



## INJURY AND ILLNESS PREVENTION PROGRAM ADDENDUM COVID-19 PREVENTION PLAN

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## 1.1. Authority and Responsibility

- 1.1.1. Cabinet members of the Santa Barbara County Education Office (SBCEO) have overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Plan (CPP) in our workplace.
- 1.1.2. All managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.
- 1.1.3. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## 1.2. Identification and Evaluation of COVID-19 Hazards

- 1.2.1. SBCEO regularly reviews applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention. Orders and guidance are reviewed collaboratively in a variety of countywide group meetings including Superintendents' meetings, Human Resources Network meetings, Risk and Safety Management meetings, Countywide School Nurse meetings, staff meetings, and other Job-Alike meetings. The Santa Barbara County Public Health Department has designated a Public Health Liaison and a Physician as a source of support, guidance, and collaborative communication during the pandemic.
- 1.2.2. Managers shall periodically conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form.
- 1.2.3. Managers shall conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- 1.2.4. Managers who engage independent contractors or other individuals in work on SBCEO worksites shall evaluate potential workplace exposures to all persons who may enter the workplace.
- 1.2.5. At regularly scheduled meetings, Cabinet members shall regularly evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- 1.2.6. Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. Union meetings are also regularly scheduled with Human Resources Management.
- 1.2.7. Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.
- 1.2.8. SBCEO has identified a group of managers as Workplace Infection Control Coordinators, provided them with exposure and response training to respond effectively and immediately to COVID-19 in the workplace in order to prevent or reduce the risk of

transmission.

- 1.2.9. SBCEO developed a document to assist Workplace Infection Control Coordinators in the process of contact tracing found in **Appendix C: Workplace Infection Control Coordinator COVID-19 Contact Tracing Guide**. Managers work directly with Assistant Superintendents and Human Resources management in response to a confirmed positive case of COVID-19. In order to maintain confidentiality, the contact tracing document shall be maintained in a secure shared drive only accessible by individuals on a need-to-know basis.

### **1.3. Correction of COVID-19 Hazards**

- 1.3.1. Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards.
  - 1.3.1.1. The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.
  - 1.3.1.2. Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted.
  - 1.3.1.3. Walk-through visits may be conducted, as appropriate.
  - 1.3.1.4. Meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures may be conducted.
- 1.3.2. As a part of the inspection, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion.
- 1.3.3. Follow up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.

### **1.4. Employee Training**

- 1.4.1. SBCEO shall educate employees on policies and procedures to protect employees from COVID-19 hazards, including but not limited to the items in this section.
- 1.4.2. Training and instruction shall be provided using methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources.
- 1.4.3. All training shall be consistent with the Center for Disease Control (CDC) and/or state and local Public Health guidance and regulation, whichever is most strict and shall include the following topics:
  - 1.4.3.1. [What COVID-19 is and how is it is spread](#)
    - 1.4.3.1.1. COVID-19 is an infectious disease that can be spread through air transmission.
    - 1.4.3.1.2. Particles containing COVID-19 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.

1.4.3.1.3. Individuals with COVID-19 may be asymptomatic.

1.4.3.2. [Signs and symptoms of COVID-19](#)

1.4.3.3. [When to seek medical attention if not feeling well.](#)

1.4.3.4. [Prevention of the spread of COVID-19 if you are sick](#) including the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

1.4.3.5. [Use of face coverings to help slow the spread](#) and that face coverings are not respiratory equipment but rather, are intended to primarily protect other individuals from the wearer of the face covering.

1.4.3.6. How to properly wear a face covering over the nose and mouth.

1.4.3.7. [Physical distancing guidelines.](#)

1.4.3.8. Importance of [washing hands](#) with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.

1.4.3.9. [Coughing and sneezing etiquette.](#)

1.4.3.10. [Guidance for cleaning and disinfecting.](#)

1.4.3.10.1. Reading labels, wearing proper Personal Protective Equipment (PPE), hazard review and steps to minimize harm to employees using cleaning products.

1.4.3.10.2. HAZCOM online training module shall be required for all employees and substitutes.

1.4.3.10.3. Healthy Schools Act online training module shall be required for all employees and substitutes.

1.4.3.11. [How to properly put on and take off PPE.](#)

1.4.3.12. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

1.4.3.13. Employees required to actively screen students or staff for symptoms of COVID-19 shall be provided with sufficient information and training consistent with state and local public health guidance.

## 1.5. Employee Supports

1.5.1. Employees who are at high-risk from COVID-19 are entitled to engage in an interactive process meeting with their supervisor, division lead, and/or human resources in order to identify and determine appropriate accommodations, if any.

