



Lewis Center for Educational Research Injury and Illness Prevention Plan COVID-19 Addendum

With some exceptions, all California employers are required to establish and implement an effective written COVID-19 Injury and Illness Prevention Program (“IIPP”) to protect employees from all worksite hazards, including infectious diseases. The Lewis Center for Educational Research (“LCER”) has adopted this Injury and Illness Prevention Plan COVID-19 Addendum (“Addendum”) to accommodate safely reopening its schools for in-person instruction for the 2021-22 school year. The schools, the Academy for Academic Excellence and Norton Science and Language Academy, will be collectively referred to herein as (“LCER Schools”). This Addendum was written to conform to CAL/OSHA’s updated June 2021, as well as follows the COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year from the California Department of Public Health (“CDPH”) and the Guidance for COVID-19 Prevention in K-12 Schools from the Center for Disease Control and Prevention (“CDC”).

This Addendum contains three (3) parts. Part one (1) contains background information regarding COVID-19, including known symptoms, emergency warning signs and high-risk factors. Part two (2) provides guidelines for implementation of a COVID-19 Infection Control Plan, which includes short-term measures to implement while COVID-19 remains endemic in states and communities. Part three (3) contains measures to maintain a healthy workforce until the global incidence of COVID-19 comes under control.

Background

In November 2019, a novel coronavirus (SARS-CoV-2) was discovered in Wuhan, China, which was found to cause a viral respiratory illness (coronavirus disease 2019, or “COVID-19”) leading to severe injury and death in certain populations, particularly elderly persons and persons with underlying health conditions.

COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020. In response to the COVID-19 Pandemic, public health officers in many states and counties ordered all individuals to stay home or at their place of residence (i.e., “Shelter in Place”), except as needed to maintain continuity of operations of certain critical infrastructure sectors. Across the nation, public schools and most other government offices and private businesses were closed in order to slow the spread of the coronavirus in the community. Many states and localities implemented a phased reopening of schools in 2021-22 school year.

On July 9, 2021, the Center for Disease Control and Prevention (“CDC”) published its updated recommendations for K-12 schools. On August 2, 2021, the CDPH published its updated COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year. The guidance applies CDC’s recommendations to the California context, in order to help K-12 schools formulate and implement plans for safe, successful, and full in-person instruction for the 2021-22 school year.

The CDC identifies the following symptoms of COVID-19, which typically appear within 2-14 days after exposure to the virus:

- 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 CDC also recommends that, if a person shows any of the following emergency warning signs, he or she should seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*Please note that this is not a complete list of all possible symptoms. Anyone experiencing any other symptoms that are severe or concerning should contact a medical provider.

Certain people are at higher risk for severe illness from COVID-19, including:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

The surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on layering multi-mitigation strategies. By providing guidelines for the design of a control plan for COVID-19, part two (2) of this Addendum is intended to allow for the return of full in-person instruction by implementing measures to prevent and slow the spread of COVID-19 within the workplace.

COVID-19 Infection Control Plan

Before resuming full in-person school activities, the LCER must prepare and implement a COVID-19 preparedness, response, control and prevention plan (i.e., COVID-19 Infection Control Plan). Federal, state, and local public health communications must be monitored to keep up with information available about COVID-19 regulations, guidance, and recommendations, to ensure that workers have access to the timeliest information.

1. Design, Implement, Update and Maintain a COVID-19 Infection Control Plan:

The overall goal of the COVID-19 Infection Control Plan is to decrease the spread of COVID-19 and lower the impact of the disease in the workplace. This includes the following objectives:

- Prevent and reduce transmission among employees;
- Maintain healthy school operations; and
- Maintain a healthy work environment.

All site administrators should implement and update as necessary a control plan that:

- Is specific to your workplace;
- Identifies all areas and job tasks with potential exposures to COVID-19; and
- Includes control measures in this policy to eliminate or reduce such exposures.

