

COVID-19 Written Worksite Specific Plan

Indian Diggings School District

Local County Public Health will direct your workplace specific requirements, guided by the **State Public Health Guidance & Checklist** (highlights herein) and CDC Recommendations and in accordance with [Cal/OSHA Guidelines](#) on Protecting Workers from COVID-19 (Injury & Illness Prevention Program). **Note:** A Copy of this written worksite specific plan should be included in your worksite Injury & Illness Prevention Program (IIPP).

Required Plan Components:

A. ☐ Person(s) responsible for implementing the site-specific plan

Grant Coffin

B. ☐ Conduct a risk assessment *Medium Risk*

Classifying Worker Exposure to SARS-CoV-2: Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels. Occupational Risk Pyramid for COVID-19.



All staff shall conduct daily self-health screenings prior to arrival at the school site. Staff that arrive at their site are attesting they have passed the “Symptom Screening Prior to Entry”. A hard copy of the “Symptom Screening Prior to Entry” form is provided. Should a staff member present symptom of illness, staff will be required to notify the principal and stay home. It is advised to conduct the self-health screening in the evening so as to allow alternative arrangements to be made as early as possible, if necessary.

Indian Diggings School is requiring parents to conduct daily health screenings prior to their student leaving for school. Parents will sign students in each day to verify the health screening. Student temperatures will be taken by staff daily. A hard copy of the “Symptom Screening Prior to Entry” form is provided. Should a student present symptoms of illness, they are required to stay home. If your child does present symptoms of COVID, please refer to the “What to do if your child has symptoms” form provided.

Indian Diggings School staff will conduct health screenings for all students, staff, and visitors via contactless temperature checks and health screenings before the school day and during if necessary, referencing the “Symptoms of Coronavirus” form provided. In the case that a student exhibits symptoms during the school day, the student will safely transition to the Care Room and the parent/guardian will be contacted for student pick-up. Staff that exhibit symptoms will be sent home.

C. ☐ Establish Control Measures that will be taken to prevent spread of the virus.

1. ☐ Individual Control Measures
2. ☐ Cleaning & Disinfecting Protocols
3. ☐ Physical Distancing Guidelines

COVID-19 Written Worksite Specific Plan

Indian Diggings School District

D. ☐ Provide Training and Communication to employees and employee representatives.

Indian Diggings School District will provide COVID-19 training to all staff. The COVID-19 Written Worksite Specific Plan will be available on the Indian Diggings School website and in the office to be issued to a staff member upon request.

E. ☐ Establish a process to check this plan for compliance and to document and correct deficiencies.

The District Superintendent will regularly review compliance and correct deficiencies.

F. ☐ Establish a process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ CDPH Outbreak Management - [Responding to COVID-19 in the Workplace](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

☐ Cal/OSHA Recording and Reporting Requirements for COVID-19 Cases
<https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>

G. El Dorado County COVID-19 Guidance and Information

☐ El Dorado County Social Distancing and Face Covering Protocols – See [EDC Guidance](#)

- <https://edcgov.us/Government/hhsa/Pages/EDCCOVID-19-Guidance.aspx>

☐ El Dorado County Orders/Directives – See [EDC Orders/Directives](#)

- <https://edcgov.us/Government/hhsa/Pages/EDCCOVID-19-Orders-Directives.aspx>

☐ El Dorado County Required Posters – See [EDC Guidance](#)

- <https://edcgov.us/Government/hhsa/Pages/EDCCOVID-19-Guidance.aspx>

☐ Entrance Symptom Screening Checklist - [Poster Template](#)

- <https://www.sia-jpa.org/sia/assets/File/COVID-entrance-screening-Member-v2.pdf>

☐ Workplace Safety Social Distancing Information - [Poster Template](#)

- <https://www.sia-jpa.org/sia/assets/File/COVID-EE-Safety-Member.pdf>

COVID-19 Written Worksite Specific Plan

Indian Diggings School District

C.1 INDIVIDUAL CONTROL MEASURES & SCREENING:

☐ Symptom screenings and/or temperature checks.

