

Bellevue Elementary School

Comprehensive School Safety Plan

2019-2020 School Year

CDS Code: 55723066114532
District: Bellevue School District
Address: 22736 Kuien Mill Road
Sonora, Ca, 95370
Date of Adoption: January 14, 2021

Approved by:

Name	Title	Signature	Date
Nick Schader	Board President		
Carla J. Haakma	Superintendent/Principal		

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at the Belleview School Office.

Safety Plan Vision

The Belleview Elementary School District is committed to ensuring that students enrolled in this district, and all employees attend campuses that are safe and secure. The District believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school in the District. The District intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval. Since the COVID-19 Pandemic in 2020, in addition to this School Safety Plan, Belleview has adopted 1) The Learning Continuity & Attendance Plan located at http://mybelleview.org/wp-content/uploads/2020/11/2020_Learning_Continuity_and_Attendance_Plan_Belleview_Elementary_School_20201027-FINAL.pdf, and 2) The Safe School Reopening Plan, located at <http://mybelleview.org/wp-content/uploads/2020/08/Belleview-School-Plan-for-Safe-Reopening-2020.pdf>. Both of these plans address the systems and protocols to follow in regards to COVID-19 and keeping the school community healthy and safe.

Legislative Requirements – Standardized Emergency Management System (SEMS). The Belleview Elementary School District has incorporated protocols of California’s Standardized Emergency Management System (SEMS). The California Code of Regulations, Title 19, Division 2, Chapter 1, Sections 2400-2450 outlines the requirements of all special districts. These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS). SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.

SEMS requires emergency response agencies use basic principles and components of emergency management including;

1. ICS
2. Multi-agency or inter-agency coordination
3. Operational area concept
4. Established mutual aid systems.

State agencies must use SEMS. Local governments must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930.

Legislative Requirements – National Incident Management System (NIMS) Executive Order S-2-05 issued by the Governor of California directs the California Office of Emergency Services and Office of Homeland Security, in cooperation with the Standardized Emergency Management System Advisory Board, will develop a program to integrate the National Incident Management System, to the extent appropriate, into the state’s emergency management system. In 2004, the Department of Homeland Security released the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive (HSPD) -Management of Domestic Incidents and HSPD-8 Preparedness. While most emergency situations are handled locally, when there's a major incident help may be needed from other jurisdictions, the state and the federal government. NIMS was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management. HSPD-5 established and designated the NIMS Integration Center (NIC) as the lead federal entity to coordinate NIMS compliance. Its primary function is to ensure that NIMS remains an accurate and effective management tool through refining and adapting compliance requirements to address ongoing preparedness needs. To accomplish this, the Compliance and Technical Assistance Branch relies on input from Federal, State, local, tribal, multi-discipline and private sector stakeholders to assure continuity and accuracy of ongoing implementation efforts. In this collaborative role, the NIC has worked with these partners to refine and implement improvements to NIMS, including the development of performance measurement systems for State, territorial, tribal, and local governments, based on lessons learned and best practices from across the nation.

NIMS plans include;

1. Use of standardized terminology
2. Standardized organizational structures (ICS)
3. Interoperable communications
4. Consolidated action plans
5. Unified command structures, when applicable
6. Uniformed personnel qualifications standards
7. Uniformed planning, training, and exercises
8. Comprehensive resource management
9. Designated incident facilities

Components of the Comprehensive School Safety Plan (EC 32281)

Belleview Elementary School Safety Committee

School Site Council Members:

Barbara Gissler
Nancy Hoyt
Carla Haakma
Kara Bechtle
Jessica Medina
Sarah Ellett
Shawn Desmond (alternate)

Assessment of School Safety

Kevin Lora
Tanya Hatler
Rolland Goree

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

NIMS

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

- Reporting Procedures
- Sample Reporting Form
- Interviewing Protocol
- Sample New Employee "Statement of Awareness" Form

Who Must Report?

o Child Care Custodians - Penal Code Section 11165.7

- administrators and certificated employees of public schools
- classified employees trained in child abuse identification and reporting

o Health Practitioner - Penal Code Section 11165.8

o Requirement of signed employment statement as child care custodian acknowledging duty to report suspected child abuse

- Childcare custodians hired on or after January 1, 1985
- Language of statement specified by Penal Code Section 11166.5

o "The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with the provisions of this article. The internal procedures shall not require any employee required to make reports by this article to disclose his or her identity to the employer." Penal Code Section 11166(f)

What Must Be Reported?

o Sexual abuse, including sexual assault and sexual exploitation - Penal Code Section 11165.1

o Neglect of a child or abuse in out-of-home care - Penal Code Section 11165.6

o Willful cruelty or unjustifiable punishment - Penal Code Section 11165.3

- o Unlawful corporal punishment or injury - Penal Code Section 11165.4
- o Suspected mental suffering (optional obligation) - Penal Code Section 11166(b)

When Must Reports Be Made?

- o Standard of Suspicion - Penal Code Section 11166(a)
 - Personal knowledge or direct observation
 - Reasonable Suspicion - “objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.”
- o Time Requirement - Penal Code Section 11166(a)
 - By telephone - immediately or as soon as practically possible
 - Written report - within 36 hours of receiving the information concerning the incident
- o Contents of Report - Penal Code Section 11167
 - Name of person making report
 - Name of the child
 - Present location of the child
 - Nature and extent of the injury
 - Any other information, including information that led person to suspect child abuse, requested by the child protective agency

Miscellaneous Information

- o Reports of suspected child abuse are confidential - Penal Code Section 11167.5
 - Breaches of confidentiality considered a misdemeanor punishable by up to 6 months in jail or by a fine of \$500 or by both
- o Immunity from liability for reporting suspected child abuse - Penal Code Section 11172(a)
 - No childcare custodian shall be civilly or criminally liable for any required or authorized child abuse report
- o Failure to make report of suspected child abuse is a crime - Penal Code Section 11172(e)
 - “Any person who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both.”

B. The principal will produce the child as soon as practicable. The Child Welfare Services agency representative should understand that it may not be appropriate for the principal to produce the student upon demand. For example, the student may be involved in testing, assessment, or other special class activity making the interview more appropriate at another time. Calling in advance would eliminate this potential problem.

3. The child shall be introduced to the Child Welfare Services representative by the principal. The child should not be asked if he or she would like to speak to the Child Welfare Services representative because such a question may suggest to the child that there is something wrong in doing so. If the child refuses to speak to the representative, the child should be returned to class without further efforts to continue the interview unless the child is being placed into protective custody.

4. The student should be told by the representative from the protective agency, in the presence of the principal or designee, that he/she may select an adult who is a member of the school staff to be with them during the interview, if they so desire.