COVID-19 Infection Control Plans should consider that employees may be able to spread COVID-19 even if they are vaccinated, or do not show symptoms, which is a source of anxiety in the workforce, particularly among higher-risk individuals. Therefore, it is important to have discussions with workers about planned changes and seek their input. Additionally, collaboration with workers to effectively communicate important COVID-19 information.

2. Adjust Operations to Slow the Spread:

- Employees who have COVID-19 symptoms should notify their supervisor and stay home as directed.
- Sick employees should follow CDC-recommended steps for self-quarantine. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with their supervisor, local health departments and healthcare providers.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, students, and visitors, and sent home.
- Adopt a procedure for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- If implementing in-person health screenings, conduct them safely and respectfully. Protect the screener using social distancing, barrier or partition controls, or personal protective equipment (“PPE”). However, reliance on PPE alone is a less effective control and is more difficult to implement, given PPE shortages and training requirements.
- Complete the health screenings in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building. Further detailed information regarding LCER’s screening procedures may be found in the COVID-19 Health and Safety Policy.

- Should any LCER employees screen positive while at home or on campus, employees must follow all policies and procedures regarding isolation, quarantine, and testing to prevent or reduce the possible transmission of COVID-19 in the workplace.
- Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks.
- To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin or any other protected characteristics, and be sure to maintain confidentiality of each individual's medical status and history.

3. Conduct a Workplace Hazard Assessment:

The purpose of a hazard assessment of the workplace is to identify where and how workers might be exposed to COVID-19 at work. Combinations of controls from the hierarchy of controls are used to limit the spread of COVID-19 (see Controls Table in Appendix A). These include engineering controls, workplace administrative policies, and personal protective equipment (PPE) to protect workers from the identified hazards.

- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls are needed for specific job duties.
 - Evaluating potential workplace exposures which employees or other persons at LCER Schools may encounter.
 - Evaluating places where LCER employees or others may congregate on campus, such as hallways, bathrooms, and break rooms.
 - Reviewing and incorporating all applicable federal, state, and local public health guidance related to COVID-19, as well as any other industry-specific guidance.
 - From time to time, evaluate existing COVID-19 health and safety measures to determine whether additional or different measures are necessary.
 - Periodically conduct inspections to identify any potential COVID-19 unhealthy conditions, work practices, procedures, and to ensure compliance with all COVID-19 health and safety measures.
 - Encouraging employees to participate and assist LCER in identifying and evaluating potential COVID-19 workplace hazards. LCER will do so by:
 - Hold regular health and safety meetings with employees, administration, nurses, facilities, and others to ensure ongoing feedback from all areas within the organization and across both campuses
 - Provide periodic reminders to employees of importance of reporting potential COVID-19 workplace hazards. This may be done via email, webinars, virtual meetings, department meetings, etc.
 - Hold quarterly virtual all-staff meetings to disseminate the latest COVID-19 information and to solicit input from employees
- When engineering and administrative controls cannot be implemented or are not fully protective:
 - Determine what PPE is needed for each workers' specific job duties,
 - Select and provide appropriate PPE to the workers at no cost, and
 - Train their workers on its correct use.
- In the event that a hazard assessment reveals any potential COVID-19 hazards, LCER will take corrective action to remediate any potential COVID-19 hazards, including revising existing policies and practices related to health and safety, social distancing, cleaning and disinfection, any other action necessary to reduce the spread of COVID-19.

4. Suspected or Confirmed Case of COVID-19:

- Upon one (1) “COVID-19 case”¹ in the workplace, LCER will:
 - Investigate the COVID-19 case, determine the day and time the COVID-19 case was last present on the school campus, the date of the positive test and/or diagnosis, and the date the case has one (1) or more COVID-19 symptoms, if any.
 - Investigate whether other LCER employees or any other third parties may have had a COVID-19 exposure by evaluating the activities of the COVID-19 case at the school campus during the “high-risk exposure period”².
 - Give notice of potential exposure, within one (1) business day, and without revealing any personal identifying information³ of the COVID-19 case, to:
 - 1) All employees who may have had COVID-19 exposure, and
 - 2) Independent contractors and other employers present at the workplace during the high-risk exposure period.
 - Offer testing for COVID-19 to all employees with potential COVID-19 exposure in the workplace, at no charge and during working hours, as well as:
 - Information regarding COVID-19-related benefits under all applicable federal, state, and local laws, as well as potential salary continuation rights during any period of exclusion due to the COVID-19 exposure.
 - Investigate the potential that workplace conditions contributed to the risk of COVID-19 exposure, as well as remedial steps that could have been taken to reduce the risk of COVID-19 exposure.
- Pursuant to current Cal/OSHA regulations:
 - All employees with COVID-19 close contact exposure shall be excluded from the school campus until the return to work provisions are met except, with the following exceptions (Close contact means being within six feet of 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 patients, 2 days prior to test specimen collection) until the time the patient is isolated, even if they were wearing a mask while they were around someone with COVID-19):
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 symptoms, for 90 days after the first positive test.
 - Employees who had a close contact exposure, may return to work as follows:
 - If asymptomatic, close contact exposure may return to work when 10 days have passed since the last known exposure to the positive case.

¹ Cal/OSHA regulations define a “COVID-19 case” as a person who: 1) Has a positive COVID-19 test, OR 2) Has a positive COVID-19 diagnosis from a licensed health care provider, OR 3) is subject to a COVID-19 related order to isolate issued by a local health department or state health official, or 4) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

² “High-risk exposure period” is defined by Cal/OSHA as: 1) For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved. 2) For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

³ All personally identifying information related to COVID-19 cases or those with COVID-19 symptoms shall be kept confidential. However certain information may be provided to public health authorities, as required by law.

- If symptomatic, close contact exposure may return
 - At least twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications, AND
 - 2) COVID-19 symptoms have improved, AND
 - 3) At least ten (10) days have passed since COVID-19 symptoms first appeared.
- LCER employees with confirmed COVID-19 must not return to the school campus as follows⁴:
 - For employees who test positive and have symptoms consistent with COVID-19:
 - At least twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications, AND
 - COVID-19 symptoms have improved, AND
 - At least ten (10) days have passed since COVID-19 symptoms first appeared.
 - Employees who test positive but remain asymptomatic shall not return to the school campus until at least ten (10) days have passed since the date of specimen collection of their first positive COVID-19 test.
- Employees excluded from work due to COVID-19 exposure will be provided with information on available benefits where permitted by law. This shall include any salary continuation during quarantine/isolation exclusion period. LCER will instruct employees on applicable state/federal COVID leave, as well as paid sick leave that may be available during this period of time. Any salary continuation benefits will account for funds received from public sources during this period, as well as any indemnity benefits as part of any applicable workers' compensation claim related to the employee's COVID-19 exposure.
 - If employee has exhausted applicable leave during the ten (10) day exclusion period, they will be given information about how to apply for unpaid FMLA and/or state disability.
 - If an LCER employee is unable to work for reasons other than protecting other employees or students at the school campus from possible COVID-19 transmission, the employee is not entitled to salary continuation during the ten (10) day exclusion period.
- 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.
- In the event of a confirmed COVID-19 case at the school campus, LCER will notify the local public health department, as required by law, as well as report through the CDPH Shared Portal for Outbreak Tracking (SPOT).
- Upon notice any COVID-19-related serious illnesses or death⁵ of an employee occurring in a place of employment or in connection with any employment, LCER will immediately report such information to Cal/OSHA.

5. Required Notification:

- In accordance with AB 685, effective January 1, 2021, employers are required to provide certain notices in response to a "notice of potential exposure to COVID-19," in accordance with Labor Code section 6409.6. A "notice of potential exposure" means any of the following:
 - Notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite;

⁴ LCER will not require a negative test prior to an employee returning to work. 8 CCR 3505(c)(11)(D).

⁵ Pursuant to 8 CCR §330(h), "Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement."

- Notification from an employee, or their emergency contact, that the employee is a qualifying individual;
- Notification through the school’s testing protocol that the employee is a qualifying individual; or
- Notification from a subcontracted employer that a qualifying individual was on the school site.
- Upon receipt of a “notice of potential exposure,” LCER must take the following actions within one (1) business day of the notice:
 - Provide a written notice to all employees who were on the premises in the same worksite⁶ as the qualifying individual⁷ within the infectious period⁸ that they may have been exposed to COVID-19.⁹
 - Provide a written notice to the exclusive representative, if any, of the above employees.¹⁰ Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
 - Information regarding COVID-19-related benefits includes, but is not limited to, workers’ compensation, and options for exposed employees, including COVID-19-related leave, LCER sick leave, state-mandated leave, supplemental sick leave, as well as anti-retaliation and antidiscrimination protections applicable to employees.
 - Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.
 - Records of the above notices must be retained for a minimum of three (3) years.
- Effective January 1, 2021 LCER must also take the following responses in the event of a COVID-19 “outbreak,” as defined by CDPH:
 - Within forty-eight (48) hours, the Chief Executive Officer (“CEO”) or designee shall notify the county public health department of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.¹¹
 - The CEO shall also report the address and NAICS code of the worksite where the qualifying individuals work.
 - Additional notice will be provided of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.

⁶ The “worksite” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If LCER operates multiple worksites, LCER must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

⁷ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁸ The “infectious period” means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

⁹ Written notice must be provided in the same manner that LCER ordinarily uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one (1) business day of sending and shall be in both English and the language understood by the majority of the employees.

¹⁰ Written notice to the exclusive representative must contain the same information as required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the school. This requirement does not apply if the school’s employees do not have an exclusive representative.

¹¹ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

- In accordance with SB1159, LCER shall report to their claims administrator, within three (3) business days any time an employee, who has worked outside of the home, tests positive for COVID-19. This is not specific to cases that are potentially work related, rather ALL known positive cases. The following information shall be reported:
 - An employee has tested positive. No personal information should be provided, unless the employee feels they contracted it at work. If so, then the employee should be provided a DWC1 claim form.
 - The date that the employee tested positive.
 - The specific address or addresses of the employees work site during the 14-day period preceding the positive test.
 - The highest number of employees who reported to work at the employee’s specific place of employment in the 45-day period preceding the last day the employee worked at each specific place of employment. This mean EACH DAY, not the cumulative total.

6. Other Relevant Public Health Guidance

Specific guidelines for responding to suspected and confirmed cases of COVID-19 in schools are also found in the COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year published by the CDPH and last updated on August 2, 2021. In most cases, you do not need to shut down the facility. If it has been less than seven (7) days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting twenty-four (24) hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been seven (7) days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Follow the CDPH and CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and other PPE appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.

Measures to Maintain Healthy Ongoing School Operations

1. Identify a Workplace Coordinator:

Director of Human Resources, Stacy Newman, will be responsible for COVID-19 issues and their impact at the workplace.

2. Protect Employees at Higher Risk for Severe Illness Through Supportive Policies and Practices:

Older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.

- Provide options to telework, if available and reasonable.
- Offer vulnerable workers duties that minimize their contact with students and other employees, if the worker agrees to this.
- Offer flexible options such as telework to employees where available and reasonable to eliminate the need for employees living in higher transmission areas to travel to workplaces in lower transmission areas and vice versa.

3. Communicate Supportive Workplace Policies Clearly, Frequently, and Via Multiple Methods.

Employers may need to communicate with non-English speakers in their preferred languages.