The District will require parents and staff to conduct health screenings prior to arrival at any district site. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

☐ Encourage frequent handwashing and use of hand sanitizer.

Hand washing available in all classrooms

Hand sanitizer available in all classrooms and common areas

☐ Provide disposable gloves to workers using cleaners and disinfectants if required.

Gloves will be provided to custodians for cleaning and available to all staff as needed or requested. Gloves will be available in the office.

☐ Require face covers according to the State Public Health Guidance.

Face Coverings and/or face shields will be provided to staff and students that arrive at any district site without one. Face Coverings will be required inside the building at all times unless otherwise directed by staff, and only when 6-foot distancing is in place, to accommodate for instructional needs (phonics instruction). Students will not be required to use Face Coverings while outside at play or during physical education activities where 6-foot distancing is observed. Coverings will not be required for those with a medical condition, mental health condition, or disability that prevents wearing a face covering. Written documentation from a doctor will be required. Face Shields will be available in the event a covering cannot be worn.

☐ Communicate frequently to visitors & members of the public that they must use face masks/covers. If a visitor arrives on site without a face covering, one will be provided for them. Should a visitor refuse to wear one, visit will be rescheduled as a virtual or telephone meeting.

COVID-19 Written Worksite Specific Plan

Indian Diggings School District

C.2 CLEANING AND DISINFECTING PROTOCOLS:

- ☐ Perform thorough cleaning in high traffic areas.
- ☐ [Frequently disinfect commonly used surfaces and personal work areas.](#)
- ☐ Clean and sanitize shared equipment between each use.
- ☐ Clean touchable surfaces daily or between users, whichever is more frequent.
- ☐ Equip shared spaces with proper sanitation products including hand sanitizer.
- ☐ Ensure that sanitary facilities stay operational and stocked at all times.
- ☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.

C.3 PHYSICAL DISTANCING GUIDELINES:

- ☐ Measures to physically separate staff, students, and community by at least six feet may include physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where people should stand).
- ☐ Reconfigure office spaces, classrooms, etc. Decrease maximum capacity for conference and meeting areas.
- ☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing, and face coverings are available for meetings where physical distancing is not possible.
- ☐ Increased distance between tables/chairs to ensure physical distancing.
 - Visitors will not be allowed on campus, except to pick-up or drop-off students or otherwise scheduled with the administrator.
- ☐ Encourage staff communication via email or phone call versus in-person when practical.

D. EMPLOYEE TRAINING:

Training Information as required by the California Department of Public Health Guidance is sourced from the CDC ([cdc.gov/coronavirus/2019-ncov](https://www.cdc.gov/coronavirus/2019-ncov)) should be provided to all employees and include the following information:

1. [Information on COVID-19](#)
2. [Preventing the Spread](#)
3. [Vulnerable/High Risk Individuals](#)
4. [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
5. [Sick Employees](#): The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
6. [When to seek medical attention](#): Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, 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.

**This list is not all possible symptoms. Please call your medical provider for any other symptoms that*

COVID-19 Written Worksite Specific Plan

Indian Diggings School District

are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

7. [The importance of hand washing](#)
8. [The importance of physical distancing](#), both at work and off work time
9. Face Coverings:
 - ☐ [Face coverings, masks, and respirators – Information & Overview](#)
 - <https://covid19.ca.gov/masks-and-ppe/>
 - ☐ [Face coverings, masks & respirators – Handout](#)
 - <https://www.dir.ca.gov/dosh/coronavirus/Face-coverings-poster.pdf>
 - ☐ [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 – CDC Recommendations](#)
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
10. [Healthy Schools Act](#) – Integrated Pest Management Training: Provide annual Healthy Schools Act (free online) training [to all teachers, staff, and volunteers who use sanitizing wipes or sprays](#).
 - <https://www.cdpr.ca.gov/docs/schoolipm/>

The training materials below were developed to contain the required components of COVID-19 awareness as well as optional supplemental information on Coping with Stress and De-escalation techniques when responding to others.

Note materials selected for use below:

- ☐ Training [Handout Materials from SIA Website](#)
 - Date Provided to Employees: Every August
 - [https://www.sia-jpa.org/sia/assets/File/COVID-19 REQUIRED TRAINING INFORMATION FOR EMPLOYEES Handout.pdf](https://www.sia-jpa.org/sia/assets/File/COVID-19%20REQUIRED%20TRAINING%20INFORMATION%20FOR%20EMPLOYEES%20Handout.pdf)
- ☐ Training [PowerPoint Presentation from SIA Website](#)
 - Date Viewed by Employees: Every August
 - See URL for required training handout materials above
- ☐ Hour Zero Training Module in [HZ Online](#)
 - Date Completed by Employees: Every August
 - <https://www.sia-jpa.org/resources/school-risk-management-and-compliance/hz-online-training-mandated-training-modules/>
- ☐ [Annual Healthy Schools Act IPM Training \(free online\)](#)
 - Date Completed by Employees: Every August
 - <https://online2.cce.csus.edu/dpr/login/index.php>



State of California—Health and Human
Services Agency
**California Department of
Public Health**



June 16, 2020

TO: Employers

SUBJECT: Responding to COVID-19 in the Workplace

This checklist is intended for use by employers experiencing an outbreak of COVID-19 in their workplace. Employers should be proactive and keep in mind that identification of even a single positive case among employees may quickly develop into an outbreak. As outbreak circumstances and work practices vary, employers may need assistance from their local health department (LHD) to plan and coordinate a response to the outbreak that meets the needs of the workplace.

This guidance is not intended for use in managing or preventing outbreaks in healthcare, congregate living settings, or other workplaces where the California Aerosol Transmissible Diseases (ATD) standard applies.

Employers should also consult:

- CDC guidance for businesses and small businesses for information on preventing outbreaks;
- Cal/OSHA guidance to ensure that they are complying with legal requirements for worker protection; and
- the California statewide industry-specific guidance to reduce risk during and after reopening of businesses.

See Resources section at end for links.

Outbreak Management

Employers should prepare for identification of COVID-19 outbreaks in their workplace.

- Designate a workplace infection prevention coordinator to implement COVID-19 infection prevention procedures and to manage COVID-related issues among employees.
- Instruct employees to stay home and report to the employer if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19.
 - Symptoms of COVID-19 include fever, chills, shaking chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, loss of appetite, diarrhea, or loss of appetite.
 - Develop mechanisms for tracking suspected and confirmed cases among employees.
 - Ensure that sick leave policies are sufficiently generous and flexible to enable employees who are sick to stay home without penalty.
 - California has additional services for employees, including supplemental paid sick leave for food sector workers at companies with 500 or more employees nationwide.

- The Families First Coronavirus Response Act requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
 - Some cities and counties require employers to provide sick leave benefits to workers.
- ◆ Identify contact information for the local health department (LHD) in the jurisdiction where the workplace is located.

Employers should prepare to share information with the LHD and other stakeholders.