- A. The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible.
 - B. The selected member of the staff may not participate in the interview.
 - C. The selected member of the staff shall not discuss the facts or circumstances of the case with the child either before, during or after the interview.
 - D. The selected member of the staff is subject to the confidentiality requirements of child abuse reporting laws.
 - E. The principal or site administrator shall inform the selected staff member of these requirements prior to the interview. The staff member may decline the request of the child to be present at the interview.
 - F. The child may select any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer.
- 5. The interview is to be held at a time during school hours and not result in any costs to the school (e.g. overtime).
 - 6. Child Welfare Services representatives may not review the student records of the child without written parental consent or a court order.
 - 7. When the child is to be removed from school and taken into custody by the Child Welfare Services representative, the principal or designee must be informed. The representative must leave his/her name and phone number where he/she may be reached and where the child is being taken. The school official shall provide the representative with the name, address and phone number of the pupil's parents or guardian.
 - 8. When the location of a child is not to be disclosed to the parents, the Child Welfare Services representative must point this out to the principal or designee. In this case, it is advisable for the school to get the name of the representative's supervisor and phone number as a back-up when the representative cannot be reached.

III. CONCLUSION

School officials are encouraged not to discuss the purpose of the visit or the facts of the underlying case with the student. Such discussions could make potential prosecution more difficult and make the school employee a potential witness in the case.

Any questions about the interview procedure or the removal of the child from school should be directed immediately to the appropriate legal counsel; For County employees that would be the County Counsel's Office and for school employee's that would be the schools' legal counsel.

BELLEVIEW SCHOOL DISTRICT - THE CHILD ABUSE REPORTING LAW

P.C. 11166 REPORTER RESPONSIBILITIES

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge or observes a child in his/her professional capacity or within the scope of his/her employment, who he/she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The above anticipates that any mandated reporter under this section shall not attempt to make a determination as to whether or not a child abuse has actually occurred but shall immediately report upon receiving any indication that such abuse may have occurred.

You are a mandated reporter. As such, you must report any instance where it is possible that the following conditions exist: physical abuse, neglect, cruel and inhuman punishment (mental suffering), and extreme corporal punishment resulting in injury, child exploitation. Your report must be made as soon as you observe, receive knowledge, or have any reasonable suspicion of the possibility of the existence of child abuse. The report must be made immediately by telephone and may be directed to either Child Protective Services at 533-5717 during working hours or 533-4357 during non-working hours; if in the county, to the Investigation Division of the Tuolumne County Sheriff's Department at 533-5822 during working hours or 533-5815 during non-working hours; or if within the City of Sonora, to the Sonora Police Department at 532-8143 during working hours or at one of the above numbers during non-working hours. Your report must reflect the nature of the suspected abuse. The reporting duties under this section are individual and no mandated reporter under this reporting law may escape the responsibilities under this law by delegating it to another person. No supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making said report.

A telephone report of a known or suspected incidence of child abuse shall include the name of the person making the report, the name of the child, the present location of the child, the nature of the extent of the injury, and any other information, including information that led to that person to suspect child abuse, requested by the child protective agency.

A written report prior to the expiration of 36 hours pursuant to this section shall be done upon a form approved by the Department of Justice and distributed to the school district by a Tuolumne County Child Protective Services Agency.

The failure to comply fully with the mandates of this reporting law may subject the mandated reporter to criminal liability and a penalty, which includes up to six months in the county jail or a fine of \$1,000.

Any legally mandated reporter would have immunity when making such a report. In the event a civil suit is filed against the reporter, reimbursement for fees incurred in the suit will occur up to \$50,000.

Confidentiality laws do not apply in suspected child abuse cases. The statutory duty to report supersedes the confidentiality privilege.

Carla J. Haakma

Superintendent/Principal

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

In our community, it is possible for a major disaster to occur at any time. Natural disasters such as earthquakes and fires, and man-made disasters, which can result from chemical accidents, bomb threats, falling aircraft, bus accidents, fire, explosion/threat of explosion, and civil disturbance are potential threats to our community, including our schools.

The Belleview School District recognizes its legal and moral responsibility to provide for the safety and welfare of its students and staff, especially in a disaster situation. The Belleview School District is also aware of its role to work cooperatively with other community agencies to prepare for and effectively deal with a disaster situation in our community.

Consequently, it is the intent of the Belleview School District to assure optimum safety and welfare of its students and staff by developing an effective emergency procedures plan and the necessary practice/practice to carry out the plan. The effectiveness of our plan will be reflected by how well our students and staff are trained.

Our plan has been prepared in compliance with California Administration Code, Title V, Education Code 560, which requires all public schools to have a written civil defense and disaster preparedness plan. Our plan includes specific courses of action to be taken by school district employees in the event of a disaster. All employees are expected to be completely familiar with the plan and their assigned responsibilities.

The major goals of this plan are to save lives, protect property, and give aid to those in need in the event of a disaster. To successfully attain these goals, it is the intent of this plan to make people aware of how to act and react before, during and after the occurrence of a disaster. Therefore our plan will include pre-emergency procedures. The preparation of the school, staff and students, will occur during the fall of each school year.

The Belleview School District welcomes any constructive suggestions from any staff or community member to improve this emergency procedures plan. If there are any questions about this plan, please contact the superintendent's office.

Public Agency Use of School Buildings for Emergency Shelters

In the event of an emergency, all schools are possible evacuation sites. The Office of Emergency Services, (Traci Riggs which would include Fire and Sheriff), and the Red Cross would be in touch directly with our school (or other schools) to use our facility at their discretion, recognizing that in the event of a real emergency, kids would likely NOT be in school. There is no written agreement....except in Ed Code. There may be cause for the community to use Belleview Elementary School as an evacuation site, if deemed by the local emergency agencies, law enforcement or Tuolumne County Office of Education. If Belleview is used as an evacuation site for the community or other outside agency, procedures will follow the protocol developed by Belleview School, unless authority is taken over by the outside agency. See the NIMS procedure and Incident Command System embedded in this Safe School Plan.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Belleview School District follows the California Education Code in regards to student suspension and expulsion.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

DANGEROUS PUPIL REPORTING PROCEDURES

The Belleview School District shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions of Education Code 48900. The district shall provide the information to the teacher based upon any records that the office maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

The Belleview School District, or school officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew that the information was false, or was made with a reckless disregard for the truth or falsity of the information provided.

An officer or employee of the school district who knowingly fails to provide information about a pupil who may be described as dangerous, is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed on thousand dollar (\$1,000.00) or both.

Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Adapted from Ed. Code Section 49079.)

(E) Sexual Harassment Policies (EC 212.6 [b])

SEXUAL HARASSMENT

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by other students, employees, or other persons, at school, or at school-sponsored, or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established in pursuant to this policy and the administrative regulation.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual

harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained
3. Information about the person(s) to whom a report of sexual harassment should be made.

(cf. 5131.5 - Vandalism, Theft and Graffiti)
(cf. 5137 - Positive School Climate)
(cf. 5141.41 - Child Abuse Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Family Life/Sex Education)

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours receiving the complaint, report it to the Superintendent or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the Superintendent or designee, whether or not the victim makes a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

BP 5145.7(b)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5141.4 - Child Abuse Reporting Procedures)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the Superintendent or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Superintendent or designee shall also advise the victim of any other remedies that may be available. The Superintendent or designee refer the matter to law enforcement authorities, where required.

