



**DRAFT**

**COVID-19 PREVENTION PLAN (CPP)  
MT. DIABLO UNIFIED SCHOOL DISTRICT  
FEBRUARY 4, 2021**

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

**Date:** February 4, 2021

The purpose of this plan is to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

### **Authority and Responsibility**

The Superintendent of Mt. Diablo Unified School District has overall authority and responsibility for implementing the provisions of the COVID-19 Prevention Plan (CPP) in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas, and for ensuring employees receive answers to questions about the program in a language they understand.

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

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace
- Review applicable orders and general industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures
- Add a field on the contact tracing form where employees can identify and report COVID-19 hazards

### **Employee participation**

- We encourage employees to participate in the identification and evaluation of COVID-19 hazards by reporting hazards directly to site/department managers or their labor organization representatives, or to Risk Management at [Covid@MDUSD.org](mailto:Covid@MDUSD.org)
- Employees are asked to identify COVID-19 hazards as they are interviewed for contact tracing
- Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by informing the employee's supervisor of the hazard (who will then conduct a COVID-19 inspection of the hazard)
- Representatives who would like to discuss the CPP or COVID-19 hazards are encouraged to contact the Director of Risk Management and Safety

## Employee screening

- All employees, students and visitors must complete a Daily Assessment Log prior to reporting to any district building for work, school, meeting or visit. Screening includes updated questions in compliance with local health department recommendations
- Employees who are symptomatic may not report in person to work and should seek medical advice. Employees should report their absence and symptoms to their supervisors and follow department procedures for absences
- Refer to MDUSD Covid-19 Response and Reporting guidelines for appropriate actions
- All employees are obligated to report immediately if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19

## Correction of COVID-19 Hazards

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

Correction of COVID-19 Hazards		
Example:	Responsible Party(ies):	Timeline
<ul style="list-style-type: none"> <li>• Insufficient PPE/cleaning materials supply</li> </ul>	<ul style="list-style-type: none"> <li>• First report to site/department manager or custodian</li> <li>• If unresolved, next report to Director of Maintenance &amp; Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate response</li> </ul>
<ul style="list-style-type: none"> <li>• Uncontrolled entrance of public</li> </ul>	<ul style="list-style-type: none"> <li>• Report to site/department manager</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate response</li> </ul>
<ul style="list-style-type: none"> <li>• Non-compliance of <b>staff</b> with mask, social distance, daily symptom screener, testing or other safety mandates</li> </ul>	<ul style="list-style-type: none"> <li>• Report to site/department manager</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate response at time of violation</li> <li>• Refer to HR as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Non-compliance of <b>students</b> with mask, 6 feet distance, daily symptom screener and other safety mandates</li> </ul>	<ul style="list-style-type: none"> <li>• Staff corrects and documents violation with student</li> <li>• Document warnings</li> <li>• Report to administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate response at time of violation</li> </ul>
<ul style="list-style-type: none"> <li>• Non-compliance of <b>visitors</b> with mask and 6 feet distance mandates</li> </ul>	<ul style="list-style-type: none"> <li>• Staff corrects</li> <li>• Report to administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate response: remove from premises</li> </ul>
<ul style="list-style-type: none"> <li>• Irregular/Insufficient Cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• First report to the site/department manager and/or custodian. If resolved, next report to</li> </ul>	<ul style="list-style-type: none"> <li>• Corrected as soon as practicable</li> </ul>

	Director of Maintenance & Operations	
<ul style="list-style-type: none"> <li>Engineering Controls Issues</li> </ul>	<ul style="list-style-type: none"> <li>First report to site/department manager or custodian</li> <li>Work Order tagged as COVID related</li> </ul>	<ul style="list-style-type: none"> <li>Corrected as soon as practicable</li> </ul>

**Control of COVID-19 Hazards**

**Physical distancing**

An effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. Employees will be asked to practice distancing outdoors including, but not limited to the following:

- When working within indoor or outdoor areas, regardless of whether face coverings are worn
- Coming and going from vehicles
- Riding in the same vehicle for more than 15 cumulative minutes at a time (exception only for individuals who live in the same household)
- Entering, working and exiting physical buildings or other structures, including aisles, walkways, corridors; stagger arrival/exit times
- During breaks and lunch periods
- During other work activities including while using various tools and shared equipment
- When using a shared restroom

The District will also:

- Reduce number of people in an area at one time, including visitors
- Post visual reminders/signage and floor markers

**Face Coverings**

Face coverings are an effective method that can help stop or slow the spread of infectious disease by limiting the contact between people. Masks are to be worn properly by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health or local health department.

- Face coverings must be clean and undamaged
- Face covering exemptions are limited to individuals with documented disabilities or medical conditions
- Face covering exemptions are permitted when:
  - an employee is alone in an enclosed room
  - while eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible
  - employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders
  - the nature of the work precludes it (such as need for lip reading), and in such situations, physical distancing will be practiced at all times
- 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

The District will also:

- Post visual reminders/signage

- Have staff remind all visitors to wear masks at all times and report problems to a supervisor for assistance as needed

## **Engineering Controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: plexiglass barriers and additional PPE.

We maximize, to the extent feasible, the air circulation for our buildings by:

- Installing air filters at a MERV 13 or higher rating
  - All filters are within CDC standards and guidelines for appropriate air filtration
  - Rating allowed is based on the age of the unit. Newer units are able to utilize higher MERV ratings
- Replacing filters every 3 months

Note: Intermittent opening of windows and doors while system is running is okay for no more than 10 minutes per hour to ensure systems are able to work properly

## **Cleaning and disinfecting**

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

- All high touch areas, including door handles, sink faucets, water stations, and light switches will be cleaned and disinfected throughout the day with manual application or with a Germ Buster sprayer.
- All occupied classrooms, learning spaces, support staff area, clerical center, and main offices will be cleaned and disinfected at least once a day, including with a Germ Buster sprayer. Floor surfaces will be vacuumed, swept and/or mopped daily.
- All unoccupied spaces will be monitored and cleaned as necessary, as evidenced by the door hanger process that monitors access to rooms.
- All in-use restrooms will be cleaned and disinfected with added attention on restocking hand soap, paper towels and hand sanitizer at least once a day, including with the Germ Buster sprayer.
- Added attention to cleaning and disinfecting will be given to all entry/exit paths and all common areas to include high touch surfaces such as light switches, door handles, faucets, counter spaces at least once a day.
- Any desk or conference tables that may be used for meetings, assessments, or in common areas will be cleaned and disinfected at least once a day.
- Check and restock hand sanitizer and other needed supplies in all common areas daily.
- All trash and recycle bins will be emptied in occupied classrooms, learning spaces (and in the main offices daily).

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

- Follow MDUSD COVID procedures as listed on the Risk Management Department website.
- Work with the guidance of the Contra Costa Health Services as needed and as we identify the area(s) of exposure
- All surfaces, high touch and other, within area(s) of exposure will be disinfected & sanitized including door handles, sink faucets, water stations, and light switches, tables, chairs, teaching station or desk, counters, window sills, etc., with manual application and with a Germ Buster sprayer.
- Floor surfaces will be vacuumed, swept and/or mopped and sanitized

- All restrooms identified as area of exposure will be cleaned and disinfected, with manual application and with a Germ Buster sprayer including restocking hand soap, paper towels and hand sanitizer
- Hand sanitizer and other needed supplies in all locations will be check and restocked
- All trash and recycle bins will be emptied and sanitized.

### **Shared tools, equipment and personal protective equipment (PPE)**

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

The District will:

- Reduce sharing of items such as phones, keyboards, writing materials, office equipment. If unavoidable, shared items should be disinfected between uses. Disinfecting materials are available for between uses to all employees or items should be identified for custodial sanitizing.
- Remind staff that PPE such as gloves, goggles, masks and face shields should not be shared
- Post visual reminders/signage
- Minimize the Sharing of vehicles to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Note: Disinfectant & paper towels are available for all staff members to carry in district work vehicles.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures,:

The District will remind employees that:

- Employees should wash hands often with soap and water for at least 20 seconds especially after having been in a public place, or after blowing their nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Employees should notify site/department supervisor or custodian if hand-washing supplies are in low supply

Also, the following will continue to occur:

- Custodians will check restroom facilities frequently and make sure they are clean and sanitary and supplies of soap, paper towels are adequately stocked
- Staff will regularly clean and sanitize high-touch surfaces
- The District will make sure hand washing supplies in other areas are re-stocked regularly and have running water
- Posting visual reminders/signage

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

- Employer 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.
- When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

- Employer 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, if applicable.
- 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.,
- 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.

