



*COVID-19*

Preparedness, Prevention and  
Response Safety Plan

Revisions APPROVED by California Online Public Schools ("CalOPS") Board of Directors, operating California Connections Academy Schools, on September 27, 2022

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# I. Introduction

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A pandemic is a global disease outbreak. A pandemic outbreak occurs when a new virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily from person to person, causing serious illness, and can sweep across the country and around the world in a very short time. It is difficult to predict when the next pandemic will occur or how severe it will be.

On March 11, 2020, the novel coronavirus, COVID-19, was declared a worldwide pandemic by the World Health Organization. Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus, distinct from other diseases caused by coronaviruses, such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). COVID-19 is reported to be extremely contagious.

The state of medical knowledge is evolving but the virus spreads from person-to-person contact and/or by contact with contaminated surfaces, objects and predominantly through respiratory droplets in the air. People can be infected and show no symptoms and therefore spread the disease. There are currently several approved treatments for COVID-19. Vaccines have now been introduced under emergency authorization and are being offered at no charge to anyone through a variety of channels.

## Purpose

California Online Public Schools (“CalOPS”), doing business as California Connections Academy Schools (“CalCA”) is committed to providing a safe and healthy workplace for all staff-members. To ensure we have a safe and healthy workplace, CalCA has developed the following COVID-19 Plan (“Plan”) in accordance with Cal/Osha COVID-19 Prevention Emergency Temporary Standards under Cal. Code Regs. tit. 8 § 3205.

This Plan is designed to provide a framework of policies, procedures, guidelines, and organizational structure as well as steps the school should take to safeguard the health and well-being of staff-members during a pandemic, while ensuring the school's ability to maintain essential operations and continue providing essential services to students and families.

## Scope

California Connections Academy Schools (“CalCA”) are governed by the California Online Public Schools Board of Directors and encompass six charter schools with students and employees located across the state. Each charter school is authorized by a different school district authorizer and is able to serve students in a specific geographic region under current state law. For most purposes, the schools are referred to by their regional name; however some of the schools have a different legal name which must be used when looking up the school on any official websites, such as the California Department of Education, the WASC accreditation website, the UC Doorways website, etc. In addition, the legal name of each school is used on official school transcripts.

While each school is a separate legal entity, they all work together closely and share staffing, policies and other resources, and all of them contract with Connections Academy, doing business as Pearson Virtual Schools (“PVS”) to provide many aspects of the high-quality virtual school program, including some operational and compliance support.

The following chart shows the legal name as well as the acronym and common name for each of the charters. It should be noted that CalOPS employees may be working from counties that are not listed here.

| Legal Name   | CalCA Name                                    | Acronym              | Authorizer                            | Counties Served   |
|--|---|----------------------|---------------------------------------|---|
| California Connections Academy Northern California | California Connections Academy NorCal         | CalCA NorCal         | Ripon Unified School District         | Alameda, Amador, Calaveras, Contra Costa, Sacramento, San Joaquin, Stanislaus |
| California Connections Academy North Bay           | California Connections Academy North Bay      | CalCA North Bay      | Middletown Unified School District    | Colusa, Glenn, Lake, Mendocino, Napa, Sonoma, Yolo                            |
| California Connections Academy Southern California | California Connections Academy SoCal          | CalCA SoCal          | Capistrano Unified School District    | Los Angeles, Orange, Riverside, San Bernardino, San Diego                     |
| California Connections Academy Central Valley      | California Connections Academy Central Valley | CalCA Central Valley | Alpaugh Unified School District       | Fresno, Inyo, Kern, Kings, Tulare   |
| California Connections Academy Central Coast       | California Connections Academy Central Coast  | CalCA Central Coast  | Cuyama Joint Unified School District  | Santa Barbara, San Luis Obispo, Ventura                                       |
| California Connections Academy Monterey Bay        | California Connections Academy Monterey Bay   | CalCA Monterey Bay   | Scotts Valley Unified School District | Monterey, San Benito, San Mateo, Santa Clara, Santa Cruz                      |

## Facility Overview

CalCA has the following administrative office facilities:

### **Southern California office**

33272 Valle Rd.  
San Juan Capistrano, CA 92675

### **Northern California office**

580 N. Wilma, Suite G  
Ripon, CA 95366

Administrative activities take place in the office facilities. This Plan shall be applicable to all buildings and grounds for all events that occur, regardless of the time of day or day of the week.

## School Population and In-person school activities

Since CalCA is a network of virtual public charter schools providing online instruction, no students are in attendance at the office locations and most staff members work remotely from their home location. All in-person school activities that involve students and/or staff will be held in accordance with applicable public health guidelines and requirements. This includes educational field trips, in-person educational services or assessments (including services provided to Special Education Students who require in-person services to implement their Individual Educational Program or for assessments related to their Special Education status and progress), school festivals, state testing, graduation/promotion ceremonies and staff trainings or meetings. Generally, in-person activities are not considered to be in a “classroom,” as CalCA offers a fully non-classroom based online educational program. However, in certain circumstances for purposes of this COVID Safety Plan, some in-person activities may be considered to be a classroom type environment for purposes of COVID guidelines applicable to California public schools.

The School Leader, in consultation with the CalCA Safety Committee, will determine when, where and how these types of activities will take place to ensure the safety of students, caretakers and school staff. Parents/legal guardians of students attending in-person events or receiving services will typically be asked to sign a waiver and will be required to adhere to all COVID-19 health and safety precautions CalCA has implemented for the duration of the in-person service.

## Organizational Roles and Responsibilities

### Worksite Supervisor

The School Leader is ultimately responsible for the various elements and implementation of this Plan. The Worksite Supervisor or designee(s) is responsible for day to day implementation of this Plan in accordance with state, local and Center for Disease Control (“CDC”) guidelines as well as to:

- Implement, monitor, and report on the COVID-19 control strategies;
- Conduct periodic inspections of the office facilities to insure safety protocols are in place;
- Remain on-site when staff are present and/or otherwise monitor on-site staff;
- Provide COVID-19 training to employees that covers, at a minimum:
  - Workplace infection-control practices.
  - The proper use of personal protective equipment.
  - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  - How to report unsafe working conditions without fear of reprisal.
  - Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers’ compensation law.
  - Information on vaccines
- Conduct **a daily entry self-screening protocol**<sup>1</sup> for all employees or contractors or visitors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Ensure staff are aware of their right to request a respirator (also known as an N95 mask) at no cost, for voluntary use without fear of retaliation.
- Maintain a record of these requirements in accordance with state law.
- Make necessary corrections to any COVID hazards identified through inspection, observation or employee reporting
- Work with local health officials as necessary.

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<sup>1</sup> See Appendix A for Sample COVID-19 Screening Questionnaire

- Maintain a line of communication with the COVID-19 Response Committee and the CalCA Safety Committee.