1.5.2. SBCEO shall educate employees on leave options available for COVID-19 related absences including but not limited to those consistent with the Families First Coronavirus Response Act, when applicable.

## 1.6. Handwashing

1.6.1. Handwashing facilities shall be evaluated to determine any need for additional facilities.



- 1.6.2. Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).
- 1.6.3. Employees shall be provided with information on and encouraged to engage in proper handwashing including washing their hands for at least 20 seconds each time.
- 1.6.4. Employees shall be allowed time for regular handwashing.

#### **1.7. Personal Protective Equipment (PPE)**

- 1.7.1. An evaluation of the appropriate need for PPE as required by Title 8, section 3380, such as gloves, goggles, and face shields, shall be conducted and such PPE shall be provided accordingly.
- 1.7.2. Use of respiratory protection shall be evaluated in accordance with CCR Title 8 section 5144 for those employees that are not vaccinated.
- 1.7.3. Eye protection and respiratory protection shall be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- 1.7.4. PPE, such as but not limited to gloves, goggles, face coverings, and face shields shall **not** be shared.

#### **1.8. Face Coverings**

- 1.8.1 Childcare and school sites with students on campus everyone over the age of 2 must continue to wear an acceptable face covering, except those explicitly exempt. In addition, physical distancing requirements (e.g., 6 feet between student and staff desks) are still in effect. The most recent [CDPH guidance](#) from June 4, 2021, is [here](#).
- 1.8.2 For outdoors at childcare and school sites with students on campus neither face coverings nor physical distancing is required for adults and students.
- 1.8.3 At all other work locations fully vaccinated employees must attest to their status via [informed-12](#), they are no longer required to wear face coverings indoors.
- 1.8.4 Unvaccinated employees must wear either medical, surgical, two-layer fabric masks or N95 respirators.
- 1.8.5 Supervisors must make acceptable face coverings available for all employees who choose to wear them.
- 1.8.6 Regardless of vaccination status, face coverings are not required outdoors, however it is still recommended for unvaccinated when six feet of physical distancing cannot be maintained.

## **1.9 Physical Distancing**

- 1.9.2 Physical distancing (6 feet) is required for childcare and school sites with students on campus.
- 1.9.3 Regardless of vaccination status, physical distancing at all other work locations is no longer required indoors or outdoors.

## **1.10 Limit Non-Essential Visitors and Travel**

- 1.10.2 All meetings shall be virtual to the extent feasible.
- 1.10.3 In-person meetings shall be limited to room capacity that allows for 6 feet of distance between each participant and face coverings are required at all times.
  - 1.10.3.1 All meeting rooms shall be measured for room capacity to allow for 6 feet of distance and maximum room capacity signs shall be posted.
- 1.10.4 To the extent feasible, visitors must be approved before arrival.
- 1.10.5 Visitors shall be instructed to wear proper face coverings over the nose and mouth at all times.
- 1.10.6 Visitors shall be instructed to maintain physical distancing to the extent possible.
- 1.10.7 To the extent feasible, visitors must be by appointment only and shall be informed of all SBCEO health and safety procedures prior to arrival.
- 1.10.8 To the extent feasible, visitor appointments shall be limited in time to minimize potential exposure.
- 1.10.9 All shared equipment such as tables and chairs utilized by a visitor shall be sanitized promptly once the visitor has departed.
- 1.10.10 SBCEO shall limit any unnecessary travel with multiple passengers including that in personal employee vehicles and LEA-provided vehicles.
- 1.10.11 SBCEO shall make virtual all non-essential and eliminate any non-essential events such as entertainment activities and celebratory events.

## **1.11 Wellness Screening**

- 1.11.2 All SBCEO employees, substitute employees, and visitors determined to be on worksites for extended periods are required to affirm by signature that they will engage in daily passive wellness screening to help stop the spread.



- 1.11.3 All SBCEO employees shall engage in a passive screening daily prior to coming to work that includes a self-assessment wellness check that they are free from symptoms consistent with COVID-19 per CDC guidance.
- 1.11.4 Certain employees will be required to engage in on-site active screening procedures consistent with the host school site adopted procedures including but not limited to temperature checks, documentation that they are symptom-free, and/or COVID-19 testing.