### **Investigation and Response to COVID-19 Cases**

#### **This will be accomplished by using Appendix C: COVID-19 Response Investigation Form for Supervisors**

- Supervisors will follow the MDUSD COVID-19 Response and Reporting Guidelines for employees who have a potential COVID-19 exposure
- County wide COVID-19 testing is available at no cost to the employee and may be scheduled during their working hours. See <https://www.coronavirus.cchealth.org/get-tested>
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.

### **Systems for Communicating**

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

- Employees should report COVID-19 symptoms and hazards to their direct supervisor per the MDUSD COVID-19 Response and Reporting Guidelines.
- Employees can report symptoms and hazards without fear of reprisal.
- COVID-19 symptoms and hazards should also be reported at [Covid@mdusd.org](mailto:Covid@mdusd.org)
- Where testing is not required, how employees can access countywide COVID-19 testing at no cost to the employee and may be scheduled during their working hours. See <https://www.coronavirus.cchealth.org/get-tested>
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the net steps if they have a positive test. Employees will be asked to rearrange their work schedule in order to reserve and attend a testing appointment that is completed in its entirety during employee work hours whether through a healthcare provider or the county. Mileage reimbursement will also be provided to employees.
- Information about COVID-19 hazards are shared by following MDUSD COVID-19 Response and Reporting Guidelines. These guidelines are accessible on the MDUSD Risk Management Department webpage, have been shared repeatedly with all MDUSD managers, and have been shared in the Friday Superintendent's Report.
- Employees who have symptoms of COVID-19 and suspected to have exposure should immediately report their symptoms to their supervisor and quarantine until receiving further instructions.
- Employees should immediately report if they, or someone in their household, are positive for COVID-19 to their supervisor and Risk Management.
- If an employee (or member of their household) tests positive, they must quarantine at home for the required period (determined through CCCPHD, their health care provider, and/or MDUSD health staff contact tracers in consultation with CCCPHD)
- The employee's direct supervisor will complete the Contact Tracing Response Investigation Form with the employee to determine close contacts.

- Close contacts of employees in quarantine will be notified and quarantined as well. “Close contact” is defined as being in less than 6 feet proximity for longer than 15 minutes, within 24 hours of symptom onset or a positive test.
- Non-close contact employees who are in proximity at a site or department will be notified through a written “Covid-19 Notification” which does not disclose confidential information regarding the identity of the positive person. These employees will not need to quarantine (per current state and federal guidelines).

### **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
  - Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
  - The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
  - The importance of frequent 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.
  - Proper use of face coverings and the fact that face coverings are not respiratory protective equipment – and that face coverings are intended to primarily protect other individuals from the wearer of the face covering.
  - COVID-19 symptoms, and the importance of both obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
  - The District will utilize the resources available by our insurance and third party vendors to provide safety related training related to COVID-19.
- Training completion will be documented either utilizing the **Appendix D: COVID-19 Training Roster** form or a similar electronic form.

### **Return-to-Work Criteria**

#### **RETURNING TO WORK (employees WITH COVID-19):**

**Employees WITH COVID-19** may return to work when ANY of the following three items occur:

- 1) For employees with symptoms all of these conditions (a., b., and c.) must be met:
  - a) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
  - b) COVID-19 symptoms have improved;

and



c) At least 10 days have passed since COVID-19 symptoms first appeared

---

or...

- 2) For employees without symptoms, at least 10 days have passed since the first positive COVID-19 test. If symptoms develop during isolation period, employee may return 10 days after test if symptoms are improving and no fever for 24-hours (without fever-reducing medication)
- 

or...