### COVID-19 Response Committee and CalCA Safety Committee

In order to maximize support and resources to ensure the safety, well-being of staff and students and maintain compliance with the rapidly changing state, local and federal guidelines, Pearson Virtual Schools has developed a COVID-19 Response Committee. The Committee will:

- Act as a partner to provide guidance and resources to prepare for and respond to situations as they relate to the COVID-19 Pandemic;
- Provide advice and guidance on how to address staff questions or issues;
- Work with state and local health agencies to provide information in the event of a COVID-19 outbreak in the workplace;
- Monitor emergencies and facilitate major decisions which need to be made.;
- Provide guidance and assistance with release of information to the media if necessary;
- Monitor the rapidly changing COVID-19 regulatory environment and provide updates as appropriate.

| PVS COVID 19 Response Committee             |  |   |  |
|---|--|---|--|
|   | Name/Title                                     | Organization  | Contact  |
| <b>Health, Safety &amp; Risk Management</b> | Jeff Budny, Health & Safety Manager            | Pearson- North America Organizational Risk and Resilience | <a href="mailto:Jeff.budny@pearson.com">Jeff.budny@pearson.com</a>         |
| <b>Compliance</b>                           | Tara Burns, Senior Compliance Analyst          | Pearson Virtual Schools Compliance Services               | <a href="mailto:Tara.burns@pearson.com">Tara.burns@pearson.com</a>         |
| <b>Facilities</b>                           | Dion Golatt, Specialist Facilities/Real Estate | School Facilities Management                              | <a href="mailto:Dion.Golatt@pearson.com">Dion.Golatt@pearson.com</a>       |
| <b>Benefits</b>                             | Julie Fivas, Benefits Manager                  | HR-Pearson Virtual Schools                                | <a href="mailto:julie.fivas@pearson.com">julie.fivas@pearson.com</a>       |
| <b>General HR</b>                           | Kristen Teeter, HR-Partner                     | HR-Pearson Virtual Schools                                | <a href="mailto:kristen.teeter@pearson.com">kristen.teeter@pearson.com</a> |

In addition, CalCA has formed a Safety Committee to address a variety of health and safety issues for the organization, including a response to COVID-19. Members of the Safety Committee monitor the day-to-day activities and response of CalCA employees and implementation of the Plan. Employees may also contact the Safety Committee with suggestions or to report issues or hazards. They also coordinate with the PVS COVID-19 Response Committee as needed.

| CalCA Safety Committee                            |  |  |  |
|---|--|--|--|
|   | Name/Title   | Organization                           | Contact  |
| <b>Committee Lead</b>                             | Dan Hertzler, Assistant Principal                                | California Connections Academy Schools | <a href="mailto:dhertzler@calca.connectionsacademy.org">dhertzler@calca.connectionsacademy.org</a> |
| <b>Compliance Officer and Worksite Supervisor</b> | TBD, Director of Business Services                               | California Connections Academy Schools | <a href="mailto:xxx@calca.connectionsacademy.org">xxx@calca.connectionsacademy.org</a>             |
| <b>Safety Coordinator</b>                         | Jesse Hodge, Teacher, Safety Coordinator and Public Health Nurse | California Connections Academy Schools | <a href="mailto:jesshodge@calca.connectionsacademy.org">jesshodge@calca.connectionsacademy.org</a> |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Lead Administrator</b> | Richie Romero,<br>Deputy<br>Superintendent | California<br>Connections<br>Academy Schools | <a href="mailto:rromero@calca.connectionsacademy.org">rromero@calca.connectionsacademy.org</a> |
| <b>School Leader</b>      | Richard Savage,<br>Superintendent          | California<br>Connections<br>Academy Schools | <a href="mailto:rsavage@calca.connectionsacademy.org">rsavage@calca.connectionsacademy.org</a> |

## II. Prevention

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### How COVID-19 Spreads

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes or even speaks. These droplets can land in the mouths or noses of people who are nearby or be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus and this likely contributes to community spread of the virus.

There is more to consider than whether you were less than 6 feet away from an infected person for 15 minutes. Additional factors include the intensity, frequency, and duration of exposure to someone contagious with COVID-19. Were you exposed to enough virus that your immune system couldn't fight it off and you end up getting sick?

#### Intensity of Exposure

The intensity of exposure refers to the quantity of virus fragments you were exposed to. For instance, was the sick person actively contagious when you were with them? Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did you share personal items like a drink? Did you sit right next to them and have a face-to-face conversation or were you 6 feet away with your back to them? Some situations can increase a person's exposure to the virus than other situations, including which virus variant is involved, which as a result, can increase the likelihood of becoming infected.

#### Frequency of Exposure

The frequency of exposure refers to how often you had contact with someone who was contagious. If you had a brief face-to-face conversation with a colleague each day for several days while the person was contagious with COVID-19, those exposures may add up to be enough to overwhelm your system and lead to an infection.

#### Duration of Exposure

The duration of exposure refers to how long you were exposed. If you were in close contact with someone contagious with COVID-19 for 6 hours a day for several days, yet your seat was not within 6 feet of them, you may still have had a long enough duration of exposure to that person to be at higher risk for developing COVID-19.

## **Personal Health**

Your personal health, such as the strength of your immune system, plays a part in whether or not you will be infected, as does whether you are following COVID-19 risk reduction methods.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur. The CDC website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html)

## **General Preventative Measures**

In order to prevent the transmission of COVID-19, the following protocols in the office facilities are recommended:

- Take steps to reduce entry congestion and to ensure the effectiveness of screening:
  - Reduce the number of staff members assigned to report to the office facilities each day
  - Assign dedicated entry point(s) for all employees to ensure screening
  - Provide visual indicators of appropriate spacing for employees outside the building for any event which is anticipated to lead to congestion.
- Require symptom screening prior to entering the office facility
- Ensure face coverings are available to employees and worn when required by orders from the CDPH or any local public health agency.
- Provide disinfecting supplies and require employees and/or janitorial staff to wipe down their workstations regularly. Disinfecting agents should be approved for use against COVID-19
- Post signs and provide training about the importance of personal hygiene, including hand washing.
- Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- Institute cleaning and communications protocols when employees are sent home with symptoms.
- Notify employees if the employer learns that an individual (including an employee, customer, contractor, or visitor) with a confirmed case of COVID-19 has visited the office (or potentially another venue where an in person school event has taken place) and created a potential exposure of more than 15 minutes.

## **Building Access for Visitors**

In addition to the daily security procedures and protocols in place to ensure a safe and secure environment, prevent crime, and to deter persons from gaining unauthorized access to the building, the additional measures listed below shall be taken in response to and to prevent further spread of infectious disease. The administrative office facilities may be closed to the public until conditions at the state and local level are deemed safe to re-open and re-opening protocols are in place. The decision as to when it is safe to re-open to the public will be made by the school leader or designee.



## Responsibilities:

### Worksite Supervisor

The Worksite Supervisor will ensure there is adequate signage alerting visitors, such as vendors or delivery persons, of the requirements in order to enter the building, as well as alerting staff members and anyone who will be in the building more than 15 minutes of the requirement of the ongoing screening protocols, which include:

- Confirming they have not had any close contact in the past 14 days with anyone who is either confirmed or suspected of being infected with COVID-19, including anyone who was experiencing or displaying any of the known symptoms of COVID-19;
- They do not have a fever over 100 degrees;
- They do not currently experience or display, and have not in the last 14 days experienced or displayed, any of the following symptoms:
  - Fever or chills
  - Cough
  - Shortness of breath and/or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headaches
  - New loss of smell and/or taste
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Anyone who answers yes to any of these statements may NOT enter the building without otherwise getting clearance from the Worksite Supervisor or designee.
- Symptom screening will also be used for other in person activities for employees, who are expected to complete the screening prior to reporting for an assigned in person event.

[Click here for a link to CalCA office COVID screening procedures](#)

### Staff

All staff are encouraged to be active participants in preventing the spread of infectious disease by restricting access to the administrative office facilities for anyone who may have recently been exposed to the virus as well as any non-essential visitors. These temporary security measures shall remain in place on a daily basis, to ensure the safety of the school community until otherwise communicated by the School Leader or designee. Temporary visitors will be considered unvaccinated (since their vaccination status is unknown) and must wear an appropriate face covering while inside the office whenever such requirements are in place at the state or local level. Disposable face coverings, as well as N95 respirators, are provided at the front lobby for use by employees or visitors.

CalCA staff who are office based or partially office based (designated as “flex” location) will follow an office schedule developed by the Worksite Supervisor or designee(s). Other CalCA staff who are designated as “work from home” employees will notify the Worksite Supervisor (or designee) in advance when they plan to work in either of the two office locations and are subject to the daily symptom screening and other safety protocols in place at that time, including mask guidelines in place at that time.