- Train workers on how implementing any new policies to reduce the spread of COVID-19 may affect existing health and safety practices.
- Communicate to any contractors or on-site visitors about changes that have been made to help control the spread of COVID-19. Ensure that they have the information and capability to comply with those policies.
- Create and test communication systems that employees can use to self-report if they are sick and that you can use to notify employees of exposures and closures without fear of reprisal.
- Employees may contact human resources regarding concerns and may request to remain anonymous. Consistent with the Employee Handbook and all applicable policies, LCER will not tolerate discrimination, harassment, or retaliation against any employee who reports COVID-19 symptoms or hazards.

4. Face Coverings:

- The CDPH has ordered that all school employees must wear a face covering indoors, while in the presence of students, regardless of vaccination status.
 - A face covering contains the wearer's respiratory droplets to help protect their co-workers and others.
 - Face coverings help prevent those who do not know they have the virus from spreading it to others.
- The CDC recommends all employees wear masks indoors, regardless of vaccination status.
- The following exceptions to the use of face coverings still apply at LCER:
 - When an employee is alone in a room or their individual work space.
 - While eating or drinking provided employees are distanced at least six (6) feet apart.
 - Employees who cannot wear face coverings due to a medical or mental condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives, such as a face shield with a drape, will be considered on a case-by-case basis.
- As necessary, LCER will provide clean and undamaged face coverings including N-95 to any employee who requests one.
- Employees that are not fully vaccinated may request a respirator for voluntary use, without fear of retaliation. Employees voluntarily using respirators will be trained in how to properly wear them and how to perform a proper seal check.
- All face coverings must be worn, cleaned, and replaced as needed, and unless an applicable exception to wearing a facial covering applies, consistent with LCER's COVID-19 Health and Safety Policy.

- If an employee cannot wear a face covering, face shield with a drape, respiratory protection, or another effective alternative to a facial covering, the employee shall maintain a distance of 6 feet apart from all other employees, students, and persons.

5. Engineering Controls:

- To the maximum extent feasible, LCER will implement all appropriate actions to protect employees consistent with the COVID-19 Health and Safety Policy, as well as this Plan.
- To the greatest extent feasible, LCER will maximize the quantity of outside air in buildings or by natural ventilation systems, except when the United States EPA Air Quality Index is greater than one hundred (100) for any pollutant, or if opening windows or doors would cause additional hazards to employees.
- Conduct monthly inspections of the HVAC system.
- To the extent feasible, LCER will increase the filtration efficiency of its existing ventilations systems to the highest level that is safely allowable.

6. Hand Sanitizing:

- Provide soap and water in the workplace. All employees are encouraged to wash their hands frequently and will be provided ample time to do so. Employees should wash their hands for at least twenty (20) seconds each time.
- To the extent feasible, dependent on a hazard assessment, and consistent with LCER's COVID-19 Health and Safety Plan, LCER will consider providing additional handwashing facilities.
- If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. LCER prohibits hand sanitizer containing methanol (i.e. methyl alcohol). Ensure that adequate supplies are maintained.
- Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
- Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information.
- Provide tissues and no-touch trash cans.

7. Limit Sharing of Tools, Equipment, and PPE:

- LCER will not allow any employees, students, or any other persons to share any form of PPE, including but not limited to: Gloves, facial coverings, masks, and goggles.
- LCER will minimize the sharing of tools and equipment, including: Phones, headsets, desks, keyboards, and writing materials. Where sharing is required, the School will follow all cleaning and disinfection procedures, consistent with this Plan.
- In LCER vehicles, high touch points such as steering wheels, seatbelt buckles, armrests, and seats will be disinfected between uses, consistent with this Plan.

8. Perform Routine Cleaning:

- Incorporate the Guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them in accordance with Healthy Schools Act protocols.
 - For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA website. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
- Discourage workers from using each other’s phones, desks, offices, or other work tools and equipment, when possible.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Advise employees to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

9. Perform Enhanced Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility:

- In the event of a suspected or confirmed COVID-19 case at LCER, LCER will determine all areas, materials, and equipment used by the case during the high-risk exposure period.
- Once identified, LCER will clean and disinfect in accordance with all CDC cleaning and disinfection recommendations of all pertinent areas.