## **1.12 Air Flow**

- 1.12.2 SBCEO shall maximize, to the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems.
  - 1.12.2.1 Employees shall be informed to keep doors and windows open to the extent feasible.
  - 1.12.2.2 Employees shall be informed about circumstances where the amount of outside air needs to be minimized due to other hazards such as air pollution including wildfire smoke, and excessive heat or cold.
    - 1.12.2.2.1 Air pollution is defined as when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant.
  - 1.12.2.3 Ventilation systems will receive regular maintenance to ensure cleanliness and functionality.
  - 1.12.2.4 Assessments will be conducted to determine the possibility to increase filtration efficiency to the highest level compatible with existing ventilation systems.
  - 1.12.2.5 Filters for ventilation systems will be checked and replaced regularly to ensure cleanliness.
  - 1.12.2.6 Any mechanical ventilation systems compatible with HEPA will receive regular maintenance to ensure cleanliness and functionality. High level HEPA will be considered.
    - 1.12.2.6.1 In the event of a COVID-19 outbreak, MERV 13 level HEPA filters will be installed, as practicable, and if compatible with the ventilation system.
- 1.12.3 SBCEO shall regularly review information on [CDC](#) and state and local public health guidance on matters of air and shall implement recommendations. Topics reviewed shall include but are not limited to those listed below.
  - 1.12.3.1 Air filtration.
  - 1.12.3.2 Natural and forced air circulation.
  - 1.12.3.3 Natural air and environmental conditions.

## **1.13 Sanitizing and Disinfecting**

- 1.13.2 SBCEO has established routine schedules to clean and disinfect common surfaces and objects in the workplace.

- 1.13.2.1 Common surfaces and objects include but are not limited to tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, company automobiles, and trash cans.
- 1.13.3 Certain staff, such as custodians and maintenance and operations staff, shall receive specialized training and be required to disinfect common surfaces and objects in the workplace at least twice daily.
  - 1.13.3.1 All staff expected to disinfect areas compromised by exposure to individuals diagnosed with COVID-19 shall receive specialized training and shall wait 24 hours before disinfecting the areas affected.
  - 1.13.3.2 The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, and review and compliance with manufacturer instructions for proper use.
- 1.13.4 Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees properly trained in disinfecting procedures.
  - 1.13.4.1 Disinfecting training and supplies shall be made available to certain staff including but not limited to custodial and maintenance staff.
- 1.13.5 All staff shall be trained and required to sanitize shared spaces or items after each use including but not limited to copiers, refrigerators, microwaves, water coolers, vending machines, breakrooms, etc.
  - 1.13.5.1 Sanitizing supplies shall be made available in all communal areas and near all shared spaces or items.
  - 1.13.5.2 All staff required to sanitize shall be properly trained and provided with the appropriate PPE including gloves.
- 1.13.6 Sharing of vehicles shall be minimized to the extent feasible, and high-touch points such as the steering wheel, door handles, seatbelt buckles, armrests, and shifter, shall be disinfected between users.

#### **1.14 Good Sanitation Practices**

- 1.14.2 Restroom facilities shall be checked regularly to ensure they are cleaned, sanitized, and clutter-free.
- 1.14.3 Certain staff, such as custodians and maintenance and operations staff, shall be assigned to check restrooms, open doors and windows, re-stock toilet paper, and clean and sanitize as necessary.
- 1.14.4 Certain staff, such as custodians and maintenance and operations staff, shall be assigned to make sure handwashing areas have plenty of soap, paper towels and that the area is cleaned and sanitized at least twice daily.
- 1.14.5 Certain staff, such as custodians and maintenance and operations staff, shall be assigned



to make sure handwashing supplies are re-stocked regularly.

1.14.6 Certain staff shall be assigned to stock and provide appropriate PPE including but not limited to gloves and disposable masks.

1.14.7 All staff shall be trained and assigned to sanitize frequently.

### 1.15 COVID-19 Cases

1.15.1.1 If required for purposes of verification, COVID-19 individual test results and information containing specific individual names and medical information shall be maintained in a secure place and shall not be shared through insecure means such as non-encrypted email.

1.15.1.2 All employees shall affirm by signature that they will immediately report to their supervisor if they have symptoms of COVID-19, have been diagnosed with COVID-19, have recently had close contact with someone with a confirmed diagnosis of COVID-19.

1.15.1.3 If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19 and are not due to a known or chronic condition, the employee shall immediately return home, go to a healthcare facility if needed, or self-isolate until they can be safely transported away from the worksite to the appropriate place, ensuring they are wearing a face covering and physically distanced from others.

1.15.1.4 Supervisors shall inform employees they must go home or to a healthcare facility as needed if they are visibly exhibiting symptoms consistent with COVID-19 and not due to a known or chronic condition.