Additionally, staff should:

- Ensure that everyone is aware of the building security policy and do not permit unauthorized persons into the building.
- Report any conditions, concerns or problems that were reported to or observed by them.
- Ensure that all visitors observe the new signage when entering the building.

Additionally, staff are encouraged to identify and report unhealthy or unsafe work conditions to the Director of Business Services who will work with the PVS Facilities Team via Issue Aware (IA) Ticket or by contacting [dion.golatt@pearson.com](mailto:dion.golatt@pearson.com) so these issues may be corrected expediently.

### III. Preparedness

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#### Reopening California

As of June 15, 2021, the Governor terminated the executive orders that put into place the Stay Home Order and the Blueprint for a Safer Economy. He also phased out the vast majority of executive actions put in place since March 2020 as part of the pandemic response, leaving a subset of provisions that facilitate the ongoing recovery.

As of May 2, 2022, CDPH has updated the [Beyond the Blueprint Industry and Business Sectors](#) to reflect the recent emergence of the [Omicron variant](#) and these updates will supersede all prior guidance.

The state and CDPH may alter this framework in response to changing conditions of the pandemic. CalCA will adapt this Plan as needed to accommodate such changes.

#### Cal/OSHA COVID-19 Revised Emergency Temporary Standards

[Cal/OSHA's Emergency Temporary Standards \(ETS\)](#) on COVID-19 were revised on April 21, 2022. These emergency standards include important revisions to make the workplace rules consistent with the latest requirements and recommendations from the California Department of Public Health (CDPH). The most recent revisions to the emergency standards took effect on May 6, 2022. Most of the requirements provided by the previous ETS remain unchanged and are in effect until December 31, 2022. In addition to the ETS, employers must also continue to follow public health orders on COVID-19 from the California Department of Public Health. As the pandemic continues, employers should work closely with counsel to monitor local, state, and federal health departments for further changes to COVID-19 health and safety requirements.

#### Revised ETS changes effective January 14 and May 6, 2022 include:

- **Face Coverings**
  - Definition of “face cover” means surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
  - The requirements for face covering will follow the current recommendations of CDPH and local health care agencies.
  
- **Quarantining and Testing**

- “COVID-19 test” means a test for SARS-CoV-2 that is: Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
  - Administered in accordance with the authorized instructions; and
  - Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor
- Employers must make COVID-19 testing available at no cost during paid time to employees who have had a close contact, whether or not they exhibit COVID-19 symptoms and regardless of vaccination status.
- Self administered tests (e.g. rapid antigen tests) are allowable, however, employees may not “self attest” the results and must report results as directed by the employer.
- **Exclusion from Worksite (see also [Table 1 and 2 of the current CDPH Guidance](#))**
  - Employees who are on leave due to a positive COVID-19 test, may return to the workplace:
    - After at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without medications, **and**
    - COVID-19 symptoms have resolved or improved, **and**
    - The employee has a negative COVID test on or after day 5 (from either the first day of symptoms OR the dates of the positive test if there are no symptoms) OR at least 10 days have passed since the onset of symptoms or the date of the positive test.
  - Employees returning must wear a mask in the workplace and maintain six feet from others for 10 days following a positive test result or the last date of close contact.
  - If employees have been exposed to COVID-19, they should not report to the workplace until receiving a negative COVID-19 test taken 3 to 5 days after the most recent date of possible exposure/close contact.
  - If the employee develops symptoms, they must be excluded from the workplace until after a negative test OR after the above criteria have been met (see the first two bullet points above). Re-testing may be required every 1 to 2 days following exposure and symptoms.
- Notwithstanding both the ETS and CDPH guidance, CalCA reserves the right to allow employees to work from home and therefore continue their job duties during a quarantine or isolation period without reporting to an in-person location. The Worksite Supervisor will make the final determination of when employees who have tested positive or who have had exposure may return to work in the office setting or any other venue used for in-person activities.

**Requirements from the original June 2021 ETS which still remain the same (although the differentiation between vaccinated and unvaccinated employees was removed in the May 6 revision):**

- **Face Coverings**
  - In outbreaks, all employees must wear face coverings indoors and outdoors when six-foot physical distancing cannot be maintained, regardless of vaccination status.
  - Employers must provide employees with approved respirators (also known as N95 masks) for voluntary use when working indoors or in a vehicle with others, upon request.
  - Employers may not retaliate against employees for wearing face coverings.
- **Physical Distancing**
  - No physical distancing or barrier requirements regardless of employee vaccination status with the following exceptions:
    - Employers must evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees).
    - Employers must implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees).
- **Engineering Controls**

- The employer shall evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
- **Quarantining and Testing**
  - Employers must make COVID-19 testing available at no cost during paid time to employees with COVID-19 symptoms or close contact/exposure..
- **COVID-19 Prevention Training**
  - Training must now include information on how the vaccine is effective at preventing COVID-19 and protecting against both transmission and serious illness or death.
- Notwithstanding both the ETS and CDPH guidance, CalCA reserves the right to allow employees to work from home and therefore continue their job duties during a quarantine or isolation period without reporting to an in-person location. CalCA may also ask employees to take a COVID test regardless of vaccination status if the employee is known to be exposed. The Worksite Supervisor will make the final determination of when employees will be asked to take a COVID 19 test in order to report to work in the office setting or any other venue used for in-person activities. Employees who take a COVID test required by CalCA are eligible for reimbursement of any expenses incurred in taking the test(s).

**Requirements from the November 2020 ETS which still remain the same:**

- Establish, implement, and maintain an effective written COVID-19 Prevention Program that includes:
  - Identifying and evaluating employee exposures to COVID-19 health hazards.
  - Implementing effective policies and procedures to correct unsafe and unhealthy conditions (such as safe physical distancing, modifying the workplace and staggering work schedules).
- Provide effective training and instruction to employees:
  - On their rights under the ETS
  - How COVID-19 is spread
  - Infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws.
- Requirements for responding to COVID-19 cases and outbreaks
- Providing notification to employees of exposure and close contacts
- Requirements to offer testing after potential exposures
- Quarantine and exclusion pay requirements.