- 3) If a licensed healthcare professional determines the person is not/is no longer a COVID-19 case, in accordance with California Department of Public Health (CDPH) or local health department recommendations.

NOTE: If an employee still has a cough and fever after 10 days, they should continue to stay at home until 24 hours after the fever has gone away (without using a fever-reducing medication like Tylenol) **AND** symptoms such as cough, body aches, sore throat have improved.

NOTE: A healthcare provider may recommend that a worker who had severe illness from COVID-19 (admitted to a hospital and needed oxygen) stay in isolation for up to 20 days after symptoms first appeared.

### **RETURNING TO WORK (employees who DO “NOT” TEST POSITIVE for COVID-19):**

***Employees WITH a negative test (but who are a “close contact/first degree exposure”)*** may return to work:

- After a full 10 days from the date of last known exposure **as long as** the person remains asymptomatic (with or without testing).

### **OTHER NOTES:**

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

*\*Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home:*

- Has COVID-19 illness within the previous 3 months **and**
- Symptoms have improved or stabilized

**(NOTE: a percentage of individuals who are clinically recovered from COVID-19 may have persistent, long term symptoms.)**

**CDC:** <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-care/late-sequelae.html>

**Recommendations:** <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>

\* Per the CDC, employers may encourage but should not require sick employees to provide a COVID-19 test result or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work. Therefore, a negative test will not be required for an employee to return to work.

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

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department including 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.
- Give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- Report immediately to Cal/OSHA any COVID-19 related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 3203(b)
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request
- Keep a record and track all COVID-19 cases. Report cases numbers as summary data (without identifying information of individuals) on the district website.

## **Multiple COVID-19 Infections and COVID-19 Outbreaks**

MDUSD 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. If a 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, the following protocols are enacted and cease to apply when there have been no new cases for 14 days:

- MDUSD shall provide COVID-19 testing at no cost to all employees at the exposed workplace except for employees who were not present during the period of an outbreak
- All employees in the exposed workplace shall be tested and then tested again one week later.
- MDUSD shall investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak
- MDUSD will implement changes to reduce the transmission of COVID-19 based on the investigation

NOTE: An “exposed workplace” includes “any work location, working area or common area used or accessed by a COVID-19 case during the ‘high-risk period.’” For purposes of determining whether an outbreak has occurred, there must be three COVID-19 cases, all of whom worked in, used, or accessed the same “work location, working area or common area used or accessed” in a 14-day period. If one of the three cases is in a different work location within an establishment, an outbreak has not occurred. Areas a COVID-19 case passed through (i.e., travelled through en route to a work area and did not stop or stopped momentarily while wearing a face covering) are not considered in determining the area of an “exposed workplace.” For example, if all three COVID-19 cases have been in a common area, but one of the cases only passed through while wearing a face covering, an outbreak has not occurred for purposes of the ETS.

**Work-Place Accommodations**

- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness, may request a review of their restrictions as documented in a note from their medical provider. Reasonable accommodations will be determined through an interactive process. Requests should be submitted to Risk Management and Human Resources via <https://rebrand.ly/mdusdaccommodation>

NOTE: The District intends to accommodate requests when reasonable and to the extent that remote work is available. If the District can reasonably accommodate staff, consistent with the District’s obligation to deliver adequate education to students, and if it can be scheduled (based on criteria such as credential, experience, and the needs of students and the District), the criteria for prioritizing requests (e.g. grade level, credential, seniority date) may also be subject to collective bargaining requirements.

If, due to circumstances beyond the District’s control, it is not possible to grant remote work from home, employees will be notified, and other options may be discussed, including available leaves, paid or unpaid.

**Work Related Injuries and Illnesses**

- The District has policies protecting employees from discrimination, harassment, and retaliation, as mandated under federal and state laws under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to diagnosed with COVID-19.