- ◆ Notify the LHD where the workplace is located if there is a known or suspected outbreak in the workplace or if there is a laboratory confirmed cases of COVID-19 at the workplace.
 - The LHD in the jurisdiction where the workplace is located may have specific criteria for outbreak reporting requirements. Employers should follow the specific instructions of their LHD, if available.
 - LHDs regularly transmit and protect confidential health information. Securely sharing confidential information about employees with COVID-19 is critical for the LHD to provide comprehensive support to the employer and protect the health of the community.
- ◆ Employees in a workplace may live in counties/jurisdictions outside of where the workplace is located. When there is an outbreak in a workplace, employers should contact the LHD in any jurisdiction where a COVID-19 positive employee resides and let them know about the outbreak.
 - Typically, the LHD in the jurisdiction where the workplace is located gives guidance to the employer on managing the outbreak.
- ◆ Communicate with the LHD on how frequently the LHD expects updates from the employer on newly identified cases and symptomatic employees in the workplace.
 - Determine how this information will be shared (e.g., telephone, fax directed to a specified person, secure e-mail)
- ◆ Share a roster of all employees with the LHD in the jurisdiction where the workplace is located.
 - Employer may be asked by LHD to provide additional information on the employees, including job description, location, work schedule, city and county of residence, and other details that could help inform the investigation and determine which other employees in the workplace may be at risk of COVID-19 infection.
- ◆ If employees in a facility are unionized, identify a union contact and clarify the role the union can play in communication with employees. If employees in a facility are not unionized, identify an employee representative to serve as a point of contact for the LHD.
- ◆ If the facility uses contract or temporary employees, identify who should communicate information and instructions on the outbreak to these individuals.
 - The host employer should notify temporary, contract, or other agencies that have employees in the workplace of the outbreak.
 - All employees in the workplace, regardless of employment arrangement, should follow all instructions for infection prevention and outbreak management measures from the host employer, the LHD where the workplace is located, and the LHD where they reside.

Understand requirements for reporting employee cases to Cal/OSHA.

- ◆ Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately. For COVID-19, this includes inpatient hospitalizations and deaths among employees.

- Employers should report serious injury, illness, and death, including hospitalization and death from COVID-19, even if work-relatedness is uncertain.
- Cal/OSHA prefers calls by phone but will also accept email reports (Cal/OSHA Accident Report inbox). Details on reporting, contact information for district offices, and the Title 8 section 342 requirement are available online.

Identify additional employee cases and close contacts of cases to control further spread in the workplace.

- Testing all employees in a workplace should be the first strategy considered for identification of additional cases. Testing may be done at a single point in time or at repeated intervals.
 - Employers should seek guidance from the LHD when developing a testing strategy, including how testing can be arranged and how to prioritize testing of employees (i.e., testing close contacts of laboratory-confirmed cases first).
 - Employers should offer on-site COVID-19 testing of employees or otherwise arrange for testing through the company's occupational or general medical services provider. The employer is responsible for ensuring all employees are offered and provided testing. Employers should also provide information to employees who may prefer to contact their personal medical provider or visit a CA Coronavirus Testing Task Force site for testing. LHDs may also be able to help facilitate testing options, if needed.
- When testing all employees is not available or not recommended by the LHD, consider alternative methods for controlling the outbreak, in consultation with the LHD, including but not limited to tracing all close contacts of confirmed cases and instructing those individuals to quarantine or temporarily closing the workplace and quarantining all employees.
- Conduct contact tracing and quarantining of close contacts of confirmed cases in the workplace.
 - Employer should provide information to the LHD on the confirmed COVID-19 case employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.
 - Establish if the employer, LHD, or both will conduct interviews of the cases to determine their close contacts.
 - Close contacts should be instructed to quarantine at home for 14 days from their last known contact with the employee with COVID-19. Close contacts should be tested for COVID-19 when possible.
 - A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.
 - Interview employees with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the shifts they worked during their infectious period, and to identify other employees with whom they had close contact during their infectious period.
 - Use employment records to verify shifts worked during the infectious period and other employees who may have worked closely with them during that time period.
 - While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).

Notification and management of employees

- Employers must maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.

- Employers should notify all employees who were potentially exposed to the individuals with COVID-19. Employers should provide any healthcare consultations needed to advise workers regarding their exposure, which may be especially important for those with high-risk medical conditions (e.g., immune compromise or pregnancy).
 - Close contacts of cases should be given instructions on home quarantine and symptom monitoring, and COVID-19 testing as described in step #4.
 - Provide any employees who are sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and company policies, return-to-work requirements, etc.).
- In some outbreaks, but not all, employees who were never symptomatic and did not have close contact with any of the laboratory confirmed cases may continue to work, as long as the employer has implemented all control measures as recommended by public health authorities, Cal/OSHA, or other regulatory bodies. The LHD will make this determination based on strategies being used to control the outbreak and identify new cases.

Determine when it is appropriate for cases and contacts of cases to return to work

- Consult with the LHD and most recent CDC guidance for when a confirmed case may be released from home isolation and return to work. The local health department may recommend a strategy for return to work similar to the following, although some variation may occur by jurisdiction and outbreak.

Employees	Minimum Criteria for Return to Work <i>(As of June 7, 2020)</i>	CDC Reference Page <i>(The most recent CDC guidance should be consulted prior to allowing the employee to return to work)</i>
Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19	At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and , at least 10 days have passed since symptoms first appeared.	<ul style="list-style-type: none"> • For employee cases who did not require hospitalization • For employee cases who required hospitalization
Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19	A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.	<ul style="list-style-type: none"> • For employee cases who did not require hospitalization

Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative	Use the same criteria for return to work as laboratory confirmed cases.	
Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative	Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*	
Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested	Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.	
Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms. OR Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.	Employees should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.* Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.	<ul style="list-style-type: none"> • For employee cases who did not require hospitalization • Critical workers implementing safety practices

- ♦ * Critical infrastructure workplace outbreak
 - asymptomatic negative employees
 - employees who were close contacts to confirmed cases
- ♦ Where 14-day quarantine would compromise essential operations, the LHD may determine that some employees in these two groups may return to work sooner than 14 days by considering certain criteria specific to the workplace and employee:
 - The employee is able to wear a surgical mask throughout the work day, except while eating, and comply with all infection prevention procedures. A cloth face covering may also be used in the event of mask shortage.
 - The facility has implemented all best practice infection prevention procedures, as determined by the LHD.
 - Pre-screening to assess employee temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
 - Employee is able to self-monitor for temperature and symptoms at home and work.
 - Employee is able to maintain a minimum of six feet of distance from other employees in the workplace. Of note, six feet does not prevent all transmission of SARS-CoV-2.
 - Physical barriers are in place between fixed employee work locations to supplement distancing.
 - Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.
- ♦ Be aware that testing reflects an employee's status at a single point in time only. If an employee tests negative, they may still develop COVID-19 infection from a recent or subsequent exposure and should be instructed to quarantine at home if that occurs. Testing may be needed at repeated intervals to capture all positive cases, especially if an outbreak is ongoing.

Perform more frequent cleaning and disinfection, as well as deep/enhanced cleaning and disinfection after employees with COVID-19 have been at work.

- ♦ Work areas of infected workers should not be entered by employees until they have been cleaned and disinfected with products approved by the EPA for COVID-19. Work should be performed by cleaning staff trained on their safe use and supplied with all required and recommended PPE.
- ♦ Perform ongoing enhanced cleaning/disinfection of work areas when an employee with COVID-19 is identified, following CDC recommendations.
- ♦ Continue to identify and regularly clean and disinfect frequently touched surfaces throughout the workplace, such as doorknobs, equipment, and handrails.
- ♦ Employees should not share headsets or other objects that may come into contact with their face, mouth, or nose.
- ♦ Minimize sharing of other equipment between employees; for equipment that must be shared, conduct frequent cleaning between employee use.
- ♦ Train employees on safe use of cleaners and disinfectants and provide necessary protective equipment.

Employers should regularly check for and follow new and updated guidance on their specific industry from the following sources:

- ♦ Governor's Office Resilience Roadmap
 - Guidance for most industries

- Guidance for other industries allowed to open in some counties
- Cal/OSHA
 - General Industry guidance
 - Guidance for specific industries
- CDC
 - Landing page for workplaces
 - Landing page for industry specific worker safety guidelines

Additional Resources

CDC guidance

- For employers
- For office buildings
- For childcare, schools, and youth programs
- Worker safety and support for a variety of industries: Worker Safety and Support For small businesses
- For meat and poultry processing employers
- Grocery and Food Retail
- Transportation and Delivery
- Conserving and Extending Filtering Facepiece Respirator Supply in Non-Healthcare Sectors
- Communities, Schools, Workplaces, and Events - Guidance for Where You Live, Work, Learn, Pray, and Play
- First Responders and Law Enforcement
- Workplace outbreak testing

Cal/OSHA guidance

PDF's and links below found at
<https://www.dir.ca.gov/dosh/coronavirus.html>

- For general industry
- For agricultural employers (PDF)
- For childcare programs (PDF)
- For construction (PDF)
- For grocery stores (PDF)
- For logistics employers (PDF)
- For mortuaries and funeral homes (PDF)
- Interim Guidance on COVID-19 for Health Care Facilities: Severe Respirator Supply Shortage (PDF)

Governor's Office Resilience Roadmap guidance and employer checklists

- Statewide Industry Guidance to Reduce Risk
- County Variance Info

California Department of Public Health
PO Box, 997377, MS0500, Sacramento, CA 95899-7377
Department Website ([cdph.ca.gov](https://www.cdph.ca.gov))



Page Last Updated : June 22, 2020



Department of Industrial Relations

Recording and Reporting Requirements for COVID-19 Cases

Frequently Asked Questions

1. Do employers have to record COVID-19 illnesses on their Log 300?

Yes, California employers that are required to record work-related fatalities, injuries and illnesses must record a work-related COVID-19 fatality or illness like any other occupational illness. To be recordable, an illness must be work-related and result in one of the following:

- Death.
- Days away from work.
- Restricted work or transfer to another job.
- Medical treatment beyond first aid.
- Loss of consciousness.
- A significant injury or illness diagnosed by a physician or other licensed health care professional.

If a work-related COVID-19 case meets one of these criteria, then covered employers in California must record the case on their 300, 300A and 301 or equivalent forms.

See California Code of Regulations, title 8, Chapter 7, Subchapter 1, Article 2, [Employer Records of Occupational Injury or Illness](#) for details on which employers are obligated to report and other requirements.

2. Does a COVID-19 case have to be confirmed to be recordable?

Pursuant to recent federal OSHA guidance, a COVID-19 case should generally be confirmed through testing to be recordable. However, due to testing shortages and a variety of other reasons, not all persons determined to have COVID-19 have been tested.

Thus, while Cal/OSHA considers a positive test for COVID-19 determinative of recordability, a positive test result is not necessary to trigger recording requirements. There may be other situations in which an employer must make a recordability determination even though testing did not occur or the results are not available to the employer. In these instances, the case would be still be recordable if it meets any one of the other general recording criteria from Section 14300.7 described above, such as resulting in days away from work. Cal/OSHA recommends erring on the side of recordability.

3. How does an employer determine if a COVID-19 case is work-related for recordkeeping purposes?

For recordkeeping purposes, an injury or illness is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition, or significantly aggravated a pre-existing injury or illness. An injury or illness is presumed to be work-related if it results from events or exposures occurring in the work environment unless an exception in section 14300.5(b)(2) specifically applies.

A work-related exposure in the work environment would include interaction with people known to be infected with SARS-CoV-2 (the virus that causes COVID-19); working in the same area where people known to have been carrying SARS-CoV-2 had been; or sharing tools, materials or vehicles with persons known to have been carrying SARS-CoV-2. Given the disease's incubation period of 3 to 14 days, exposures will usually be determined after the fact.

If there is not a known exposure that would trigger the presumption of work-relatedness, the employer must evaluate the employee's work duties and environment to determine the likelihood that the employee was exposed during the course of their employment. Employers should consider factors such as:

- The type, extent and duration of contact the employee had at the work environment with other people, particularly the general public.
- Physical distancing and other controls that impact the likelihood of work-related exposure.
- Whether the employee had work-related contact with anyone who exhibited signs and symptoms of COVID-19.

See title 8 [section 14300.5](#) for details and the exceptions.

4. Is time an employee spends in quarantine considered "days away from work" for recording purposes?

No. Unless the employee also has a work-related illness that would otherwise require days away from work, time spent in quarantine is not "days away from work" for recording purposes.

Reporting COVID-19 Cases to Cal/OSHA

1. When do employers have to report COVID-19 illnesses to Cal/OSHA immediately?

In addition to the recordkeeping requirements discussed above, California employers must also report to Cal/OSHA any serious illness, serious injury or death of an employee that occurred at work or in connection with work within eight hours of when they knew or should have known of the illness. (See [section 342\(a\)](#).) This includes a COVID-19 illness if it meets the definition of serious illness.

A serious illness includes, among other things, any 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. (See [section 330\(h\)](#).) This means that if a worker becomes ill while at work and is admitted as in-patient at a hospital — regardless of the duration of the hospitalization — the illness occurred in a place of employment, so the employer must report this illness to the nearest

Cal/OSHA office. Reports must be made immediately, but not longer than eight hours after the employer knows or with diligent inquiry would have known of the serious illness.

2. What if the employee became sick at work but the illness is not work-related?

For reporting purposes, if the employee became sick at work, it does not matter if the illness is work-related. Employers must report all serious injuries, illnesses or deaths occurring at work without making a determination about work-relatedness. For some diseases such as COVID-19, associated respiratory symptoms such as difficulty breathing can be caused by a variety of occupational exposures. It is important for employers to report these cases to Cal/OSHA so that the Division can make the preliminary determination of work-relatedness.

3. What if an employee started to show symptoms outside of work?

Reportable illnesses are not limited to instances when the employee becomes ill at work. Serious illnesses include illnesses contracted “in connection with any employment,” which can include those contracted in connection with work but with symptoms that begin to appear outside of work. An employer should report a serious illness if there is cause to believe the illness may be work-related, regardless of whether the onset of symptoms occurred at work.

For COVID-19 cases, evidence suggesting transmission at or during work would make a serious illness reportable. An employer should consider factors similar to those described above in the answer to Question 3:

- Multiple cases in the workplace.
- The type, extent and duration of contact the employee had at the work environment with other people, particularly the general public.
- Physical distancing and other controls that impact the likelihood of work-related exposure.
- Whether the employee had work-related contact with anyone who exhibited signs and symptoms of COVID-19.

Even if an employer cannot confirm that the employee contracted COVID-19 at work, the employer should report the illness to Cal/OSHA if it results in in-patient hospitalization for treatment and if there is substantial reason to believe that the employee was exposed in their work environment. Where there is uncertainty about whether an employee contracted COVID-19 at work, the employer should err on the side of reporting the illness to Cal/OSHA.

4. Do I report an illness even if COVID-19 has not yet been diagnosed?

Yes, even if a suspected COVID-19 case has not been diagnosed by a licensed health professional, an employer should still report it to Cal/OSHA if the illness occurred in connection to any employment as described above and if it resulted in death or in-patient hospitalization.

5. Am I admitting to liability when I report a serious illness?

No. Reporting a serious illness is not an admission that the illness is work-related, nor is it an admission of responsibility.

6. How does the Governor's Executive Order on COVID-19 and workers' compensation eligibility affect Cal/OSHA reporting and recording requirements?

Governor Newsom's [Executive Order N-62-20](#) addresses eligibility for workers compensation benefits. FAQs on the Order are available [on our website](#). The Order does not alter employers' reporting and recording obligations under Cal/OSHA regulations.

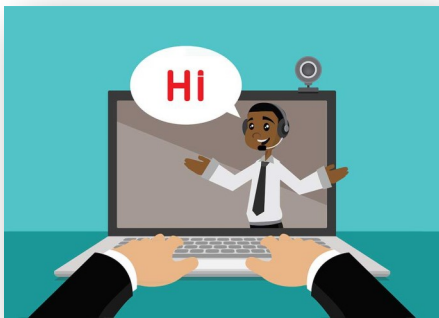
June 2020

GUIDELINES FOR THE WORKPLACE



Do not congregate in break rooms, work rooms, copier rooms, file rooms or other areas where people tend to socialize.

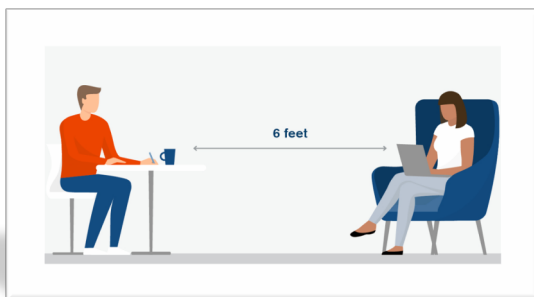
Keep six feet apart as often as possible.



Avoid in-person meetings: Use online conferencing, email or the phone when possible, even when people are in the same building. Unavoidable in-person meetings should be:

- Short
- Held in a large meeting room
- Sitting at least six feet from each other
- Avoid shaking hands

Eat lunch at your desk or away from others and avoid crowded areas.



In public settings where other social distancing measures are difficult to maintain, CDC advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.



Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your 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.

- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

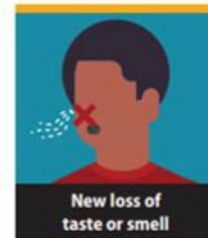
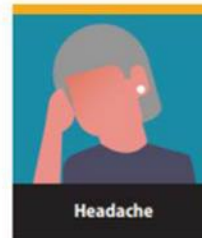
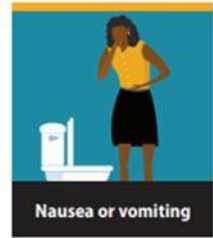
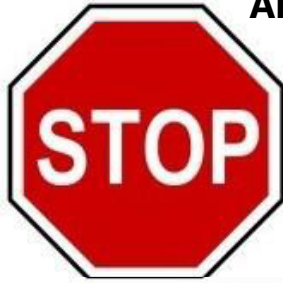
If you are currently experiencing any respiratory problems, have a new or worsening cough, or new or worsening shortness of breath, fever, chills, sore throat, new loss of taste or smell?


STAY HOME!

Symptom Screening Prior to Entry

As required by the County Health Officer


And according to the Centers for Disease Control (CDC)



1.  **Yes**, I currently am experiencing (or have experienced in the past 14 days) one or more of the symptoms of COVID-19 above, that are new to me, and that I can confirm are not related to any ongoing condition that I have previously or regularly experienced (i.e., seasonal allergies, migraines, sore throat, chronic mild chest congestion associated with common cold, etc.)




No, as of today, and in the past 14 days, I have not experienced any symptom of COVID-19 above.

2.  **Yes**, I am currently taking a medication (prescription or over-the-counter) that that may mask or disguise the symptoms of COVID-19?

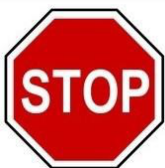


No, I am not currently taking any medication (prescription or over-the-counter) that that I am aware may mask or disguise the symptoms of COVID-19?

3.  **Yes**, someone in my household, or someone I have come in close contact with (within 6 feet for 15 minutes or more), is ill or presenting the symptoms of COVID-19 above.



No, nobody in in my household, or that I have come in close contact with (within 6 feet for 15 minutes or more), is ill or presenting the symptoms of COVID-19 above.



Wait until at least 24 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, AND improvement in other symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since symptoms first appeared.



Yes, in the last 14 calendar days, I travelled out of the U.S.
Stay home for 14 days from the time you returned home from travel.



No, in the last 14 calendar days, I did not travel out of the U.S.