(cf. 1312.1 - Complaints Concerning District Employees)

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping

The Superintendent, or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in its school.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

BP 5145.7(c)

200-262.4 Prohibition of discrimination on the basis of sex

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Reese v. Jefferson School District, (2001) 208 F.3d 736

Davis v. Monroe County Board of Education (1999) No. 97-843, 1999 U.S. Lexis 3452, -- U.S.--

Gebser v. Lago Vista Independent School District (1998) 118 S.Ct. 1989

Nabozny v. Podlesny (1996, 7th Cir.) 92 F.3d 446

Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447

Oona R.-S. etc. v. Santa Rosa City Schools et al (1995) 890 F.Supp. 1452

Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143

Clyde K. v. Puyallup School District #3 (1994) 35 F.3d 1396

Patricia H. v. Berkeley Unified School District (1993) 830 F.Supp. 1288

Franklin v. Gwinnet County Schools (1992) 112 S. Ct. 1028

Kelson v. City of Springfield, Oregon (1985, 9th Cir.) 767 F.2d 651

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999

OFFICE OF CIVIL RIGHTS' PUBLICATIONS

Revised Sexual Harassment Guidance, January 2001

Sexual Harassment Guidance, 62 FR 49, 1997

WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

Students AR 5145.7(a) SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects

AR 5145.7(b)

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917) (cf. 5145.6 - Parental Notifications)
2. Be displayed in a prominent location in the main administration building or other area where notices of district rules, regulations, procedures and standards of conduct are posted (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, trimester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)
5. Be provided to employees and employee organizations

Investigation of Complaints at School (Site-Level Grievance Procedure)

1. The Superintendent or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
 - a. The student who is complaining
 - b. The person accused of harassment
 - c. Anyone who witnessed the conduct complained of
 - d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The Superintendent or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the Superintendent or designee also may discuss the complaint with the following persons:
 - a. The Superintendent or designee
 - b. The parent/guardian of the student who complained
 - c. If the alleged harasser is a student, his/her parent/guardian
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
 - e. Child protective agencies responsible for investigating child abuse reports (cf. 5141.4 - Child Abuse Reporting Procedures)
 - f. Legal counsel for the district
4. When the student who complained and the person accused of harassment so agree, the Superintendent or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.
5. The Superintendent or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the

Superintendent or designee shall assist the student in doing this. (cf. 1312.3 - Uniform Complaint Procedures)

6. In reaching a decision about the complaint, the Superintendent or designee may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of past instances of harassment by the alleged harasser
- e. Evidence of past harassment complaints that were found to be untrue

7. To judge the severity of the harassment, the Superintendent or designee may take into consideration:

- a. How the misconduct affected one or more students' education
- b. The type, frequency and duration of the misconduct
- c. The number of persons involved
- d. The age and gender of the person accused of harassment
- e. The subject(s) of harassment
- f. The place and situation where the incident occurred
- g. Other incidents at the school, including incidents of harassment that were not related to gender

8. The Superintendent or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.

9. The Superintendent or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

10. Within two weeks after receiving the complaint, the Superintendent or designee shall determine whether or not the student who complained has been further harassed. The Superintendent or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

Enforcement: The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing staff inservice and student instruction or counseling
3. Notifying parents/guardians
4. Notifying child protective services
5. Taking appropriate disciplinary action. In addition, the Superintendent or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Students AR 5132

DRESS AND GROOMING

In cooperation with teachers, students, and parents/guardians, the Superintendent or designee shall establish school rules governing student dress and grooming which are consistent with district policy and regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Flip flops or backless shoes or sandals are not acceptable.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which have drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.

5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066) (cf. 5121 - Grades/Evaluation of Student Achievement)

The Superintendent, staff, students, and parent/guardians at the school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Student Dress Code

Dressing and grooming properly for school is important to learning and playing safe. Personal cleanliness and wearing clothes suitable for school will minimize distractions. The following guidelines shall apply to all regular school activities.

Shoes must be worn at all times. Rubber-'soled shoes with laces or Velcro are the safest. Flip flops or backless shoes/sandals are not acceptable. Non-rubber soles and/or heels are unsafe for play. (Shoes with heels worn daily by young children may interfere with proper skeletal growth.) Students may bring rubber-soled shoes to change into for physical education activities.

Clothing, jewelry, and personal items (backpacks, sports bags, water bottles, etc.) must be free of writing, pictures or any other insignias which are crude, vulgar, profane, or sexually suggestive, and must not bear anything related to drugs, alcohol, tobacco or which advocate racial, ethnic, or religious prejudice.

Clothes shall be sufficient to cover undergarments at all times. Spaghetti straps are not allowed. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. When student's arms are fully extended down their legs, shorts/skirts must be below their fingertips. Sagging pants that expose underwear are not allowed. Students should be able to walk, jog, or run without having to hold up their pants.

Hair needs to be clean and neatly groomed. Hair may not be sprayed by any coloring that would draw attention away from learning. Makeup, if worn, must not be distracting.

Piercings that detract from the learning environment are not allowed.

Hats

Students (male and female) may wear hats to school under the following conditions:

No hats may be worn inside.

Students who fail to abide by this rule will have their hats taken away, and returned at the end of the day, OR it may need to be picked up in the office by an adult. The school will not be responsible for loss of damaged hats.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

A SAFE AND ORDERLY ENVIRONMENT CONDUCIVE TO LEARNING

It is a priority of the administration and staff in the Belleview Elementary School District that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom.

Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Our school district promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32228 – 3228.6, 35160, 35160.1, 44806).

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Incident Command System

Element:

Designate roles for staff members

Opportunity for Improvement:

Provide training for staff members on the ICS and their roles

Objectives	Action Steps	Resources	Lead Person	Evaluation
Each staff member will be assigned a role in the event of a disaster at school.	Principal attended NIMS training at County	County Office of Education and training materials	Carla J. Haakma	
	Complete graphic ICS graphic organizer and train staff			
	Assign roles and responsibilities and review with each staff member			
	Provide materials and inventory equipment			

Component:

Create a positive school culture

Element:

Implementation of Responsive Classroom Techniques and Nurtured Heart

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
Training on B.E.S.T.	Train staff members & student assembly	PBIS, BEST, TRIBES, Responsive Classroom, Nurtured Heart	Carla J. Haakma	
Implementation of character development and positive behavior strategies to improve school culture.	CORE VALUE recognition, Awesome Eagle tickets, student recognition, "Check-in/check-out procedure", hall passes and new discipline forms			

Component:

Safety Training

Element:

All staff members will be up to date on First Aid/CPR training, drug testing program, custodial safety, golf cart training, mandated reporter's training, and all health & safety protocols.

