

COVID-19 Prevention Procedures (CPP)

Solano County Office of Education

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Last Revised: May 7, 2024

Authority and Responsibility

The Associate Superintendent, Human Resources & Educator Effectiveness has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

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

Solano County Office of Education: Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace which is addressed by this COVID-19 Prevention Plan, as an addendum to our Injury and Illness Prevention Program (IIPP), which will be effectively implemented and maintained to ensure the following:

- I. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:**
 - A. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - B. COVID-19 is treated as an airborne infectious disease. Applicable State of California and the Solano County Public Health orders and guidance will be reviewed regularly to determine measures to prevent transmission and identify and correct COVID-19 hazards. The Solano County Office of Education is establishing protocols that in some situations may exceed public health orders and guidance with the objective of maintaining a safe and healthful work environment for all employees and visitors. COVID-19 prevention controls include:
 1. Establishing a partial remote work environment to limit population density in office.
 2. Employees screen for COVID-19 symptoms prior to coming to the office or completing work in district or county office facilities.
 3. Required reporting of COVID-19 symptoms, close contact exposures, and positive cases.
 4. Provide temporary remote work where applicable for those experiencing COVID-

- 19 symptoms or have a positive case of COVID-19.
5. Provide expedient access to PPE and COVID-19 testing supplies.
 6. Following public health guidelines for return-to-work protocols for positive cases to prevent the spread of COVID-19.
 7. Offering cleaning supplies in the office that employees can voluntarily use to disinfect work equipment and communal areas.
 8. The presence of upgraded ventilation and air filtration in the office.

II. Training and instruction on COVID-19 prevention is provided:

- A. When this CPP was first established.
- B. To new employees.
- C. To employees given a new job assignment involving COVID-19 hazards for which they have not been previously trained.
- D. Whenever new COVID-19 hazards are introduced
 1. When we are made aware of new or previously unrecognized COVID-19 hazards.
 2. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

III. Procedures to control possible COVID-19 exposures or illnesses at the workplace include:

- A. Employees are required to self-screen for any COVID-19 symptoms, prior to coming to the office to work; and they must not come to the office or work on the school site if they are feeling ill or exhibiting any symptoms of COVID-19. This always applies, even if you do not believe you have COVID-19, unless you have discussed your situation with the Associate Superintendent of Human Resources and Educator Effectiveness and have been cleared to work in the office or at a school site.
- B. Examples of COVID-19 symptoms include, fever, chills, chills with shaking, new or persistent cough, shortness of breath with exertion or difficulty breathing at any time, sore throat, body or muscle aches, fatigue, new loss of taste or smell, headache, congestion or runny nose, loss of appetite, nausea/vomiting, or diarrhea. Solano County Office of Education will provide updated information when the CDC (Centers for Disease Control) or local public health authorities identify additional symptoms of the novel coronavirus known as COVID-19.
- C. All employees are obligated to immediately report if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19 (close contact exposure), or if they themselves have tested positive, or are exhibiting any COVID-19 symptoms. This applies to all exposures, whether at work or within the community at large.
- D. The following guidelines apply for any employee who has had a “close contact”:
An employee has had a “close contact” if they have shared the same indoor space with

an individual who tests positive for a cumulative total of 15 minutes or more in any 24-hour period within or overlapping with the infectious period. Offices, rooms, bathrooms, and waiting areas separated by floor to ceiling walls are considered distinct indoor spaces. The definition of close contact will change if CDPH (California Department of Public Health) changes their definition of close contact in a regulation or order. The infectious period is from 24 hours prior to the onset of symptoms or collection of a positive test specimen and for a period of up to 10 days (about 1 and a half weeks) after the close contact occurs.

Employees who have had a close contact exposure and are asymptomatic (without symptoms), will:

- i. Monitor for symptoms of COVID-19. Should symptoms develop, close contacts will mask, test, notify their supervisor, and utilize their sick leave. [Click here](#) to review the symptoms of COVID-19.
- ii. Test within five days from the exposure date if they meet the following criteria:
 1. Close contact does not have symptoms and are at a higher risk of severe COVID-19 infection and would benefit from treatment.
 2. Close contact does not have symptoms and has contact with people who are at higher risk for severe infection.
- iii. Mask indoors for a period of 10 days (about 1 and a half weeks) after the exposure date if they meet the following criteria:
 1. If the close contact does not have symptoms AND is at a higher risk of severe COVID-19 infection, they should mask indoors for 10 days after the exposure date.
 2. If the close contact does not have symptoms AND has contact with people who are at higher risk for severe infection, they should mask indoors when around such people for 10 days after the exposure date.
 3. If the close contact is indoors where any students are present, they should don a mask for at least 10 days from the date of their exposure.