MDUSD Superintendent, Adam Clark Ed.D. \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A: Identification of COVID-19 Hazards

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

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

**Person conducting the evaluation:**

**Date:**

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

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

## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Maintenance &amp; Operations</b>			
Barriers/partitions			
Ventilation (HVAC Equipment Operating Properly)			
Ventilation (Fresh Air - Door/Window Operational, if applicable)			
Safety Signage (Mask Wearing, Social Distancing, Hand Washing, if applicable)]			
Wall Mounted Sanitizer Dispenser Installed			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (Worn Properly)			
Gloves, if applicable			
Face shields/goggles, if applicable			
Respiratory protection, if applicable			
Surgical Gowns, if applicable			

## Appendix C: Investigating COVID-19 Cases

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

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

The below contact tracing investigation form will be utilized and will be primarily based on the interview with the employee who is ill. Only employees who are considered "close contacts" for a minimum of 15 minutes or longer within a distance of 6 feet in a 24 hour period should be added to the below form. No other employees should be added to this form.



### ***Covid-Response Investigation Form for Supervisors***

***This form is to be filled out by a supervisor to interview an employee who begins to exhibit symptoms or who has tested positive for COVID-19. Complete this form within 24 hours of learning of the onset of symptoms/positive test result and submit to [covid@mdusd.org](mailto:covid@mdusd.org)***

1. Employee First and Last Name: \_\_\_\_\_ Work Location \_\_\_\_\_
2. Date symptoms appeared \_\_\_\_\_ if known, the date positive test *was performed* (Not date of "positive result") \_\_\_\_\_
3. Note the "earlier" of the two dates here: Employee Area Code and Cell Phone: \_\_\_\_\_
4. **Starting 48 hours prior** to date in question 3., ( going out 10 days from same date in question 3), complete the following table for any close contacts on district property

**ONLY LIST** those **within 6 feet for more than a cumulative 15 minutes in a 24-hour period**, regardless of whether masks were worn.

First and Last Name	Area or buildings of Site/Location where you interacted and spent time"- 15 minutes or more or less than 6 ft. away- with others- Not areas that were just passed through.	Last Day of Contact <i>*Starting 48 hours prior to Question #3</i>	How long were you within 6 feet for a cumulative "total" of 15 minutes or more in a 24-hour period?

(\*Add additional names on back if necessary) 5. Have you been self-isolating since symptoms/testing? \_\_\_\_\_ As of what day and time? Day: \_\_\_\_\_

6. Have you been practicing frequent hand-hygiene while within our site/department/district? \_\_\_\_\_ 7. Have you been practicing social distancing? \_\_\_\_\_

<sup>1</sup> Common symptoms of COVID-19 include fever, dry cough, difficulty breathing, and loss of smell or taste, vomiting and body aches/fatigue. 1/21/2021 – HR/Legal/Risk Management

**COVID-19 Response Investigation Form for Supervisors** Additional Names (Again..., only if **within 6 feet for more than a cumulative 15 minutes in a 24-hour period**, regardless of whether masks are worn)

First and Last Name	Areas or buildings of Site/Location where you "interacted" and "spent time" -15 minutes or more less than 6 ft. away- with others - NOT areas that were just passed through.	Last Day of Contact <i>*Starting 48 hours prior to Question #3 Date</i>	How long were you within 6 feet for a cumulative "total" of 15 minutes or more in a 24-hour period?

Last Date physically at work: \_\_\_\_\_

Possible source of contact (e.g. son, co-worker etc....)? \_\_\_\_\_

To the best of *the employee's* knowledge, was this a work-related exposure? \_\_\_\_\_

Does the employee believe there were any workplace related factors or hazards that could have contributed to the risk of exposure? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Date Supervisor/Site Administrator *was informed* of onset of symptoms/positive test: Date \_\_\_\_\_

Name of Admin/Supervisor Completing this form: \_\_\_\_\_ Date \_\_\_\_\_

\*Supervisors go to COVID RESPONSE AND REPORTING GUIDELINES on the district website (under Risk Management) to determine which letter/s to use.

1/21/2021 – HR/Legal/Risk Management



**Appendix D: COVID-19 Training Roster**

**Date:**

**Person that conducted the training:**

<b>Employee Name</b>	<b>Signature</b>