Name:	_____ Date: _____	
Location:	_____	
<table border="1"><tr><td data-bbox="315 753 1300 1146"><p><u>Description of Hazard</u></p> <p><u>Suggested Corrective Action</u></p> <p>Employee Signature: _____ Date: _____</p></td></tr></table>		<p><u>Description of Hazard</u></p> <p><u>Suggested Corrective Action</u></p> <p>Employee Signature: _____ Date: _____</p>
<p><u>Description of Hazard</u></p> <p><u>Suggested Corrective Action</u></p> <p>Employee Signature: _____ Date: _____</p>		
<table border="1"><tr><td data-bbox="315 1146 1300 1566"><p><u>Supervisor Comments</u></p> <p><u>Corrective Action Taken</u></p> <p>Supervisor Signature _____ Date: _____</p></td></tr></table>		<p><u>Supervisor Comments</u></p> <p><u>Corrective Action Taken</u></p> <p>Supervisor Signature _____ Date: _____</p>
<p><u>Supervisor Comments</u></p> <p><u>Corrective Action Taken</u></p> <p>Supervisor Signature _____ Date: _____</p>		

APPENDIX E: SURVEILLANCE TESTING REPORTING FORM



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT Surveillance Testing Reporting Form

Guidance from the California Department of Public Health recommends periodic surveillance testing for school staff. Employees are highly encouraged (but not required) to participate in COVID-19 surveillance testing every other month. Surveillance testing for COVID-19 is provided at no cost to you as an employee.

If you would like to participate in surveillance testing, you may schedule your test at an OptumServe Testing Site by calling (888) 634-1123 or by visiting www.lhi.care/covidtesting. Take your RJUHS ID badge with you to your appointment to verify you are an essential worker. Our testing site is located at the Rocklin Library – 4890 Granite Drive, Rocklin CA 95677. You may also get tested by your own health care provider if you choose.

Please work with your supervisor to coordinate a testing time that works best for your work location and during non-student time as much as possible. Most employees should be able to find a time during their workday to complete the testing.

**Note: IF YOU ARE HAVING COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO COVID-19, do not go to the OptumServe Surveillance Testing Site. You must schedule a test with your health care provider or set up an appointment at the Seavey Center PCOE School Testing Site (www.placercoe.org/schooltestingsites.)*

After receiving test results, report the results on this form to ensure the District can ensure appropriate safety measures are in place.

Name: _____ Today's Date: _____
Job Title: _____ Work Location: _____
Supervisor Name: _____ Last Day Onsite: _____
Test Date: _____ Test Result*: _____

**If your test is POSITIVE, you must contact your supervisor immediately. A RJUHS Nurse will contact you within 24 hours for more information.*

You may not return to your worksite until notified by a RJUHS Nurse or by Human Resources.

Enter your absence in AESOP/Frontline using the "COVID-19" absence reason while off work, unless your supervisor has given you permission to work remotely.

Employee Signature: _____

APPENDIX F: REPORTABLE INCIDENT FORM

Roseville Joint Union High School District COVID-19 Reportable Incident Form			
Employee Name: _____	Today's Date: _____		
Job Title: _____	Work Location: _____		
Supervisor Name: _____	Last Day Onsite: _____		
Onset of Symptoms Date: _____			
Exposure Date (if applicable): _____			
Daily Health Screening Information (Per Employee):			
Positive Results: _____	Symptoms: _____	Positive Exposure: _____	
Whom has he/she/they been in close contact with (employees or students) in the 48 hour period prior to onset of symptoms? (close <6 feet >15 minutes) If yes, list names and dates:			
Brief description of exposure:			
What are the employee's current or past symptoms?			
Brief description of employee's last day worked (worked alone, visited other departments/sites, contact with public, parents, students, etc.):			
What direction has the employee received from their private health care provider or local health department?			
Quarantine/Isolation Start Date: _____		Reason: _____	
End Date: _____		COVID-19 Test Date: _____	
COVID-19 Test Date: _____		Test Result: _____	
Test administered by: _____		Additional Information:	
<i>RJUHSN Nurse Signature:</i>			
Supervisor/Manager –Review attached information, including guidance provided by School Nurse. Be sure to maintain confidentiality at all times. Schedule sanitation of office/work area as needed.			
Human Resources – Determine leave rights and work with employee regarding return to work date (after cleared). Notify anyone who may have had contact with employee per CDPH and PCHD guidelines.			

APPENDIX G: AR 4032 REASONABLE ACCOMMODATION

SUBJECT: REASONABLE ACCOMMODATION

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

EFFECTIVE: OCTOBER 13, 2015

REVISED: OCTOBER 3, 2016

All Personnel

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

In the job application process, to any qualified job applicant with a disability

To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

No employee or job applicant who requests an accommodation for his/her physical or mental disability shall be subjected to discrimination or to any punishment or sanction, regardless of whether the request for accommodation was granted. (Government Code 12940)

The district designates the position specified in AR 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

Definitions

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 20 CFR 1630.2)

A physical or mental impairment that limits one or more of the major life activities

A record of such an impairment

Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29 CFR 1630.2)

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires

For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities

Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires

Can perform the essential functions of the position with or without reasonable accommodation

Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district. (29 CFR 1630.2)

Request for Reasonable Accommodation

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 2000ff-5)

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

Granting Reasonable Accommodation

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator shall:

Determine the essential functions of the job involved

Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness

Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding

The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility

The overall financial resources, number of employees, and the number, type, and location of facilities of the district

The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities

The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

Reasonable Accommodation Committee

The coordinator may appoint a committee to review or assist in the development of appropriate plans to reasonably accommodate qualified individuals who request modifications or adjustments in their work duties or environment because of known physical or mental disabilities.

Committee members shall be selected on the basis of their knowledge of the specific functions and duties required in the position, the physical work environment, available accommodations, and other relevant issues. The committee may include a district administrator, site administrator, medical advisor or rehabilitation specialist, and as necessary, a certificated and/or classified employee. Membership may change on a case-by-case basis.

At the coordinator's discretion, the employee or applicant requesting accommodation may participate in the committee's meetings. If the employee or applicant is excluded from the committee's meetings, the coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

Appeal Process

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

A clear, concise statement of the reasons for the appeal

A statement of the specific remedy sought

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Board of Trustees in accordance with the district's procedure for such complaints.

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Definitions COURT DECISIONS

A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455

Colmenares v. Braemar Country Club, Inc., (2003) 29 Cal.4th 1019 Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

US Airways, Inc. v. Barnett, (2002) 535 U.S. 391, 122 S.Ct. 1516

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov> Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

APPENDIX H: COVID-19 VACCINATION ATTESTATION FORM FOR STAFF



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
COVID-19 Vaccination Attestation Form for Staff

THIS FORM IS VOLUNTARY

In compliance with Cal/OSHA requirements, RJUHSD is offering employees the voluntary opportunity to self-attest to their vaccination status. Those who verify their vaccination status are not required to quarantine if determined to be a close contact exposure to an individual who tests positive for COVID-19. They can also work indoors without a mask at non-school sites or schools where no students are present on campus.

All face covering practices are subject to change as guidance is updated.

Name: _____

Job Title: _____

Location: _____

What date did you receive your final COVID-19 vaccine dose?

By signing this form, I acknowledge that I am fully vaccinated for COVID-19. I certify that I have provided accurate information and truthfully completed this form. I also understand that the district may request documentation of my vaccination status.

Signature: _____

Date: _____

Thank you for your assistance!