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
The Human Resources Manager keeps a log to record employee training and provide reminders to staff members	Employees are notified by office manager of training required to maintain continued employment in the district.	Tuolumne County Office of Education	Carla J. Haakma, Jessica Lozoya	
All staff and students are trained on the health and safety protocols as they relate to the COVID-19 Pandemic.	Implement all the health and safety protocols as outlined in the Safe Schools Reopening Plan posted on the District's website. Conduct weekly staff meetings, participate in County training, conduct regular testing as needed, and quarantining if required.	Public Health Office - Tuolumne County State of California Guidelines (both CDPH and Cal OSHA) Tuolumne County Office of Education	Carla J. Haakma	

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**Bellevue Elementary School Student Conduct Code****A SAFE AND ORDERLY ENVIRONMENT CONDUCIVE TO LEARNING**

It is a priority of the administration and staff in the Bellevue Elementary School District that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom. Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements. Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct. Our school district promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32228 - 3228.6, 35160, 35160.1, 44806).

SCHOOL-WIDE DISCIPLINE POLICY

The goal at Bellevue Elementary School is to prepare students to become stable, healthy, and productive citizens. Along with academic development, character education is highly important. The best environment for this to happen is one that is safe, clean, and orderly. The Bellevue Elementary School staff will work this year to provide such an environment for your child. Another goal at Bellevue is for students to understand that they can be more successful when they engage in positive actions. Positive experiences can be a powerful intrinsic motivator. Teachers will strengthen this motivation by recognizing and positively reinforcing positive actions when they see them. Bellevue has adopted a vision and mission statement that is aligned with our core values that are listed below. When students make the connection between their performance and feeling good about themselves, intrinsic motivation is enhanced and positive behaviors continue. (Carol Gerber Allred 2008)

VISION STATEMENT: The Bellevue School Community will promote academic excellence and build positive character.

MISSION STATEMENT: Belleview will ensure that all students have meaningful learning experiences, empowering them to succeed in an ever-changing world!

CORE VALUES: Belleview Eagles will demonstrate...

Respect
Responsibility
Integrity
Teamwork
High Expectations
Positive Attitude
Perseverance
Consideration
Resiliency
Fun

We highlight one core value a month and select students who best demonstrate that core value to be recognized at our Friday Flagpole assembly. All core values are discussed throughout the year and students can be recognized for demonstrating any of the core values by receiving an "Awesome Eagle" ticket for the bulletin board. Teachers implement a positive behavior system and continually address the core values during their morning meeting and throughout the day.

Conduct Code Procedures

ALL RULES APPLY WHILE COMING TO OR GOING FROM SCHOOL, BEFORE, DURING OR AFTER SCHOOL, RIDING ON THE BUS, AND AT SCHOOL SPONSORED ACTIVITIES, WHETHER ON OR OFF CAMPUS.

Definition of Terms:

Home Suspension is the removal of a student from the school site. The student will be ineligible from extra-curricular activities for the days suspended.

In-School Suspension is the removal of a student from class and/or classes but remains at school. (Possible ineligibility.)

Class Suspension is removal of a student from a class.

A referral is a written citation that the student must take home to have signed by a parent or guardian. Administration will call guardians to discuss infraction.

Detention is the assignment of time before, during, or after school as a consequence for the behavior, at the discretion of administration, and is noted on the referral.

Ineligibility means that a student may not participate in extra-curricular activities and/or reward activities. The timeframe of ineligibility depends on the severity of the offense.

Reflection Area and Meditation Labyrinth was created to give students, for most hours of the school day, a calming pace to decompress or reset in response to overwhelming stressors in the regular classroom or trauma experienced outside of school, but affecting their ability to function in school.

Bullying which includes cyberbullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Level 1 Infractions:

Minor Disruptions of the Educational Environment

Tardies and Absences handled at teacher's discretion and follow SARB process

Dress Code Violation

Littering/spitting

Unprepared (materials and missing assignments)

Unauthorized Eating or Gum and/or possession of gum

Unauthorized Possession or use of an electronic devices. Equipment will be confiscated.

Entering or Loitering in Unauthorized Areas

Inappropriate Open Displays of Affection

Level 1 Consequences:

Any or all of the following may be applied to

Verbal warning

Parent notification by email or regular mail or phone call home

Detention

Community Service

Equipment confiscated, student may retrieve after school

Equipment confiscated, parent must retrieve

Referral *

Level 2 Infractions:

Disruption or Defiance [EC 48900(k)]

Verbal Conflict

Commission of an Obscene Act or Foul Language

Cheating or Forgery (possible no credit on assignment)

Vandalism

Hostile School Environment or Harassment

Intimidation or Bullying

Any repeated Level I offenses

Level 2 Consequences:

Any or all of the following may be applied to

Administrative conference

Referral *

Parent letter and phone call

Detention

No credit on assignment, project, or test (Cheating or Forgery)

Student shall be required to pay for loss or damage

May include Level 1 consequences

Possible suspension

Level 3 Infractions:

Assault/Battery [EC 48900 (a)]

Weapons [EC 48900 (b)]

Alcohol/Intoxicants/Controlled Substances [EC 48900 (c)]

Substance in Lieu of Alcohol/Intoxicants/Controlled Substance

Robbery or Extortion [EC 48900(e)]

Property Damage [EC 48900(f)]

Property Theft [EC 48900(g)]

Tobacco or Nicotine [EC 48900(h)]

Obscenity [EC 48900(i)]

Drug Paraphernalia [EC 48900(j)]

Receiving Stolen Property [EC 48900(l)]

Possessing Imitation Firearm [EC 48900(m)]

Sexual Harassment [EC 48900(n)]

Threats and Intimidation [EC 48900(o)]

Prescription Drug Soma [EC 48900(p)]

Hazing [EC 48900(q)]

Bullying [EC 48900(r)]

Aided or abetted to Inflict Physical Injury [E C48900 (t)]

Level 3 Consequences:

Any or all of the following may be applied to the above rules.

Suspension

Student considered for transfer to alternative educational placement

Possible recommendations by principal to superintendent for expulsion
Possible referral to law enforcement agency
May include Level 1 and/or Level 2 consequences

* ALL REFERRALS MUST BE SIGNED BY THE PARENT OR GUARDIAN AND RETURNED TO THE PRINCIPAL'S OFFICE THE NEXT DAY.

Electronics and Cell Phones

Our goal here at Belleview is to provide a learning environment that is free of as many distractions as possible.

To keep disruptions/distractions to a minimum, the following rules apply:

If a student brings a cell phone to school, it must be turned off and kept in the student's backpack at all times. A student may only use their phone under adult supervision.

This rule applies to all school programs and events such as PM Club, dances and field trips.

The school is not responsible for any type of electronic/digital equipment, including cell phones and/or iPods should students choose to bring them to school. If a device is out during school hours, which includes the bus ride to and from school, it will be confiscated and parents will be called to pick it up. Teachers may allow students to use their cell phone on the bus, if they are on a field trip and riding the bus for a prolonged period of time.

Toys:

Toys are not allowed at school as they disrupt the school environment. When arranged by the teacher, students are allowed to bring a toy for sharing but it must be kept in the classroom or in his/her backpack.

Suspensions:

Students that are suspended for the day of an activity are not eligible to attend.