IV. Effective procedures for responding to COVID-19 cases at the workplace include:

For employees who have had tested positive for COVID-19 (COVID-19 case):

- A. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. Appendix A Investigating COVID-19 Cases will be used to document this information.
- B. Employees who test positive for COVID-19 must be excluded from the workplace until they meet the following criteria:

1. **They have not had a fever for 24 hours without using fever reducing medication AND their symptoms are mild and improving.**
 - a. If the individual does not have symptoms, they may remain at work, but should follow the recommendations below to reduce exposure to others.
 - b. If the individual does not have symptoms, but if they develop symptoms, they should immediately isolate yourself until you meet the criteria above.
 2. **They mask when they are around other people indoors for the 10 days (about 1 and a half weeks) after they become sick or test positive (if asymptomatic).**
 - a. The individual may remove their mask sooner than 10 days (about 1 and a half weeks) if they have two sequential negative tests at least 24 hours apart.
 - b. "Day 0" is the date their symptoms began or the date that they first tested positive.
- C. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- D. Upon excluding an employee from the workplace based on COVID-19 or a close contact exposure, in a situation where the employee is not able to work remotely, the Solano County Office of Education will provide excluded employees 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 sick leave, workers' compensation law, local governmental requirements, and Solano County Office of Education leave policies.

Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all employees who have had close contact exposure in the workplace. "At no cost" to the employee means that the employee will receive regular wages for their time to be tested during the workday, as well as reimbursement of transportation costs to the testing site. Testing may be performed by your health care provider, using an at home antigen test, or at any publicly available testing site.

Please contact your supervisor or the Coordinator, Risk Management & COVID-19 if you need assistance in accessing testing resources. The Solano County Office of Education will not reimburse an employee for rapid lab testing as testing fees for rapid testing are significantly higher.

Notice of COVID-19 Cases

Employees, independent contractors, and the employers of subcontracted employees who have had a close contact at our worksite or at an exposed worksite will be notified as soon as possible after the Solano County Office of Education, Human Resources department has been notified of the close

contact exposure, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, the Solano County Office of Education will provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.

Also, the Solano County Office of Education will give a notice to all employees on the premises at the same worksite, at the same time as the confirmed COVID-19 case within their infectious period.

Face Coverings

- A. Employees will be provided face coverings and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.
- B. The following exceptions apply:
 1. When an employee is alone in a room or vehicle.
 2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
 3. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it. Employees to whom this applies will contact the Human Resources department to assess their alternative options.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section.

Respirators

Disposable respirators (N-95s) will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be trained on:

- How to properly wear the respirator provided.
- How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
- Proper disposal of disposable respirators.
- The fact that facial hair interferes with a seal.

Ventilation

For our indoor workplaces we will:

- A. Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. The Solano County Office of Education will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - 1. Maximize the supply of outside air to the extent feasible by maximizing HVAC air vents.
 - 2. Filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13 and change these filters on a quarterly maintenance schedule.
 - 3. Use High Efficiency Particulate Air (HEPA) filtration units/Air Scrubbers in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods.

- B. In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Reporting and Recordkeeping

Appendix A **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by the Coordinator, Risk Management & COVID-19 and retained for two years beyond the period in which it is necessary to meet the requirements of the California Code of Regulations, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Appendix A: Investigating COVID-19 Cases

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

Date COVID-19 case (suspect or confirmed) became known:

Date investigation was initiated:

Name of person(s) conducting the investigation: Coordinator, Risk Management

& COVID-19

COVID-19 Case Summary

Name	Contact Info	Role	Location	Last Date Present	Date of Positive	Symptom Onset

Summary of employees, independent contractors, and employees of other employers that came in close contact.

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified