



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 our RJUHSD workplaces.

SCOPE

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

- Places of employment 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 when covered by section 5199, Aerosol Transmissible Diseases ([link to https://www.dir.ca.gov/title8/5199.html](https://www.dir.ca.gov/title8/5199.html)).

DEFINITIONS

The following definitions apply:

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

“COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

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

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

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may

aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

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

- fever of 100.4 degrees Fahrenheit or higher
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, or diarrhea

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

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

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

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

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

- (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

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 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).

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 which 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)

B. 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, Student Engagement
Phone: (916) 782-6565 extension 1057
Responsible for the overall implementation and maintenance of the CPP

Title: Director, Human Resources - Classified
Phone: (916) 786-6589 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.

- 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 as a guide.

B. EMPLOYEE, STUDENT, AND VISITOR SCREENING

Health screening is often done to prevent symptomatic individuals from entering a school or workplace. In order to prevent the spread of infection, students, teachers, and employees are required to self-screen daily before coming to work/school. Employees who have signs or symptoms of COVID-19 are required to stay home until they are cleared to return to work per Placer County's Public Health Guidelines. Decisions about testing and returning to work will be guided by District Nurses in accordance with Placer County Public Health requirements and recommendations. See Appendix D 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 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 C for the Employee Hazard Reporting Form.

Employees may also report hazards online in the Public School Works training system using the Hazard and Near-Miss Reporting form. Employees must log on to their Public School Works account, which can be found by going to www.rjuhsd.us/staffresources and selecting "Online Staff Training".

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. PHYSICAL DISTANCING

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between individuals. Staff and students are trained on physical distancing protocols for both indoor and outdoor spaces, and signage is posted to remind individuals to practice physical distancing at all times.

For COVID-19, the recommended distance is at least six (6) feet. The District will enforce physical distancing requirements including, but not limited to, the following practices:

- Conduct meetings on-line instead of in person;
- Restrict the number of individuals in one area at a time, including students and visitors;
- Institute a maximum number of employees who may be in break rooms, copy rooms, staff restrooms, and other common spaces at one time;
- Adjust work schedule or break times to stagger the arrival and departure of employees;
- Set up visual cues such as signs and floor markings for one-way directional routes to lessen the possibility of coming into contact with others while moving about the location;
- Create a consistently enforced path of travel for entering, working, and exiting physical buildings and other structures; and
- Establish telework or other remote work arrangements to the greatest extent possible.

In situations where six (6) feet of physical distancing cannot be achieved due to the nature of the activity or workspace, individuals will be kept as far apart as possible for the most limited duration feasible. Under no circumstances should distance between student chairs be less than four (4) feet per [CDPH guidance](#).

B. FACE COVERINGS

As of November 16, 2020, a statewide [mandate](#) went into effect requiring individuals to wear face coverings when they are outside the home, with some exceptions. All staff and students are expected to comply as long as this mandate is in place. All adults must wear a face covering at all times while on a school campus.

The following are limited exceptions to the face coverings requirement:

- When an employee is in a car, office, or room alone;
- While actively eating or drinking, provided employees are at least six feet apart from individuals who are not members of the same residence; and
- 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).
- 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.

Any employee not wearing a face covering, face shield with a drape, or respiratory protection, for any reasons, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. The regulations state employers “may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required.”

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.

In the online training class COVID-19: How to Protect Yourself and Others [Public School Works], employees are taught the reason for and proper use of face coverings, including putting on, taking off, and washing reusable cloth face coverings. Signage is posted in high visibility areas to remind staff of face-covering guidelines.

C. HAND HYGIENE

Regular hand hygiene is one of the most effective strategies to prevent the spread of most respiratory viruses including the coronavirus. Hand sanitizer is available in high traffic areas such as lobbies and reception areas as well as in all classrooms.

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;
- Signage placed in high visibility areas to remind staff of proper techniques;
- Adequate supplies to support healthy hygiene behaviors, including soap, paper towels, no-touch trashcans, 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 and doors, as much as practicable, 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.

In situations where at least six feet from all other persons is not possible, the District will install solid partitions in reception areas and on staff desks where necessary.

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 also be cleaned.

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.

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, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

TESTING AND RESPONDING TO COVID-19 CASES

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.
- Placer County Office of Education Testing Site — employees may schedule their test by going to <http://www.placercoe.org/schooltestingsites> and selecting the Seavey Center location (655 Menlo Drive, Rocklin, CA 95765).

The District also participates in surveillance testing, and requests all employees to test every other month. Surveillance testing is at no cost to employees, and employees can schedule their test at an OptumServe Testing Site by calling (888) 634-1123, or by visiting www.lhi.care/covidtesting.

A negative COVID-19 test will not be required for an employee to return to work.

The guidelines outlined are current as of December 1, 2020. If these guidelines are updated, the District will adjust processes accordingly and notify employees of those updates.

B. No COVID-19 TESTING

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. Symptomatic Untested

Employee has symptoms of COVID-19 but does not test. In order to return to work, CDPH requires:

- At least 10 days have passed since symptoms first appeared;
- At least 24 hours have passed since last fever without the use of fever-reducing medications; and
- Symptoms (e.g., cough, shortness of breath, sore throat) have improved.

2. Asymptomatic Untested

Employee has no symptoms of COVID-19 but had close contact with a confirmed positive individual, and does not test. Employee should be quarantined at home for 14 days after the last known close contact with the positive person.

C. COVID-19 NEGATIVE TEST RESULTS

A negative test result does not automatically mean an employee may return to work. There are circumstances in which isolation or quarantine will still be required.

1. Symptomatic Negative

Employee has symptoms of COVID-19 but test results returned negative. In order to return to work, CDPH requires:

- At least 10 days have passed since symptoms first appeared;
- At least 24 hours have passed since last fever without the use of fever-reducing medications; and
- Symptoms (e.g., cough, shortness of breath, sore throat) have improved.

2. Asymptomatic Negative

Employee has no symptoms of COVID-19 but was tested due to close contact with a confirmed positive individual, and the test results returned negative. In order to return to work, CDPH requires the employee to quarantine at home for 14 days after the last known close contact with the positive patient.

D. 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 the positive result was the result of surveillance testing, they must also report their results on the

Surveillance Testing Reporting Form (Appendix E). 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 and self-quarantine. These actions will be recorded on the Reportable Incident Form (Appendix F). The District will also send a letter to the employee that satisfies the requirements of AB 685, which includes:

- Information about steps the District is taking to help prevent the spread of COVID-19;
- Employee responsibilities while they are on isolation or quarantine;
- Confirmation that the employee is excluded from physically coming to work during their isolation or quarantine;
- Information and notification of sick leave and pay options, including HR 6201 as well as the employee's eligibility for benefits under the District's Workers' Compensation Program; and
- Information on non-retaliation and non-discrimination policies.

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

1. Symptomatic Positive

Employee has symptoms of COVID-19 and test results returned positive. In order to return to work, CDPH requires:

- At least 10 days have passed since symptoms first appeared;
- At least 24 hours have passed since last fever without the use of fever-reducing medications; and
- Symptoms (e.g., cough, shortness of breath) have improved.

2. Asymptomatic Positive

Employee has no symptoms of COVID-19 but tested positive. In order to return to work, CDPH requires the employee to quarantine at home for 10 days after their first positive COVID-19 test. If they later develop symptoms, then the criteria for symptomatic positive cases will apply.

E. 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. These actions will be recorded on the Reportable Incident Form.

The District will follow up with all employees identified as a close contact to provide them with important information, including the proper protocol for isolation and self-quarantine. The District will also send a letter to the employee that satisfies the requirements of AB 685, which includes:

- Information about steps the District is taking to help prevent the spread of COVID-19;
- Employee responsibilities while they are on isolation or quarantine;
- Confirmation that the employee is excluded from physically coming to work during their isolation or quarantine;
- Information and notification of sick leave and pay options, including HR 6201 as well as the employee's eligibility for benefits under the District's Workers' Compensation Program; and
- Information on non-retaliation and non-discrimination policies.

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

This section applies if:

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

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

1. COVID-19 TESTING

The District will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

2. EXCLUSION OF COVID-19 CASES

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with this COVID-19 Prevention Program protocols, directives from the California Department of Public Health, or local health officer orders, if applicable.

3. INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

The District will investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with this COVID-19 Prevention Program or local health officer orders, if applicable.