1.15.1.5 SBCEO shall provide employees with appropriate resources on COVID-19 including how to seek medical care and what to do in the event they have symptoms, such as that provided on [CDC about what to do if you are sick](#).

1.15.1.6 Employees with a confirmed positive case of COVID-19 shall be excluded from the workplace until return-to-work requirements consistent with state and local public health guidelines have been met.

1.15.1.7 A negative COVID-19 test shall not be required for an employee to return to work from isolation.

1.15.1.8 Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are **symptomatic** shall include:

1.15.1.8.1. At least 10 days have passed since the date of the onset of symptoms;

1.15.1.8.2. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication;

1.15.1.8.3. COVID-19 symptoms have improved.

1.15.1.9 Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are **asymptomatic** shall include:

- 1.15.1.9.1. A minimum of 10 days has passed since the date of the specimen collection of their first positive COVID-19 test.
- 1.15.1.10. If an order to isolate or quarantine an employee is issued by the local or state health official, the employee so ordered 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 relevant return-to-work criteria shall be met.
- 1.15.1.11. Employees excluded from the workplace due to a positive confirmed case of COVID-19 or a close contact exposure to COVID-19 that has been determined as work-related shall maintain earnings, seniority, and all other employee rights and benefits for the duration of the isolation or quarantine where permitted by law and when not covered by workers' compensation.
- 1.15.1.12. Employees excluded from the workplace shall be provided with a staff notification letter within 24 hours from knowledge of the need for exclusion that includes information on where and how free COVID-19 tests can be obtained, available leaves and benefits, and the disinfection and safety plan that SBCEO will implement or complete. See sample template **Appendix D: Staff Notification of Exposure Letter**.
- 1.15.1.13. Employees who have had potential exposure to COVID-19 in the workplace, as determined through contact tracing, shall be offered COVID-19 testing at no cost during their established work schedule.
- 1.15.1.14. Employees who have had potential exposure to COVID-19 in the workplace shall be provided with information on COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- 1.15.1.15. Employees who have had potential exposure to COVID-19 in the workplace shall be provided with information at the time of exclusion from the work environment, on available benefits.
- 1.15.1.16. SBCEO shall work closely with the Santa Barbara County Public Health Department so that they may engage in proper contact tracing and timely notification to any individuals who may be affected by a COVID-19 case.
- 1.15.1.16.1. Employee information shared with Public Health may include the employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. The employee's name and date of birth will not be disclosed unless asked by the health officials.
- 1.15.1.16.2. Additional information provided to Public Health may include which others have been in close contact with the individual with COVID-19.
- 1.15.1.17. Any physical space that has been identified as exposed to an individual with COVID-19 shall be closed for 24 hours and then disinfected by staff trained and wearing proper Personal Protective Equipment (PPE).

## 1.16 Outbreaks

- 1.16.2 In the event three or more cases of COVID-19 are identified in a workplace environment within a 14-day period, additional precautions shall be taken.
- 1.16.3 SBCEO shall provide COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of an outbreak as identified by the local health department or within the relevant 14-day period from the last known date of exposure to a confirmed positive COVID-19 case.
- 1.16.4 Employees shall be provided with information about where they can obtain a COVID-19 test at no cost to them during employees' working hours.
- 1.16.5 All employees identified as having been in the exposed workplace during the infectious period shall be immediately tested and then tested again one week later.
  - 1.16.5.1 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.
- 1.16.6 After the first two COVID-19 tests, SBCEO shall continue to provide 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 there are no new COVID-19 cases detected in the workplace for a 14-day period.
- 1.16.7 SBCEO shall provide additional testing as deemed necessary by Cal/OSHA.
- 1.16.8 SBCEO shall exclude all employees identified through contact tracing as having potential exposure in the workplace and those employees shall not return to work until the relevant return-to-work criteria has been met.
- 1.16.9 SBCEO shall immediately investigate at minimum the items in this section and shall determine possible workplace-related factors that contributed to the COVID-19 outbreak.
  - 1.16.9.1 Leave policies and practices and whether or not employees are discouraged from remaining home when sick.
  - 1.16.9.2 COVID-19 testing procedures.
  - 1.16.9.3 Insufficient outdoor air (lack of ventilation).
  - 1.16.9.4 Insufficient air filtration.
  - 1.16.9.5 Lack of physical distancing.
- 1.16.10 SBCEO 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.
  - 1.16.10.1 The review shall be updated every thirty days that the outbreak continues.
  - 1.16.10.2 The review shall be updated in response to new information received or to new or previously unrecognized COVID-19 hazards.

- 1.16.10.3 The review shall be updated when otherwise necessary.
- 1.16.11 The investigation and review shall result in the implementation of changes to reduce the transmission of COVID-19 and shall consider at minimum, the items listed in this section.
  - 1.16.11.1 Moving indoor tasks outdoors or having them performed remotely.
  - 1.16.11.2 Increasing outdoor air supply when work is done indoors.
  - 1.16.11.3 Improving air filtration.
  - 1.16.11.4 Increasing physical distancing as much as possible.
  - 1.16.11.5 Respiratory protection.
  - 1.16.11.6 Other identified applicable controls.
- 1.16.12 Immediately, but no longer than 48 hours after knowledge of 3 or more cases of COVID-19 in the workplace, SBCEO shall contact the local health department for guidance on preventing the further spread of COVID-19 in the workplace.
- 1.16.13 SBCEO 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 (if an employee), workplace location, any hospitalization and/or fatality status, and any other information requested by the local health department.
- 1.16.14 SBCEO shall continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

### **1.17 Major Outbreaks**

- 1.17.2 In the event twenty or more cases of COVID-19 are identified in a workplace environment within a 30-day period, additional precautions shall be taken as outlined in this section.
- 1.17.3 SBCEO shall provide twice weekly COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of a major outbreak as identified by the local health department or within the relevant 30-day period from the last known date of exposure to a confirmed positive COVID-19 case.
- 1.17.4 Employees shall be provided with information about where they can obtain a COVID-19 test at no cost to them during employees' working hours.
- 1.17.5 SBCEO shall exclude all employees identified through contact tracing as having potential exposure in the workplace and those employees shall not return to work until the relevant return-to-work criteria has been met.
- 1.17.6 The investigation and review, consistent with the procedures outlined in the case of an outbreak, shall result in the implementation of changes to reduce the transmission of COVID-19.
- 1.17.7 In addition to the requirements of the SBCEO COVID-19 Prevention Plan Correction of COVID-19 Hazards, SBCEO will take the following action:



- 1.17.7.1 In buildings or structures with mechanical ventilation, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system.
  - 1.17.7.1.1 If MERV-13 or higher filters are not compatible with the ventilation system, use filters with the highest compatible filtering efficiency.
  - 1.17.7.1.2 Evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- 1.17.7.2 Determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- 1.17.7.3 Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards are corrected.
- 1.17.7.4 Implement any other control measures deemed necessary by Cal/OSHA.
- 1.17.8 SBCEO shall comply with the requirements for notification to the Santa Barbara County Public Health Department.

## **1.18 Systems for Communicating**

- 1.18.2 SBCEO's goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand that includes at minimum the items listed below.
  - 1.18.2.1 Employees should report COVID-19 symptoms and possible hazards to the employee's supervisor, division lead, or human resources.
  - 1.18.2.2 Employees can report symptoms and hazards without fear of reprisal.
  - 1.18.2.3 Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness shall have an interactive process meeting with the employee's supervisor, division lead, human resources management, or a combination thereof.
  - 1.18.2.4 Resources about where to obtain a voluntary COVID-19 test (non-surveillance) as needed.
  - 1.18.2.5 In the event SBCEO is required to provide testing because of a workplace exposure or outbreak, management shall communicate the plan for providing testing and inform employees of the reason for the testing and the possible consequence of a positive test.
  - 1.18.2.6 Information about COVID-19 hazards that employees (including other employees and individuals in contact with the workplace) may be exposed to and what is being done to control those hazards, including COVID-19 policies and procedures.

## **1.19 Reporting, Recordkeeping, and Access**

- 1.19.2 SBCEO shall document and maintain a variety of information required by state and local

public health and in order to ensure compliance with health and safety measures.

- 1.19.3 SBCEO shall report information about COVID-19 cases at the workplace to the local public health department when required by law, and provide any related information requested by the local public health department.
- 1.19.4 SBCEO shall report immediately to Cal/OSHA, any COVID-19 related serious illnesses or death, as defined under CCR Title 8 section 330(h), of any employee occurring in the workplace or in connection with any employment.
- 1.19.5 SBCEO shall maintain records of the steps taken to implement the written COVID-19 Prevention Program (CPP) in accordance with CCR Title 8 section 3202(b).
- 1.19.6 SBCEO shall make the written CPP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- 1.19.7 SBCEO shall use the **Appendix E: Investigating COVID-19 Cases** form to keep 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.