Independent Study:

Independent Study may only be issued for an absence lasting five or more days. Requests may be made in the office at least one week in advance, when possible. (It does take time to get the work together). Independent study assignments must be turned in to the teacher the day the student returns to school.

Tardies:

By law, excessive tardies, whether excused or not, must be reported to the School Attendance Review Board (SARB). Individuals that arrive late interrupt the flow of teaching and learning going on in the classroom. Please be considerate; get to school and class on time. If your child is tardy to school or class three times, he/she may become ineligible for school activities. See infractions above.

Reporting Absences:

When your child is absent please call the school office (586-5510) between 7:45 am and 9:00 am.

Missed Assignments and Absences:

Please help give your child the best education possible whenever practical by making vacation plans and medical appointments at times that cause the least amount of disruption to their school day.

If, however, a child has to be absent, it's the student's responsibility to get and make up all missed work as soon as possible.

Late Work:

Please help your student develop strong study habits by encouraging him/her to get work in on time. If work is consistently late, students may lose points on the assignments. Late work policy is developed by the teacher.

Internet Agreement and Computer Use:

In order to use the internet, students and parents must sign the internet agreement. Internet use is a privilege not a right. Computer use is a privilege. Students show respect for computers and computer equipment by no vandalism.

BELLEVIEW SCHOOL DISTRICT SCHOOL BUS REGULATIONS

In the interest of greater safety for all students and property concerned with school transportation, the governing board of Belleview School, in cooperation with the California Highway Patrol, believes that better informed pupils, instructors, chaperones and parents will help to safeguard the lives of all who ride school buses. The following rules based upon the "Regulations of Pupil Transportation" as set forth by the State Department of Education, the California Highway Patrol and the local school board govern the operation of our school buses. Arrive at the bus stop at least 5 minutes early, be standing in a line, 10 feet from the bus stop, wait until the driver opens the door of the bus before approaching the bus. driver may discharge a pupil at a stop other than his/her regular stop only when authorization from the parent has been received. The driver retains the right to assign seats on the bus at any time. Pupils and/or their parents may be required to pay for or replace any damage done to the bus which cannot be considered ordinary wear and tear.

Level 1 Infractions:

Not wearing seat belt when available

Moving while the bus is in motion or without permission from the driver

Standing on the seat

Not following the instructions of the driver

Eating, drinking, or chewing gum in buses or any school vehicle

Whistling, yelling, or loud talking

Possession of glass containers (including soda bottles), no perfume, hair spray, deodorant, makeup, or other personal use articles are allowed to be used on the bus

Use of cell phones, CD players, iPods, etc.

For consequences see above policies. The 1st citation is a warning and parent notification.

Level 2 Infractions:

Parts of the body, head, or arms extended out the windows

Interfere with or damage the property of another pupil

Profane language, destroying articles, shooting rubber bands, scuffling, spitting, or any unnecessary commotion

For consequences see above policies. The second citation is a temporary suspension and transportation agreement.

Level 3 Infractions:

Profane language, destroying articles, shooting rubber bands, scuffling, spitting, or any unnecessary commotion

Endangering the safety of others

For consequences see above policies. The third citation is a breach of the agreement and suspension from bus for remainder of year (unless Sp.Ed - other rules apply).

All bus suspensions include transportation for activities.

STUDENTS RIDING BUSES TO AND FROM EXTRA-CURRICULAR ACTIVITIES:

Students participating in athletic events, field trips, etc., away from Belleview School must return with the same transportation as they took to the event, unless it is cleared by a parent or guardian in writing, through the teacher/coach, prior to the event.

(J) Hate Crime Reporting Procedures and Policies

Hate crimes are not tolerated and Belleview School will enforce such crimes according to the California Education Code.

Safety Plan Review, Evaluation and Amendment Procedures

The Belleview Safe School Plan is reviewed annually by the School Site Council, which serves as the School Safety Committee. The recommended updates are presented to the School Board and approved annually.

Safety Plan Appendices

Emergency Contact Numbers

Utilities, Responders and Communication Resources

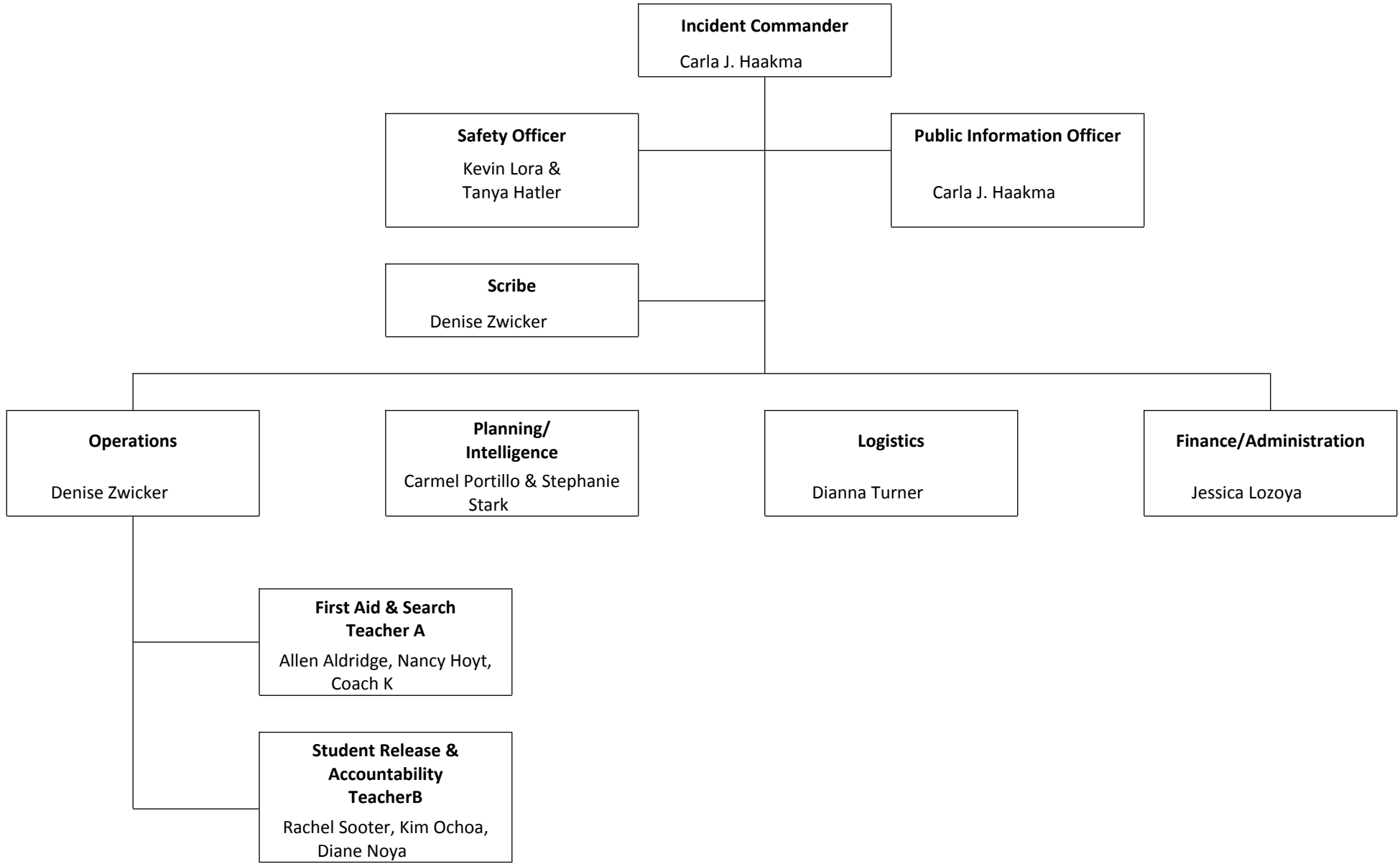
Type	Vendor	Number	Comments
Emergency Services	Ambulance	911	
	Fire and Rescue	209.943.8680	
	Highway Patrol	209.984-3944	
	Sonora Police	209.532.8143	
	Tuolumne County Sheriff	209.533.5815	
American National Red Cross	American Red Cross	209.532.4112	
Radio Station	KVML - Star 92 - KKBN	209.533.1450	Communications/Media
Other	Modesto Bee	800.776.4233	Communications/Media
Other	Union Democrat	209.532.7151	Communications/Media

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
School Site Council Meeting - Initial Review	12/10/20	<p>Zoom Link https://us02web.zoom.us/j/82466499759?pwd=RUJlUkdvUW5aZzEvM0xPR1NtNFdRQT09</p> <p>Meeting ID: 824 6649 9759 Passcode: 7fsE8r One tap mobile +16699009128,,82466499759#,,,,,0#,,982051# US (San Jose) +13462487799,,82466499759#,,,,,0#,,982051# US (Houston)</p> <p>Dial by your location +1 669 900 9128 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 301 715 8592 US (Washington D.C) +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) Meeting ID: 824 6649 9759 Passcode: 982051 Find your local number: https://us02web.zoom.us/j/kc3pIBdeqH</p>
School Board Meeting - Initial Review	01/14/21	<p>Zoom Link: https://us02web.zoom.us/j/83250726045?pwd=bzNXVDNYZWx3UDkrUGZjeDVtWTlZz09</p> <p>Meeting ID: 832 5072 6045 Passcode: 6eTwq1 One tap mobile +16699009128,,83250726045#,,,,,0#,,178526# US (San Jose) +13462487799,,83250726045#,,,,,0#,,178526# US (Houston)</p> <p>Dial by your location +1 669 900 9128 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 301 715 8592 US (Washington D.C) +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) Meeting ID: 832 5072 6045 Passcode: 178526 Find your local number: https://us02web.zoom.us/j/kxKAgQCAI</p>

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
School Site Council Meeting - Finalize SSP	1/14/21	<p>Zoom Link https://us02web.zoom.us/j/82466499759?pwd=RUJuYUdvUW5aZzEvM0xPR1NtNFdRQT09</p> <p>Meeting ID: 824 6649 9759 Passcode: 7fsE8r One tap mobile +16699009128,,82466499759#,,,,,0#,,982051# US (San Jose) +13462487799,,82466499759#,,,,,0#,,982051# US (Houston)</p> <p>Dial by your location +1 669 900 9128 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 301 715 8592 US (Washington D.C) +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) Meeting ID: 824 6649 9759 Passcode: 982051 Find your local number: https://us02web.zoom.us/j/kc3plBdeqH</p>
School Board Meeting - Approval of SSP	1/14/21	<p>Zoom Link: https://us02web.zoom.us/j/83250726045?pwd=bzNXVDNYZWx3UDkrUGZjeDVtWlZz09</p> <p>Meeting ID: 832 5072 6045 Passcode: 6eTwq1 One tap mobile +16699009128,,83250726045#,,,,,0#,,178526# US (San Jose) +13462487799,,83250726045#,,,,,0#,,178526# US (Houston)</p> <p>Dial by your location +1 669 900 9128 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 301 715 8592 US (Washington D.C) +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) Meeting ID: 832 5072 6045 Passcode: 178526 Find your local number: https://us02web.zoom.us/j/kxKAgQCAI</p>

Belleview Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Please note that if there is an emergency after school hours, but during the after school program, there is an ICS chart attached at the end of this Safety Plan indicating those in charge during ASP.

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person or team who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

Warning of a falling or fallen aircraft is usually by sight, sound, or fire. If an aircraft falls near the school, the following actions will be taken:

DUTIES:

A. Principal

1. The principal will determine which emergency action should be implemented.
2. The principal shall contact appropriate emergency agencies, i.e., fire department, law enforcement, medical emergency, etc.
3. The principal will notify the District Superintendent.
4. The principal will notify the County Superintendent of Schools Office.
5. The principal will notify the insurance carrier.

B. Teacher

1. When necessary, teachers will take immediate action to insure the safety of students if the principal is unable to direct emergency action.
2. Students and staff must be kept at a safe distance from the aircraft; the aircraft may explode.
3. The principal will direct further action as required.

Animal Disturbance

This procedure should be implemented when the presence of a dog, coyote, mountain lion, bear or any other wild animal threatens the safety of students and staff.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include "SHELTER IN PLACE".
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call "911" and provide the location of the animal and nature of emergency.
4. If a student is injured, the parent will be notified and proper medical treatment will be administered.
5. If a wild animal is sighted contact:

Nathan Graveline

Wildlife Biologist – Tuolumne/Mariposa Unit

California Department of Fish and Wildlife

Nathan.Graveline@wildlife.ca.gov

PO Box 1748

Jamestown, CA 95327

(209)588-1780

Armed Assault on Campus

LOCK-DOWN: SHOOTINGS/EXTREME ACTS OF VIOLENCE

If a situation occurs in which a weapon wielding individual comes on campus, a shooting, or other extreme act of violence occurs, the school will go on emergency alert and the Lock-down Procedure will be immediately initiated.

Procedure:

Comprehensive School Safety Plan

1. The Tuolumne County Sheriff's Department and school district Superintendent will be notified immediately.
2. The signal will be an announcement: "Initiate Lock-down Procedure immediately, initiate Lock-Down Procedure immediately."
3. Teachers will perform the following procedures:
 - a. Check the hallways outside your classroom and adjacent to your classroom. Instruct any students/staff to enter your classroom for "lock-down."
 - b. Lock all classroom doors and exit doors.
 - c. Keep students away from windows and doors. Instruct them to remain calm, quiet, and locate them near the ground, out of sight from the intruder looking into the classroom.
 - d. If your classroom has windows, close blinds and curtains. If your door has a window, cover it with a piece of paper if possible.
 - e. If you observe an intruder, use the telephone and report the location, description, and direction the intruder is headed.
 - f. Await further instructions.
4. All buildings will be locked by maintenance/custodial staff as soon as possible.
5. If this type of situation occurs during lunch periods, students will be directed to go to the nearest building or classroom. Instructions may be communicated by:
 - a. The intercom/public announcement system, and/or
 - b. Verbal directions from staff on the grounds.
6. Staff and students remaining outside after the lock-down will report directly to the office if possible - with caution. If the staff or students are unable to reach the office safely, they are to remain hidden until law enforcement can escort them to safety.
7. The EOC (Emergency Operations Center) will be activated in the district office (school office or maintenance shop as secondary location). The school site crisis team will report to the EOC, or a specific location on campus if the situation dictates it.
8. Once the Tuolumne County Sheriff's Department arrives, they will assume control of the situation until the emergency subsides. They will initially be directed to the EOC, or a specific location on campus if the situation dictates it. The school administration will resume control when the school is deemed safe.
9. Staff and students will be given further direction and information with an "ALL CLEAR" signal.

INTRUDER/HOSTAGE

Intruder shall be defined as any non-student or student perceived as a threat to students and staff. The immediate safety of students and staff members will be the primary concern of the school.

Intruder Identification:

A. Staff members:

Any staff member who identifies a non-student on campus without proper identification should notify administration immediately. If the school goes in to lock down, 911 needs to be called.

B. Principal or his designee:

1. Call 911- state as much information as possible.
2. Enact the Lock Down Procedures. "An intruder has been identified on the campus, please follow Lockdown procedures immediately. The intruder is described as"

Lockdown Procedures:

1. Check any hallways outside your classroom and bathrooms adjacent to your classroom. Instruct any students/staff to enter your classroom for "lock-down".
2. Lock all classroom doors and exit doors.
3. Turn the lights off.
4. Keep students away from windows and doors. Instruct them to remain calm, quiet, and locate them near the ground, out of sight from the intruder looking into the classroom.
5. If your classroom has windows, close blinds and curtains. If your door has a window, cover it with a piece of paper if possible.
6. If you observe an intruder, use the telephone or email and report location, description, and direction the intruder is headed.
7. Await further instructions.
8. All buildings will be locked by maintenance/custodial staff as soon as possible.
9. Staff and students remaining outside after the lockdown will report directly to the office-with caution.
10. If the lock down is initiated during a break, all students and staff will report to the nearest classroom for lockdown.

C. 911 Response - Law Enforcement

1. Will establish communication with the principal.
 2. A SWAT Team will assemble.
 3. A hostage negotiator will be on site.
 4. A communication system will be set up.
 5. A restricted perimeter area will be established for the media:
 - a. ALL public information will come from law enforcement.
 - b. The media will receive information from the restricted area only.
 - c. A relationship will be established with the media early for ground rules.
- D. School staff and students will not move into campus areas other than their designated safe area until an "ALL CLEAR" signal is received from the Principal or his or her designee.

Procedure:

For Teachers/Individual facing the person:

1. Stay calm.
2. Begin a dialogue with the person in a quieting manner.
3. Try to keep communication going, without comments of the consequences of person's behavior.
4. Keep students orderly in the classroom or surrounding area.
5. Get help as soon as possible.

Biological or Chemical Release

Warning of a chemical accident is usually received from the fire or sheriffs departments or from Office of Emergency Services when such accidents occurring near the school are a threat to the safety of the school. Such accidents could happen on the school grounds as well. An overturned tanker, a broken fuel line, or an accident in a commercial establishment are all potential hazards.

If such an accident occurs, the following procedures will be followed:

DUTIES:

A. Principal

1. The principal shall evaluate the accident and notify appropriate authorities.
2. Determine whether the students and staff should leave the grounds.
3. If it is necessary to evacuate the area, move crosswind, never directly with or against the wind which may be carrying fumes.
4. The principal shall notify the District Superintendent.
5. The principal shall notify the County Superintendent of Schools Office.
6. The principal shall notify the insurance carrier.

B. Teacher

1. Determine the need to implement action:
 - a) LEAVE BUILDING? Take roll call.
 - b) REMAIN IN CLASSROOM? Take roll call. (If remaining in classroom, shut off heater/air conditioner and close all windows.)
2. Take roll call. If any children are missing, notify principal immediately.
3. The principal will direct further action as required. Students and staff must not return to the school until the fire department officials have declared the area to be safe.

Bomb Threat/ Threat Of violence

Telephone Call

1. Person receiving the threat should keep the caller on the line. Delay the caller with such statements as: "I am sorry, I did not understand you. What did you say?"
2. Use the Bomb Threat Call Checklist (page 15) to record the call.
3. Notify the Superintendent and Principal.

Letter

If the message is in the form of a letter, the manner in which it arrived, who found it, and where it was found shall be noted. Care shall be taken in handling the message by immediately placing it in the cellophane envelope for fingerprint detection.

WARNING: Do not use walkie talkies as they could spark and trigger detonation of the possible bomb.

DUTIES:

A. Principal

1. Notification of Proper Authorities: Immediately upon receipt of the message, by whatever form, notify by telephone the following:

- a. Appropriate law enforcement agency
- b. Appropriate fire department
- c. District Superintendent

d. County Superintendent of Schools Office

e. Insurance carrier

2. Conducting the Search

a. A search should be conducted only by the appropriate agency.

b. Report, but do not touch, any suspicious objects.

c. Discovery of suspicious object:

- ask teachers to keep students in rooms.
- if necessary, ask teachers to evacuate students using established routes not jeopardized by the threat.
- secure building or area to prevent re-entry.
- water, gas, and fuel lines leading to danger zone should be shut off.

3. Evacuation

Verbal instructions to each class will be required since the evacuation rests with the principal of the school. The fire department or bomb squad shall take over the

responsibility if they feel that the situation is dangerous. In any event, THE

BUILDING SHOULD BE EVACUATED IMMEDIATELY.

4. Explosion and/or Fire: In case of explosion, and a fire, the usual emergency procedures shall be followed.

B. Secretary

1. If you receive the call, follow the procedures of “telephone call.”
2. Contact principal at once.
3. Immediately turn off the clock and bell system.

C. Custodian

1. Provide assistance to principal when necessary.
2. Shut off gas, water, and fuel line, if necessary.

D. Teacher

1. Keep students in room unless asked to evacuate.
2. If asked to evacuate, evacuate students immediately along established fire drill routes; unless routes are too dangerous.
3. Take grade book and student attendance records, if asked to evacuate.
4. Stay with students.

EXPLOSION OR THREAT OF EXPLOSION

A. Principal

1. Notify appropriate law enforcement and fire departments as necessary.
2. Notify Superintendent for any further instruction.
3. Notify County Superintendent of Schools.
4. Notify insurance carrier
5. Students and staff must not return to the school until fire departments and law enforcement officials declare the area safe.

B. Teacher

1. Give immediate “DROP” command in the event of an explosion at the school or within the school building.
2. Sound the school alarm. This will automatically implement action: LEAVE BUILDING (take roll book with you).
3. Move to designated area of safety and maintain control of students.
4. Render first aid if necessary.
5. Take roll call.
6. If it is possible to fight small fires safely, do so.
7. Principal will direct further action as required.

8. Students and staff must not return to the school until law enforcement and fire department officials declare the area safe.