4. 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 thirty 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 possible, respiratory protection, and other applicable controls.

5. NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT

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

The District will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.

The District will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace. Effective January 1, 2021, the District will provide all information to the local health department required by [Labor Code section 6409.6](#).

G. MAJOR COVID-19 OUTBREAKS

This section applies if:

- There are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

This section shall apply until there are no new COVID-19 cases detected in a workplace for a 30-day period.

1. COVID-19 TESTING

The District will provide twice per week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

2. EXCLUSION OF COVID-19 CASES

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with this COVID-19 Prevention Program protocols, directives from the California Department of Public Health, or local health officer orders, if applicable

3. INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

The District will comply with the investigation procedures accordance with this COVID-19 Prevention Program or local health officer orders, if applicable.

4. COVID-19 HAZARD CORRECTION

In addition to the requirements of our COVID-19 Prevention Program, the District will take the follow actions:

- 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 shall implement their use to the degree feasible.
- The District will 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.
- Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with CCR [Title 8 section 332.3](#).

5. NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT

The District will comply with the requirements of section [3205.1\(f\)](#).

H. 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 also report to Cal/OSHA any COVID-19 related serious illness or death, as defined under CCR [Title 8 section 330\(h\)](#), of an employee occurring in the workplace or in connection with any employment.

The District will maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR [Title 8 section 3203\(b\)](#). 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. The District also maintains a COVID-19 dashboard of all confirmed cases at www.rjuhsd.us.

I. 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.
- 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.
- 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.

J. CONFIDENTIALITY OF PERSONAL IDENTIFYING INFORMATION

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

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

K. CONFIDENTIALITY OF EMPLOYEE MEDICAL RECORDS

All Employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

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

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

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.

SAFETY AND HEALTH TRAINING

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 and annually after initial training;
- 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.
- Information regarding COVID-19 related benefits 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 must be combined with other controls, including face coverings and hand hygiene, to be effective.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with wearing face coverings.
- Importance of maintain physical distancing when eating or drinking in a manner that requires temporary removal of face coverings.
- 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 handwashing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment – face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- Methods for sanitizing the employee’s individual workspace, where appropriate.
- The importance of not sharing food, utensils, equipment, or other items with others in the workplace to the greatest extent possible.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

C. DOCUMENTATION OF TRAINING

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

COMMUNICATION WITH EMPLOYEES ON COVID-19 ISSUES

A communication strategy with 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

Subchapter 7. General Industry Safety Orders § 3205. COVID-19 Prevention.

(a) Scope.

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

(A) Places of employment with one employee who does not have contact with other persons.

(B) Employees working from home.

(C) Employees when covered by section 5199.

(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.

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

“COVID-19 case” means a person who:

(1) Has a positive “COVID-19 test” as defined in this section;

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

(3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

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

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

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means 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.

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

(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and

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

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

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

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

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

(2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

(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 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 COVID-19 exposures, and possible COVID-19 hazards at the workplace.

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

(C) Provide information about access to COVID-19 testing. If testing is required under this section, section 3205.1, or section 3205.2, the employer shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

(D) In accordance with subsection (c)(3)(B)3., 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 subsections (c)(3)(C) and (c)(3)(D) 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 at the workplace, the employer shall ensure that face coverings are used during screening by both screeners and employees 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 fixed work locations.

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

(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, including information of general application 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), and (c)(6) through (c)(8).

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

(B) 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 COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

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

3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

a. All employees who may have had COVID-19 exposure and their authorized representatives.

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

4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).

5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

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

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

(D) The employer shall ensure that all employee medical records required by this section and sections 3205.1 through 3205.4 are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

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

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

(4) Correction of COVID-19 hazards. 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 subsection (c)(6) through (c)(8).

(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.

(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 workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

(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) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

(E) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

(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.

(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.

(6) Physical distancing.

(A) All employees shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, 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.

(B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

(7) Face coverings.

(A) Employers shall provide face coverings and ensure they are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. Employers shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
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, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

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

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

(C) Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Employers may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

(D) 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.

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

(F) The employer shall develop COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

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

(A) At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

(B) 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 letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

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

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

2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

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

(D) 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.

(E) 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. Employers shall evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.

3. Employers shall provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

4. Employers shall provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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

(9) Reporting, recordkeeping, and access.

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

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

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

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

(E) 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. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

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

(10) Exclusion of COVID-19 cases. The purpose of this 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)(11) are met.

(B) Employers shall exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

(C) For employees excluded from work under subsection (c)(10) and otherwise able and available to work, employers shall continue and maintain an employee's earnings, 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 benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

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

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

(D) Subsection (c)(10) 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)(10)(C).

EXCEPTION to subsection (c)(10): Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements of subsection (c)(11) are met.

(11) Return to work criteria.

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

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. 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) A negative COVID-19 test shall not be required for an employee to return to work.

(D) If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

(E) If there are no violations of local or state health officer orders for isolation or quarantine, 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 possible, the use of respiratory protection in the workplace.

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

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

(a) Scope.

(1) This section applies to a place of employment covered by section 3205 if it has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

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

(b) COVID-19 testing.

(1) The employer shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

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

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

(B) After the first two COVID-19 tests required by (b)(2)(A), employers shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

(C) Employers shall provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

(c) Exclusion of COVID-19 cases. Employers shall ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with subsections 3205(c)(10) and (c)(11) and local health officer orders if applicable.

(d) Investigation of workplace COVID-19 illness. The employer shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with subsection 3205(c)(3).

(e) COVID-19 Investigation, review and hazard correction. In addition to the requirements of subsection 3205(c)(2) and 3205(c)(4), 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 thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) The 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 possible, respiratory protection, and other applicable controls.

(f) Notifications to the local health department.

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

(2) The employer shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

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

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

§ 3205.2. Major COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to any place of employment covered by section 3205 when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

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

(b) COVID-19 testing. Employers shall provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing shall be provided at no cost to employees during employees' working hours.

(c) Exclusion of COVID-19 cases. Employers shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with subsections 3205(c)(10) and (c)(11) and any relevant local health department orders.

(d) Investigation of workplace COVID-19 illnesses. The employer shall comply with the requirements of subsection 3205(c)(3).

(e) COVID-19 hazard correction. In addition to the requirements of subsection 3205(c)(4), the employer shall take the following actions:

(1) 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 shall implement their use to the degree feasible.

(2) The employer 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.

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

(4) 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.

(f) Notifications to the local health department. Employers shall comply with the requirements of section 3205.1(f).

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

APPENDIX C: EMPLOYEE HAZARD FORM



ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
Employee Hazard Reporting Form

Health and safety legislation requires all employees to report hazards. This form allows employees to report hazardous conditions or practices as they notice them.

Hazards may be reported verbally, by emailing services@rjuhsd.us, or by completing this form and submitting it to the site principal and/or the Director, Maintenance and Operations.

Employee Name: _____ Date: _____

Location: _____

<p><u>Description of Hazard</u></p> <p><u>Suggested Corrective Action</u></p> <p>Employee Signature: _____ Date: _____</p>
--

<p><u>Supervisor Comments</u></p> <p><u>Corrective Action Taken</u></p> <p>Supervisor Signature _____ Date: _____</p>

APPENDIX D: DAILY SCREENING EMAIL



Help, HR <hrhelp@rjuhsd.us>

Daily Health Screening Form - 12/22/20

1 message

Help, HR <hrhelp@rjuhsd.us>
To: District Wide <districtwide@rjuhsd.us>

Tue, Dec 22, 2020 at 1

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.

REMINDER: If you have been approved to work remotely but need to be at a District school or worksite occasionally, you must notify your supervisor and/or the site administration office before arriving onsite. You also must follow the District's Health and Safety Guidelines.

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 14 days, have you been diagnosed with COVID-19 by a medical professional or had a test confirming you have the virus?
- In the last three (3) days, have you had or developed one or more of these symptoms: fever of 100° F or greater, fatigue, body aches, chills, night sweats, cough, congestion, runny nose, shortness of breath, sore throat, headache, nausea or vomiting, diarrhea, new loss of taste or smell?
- Have you been in close contact (within six (6) feet for 15 more minutes) in the last 14 days with a confirmed positive COVID-19 person?

Please click [here](#) for a short training video on how to complete these forms.

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

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: _____ Test Result: _____ Test administered by: _____
Additional Information:
<i>RJUHSD 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>