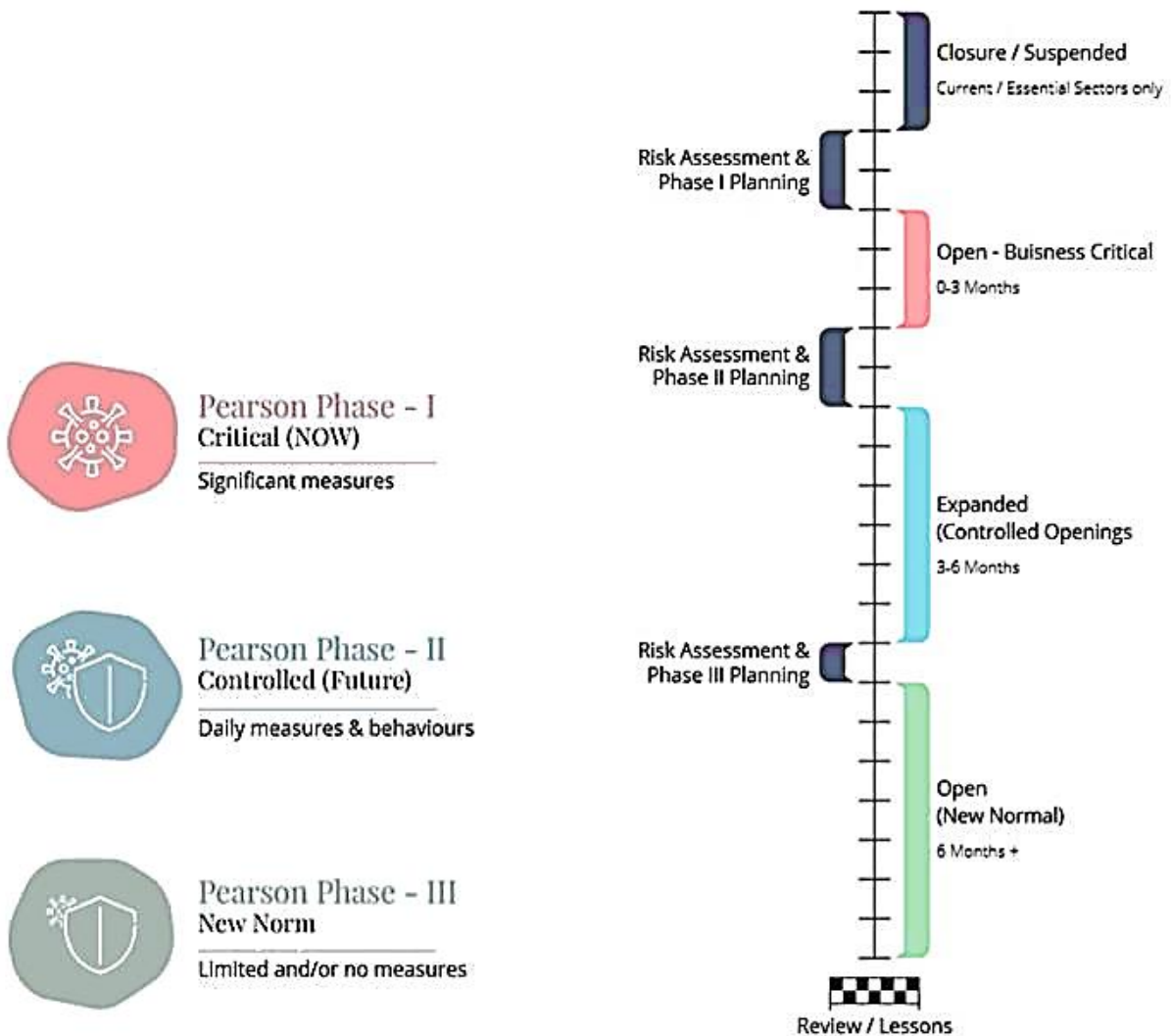
**CDPH COVID Guidance for K-12 Schools**

The CDPH issued updated [Guidance for K-12 schools](#) for the 2022-23 school year on June 30, 2022. This guidance re-affirms the ability of the Local Educational Agencies, such as CalCA, to make, maintain or establish additional guidance within their jurisdiction. In addition, the update recommends that unless otherwise directed by local health departments or local educational agencies, students and staff should follow [CDPH masking guidance for the general public](#), as well as masking guidance for specific situations (e.g., when having symptoms, being infected, or exposed). Another change is that CDPH now recommends that antigen tests be considered the primary option for detecting COVID-19 in schools. Effective September 17, 2022, the state lifted the public health order requiring that school employees have weekly COVID-19 testing if unvaccinated. The CalCA Testing Protocols have been updated accordingly.

As a public school organization, CalCA will follow both CDPH school guidelines in conjunction with the CalOSHA guidelines, with implementation protocols developed to adapt to the online nature of the CalCA program.

### PVS Facilities Management-Phased Approach to Re-Entering the Workplace

In addition to State guidelines the PVS Facilities Team has implemented a phased approach to assist the organization in safely returning to the office facilities as outlined below:



#### Phase I

- Local COVID response site planning
  - ✓ Reporting
  - ✓ On-site point of contacts identified
  - ✓ Plan for a possible exposure or reported exposure
  - ✓ Impact/Exposure Assessment plan
  - ✓ Cleaning Plans and response
  - ✓ Employee communications
- Technology readiness support
- Supplies and PPE
  - ✓ Legal review to ensure all requirements are being met
  - ✓ Availability of cleaning suppliers i.e. sanitizer, wipes, etc.
  - ✓ Face coverings required for California
  - ✓ Gloves (likely limited to specific tasks and available for self-cleaning where appropriate).
  - ✓ Temperature checks using a non-contact thermometer – As appropriate/required

- Other
  - ✓ Costs to maintain facility (e.g. cleaning) suspend operations from an exposure
  - ✓ Employee readiness to return (childcare, health concerns, public transportation)
  - ✓ Certain Cities and building landlords may require PPE and have additional building access controls

#### Prepare office

- Implement site startup check list
- Start-up Cleaning
- Post Signage
- Building systems start ups
- Check AV equipment
- Check copiers
- Prepare workspaces for Physical distancing
- Storage furniture
- Distribute supplies- wipes, sanitizers, etc.

#### Entering Building (and Landlord) Guidelines

- Confirm cleaning service changes for each office
- Contact Landlord and confirm building restrictions

#### Common Area Guidelines

- Coffee Service/kitchen Areas are closed or limited
- Conference/Meeting rooms remain closed with seating modifications to comply with social distance guidelines during phase 2
- Group meetings in Phase 1 highly discouraged, most conference rooms closed
- In Phase II**, conference room use may expand but remain limited
- Large rooms 8+ will be posted at ½ or no more than 10 capacity and chairs removed
- No large meetings over 10 people until state and local guidelines allow
- Training and/or signage for wiping common area equipment before and after will be posted

#### Site Services

- Use disposables items for eating and drinking
- Cleaning of high touch points
- Packages/mail
  - Shipping and Receiving Areas:
    - ✓ Before reopening the Worksite Supervisor should review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers, etc.) and develop a revised plan to align to COVID-19 safety precautions.
    - ✓ Routine instructions and plans for deliveries through areas that will minimize contact to the greatest extent possible.
    - ✓ Separating shipping and receiving areas from the general population.
    - ✓ Require staff handling mail and parcels to wear PPE, face-covering or other protective gear to receive parcels, mail and other deliveries and provide training on proper use and disposal of PPE.
    - ✓ If appropriate, remove items from boxes and discard accordingly
- Employees should use every precaution- wipes and wash hands- if using refrigerators.

#### Phase II

- Slowly expand operational scope and head count not to exceed 50% capacity.
- Timeline: 3 to 6 months

#### Phase III

- Transition to 'new normal' use of the office
- Timeline: 6 months+

## Ongoing Virus Transmission Prevention Strategies:

- Where possible, increasing ventilation rates and circulation throughout the facility;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Providing hand sanitizer in each work-station as well as high-traffic areas.

## Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement such as:

- Installing high-efficiency air filters and/or sanitizers.
- Increasing ventilation rates in the work environment.

CalCA offices have had Bi-Polar Ionization systems installed in the HVAC system which has been shown to be effective against viruses. HVAC fans can be turned on to circulate office air through the sanitizing equipment.

## Spatial Changes<sup>2</sup>

In order to prevent the spread of infection, it may be necessary to temporarily alter workspaces in order to facilitate maintenance of social distancing and physically separating staff-members. Some strategies may include:

- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time and the number taking meal breaks at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and customers (e.g. physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Discourage handshaking.
- Encourage employees to sit more than 6 feet apart, and/or eat outside and/or open the doors during meal breaks. Doors should not be opened and employees should not eat outside if the local air quality is considered hazardous. In those cases, the HVAC should be set to allow increased air circulation in the building.
- In order to minimize risk when planning staff meetings and gatherings:
  - Staff-members are strongly encouraged to avoid in-person meetings and gatherings when possible and instead to utilize videoconferencing or teleconferencing.
- If in-person meetings are unavoidable, please consider the following:
  - How many staff-members will be in attendance?
  - Does the meeting room have adequate space to allow for proper social distancing?
  - Is there proper ventilation?
  - What are the current state and local requirements for gatherings?

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<sup>2</sup> Cal/OSHA Revised ETS Effective June 17, 2021 removed the requirement for physical distancing and barriers regardless of vaccination status except in the case of an outbreak.

- If the answer is “no” to any of these questions, an alternative meeting location should be considered.

**Staff are expected to minimize COVID-19 exposure by:**

- Notify the Worksite Supervisor in advance of any planned visit by employees to the administrative offices and of all planned in-person events so that proper COVID protocols can be put in place
- Cleaning workstations (or confirming cleaning has been done by janitorial staff) regularly;
- Avoiding, when possible, the use of other employees’ phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on premises;
- Complying with daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders.



**Social Distancing Measures<sup>2</sup>**

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings



## Administrative Controls

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Collaborate with staff to designate effective means of communicating important COVID-19 information.

## Training

Training and instruction will be provided to staff to include the following:

- CalCA's COVID-19 policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vacation leave, if available, workers' compensation law and the employer's leave policies
- 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- The right of employees to request a respirator (also known as an N95 mask) for voluntary use without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use:
  - How to properly wear the respirator provided
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- 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. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.
- Stress management for staff impacted by COVID-19

[Click here for a copy of a CalCA COVID training presentation](#)

## Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, *when appropriate*.

During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required. Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

## Face Coverings

CDPH updated statewide masking guidance on December 13, 2021 adding a recommendation for universal masking indoors statewide irrespective of vaccination status, from December 13, 2021 through February 15, 2022.<sup>3</sup> Surgical masks or higher-level respirators (N95 or equivalent) are recommended. This new measure brings an added layer of mitigation as the Omicron variant, a Variant of Concern as labeled by the World Health Organization, is detected across California, the United States, and the world and is likely to spread more easily than the original SARS-CoV-2 virus and the Delta variant. Additionally, this new measure brings additional protection to individuals, families and communities during the holidays when more travel occurs, and time is spent indoors. Additionally, some local jurisdictions such as counties, have additional guidelines for mask usage. Employees should continue to wear appropriate face coverings as directed by the employer for specific circumstances, and when required by state or local public health orders. .

Employees may request a face covering or respirator at any time at no cost to them, regardless of vaccination status without fear of retaliation.

*The following individuals are exempt from wearing a face covering at all times:*

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

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<sup>3</sup> See Appendix E for more information regarding COVID-19 vaccination

Persons exempted from wearing a face covering due to a medical condition whose job duties involve regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it and when there is otherwise a requirement for face coverings. In order to report to an in-person event with an alternative face covering, employees should engage in the process with Human Resources to obtain a medical accommodation. This accommodation may include an alternative assignment that does not involve face to face interaction.

If their condition or disability does not permit a non-restrictive alternative, the employee shall be at least six feet apart from all other persons and have taken a COVID-19 test immediately prior to the event, during paid time and at no cost to the employee.

## 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. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19. Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Generally, the nature of the CalCA organization is such that employees are considered low risk while engaged in work activities.

### High Risk Employees

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information about risk for severe illness.

- Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. Severe illness means that the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.
- People of any age with [certain medical conditions](#) are at increased risk of severe illness from COVID-19.
- By understanding the factors that put you at an increased risk, you can make decisions about what kind of precautions to take in your daily life.

In general, the more people you interact with, the more closely you interact with them, and the longer that interaction, the higher the risk of COVID-19 spread. The following should be considered:

- How many people will you interact with?
- Can you keep 6 feet of space between you and others?
- Will you be outdoors or indoors?
- What's the length of time that you will be interacting with people?

CalCA is committed to ensuring the safety and well-being of staff. Therefore, any staff-members with questions regarding reasonable accommodations under the ADA, should reach out to their supervisor and a the school's HR Partner for assistance.

## IV. Response

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### Process for Employee with Positive (or suspected positive) COVID-19 Test

COVID-19 is a nationally notifiable disease, and when diagnosed or identified, must be reported to local health departments. Health departments are responsible for leading case investigations, contact tracing, and outbreak investigations. If the health department learns a person is a confirmed or probable case of COVID-19 and was in a workplace where close contact with may have occurred, the health department may contact the employer or employees to let them know of potential exposures.

[Employers can assist the health department](#) by providing further identification of potential contacts who worked in the same area and on the same shift, hosting a site visit for health department personnel to observe the workplace in order to make workplace-operation recommendations to help prevent further spread of the virus, and facilitating communication with employees.

Upon learning of an employee who has tested positive (or is suspected positive) for Covid-19, the following steps should be taken by the School Leader or designee:

- Immediately notify your HR Partner for sick leave and benefit information to support infected staff-member.
- If the employee is currently on site, separate them from the rest of the staff and document the following information:
  - Recent dates/time employee was in a school facility or at an in-person event
  - Specific area(s) that employee accessed, and equipment used.
  - Staff that may have been within 6 ft of the employee for at least 10-15 min.
  - Confirm employee's current contact information
- For confirmed positive cases which meet the definition of an outbreak, contact your [local department of health](#) ("DOH")
- **OR**
- If the Department of Health initiates contact:
  - Provide findings from employee assessment
  - Request guidance on:
    - Contact tracing
    - Employee notifications
    - Entire facility vs. area closure
    - Cleaning and disinfection recommendations
- Based on risk assessment and guidance from the Department of Health, determine if partial or full closure of office is appropriate.
- Contact the Worksite Supervisor who will work with the Compliance Office and who will contact a member of the Facilities Team either through existing IA or via email [dion.golatt@pearson.com](mailto:dion.golatt@pearson.com) for assistance, if needed, with:
  - Equipment shutdown
  - Isolation of closure areas with signs and barricade tape
  - Scheduling of cleaning and disinfection
- Provide instruction as to who can enter the building, adjust building access control system as needed.
- There may also be additional reporting requirements pursuant to state or local agency rules. Please inquire with the Compliance Team.

[Cal/OSHA Emergency Standards for COVID-19](#) require employers to contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases (defined as an outbreak) to obtain guidance on preventing the further spread of COVID-19 within their workplace.

Additionally, any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment must be reported to [Cal/OSHA](#).

### **Notifying Employees**

- Following a confirmed COVID-19 case, all employees who work in the office location or who were present in close proximity at an in person event where the employee was present will be notified of their exposure to the virus within 24 hours.
- It is important to note that privacy laws exist to protect an individual’s confidential medical information. Communications must be carefully worded in order to avoid revealing the employee’s identity, unless the employee has signed an authorization to disclose their diagnoses.
- Please consult with your HR Partner prior to issuing employee communications to ensure compliance with state and federal privacy laws.

### **COVID-19 Testing (see also COVID 19 Testing Policy in Appendix)**

CalCA will arrange for testing of all staff members who have had close contact with suspected or confirmed COVID-19 case. CalCA should seek guidance from the local health department (“LHD”) when developing a testing strategy, including how testing can be arranged and how to prioritize testing of workers. Examples of strategies may include testing close contacts of laboratory-confirmed cases first; prioritizing workers in parts of the workplace with higher case counts; or, if testing capacity is limited, sample pooled testing, also known as "group testing," should be conducted to obtain critical information about the extent of infection with fewer testing resources. Staff-members who prefer to contact their personal medical provider or visit a CA Coronavirus Testing Task Force site ([testing.covid19.ca.gov](https://testing.covid19.ca.gov)) for testing. LHDs may also be able to help facilitate testing options, if needed. When required by state or local health orders, CalCA will arrange for COVID testing for employees when circumstances dictate this is appropriate.

### **Exceptions to COVID-19 Testing**

- If an employee continues to have positive tests after more than ten days from the initial positive test, they may be allowed to return to in person assignments, and may be exempted from further testing for 90 days, if they have remained free of COVID-19 symptoms. The 90 days is counted starting with either the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test. This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for at least 10 days following the last date of close contact.

### **Cleaning and Disinfecting**

Develop Cleaning & Disinfection Plan in consultation with the Facilities Team and cleaning service providers, to include the following provisions:

- Increase of fresh air make-up in HVAC system
- Allowing targeted areas to sit idle for at least 24 hours, if possible. If area can be isolated for at least 7 days, no additional cleaning (beyond standard touch point/surface) is required.

- Ensure cleaning plan includes common areas and equipment/surfaces within isolation area. Identify equipment that may be sensitive to chemicals or a cleaning method. Confirm that disinfecting agent is approved for use against COVID-19.
  - Determine scope/method of cleaning based on recommendations from Public Health
  - Contact/Schedule appropriate service provider
  - Share any concerns with vendor and agree to cleaning plan
  - Ensure equipment to be cleaned is powered down (and locked out, if appropriate)
  - Brief cleaning staff on any machine specific hazards
  - Execute Cleaning & Disinfection Plan
  - Confirm cleaning/disinfection is complete and anticipated return to operations date with LDH, if required.
- In consultation with LDH when appropriate, and COVID-19 Response Committee, the Worksite Supervisor should determine/confirm staff that should NOT return to work and/or remain in quarantine.
- Determine operational modifications that can be implemented to facilitate social distancing for those that return. Consider:
  - Staggering shift times
  - Staggering lunch/break times
  - Increasing employee distance to maintain at least 6ft of space between employees wherever practical
- Coordinate return communications with your HR Partner.

## Return-To-Work Requirements

CDPH recommends adherence to the [current CDC guidance on discontinuing isolation](#) and returning to work or school, summarized here for easy reference. CalCA may allow staff to return in accordance with applicable CDC and CDPH guidelines, even if not expressly addressed herein. CalCA reserves the right to modify the guidance to be more conservative if circumstances allow.

Key points from current CDC guidance:

- People who are infected but asymptomatic or people with mild COVID-19 should isolate through at least day 5 (**day 0 is the day symptoms appeared or the date the specimen was collected for the positive test for people who are asymptomatic**). They should wear a mask through day 10. A [test-based strategy](#) may be used to remove a mask sooner.
- People with [moderate](#) or [severe](#) COVID-19 should isolate through at least day 10. Those with severe COVID-19 may remain infectious beyond 10 days and may need to extend isolation for up to 20 days.
- People who are [moderately or severely immunocompromised](#) should isolate through at least day 20. Consultation with an infectious disease specialist is recommended prior to ending isolation.
- If symptoms recur or worsen, the isolation period should restart at day 0.
- People who [cannot wear a mask](#), including children < 2 years of age and people of any age with certain disabilities, should isolate for 10 days.
- If a person is initially asymptomatic but then develops [symptoms](#) within 10 days of testing positive, their 5-day isolation period should start over (day 0 changes to the first day of symptoms).

**Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- They have a negative COVID test at day 5 or later OR at least 10 days have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

Persons returning to work within 10 days of testing positive or the onset of symptoms must wear an appropriate face covering for at least 10 days.

**Persons infected with SARS-CoV-2 who never develop any COVID-19 symptoms** may discontinue isolation and other precautions in accordance with the above recommendations regarding obtaining a negative test for an earlier end to isolation.

**Staff members who have had close contact with someone with COVID-19** should stay home for at least 10 days after their last exposure to that person. However, anyone who has had close contact with someone with COVID-19 and meets the below criteria may not be required to stay home:

- 10 days have passed since the last known close contact and the person wears a face covering and maintains six feet of distance from others while at the workplace for 10 days following the last date (most recent possible date) of close contact. For example, if the person is exposed within their own household, the last date of close contact would be counted from when the household member tests negative.
- The person does not have any symptoms, and has a negative COVID test result within 3 to 5 days after the last known close contact; and the person wears a face covering and maintains six feet of distance from others while at the workplace for at least 10 days following the last date of close contact.
- Re-testing may be required every 1 to 2 days following exposure.

*Notwithstanding both the CDC and CDPH guidance, CalCA reserves the right to allow employees to work from home and therefore continue their job duties during a quarantine or isolation period without reporting to an in-person work location. CalCA may also ask employees to take a COVID test regardless of vaccination status if the employee is known to be exposed. The Worksite Supervisor will make the final determination of when employees will be asked to take a COVID 19 test in order to report to work in the office setting or any other venue used for in-person activities. Employees who take a COVID test required by CalCA are eligible for reimbursement of any expenses incurred in taking the test(s). In accordance with current public health guidelines, CalCA will rely mostly on the use of COVID antigen (rapid) tests to determine if an employee is positive and potentially still contagious when making decisions regarding quarantine and isolation.*

## **Benefits for Staff Affected by COVID-19**

There are many resources available to school staff on the [Virtual Library](#). These resources include information related to available leave under the programs, and wellness resources focused on staff mental and physical wellbeing. For specific questions regarding benefits eligibility please contact [the benefits team](#). Employees will be notified of any state or federal COVID sick leave in effect during the pandemic. Note that



the additional COVID leave granted by the state of California is set to expire on September 30, 2022, unless extended.

#### **California Department of Industrial Relations (DIR)/Labor & Workforce Resources for Staff:**

- [Summary Chart: Benefit for Workers Impacted by COVID-19](#)
- [COVID-19 Unemployment Benefits Guide](#)
  - [Benefits Frequently Asked Questions](#)
- [Support Services for those who are Sick or Quarantined, Caregiving, or Dealing with Reduced Work Hours](#)
- [Supportive Services for Basic Needs, Re-Employment, and Rapid Response](#)
- [Resources for Injured Workers](#)
  - [Injured worker benefits](#)
  - [Employer requirements](#)
  - [Details on workers' compensation and COVID-19](#)
  - [Workers' Compensation Presumption \(SB 1159\) Frequently Asked Questions](#)

#### **Rights and Protections for Workers**

- [Laws Enforced by the Labor Commissioner's Office](#)
- **VIDEOS:** [Know Your Rights and Responsibilities](#)
- [Update on Essential and Non-essential Workers](#)
- [ABB 685 FAQ on Cal/OSHA Enforcement Authority and Employee Notification](#) *Posted* September 17, 2020

#### **COVID-19 Testing Resources**

- [Testing for COVID-19: PCR, Antigen, and Serology](#)
- [Finding a Testing Site](#)

#### **Plan Implementation, Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As the pandemic progresses, CalCA will update this Plan and its corresponding processes. The School Leader is responsible for implementation of the Plan, in consultation with the CalCA Safety Committee. This Plan will expire upon conclusion of its need, as determined by CALCA and in accordance with guidance from local, state, and federal health officials.

## Appendix A-Sample Employee Questionnaire to Evaluate Employee for COVID-19

Ask employees reporting to work to submit answers to the following questions via the Google Form provided: [INSTRUCTIONS](#) and link to screening form

### Symptom Screening Form-CalCA Offices

Please add in your recorded temperature and answer the questions below. Fill this in as your first activity of the day for each day you are working at the office. Do this again for each day you are reporting to one of the two CalCA Offices.

1. Please provide your full name
2. What is your temperature? (answer with one decimal point included; do not round)

3. Have you or anyone in your household had contact in the past 14 days with an individual who is in quarantine, or is a presumptive positive, or has tested positive for COVID-19, that you know of?
4. Are you or anyone in your household currently experiencing any of the following symptoms associated with COVID-19? • a fever over 100.3 degrees • chills • muscle pain • difficulty breathing • sore throat • cough • loss of taste or smell • headache • gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite.
5. (Optional) If you feel your symptom noted above is related to a different cause and wish to provide an explanation, please feel free to do so. (Example: feeling nausea due to pregnancy)
6. Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?

## Appendix B—Sample COVID-19 Case Investigation Form

Name of Person Completing the Investigation: \_\_\_\_\_ Date: \_\_\_\_\_

Staff-Member/Employee/Contractor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Specific area(s) that employee accessed, and equipment used: \_\_\_\_\_

Staff that may have been within 6 ft of the infected employee for at least 10-15 minutes: \_\_\_\_\_

Was COVID-19 test offered?  Yes  No

Date and time the infected individual was last present in the workplace: \_\_\_\_\_

Date of the positive or negative test and/or diagnosis: \_\_\_\_\_

Date the case first had one or more COVID-19 symptoms: \_\_\_\_\_

Information received regarding COVID-19 test results and onset of symptoms (attach documentation)

Yes  No

Notice of the potential COVID-19 exposure provided to the following staff-members: \_\_\_\_\_

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

Did workplace conditions contribute to the risk of COVID-19 exposure?  Yes  No

If yes, explain: \_\_\_\_\_

Was Local Health Department Notified?  Yes  No

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

## Appendix C—Authorization to Disclose COVID-19 Diagnosis or Exposure

I understand that the Americans with Disabilities Act, the Family and Medical Leave Act, the California Confidentiality of Medical Information Act, and other privacy laws prohibit California Connections Academy (“CalCA”) from disclosing my medical/health information. However, should I test positive for the COVID-19 virus, receive a positive COVID-19 diagnosis from a licensed health care provider, or be ordered to isolate by a public health official for reasons including, exposure to someone suspected of having COVID-19, I authorize CalCA’s Human Resources Department and/or senior management to disclose that information as outlined in this document. I understand that this authorization shall apply:

1. Upon my receipt of a laboratory-confirmed case of COVID-19;
2. Upon my receipt of a positive COVID-19 diagnosis from a licensed health care provider; or
3. Upon issuance of an order for me to isolate by a public health official for reasons including exposure to COVID-19 by being in close contact with someone who is suspected of having the virus and CalCA receiving notice regarding the same (“Triggering Events”).

In the interest of the health of others, and upon occurrence of one of the Triggering Events, I authorize the CalCA’s Human Resources Department and/or senior management to disclose that information to staff at my worksite, employers of subcontracted staff, and to others whom I may have encountered or come in close contact with at my worksite, including, but not limited to, vendors, visitors, students, and caretakers.

CalCA has advised me that I am not required to do so and that there would be no adverse consequences to my employment if I chose not to do so. Further, the CalCA did not coerce or pressure me to permit this disclosure. In disclosure, CalCA will take reasonable measures to keep my name and identity confidential to the extent possible. However, I recognize circumstances may require identifying me as the infected or exposed individual in order to comply with applicable law or properly warn others so they may take precautionary measures to help prevent further spread of the virus, and there may be times when it is not possible to inform others they may have been exposed to the virus without them learning that it was through contact with me.

I understand that upon occurrence of one of the Triggering Events, this authorization applies without the need for me to sign an additional authorization. This authorization expires on [INSERT DATE], after which the Company will no longer be authorized to disclose this information. I have been advised that I have a right to receive a copy of this authorization.

---

Signature of Staff-Member

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Date

---

Printed Name

## Appendix D—Model Announcement to Employees about Positive Test

We learned [today] that one of our staff-members has tested positive for/contracted the novel coronavirus, COVID-19. [Identify the area(s) where and the date(s) when the individual frequently worked].

If you develop [symptoms](#) including dry cough and fever, please contact your medical provider, and do not come to work. Notify your supervisor as soon as possible. If you test positive for COVID-19, contact the schools HR Partner immediately.

Due to privacy laws we are not permitted to identify the individual who tested positive for the virus. However, we have gathered the names of those individuals who worked in close proximity to the infected staff-member, during the potential time period of exposure. Those individuals should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. The CalCA Safety Coordinator can also provide additional guidance regarding isolation and quarantine procedures.

### IF INDICATED BY SEVERITY OF OUTBREAK, THE FOLLOWING MAY BE INCLUDED:

The health and well-being of our CalCA staff is paramount. Out of an abundance of caution, we are closing the [LOCATION] office effective [DATES]. While the office is closed, we will clean and disinfect the [LOCATION] office.

All [LOCATION] staff are expected to work from home while the office is closed. Each staff-member should consult with their supervisor for additional instructions.

Should you have any questions or concerns, please contact [INSERT APPROPRIATE CONTACT].

## Appendix E—COVID-19 Testing Policy

### Policy:

California Connections Academy (“CalCA”) has a duty to provide and maintain a workplace that is free of recognized hazards.

For purposes of this COVID-19 Testing Policy (“Policy”), “workers” are paid or unpaid adults who physically interact with CalCA students or staff in furtherance of CalCA functions (e.g., staff interacting in administrative offices, etc.).

### Vaccination Status Survey:

- CalCA will survey all workers asking if they are fully vaccinated.
- An individual is considered “fully vaccinated” two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).
- CalCA will monitor for updates to the definitions of “fully vaccinated” and collect additional information as needed if the definition is updated by the applicable public health agencies.
- Vaccination status, including boosters, may be needed in order to determine appropriate quarantine procedures

### Access to COVID-19 Vaccine:

- CalCA is not requiring workers to become vaccinated, but encourages workers to get fully vaccinated. If you are interested in more information about the COVID-19 vaccine, locations of walk-in clinics, and opportunities to book an appointment for the COVID-19 vaccine, please visit <https://myturn.ca.gov/> website.
- You may also search [vaccines.gov](https://vaccines.gov), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you in the U.S.

### Acceptable Evidence of Full Vaccination:

- A worker must provide acceptable evidence of vaccination to CalCA in order to be considered fully vaccinated. CalCA can accept one of the following as acceptable evidence of full vaccination:
  - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes 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 individual’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 client name, date of birth, vaccine dates and vaccine type; OR
  - documentation of vaccination from other contracted employers who follow CDPH vaccination records guidelines and standards.
- Workers can submit evidence of full vaccination through Ultipro, using the instructions provided by the HR Partner for attestation of vaccine status, and for uploading an acceptable proof of vaccine, as listed above.

- When providing proof of vaccination, workers must not provide any other medical or genetic information to CalCA, including but not limited to underlying conditions or a diagnosis of a medical condition.
- **COVID-19 Diagnostic Screening Testing for Workers** CalCA employees may be required by the organization's current policies and procedures to undergo testing following exposure to COVID, and/or to attend an in-person event or work from one of the school offices.
- This testing will be provided at no cost, either through the provision of antigen test kits and/or through reimbursement to employees for out of pocket costs. CalCA will share information with workers regarding the specifics of testing administration. Workers may choose to seek out a test with their own health care provider or testing center, as long as the test meets CalCA requirements and the test date and results are within the required timeframes.
- 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.
- Any exemption from vaccination does not waive this requirement for testing.

**Enforcement:**

- Workers who do not comply with this Policy or who are not otherwise eligible for a reasonable accommodation to the testing requirement consistent with applicable law and this Policy may, depending on their position, be placed on unpaid/inactive status until compliance.
- If a worker believes they may be entitled to an accommodation consistent with applicable law and this Policy, they can contact the Director of Business Services. If requested, CalCA will engage in an interactive process with that individual, and work to identify any possible accommodations as appropriate (e.g., unpaid leave of absence, modified work assignment, etc.). CalCA may not provide an accommodation should it result in a direct threat to health and safety of others or to the individual, and/or if the accommodation will cause an undue hardship for CalCA.
- CalCA may modify enforcement options based on the specific circumstances.

**Future Revisions:**

- As public health and legal guidance regarding COVID-19 testing at schools evolves, CalCA may revise this Policy accordingly. Upon any revision to this Policy, CalCA will provide notice in writing to workers. This Policy shall be implemented in a manner that is consistent with current federal, state, and local law.



## Appendix F—Self-Certification of Vaccination Status-Sample

Employer/Business/Entity Name: California Online Public Schools (CalOPS) dba California Connections Academy Schools

Employee First Name: \_\_\_\_\_

Employee Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Pursuant to Cal/OSHA’s Emergency Temporary Standards (ETS) on COVID-19 (Cal. Code of Regs. Title 8 §3205), employers are required to document the COVID-19 vaccination status of all employees (as described in the COVID-19 Testing Policy). Employers must also keep proper records to demonstrate compliance.

An individual is considered “fully vaccinated” if they provide acceptable evidence of one of the following:

- 2 weeks after completing the 2<sup>nd</sup> dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna), or
- 2 weeks upon receiving a single dose vaccine (e.g., Johnson & Johnson/Janssen).

Please indicate your vaccination status in response to the questions below. This information will be used to determine various COVID protocols, such as whether you will be required to wear a face covering while at one of the school offices and/or at in-person events or to determine if COVID testing is required.

In order to be considered fully vaccinated and/or currently boosted, an employee must provide acceptable evidence, which includes a photo of the COVID-19 Vaccination Record Card or acceptable digital record (see COVID-19 Testing Policy for more information). This evidence is to be uploaded to Ultipro, per the directions provided to all CalCA employees.

| Please select the statement below that accurately describes your vaccination status as of the date indicated below: |  |
|---|--|
| <input type="checkbox"/>  | I am fully vaccinated.<br><b>Type of vaccine:</b> _____ <b>Dates of vaccine:</b> _____   |
| <input type="checkbox"/>  | I received my second dose of the Pfizer or Moderna vaccine or my single dose of a Johnson & Johnson vaccine less than two weeks ago. |
| <input type="checkbox"/>  | I received my first dose of Moderna or Pfizer, and my second appointment is scheduled.   |
| <input type="checkbox"/>  | I have not yet been vaccinated, but I have already scheduled an appointment to receive my first dose of vaccine.                     |
| <input type="checkbox"/>  | I have not been vaccinated.  |
| <input type="checkbox"/>  | I have received the following boosters:<br><b>Type of vaccine:</b> _____ <b>Dates of vaccine:</b> _____                              |
| <input type="checkbox"/>  | I decline to answer whether I have been vaccinated.  |

All staff are required to comply with all applicable provisions of the guidance from CDPH and with the CalCA COVID 19 Testing Policy. If you decline to provide information about your vaccination status, you are assumed to be unvaccinated for purposes of rules and requirements, which may differ between vaccinated or unvaccinated staff and may differ depending on the status of receipt of booster vaccines as well.

I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, my employer may also request, or may be required to collect, documentation of my vaccination status (e.g., a copy of my vaccine card or other similar official document confirming vaccination status). I understand that I may submit updated vaccination information at any time by completing and signing this form, which will then supersede all previous forms submitted.

Signature: \_\_\_\_\_

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

## Appendix G—Request for Medical Exemption/Accommodation Related to COVID-19 Vaccine

California Online Public Schools dba California Connections Academy (CalCA) (“Employer” or “School”) is committed to providing equal employment opportunities without regard to any protected status and a work environment that is free of unlawful harassment, discrimination, and retaliation. As such, the school is committed to complying with all laws protecting individuals with disabilities or medical conditions. When requested, the Employer will provide an exemption/reasonable accommodation for any known medical condition or disability of a qualified individual which prevents the employee from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for the School and/or pose a direct threat to the health or safety of others in the workplace and/or to the requesting employee.

To request an Exemption/Accommodation, please complete Part 1 of this form, have your healthcare provider complete Part 2 (the certification portion), and return them to [fsassin@calca.connectionsacademy.org](mailto:fsassin@calca.connectionsacademy.org). This information will be used by HR or other appropriate personnel to engage in an interactive process to determine whether an employee is eligible for such exemption/accommodation and if so, to determine the reasonable accommodations which can be provided that would enable the employee to perform the essential functions of their position without posing a threat of harm to self or others.

If an employee refuses to provide such information, the employee’s refusal may impact the Employer’s ability to adequately understand the employee’s request or to effectively engage in the interactive process to identify possible accommodations. Medical exemptions/accommodations for the COVID-19 vaccine will be considered if the employee provides a written certification by a licensed, treating medical provider [a physician (MD or DO), nurse practitioner (NP), or physician’s assistant (PA)], of one of the following:

1. The applicable CDC contraindication for the COVID-19 vaccine, or
2. The applicable contraindication found in the manufacturer’s package insert for the COVID-19 vaccine, or
3. A statement that the physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.

Part 1 – To Be Completed by Employee:

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

### Verification and Accuracy

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship on the School.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Part 2 – To be completed by Employee’s Medical Provider

Employee Name: \_\_\_\_\_

Attention Medical Provider: \_\_\_\_\_

California Online Public Schools dba California Connections Academy (“Employer”), as a public school organization, may be mandated or may choose to require a COVID-19 vaccination as a condition of employment. The above-named employee is requesting an exemption from this vaccination requirement. A medical exemption from the COVID-19 vaccination may be allowed for certain recognized contraindications.

Please complete the form below. Should you have any questions, please contact the Director of Business Services for CalCA.

The above person should not be immunized for COVID-19 for the following reasons (Please check all that apply):

- History of previous allergic reaction to indicate an immediate hypersensitivity reaction to a component of the vaccine.
- The physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe. Please indicate the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.
- Other – Please provide this information in a separate narrative that describes the exemption in detail.

I certify that \_\_\_\_\_ has the above contraindication and request a medical exemption from the COVID-19 vaccination.

Medical Provider Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

## Appendix H—Request for Religious Exemption/Accommodation Related to COVID-19 Vaccine

California Connections Academy (CalCA) is committed to providing equal employment opportunities without regard to any protected status and a work environment that is free of unlawful harassment, discrimination, and retaliation. As such, the School is committed to complying with all laws protecting employees’ religious beliefs and practices. California Online Public Schools dba California Connections Academy (“Employer” or “School”), as a public school organization, may be mandated or may choose to require a COVID-19 vaccination as a condition of employment.

When requested, the Employer will consider an exemption/reasonable accommodation for employees’ sincerely held religious beliefs and practices which prohibit the employee from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for the School or pose a direct threat to the health and/or safety of others in the workplace and/or to the requesting employee. Objections to COVID-19 vaccines that are for social, political or economic reasons, for personal preferences or for nonreligious concerns regarding possible side effects of the COVID-19 vaccine, are not considered “religious beliefs” under federal law.

To request an Exemption/Accommodation, please complete this form and return it to Human Resources. This information will be used by Human Resources or other appropriate personnel to engage in an interactive process to determine eligibility for and to identify possible accommodations. If an employee refuses to provide such information, the employee’s refusal may impact the School’s ability to adequately understand the employee’s request or effectively engage in the interactive process to identify possible accommodations.

### -Part 1 – To Be Completed by Employee-

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Please explain below why you are requesting an Exemption/Accommodation: In some cases, we will need to obtain additional information and/or documentation about your sincerely held religious practice(s) or belief(s). We may need to discuss the nature of your religious belief(s), practice(s) and accommodation with your religion’s spiritual leader (if applicable) or religious scholars to address your request for an exception.

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If requested, can you provide documentation to support your belief(s) and need for an accommodation and contact information for your religion’s spiritual leader?

Yes  No

If no, please explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verification and Accuracy

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is not reasonable, if it is determined that the belief is not sincerely held or is not religious in nature, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship on the School.

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

Print Name: \_\_\_\_\_