10. Minimize Risk to Employees When Planning Meetings and Gatherings:

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- For large work-related meetings or gatherings that can only occur in-person, shall be held in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain maximize distancing and wear face coverings.

11. COVID-19 Testing:

- LCER will continue to make COVID-19 testing available at no cost to employees during employees’ paid time.
- Tests will be available to symptomatic employees, regardless of vaccination status and will be available to all employees after an exposure.
- Tests will also be available for employees to satisfy the CDPH weekly diagnostic screening testing requirements for unvaccinated employees members.
- Consistent with Cal/OSHA regulations, in the event of one (1) COVID-19 case, an outbreak¹², or a major outbreak at a LCER campus, LCER will offer COVID-19 testing to employees with exposure at no charge, and during working hours.
- In the event of one (1) COVID-19 case in the workplace, COVID-19 testing will be offered to all

¹² An outbreak is defined by Cal/OSHA as one that is declared by the local public health department, or where there are three (3) or more cases on campus within a 14-day period. 8 CCR §3205.1(a)(1).

employees who have had potential COVID-19 exposure.

- In the event of a COVID-19 outbreak pursuant to Cal/OSHA regulations:
 - LCER must provide testing to all employees who were present in the exposed workplace.
 - Pursuant to Cal/OSHA regulations, “employees in the exposed workplace shall be tested and then tested again one (1) week later.”¹³
 - After the first two (2) COVID-19 tests, LCER must provide continuous COVID-19 testing of employees remaining at the workplace at least once per week, until outbreak criteria are no longer met.
- In the event of a “major COVID-19 outbreak,”¹⁴ LCER will provide COVID-19 testing at least twice per week to all employees present at the exposed workplace during the thirty (30) day period, and who remain at the workplace. This testing regimen will continue until there are no new COVID-19 cases in the workplace for a ten (10) day period.
- Consistent with current Cal/OSHA regulations, the School will require certain frequencies of COVID-19 testing before allowing employees with COVID-19 exposure to return to campus.
- In the event that COVID-19 testing is mandated by Cal/OSHA regulations, LCER employees may procure on-site testing for COVID-19 through:
 - Valencia Branch Laboratory
- If COVID-19 is not mandated by Cal/OSHA regulations, but testing is otherwise needed, employees may procure testing, likely free of charge, through their local county or from their health provider.

12. Vaccination:

- The LCER will follow the CDPH mandate requiring verification of vaccination status among all employees, or will require diagnostic screening testing of unvaccinated workers at a minimum of once per week.
- The LCER will verify vaccine status of all workers according to the following modes:
 - COVID-19 Vaccine Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes the name of person vaccinated, type of vaccine provided and date last dose administered OR
 - A photo of a Vaccination Record Card as a separate document; OR
 - A photo of the employee’s Vaccination Record Card stored on a phone or electronic device; OR
 - Documentation of COVID-19 vaccination from a health care provider: OR
 - Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader the employee’s name, date of birth, vaccine dates and vaccine type; OR
- The LCER will track verified employee vaccination status in a confidential manner, and will be stored in a confidential medical file, separate from the employee’s personnel file.
- Employees who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.
- Unvaccinated or incompletely vaccinated employees must be tested **at least once weekly** with either PCR testing or antigen testing
- Unvaccinated or incompletely vaccinated employees must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the

¹³ 8 CCR §3205.1(b)(2)A).

¹⁴ Cal/OSHA defines a major outbreak as “20 or more COVID-19 cases in an exposed workplace within a 30-day period.”

illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, **do not** waive this requirement for testing.