## **1.20 Self-Reporting of Vaccination Status**

1.20.1 Employees who wish to stop wearing a face covering indoors (if permitted at their worksite), SBCEO is providing a Vaccination Status Attestation form through [Informedk-12](#). While employees are not required to disclose their vaccination status, we are mandated by Cal/OSHA to treat any employee who declines to state their vaccination status or does not complete the attestation as if they are unvaccinated, meaning they must continue to wear an acceptable face covering indoors.



## Appendix A: Identification of COVID-19 Hazards

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

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

Date of investigation: \_\_\_\_\_

Name and title of person conducting the evaluation:

\_\_\_\_\_  
 Name(s) of employee and authorized employee representative that participated, if any:

\_\_\_\_\_

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



## Appendix B: COVID-19 Inspections

Date of Inspection: \_\_\_\_\_

Name(s) and title(s) of person(s) conducting the evaluation:

\_\_\_\_\_  
 Name and address of work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions/plexiglass			
Ventilation (fresh air and filtration maximized)			
Additional room air filtration			
<b>[add any additional controls in workplace]</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfectant and hand sanitizer being used according to manufacturer instructions			
<b>[add any additional controls in workplace]</b>			
<b>[add any additional controls in workplace]</b>			
<b>PPE (not shared, available and being worn)</b>			
Disposable face masks			
Gloves			
Face shields with cloth drape/goggles			
Respiratory protection			
N95 masks for specialized healthcare procedures			
Disposable or re-useable coveralls or aprons			
<b>[add any additional controls in workplace]</b>			





## Appendix C: Workplace Infection Control Coordinator COVID-19 Contact Tracing Guide

*\*This document contains sensitive medical information and should not be emailed*

### Report

Workplace Infection Control Coordinator: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Time: \_\_\_\_\_

### Case Information

Name of person: \_\_\_\_\_

Phone contact: \_\_\_\_\_

Have you had close contact with an individual who tested positive?      Y      N (choose one)

*CDPH: close contact is w/in 6 ft, 15 cumulative min or more, within 24 hrs, regardless of face coverings.*

Date of last close contact with the individual: \_\_\_\_\_

Do you live with the individual?      Y      N      (choose one)

If yes, most recent date of symptoms of household member: \_\_\_\_\_

Are you experiencing or have you experienced any symptoms?      Y      N      (choose one)

If yes, first date of symptoms? \_\_\_\_\_

Last date of symptoms, if applicable: \_\_\_\_\_

*CDPH: symptoms may include fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, or diarrhea.*

### Testing

Have you had or will you seek healthcare provider support?      Y      N      (choose one)

Have you scheduled a COVID-19 test?      Y      N      (choose one)

If yes, test date: \_\_\_\_\_

Have you had a positive COVID-19 test?      Y      N      (choose one)

If yes, test date: \_\_\_\_\_

*Please note that testing negative does not negate the need to quarantine for 14 days from the date of close contact exposure to someone who has tested positive. On average, people start showing symptoms on day 5 from date of exposure but may not show symptoms at all and can still be infectious.*



**Worksite Exposure**  
At which SBCEO locations have you been working, starting two days prior to the onset of your symptoms (if any) to now?  
\_\_\_\_\_  
\_\_\_\_\_

Since the date of exposure, with which colleagues have you had close contact (within 6 feet for at least 15 minutes cumulative over a 24-hour period) regardless of face coverings? List all.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Positive COVID Test Result for Employee**  
If the employee has tested positive, list the name and address(es) of employee's place(s) of employment during the 14-day period preceding the date of the positive test (date specimen collected). Be as specific as possible about place of employment, listing the building, portable, or classroom number, as applicable. Do NOT include employee's home/residence.  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

Indicate the highest number of employees who reported to work at each of the employee's specific place(s) of employment listed above in the 45-day period preceding the last day the employee worked at each specific place of employment. Do not include non-SBCEO employees if the specific place of employment is housed on a non-SBCEO campus.  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

**Isolation Follow Up**  
*When an employee tests positive, stay in contact with them regularly throughout the isolation. If SBCPHD has not contacted them, encourage them to seek healthcare provider support. They may return-to-work if released by SBCPHD or a healthcare provider AND at least 10 days have passed, symptoms are improving, and they have not had a fever for 24 hrs or more without the use of fever-reducing medication. If they have not had support from SBCPHD or a healthcare provider to determine if symptoms are improving, please contact Human Resources management to discuss next steps.*

**Quarantines and Isolation [CDPH Guidance](#)**  
Please work with Human Resources to finalize quarantines and inform HR whether or not the employee will be working remotely during quarantine, as approved by the division lead.  
Quarantines should be 14 days from the last date of close contact with someone who tested positive and the employee should be encouraged to seek healthcare support and COVID-19 testing as available.  
Individuals who test positive and are symptomatic must remain home (isolate) for at least 10 days from the first date of symptoms and will isolate as long as infectious—at least 10 days after becoming ill and symptoms improving and no fever without use of medicine for at least 24 hours.  
Individuals who test positive and are asymptomatic must remain home (isolate) for at least 10 days from the date of the positive test.  
Individuals who test negative and are asymptomatic and had close contact with someone who tested positive must remain home for the 14-day quarantine from last date of close contact.



Individuals who live with a household member who tests positive must quarantine for the duration of the household member's illness **and** 14 days after the last date of the household member's symptoms unless the individual becomes ill, in which case, the individual will isolate as long as infectious—at least 10 days after becoming ill **and** symptoms improving **and** no fever without use of medicine for at least 24 hours.

**Documentation**

Please document conversations with the employee including dates/times of each interaction.

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**Additional Support**

Was Public Health contacted by HR?                      Yes              No              (choose one)

Name of Public Health Department representative: \_\_\_\_\_

Public Health guidance/recommendation:

*For Child Development Only:*

Was Licensing contacted?              **(805) 883-8244**              Yes              No              (choose one)

Licensing guidance/recommendation:

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## Appendix D: Staff Notification of Exposure Letter

[Insert Date]

Dear [Insert Name],

The health and safety of our students and staff is our top priority. This letter is to inform you that a student or employee with whom you have had close contact has tested positive for COVID-19. The last known date of exposure was DATE, 2021. The Centers for Disease Control and Prevention (CDC) defines [close contact](#) as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic cases, 2 days prior to test specimen collection), until the time the infected person is isolated.

**In accordance with the Santa Barbara County Public Health Department (SBCPHD) guidance, we advise that you quarantine to the greatest extent possible, even if you are asymptomatic.** For more detailed information about how to quarantine correctly, please refer to this [guidance](#) from the California Department of Public Health. The following restrictions are all recommended as part of an at-home quarantine:

- Stay at home except to seek medical care.
- Do not go to work, school or public areas.
- Do not use public transportation.
- Separate yourself from others in your home.
- Do not allow visitors.
- Do not prepare or serve food to others.
- Limit contact with pets.

If you cannot meet the requirements for quarantine, you may call the COVID-19 support team at 211 for assistance with housing, food or other needs.

During the quarantine period, you will be excluded from SBCEO's surveillance testing of staff. Please continue to monitor yourself for symptoms and stay home if you are experiencing influenza-like illness. [COVID-19 symptoms](#) as identified by the U.S. Centers for Disease Control include, but are not limited to the following:

- Fever or 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
- Diarrhea

The prescribed quarantine will end at the close of business on DATE, 2021 unless you become symptomatic, in which case, please contact your supervisor. In addition, you may inform your healthcare provider and follow their advice. Be sure to let the provider know that you have been identified as having a direct exposure to someone who tested positive for COVID-19.



## Appendix D: Staff Notification of Exposure Letter

The sites listed below are options available for free COVID-19 testing. **You may schedule a test as soon as one is available at one of these locations.**

### STATE-OPERATED COMMUNITY TESTING SITES

Pre-register for an appointment at <https://www.lhi.care/covidtesting>. When you register, identify yourself as an essential school employee. Medical insurance, provider information, and demographic information may be requested. If you do not have insurance, the State of California will pay for your test. Bring identification.

Santa Maria Fairgrounds	937 South Thornburg Street, Santa Maria
Buellton	240 East Highway 246, Buellton
Goleta Valley Community Center	5679 Hollister Avenue, Goleta

### SANTA BARBARA COUNTY PUBLIC HEALTH DEPARTMENT SITES

Pre-register for an appointment by calling a week in advance (805) 705-7279. Inform them you are an essential school employee. Medical insurance, provider information, and demographic information may be requested. If you do not have insurance, the State of California will pay for your test. Bring identification.

Lompoc	301 North R Street (behind clinic building)
Santa Barbara	267 Camino del Remedio (Calle Real Campus)
Santa Maria	2115 Centerpointe Parkway (Betteravia Government Center)

As an employee of the Santa Barbara County Education Office (SBCEO) you may be eligible for one or more of the COVID-19-related benefits listed below depending on your specific circumstances. Please contact Human Resources to discuss your available benefits.

Benefits
Up to 12 workweeks of leave pursuant to the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)
Up to 60 workdays of Worker's Compensation / Industrial Accident Leave <i>If COVID-19 was caused by work, then you are entitled to workers' compensation benefits which may include: full hospital, surgical and medical treatment; temporary disability; permanent disability; Supplemental Job Displacement Benefits; and death benefits.</i>
Personal Sick Leave
Extended Illness Leave (Differential or Other Entitlement)
Isolation Leave (in the event of a positive COVID-19 test) <i>Per Cal/OSHA regulations, an employee with a positive confirmed case of COVID-19 or excluded from the workplace while on a close-contact quarantine that has been determined through contact tracing as work-related shall maintain earnings, seniority, and all other employee rights and benefits for the duration of the isolation or quarantine, where permitted by law, and when not covered by workers' compensation. Isolation Leave is available through June 30, 2021 for all individuals who have tested positive for COVID-19 for the duration of their isolation period, regardless of whether or not there was workplace exposure.</i>
Exclusion Leave <i>Consistent with Cal/OSHA regulations, exclusion leave may be provided after exhaustion of personal sick leave to offset other entitlement or differential leave for individuals in quarantine due to workplace exposure.</i>

If you feel you can work remotely during the quarantine period, please consult with you supervisor. All remote work arrangements must be approved by the division lead.

The disinfection and safety plan that SBCEO plans to implement and complete per the California Department of Public Health (CDPH) and CDC guidelines related to this specific incident is:



## Appendix D: Staff Notification of Exposure Letter

- Attached [Check as applicable] Specified below
- Frequently touched surfaces and objects like tables, desks, and other surfaces, chairs, doorknobs and handles, light switches, phones, keyboards, toilets, faucets, rails, and touch screens will be cleaned and then disinfected using an EPA-approved disinfectant.
- Other indoor surfaces and objects will be cleaned.
- Games, art supplies, and other instructional materials will be cleaned and disinfected.
- The premises will be closed for at least 14 days from the date of exposure.
- Soft and porous materials like carpet or fabric will be thoroughly cleaned or laundered.
- Buses will be cleaned and disinfected.
- Playground equipment will be cleaned and disinfected.
- HVAC filters will be changed.
- Devices that are used by students and/or employees will be sanitized.
- Adopted health screening for students and/or staff will continue to be completed daily. In the case of an outbreak, weekly staff surveillance testing will be conducted until the outbreak ends (14 days without a new case).
- Other (specify): Debrief with staff on health and safety mitigating measures

We realize that being informed of possible exposure to COVID-19 may spark many concerns and emotions on your part. We encourage you to make use of our Employee Assistance Program through the Holman Group:

Please contact your healthcare provider if you have any additional medical questions or concerns. For work-related questions please contact your supervisor, division lead, or Human Resources.

Sincerely,

Mari Minjarez Baptista  
Assistant Superintendent, Human Resources  
(805) 964-4711 ext. 5279  
[baptista@sbceo.org](mailto:baptista@sbceo.org)

Retaliation or discrimination against any worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate is prohibited pursuant to Labor Code section 6409.6(f). HIPAA and the confidentiality of medical information prohibit SBCEO from the disclosure of any individual/s who have tested positive with COVID-19.



## **Appendix D: Staff Notification of Exposure Letter**

### **INSTRUCTIONS**

- Issue within ONE (1) business day after receiving notice from a public health officer, licensed medical provider, or employee's emergency contact that a person with a laboratory-confirmed case of COVID-19 was at the worksite during the person's infectious period.
- Provide this to employees who were on site during the infectious period.
- Translate this notice into the language understood by the majority of employees.
- Send to employees by email, text, personal service, or other method if receipt can reasonably be anticipated within one business day.
- Maintain a copy of this record for at least three years.

### **REFERENCES**

AB 685/ Labor Code Section 6409.6



### Appendix E: Investigating COVID-19 Cases

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

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

Date of investigation: \_\_\_\_\_

Name(s) and title(s) of person(s) conducting the investigation:

Individual type: \_\_\_\_\_ (indicate if employee, parent, student, or visitor)

Individual name:		Occupation or reason for visit if non-employee:	
Location(s) where individual was present in the workplace:		Date and time the COVID-19 case was last present in the workplace(s):	
Was COVID-19 test offered?		If tested, date of specimen collection of test:	
COVID-19 test results:		Will or did the individual seek healthcare provider support?	
Date the case first had one or more COVID-19 symptoms:		Earliest return-to-work date if all criteria are met:	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the infectious period, and who may have been exposed:			
<b>Notice provided to individual(s) within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, of the potential COVID-19 exposure</b>			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees provided notification:		



**Appendix E: Investigating COVID-19 Cases**

Independent contractors and other visitors present at the workplace during the infectious period.	Date:		
	Names of individuals provided notification:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	