13. Training:

LCER will provide employees with training on:

- Symptoms, emergency warning signs, and high-factors for COVID-19
- Policies and procedures to reduce the spread of COVID-19
- Information regarding COVID-19 transmission, including that COVID-19 “is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs, or exhales; as well as that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; as well as that infectious people may have no symptoms.”
- Information regarding the fact that particles containing the virus can travel more than six (6) feet, especially indoors; and thus, why social distancing, proper hygiene, and PPE are so important.
- 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.
- Cleaning and disinfection safety protocols such as reading labels, wearing proper PPE, steps to minimize harm to employees, etc.
- Proper use of face coverings to include when and where to wear them, proper way to wear them, exceptions for wearing them, and where to obtain them
- Appropriate use of PPE to include when it’s necessary, how to use, handle and dispose of PPE.
- Safe work practices, such safe use of cleaners and disinfectants, avoiding sharing personal items, etc.
- Stress management and recourses for employees and families to help them cope with anxiety and stress during the pandemic
- COVID-19 related benefits under federal, state, and local law, including any potential benefits under current workers’ compensation laws, LCER’s leave policies, and other benefits

14. Record Keeping and Availability of Plan:

- LCER will maintain records of the steps taking to implement this Plan for at least one (1) year, consistent with 8 CCR §3202(b).
- This Plan shall be made available at the workplace to all LCER employees, authorized representatives, and Cal/OSHA representatives immediately upon request.
- LCER will track all COVID-19 cases, by keeping a record of the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

The Executive Director is authorized to implement changes or additions to this Addendum in order to ensure compliance with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”) and/or the facts of a specific circumstance, and to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this Addendum.

Appendix A

Controls Table

The following table presents examples of controls to implement in the workplace. The most effective controls are those that rely on engineering solutions, followed by administrative controls, then PPE. PPE is the least effective control method and the most difficult to implement. Worksites may have to implement multiple complementary controls from these columns to effectively control the hazard.

Engineering (Facilities and Equipment)

- Assess job hazards for feasibility of engineering controls
- Ensure ventilation and water systems operate properly
- Alter office workspaces to maintain social distancing. Examples include:
 - Configure partitions as a barrier shield
 - Move electronic payment reader away from cashier in cafeteria
 - Use verbal announcements, signage, and visual cues to promote social distancing
 - Remove/rearrange furniture

Administrative

Management and Communications

- Monitor state and local public health communications about COVID-19
- Require students who are ill to stay home
- Encourage sick workers to report symptoms, stay home, and follow CDC guidance
- Develop strategies to:
 - communicate with employees
 - manage employee's concerns
- Remind employees of available support services
- Communicate to partners, suppliers, other contractors on policies and practices
- Encourage social distancing and the use of face coverings (if appropriate) in the workplace
- Use technology to promote social distancing (e.g., telework and virtual meetings)
- Cancel group events
- Close/limit use of shared spaces
- Consider policies that encourage flexible sick leave and alternative work schedules.
- Schedule stocking during off-peak hours

Cleaning and Disinfection

- Clean and disinfect frequently touched surfaces, (e.g., counters, shelving, displays)
- Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19

Training

Provide employees with training on:

- Symptoms, emergency warning signs, and high-factors for COVID-19
- Policies and procedures to reduce the spread of COVID-19
- Information regarding COVID-19 transmission, including that COVID-19 “is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs, or exhales; as well as that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; as well as that infectious people may have no

symptoms.”

- Information regarding the fact that particles containing the virus can travel more than six (6) feet, especially indoors; and thus, why social distancing, proper hygiene, and PPE are so important.
- General hygiene
- Cleaning and disinfection
- Face covers
- Social distancing
- Use of PPE
- Safe work practices
- Stress management
- COVID-19 related benefits under federal, state, and local law

Personal Protective Equipment (PPE)

- Conduct workplace hazard assessment
- Determine what PPE is needed for their workers’ specific job duties based on hazards and other controls present
- Select and provide appropriate PPE to the workers at no cost, and train employees in the use of the PPE.
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