Bus Disaster

In the event of a serious school bus accident, the driver will follow the established procedure that is listed below.

The driver will notify the Director of Transportation. He/she will notify appropriate law enforcement, medical, other emergency agencies, site principal, and the Superintendent.

A command post near the accident scene will be established by the "Incident Commander" to provide the media and parents with information about the accident and students. The bus driver shall be the Incident Commander until law enforcement arrives to assume that responsibility.

Students are taught evacuation procedures annually.

Bus Driver Duties:

1. Secure the bus in a safe manner.
2. Evaluate the scene as to the need for evacuation. If evacuation is necessary, do so in an orderly manner and make sure the students are kept in a group away from the accident scene, seated if possible. Seriously injured students who are unable to evacuate, shall not be moved until appropriate emergency and medical authorities arrive at the accident scene, unless there is a life-threatening situation.
3. Contact transportation regarding your location and needs.
4. Administer first aid and calm students.
5. Set reflector flares.
6. Establish a list of students on the bus.
7. The driver must remain calm and not discuss the accident with anyone except authorized personnel.

Transportation Director Duties:

1. Upon receipt of bus driver telephone call/radio message, remind incident commander to establish a command post.
2. Keep radio tuned.
3. Notify the Superintendent, law enforcement and fire protection agencies.
4. Notify the County Superintendent of Schools Office.
5. Notify the insurance carrier

Disorderly Conduct

The Superintendent/Principal or Administrator Designee will be notified immediately upon any disorderly conduct witnessed on campus and take appropriate action, which may include notification of authorities.

Earthquake

Signals

The earthquake itself is a real emergency.

Voice of the teacher for drills: the word "DROP" is sufficient.

ALL CLEAR: 15 seconds of continuous ringing of bell or teacher command.

Evacuation of buildings (if necessary) - Use fire drill procedures.

DUTIES:

A. Principal

1. Notification of proper Authorities - Immediately following the earthquake, notify the following:
 - a. District Superintendent

- b. County of Superintendent Schools Office
- c. Appropriate emergency services as needed
- d. Insurance carrier
- 2. Oversee conservation and distribution of water.
- 3. Determine location of First Aid Center.
- 4. Notify parents/guardians of any serious injuries.
- 5. Post traffic control to keep parking lot free for emergency vehicles.

B. Teacher

- 1. Children should be quiet and calm and ready to listen to directions.
- 2. Each person should assume the “DUCK, COVER, AND HOLD” position (head tucked, with face covered by arms and hands) under their desks, with backs to the windows. This will protect head and eyes against falling timbers and flying glass as much as possible. Hold this position until “ALL CLEAR” signal is given.
- 3. If children are on the playground, they should go to the area assigned for fire drill if possible, otherwise lie flat on the ground.
- 4. If the children are on their way to school when an earthquake occurs, they should move away from all buildings and tall objects and stop until the quake is over. Students should then proceed to school for further instructions.

C. Custodian

- 1. Gas and electricity should be turned off to prevent fires.
- 2. Assist in any fire-fighting or recovery activities.
- 3. Help set up emergency sanitation facilities, if needed.

D. Secretary

- 1. Under direction of principal, provide for preservation of essential school records.
- 2. Monitor radio emergency broadcasts.
- 3. Funnel volunteers to locations where needed.

Explosion or Risk Of Explosion

The Superintendent/Principal or Administrator Designee will be notified immediately upon any threat or risk of explosion on campus, evacuate students and staff as necessary, and notify appropriate authorities (see emergency contact numbers).

Fire in Surrounding Area

The Superintendent/Principal or Administrator Designee will assess the risk of fire in surrounding area, including air quality. In the event of danger to student and staff welfare, students may be evacuated, school closed, and authorities notified.

Fire on School Grounds

FIRE DRILLS WILL BE CONDUCTED ON EACH CAMPUS AT LEAST ONCE MONTHLY. THE PRINCIPAL WILL HAVE THE RESPONSIBILITY INITIATING THE DRILL.

Purpose

To train students and staff to leave the building in an orderly fashion, safely and quickly in case of an emergency.

To teach self-control in time of present and future emergencies.

Signals

Fire alarm systems will signal the beginning of a drill. The drill will consist of continuous ringing of the alarm.

At the completion of the drill, the alarm will be manually stopped for a period of silence.

“All Clear” will be 15 seconds of continuous bell ringing or repeated whistle blowing and verbal confirmation that the drill is completed.

DUTIES:

A. Principal

1. Notification of proper authorities immediately upon discovery of the fire, notify the following:
 - appropriate fire department (911)
 - District Superintendent
 - County Superintendent of Schools Office
 - Emergency medical assistance (if needed)
 - Appropriate law enforcement (if needed)
 - Insurance carrier
2. Post traffic control at school parking lot so that lot is accessible for emergency traffic.
3. Set up first aid station(s), if needed, and direct all medical supplies.
4. Notify parents/guardians in case of serious injuries.

B. Teacher

1. Clear room of all persons. Take roll book with you!
2. Close all windows and doors, if possible. turn off lights.
3. Lead the class to their designated safety area used for fire drills as quickly as possible.
4. Maintain order.

C. Custodian

1. Check to see that all windows and doors are closed, and lights are turned out in each classroom.
2. Know locations of fire extinguishers and alarm boxes on campus (see campus maps).
3. Report to principal or designee for further instructions.

Flooding

The Superintendent/Principal or Administrator Designee will assess the risk of flooding in surrounding area, and on campus. In the event of danger to student and staff welfare, students may be evacuated, school closed, and authorities notified.

Loss or Failure Of Utilities

In the event of a failure of utilities, the Superintendent/Principal or Administrative Designee will assess the situation. If the environment is not conducive to student learning, students may be sent home and school closed until utilities are restored. Appropriate utility companies and/or emergency agencies shall be notified.

Motor Vehicle Crash

In the event of a motor vehicle crash, the Superintendent/Principal or Administrative Designee will assess the situation. The learning environment may need to be adjusted depending on the severity of the crash and disruption to school activities. Appropriate emergency agencies shall be notified and first aid applied as needed.

Pandemic

The State of California closed schools due to the COVID-19 Pandemic on March 17, 2020. School remained closed for the remainder of the 2019-2020 school year. School reopened on a Distance Learning Model on August 19, 2020. School opened for in-person learning on October 12, 2020 and has remained open to the date of this writing. Bellevue has the capability of going back to a

Distance Learning model if necessary, The criteria for closing school is determined by reaching the threshold of 5% positive cases (both staff & students) within a 14-day period. If Belleview reaches this threshold, school will close and students will go back to a virtual learning model. Details on the safety practices and protocols are listed in the attached Safe School Reopening Plan found on the school's website or on this link: <http://mybelleview.org/wp-content/uploads/2020/08/Belleview-School-Plan-for-Safe-Reopening-2020.pdf>. More details can also be found in the school's Learning Continuity & Attendance Plan found on the school's website or on this link: http://mybelleview.org/wp-content/uploads/2020/11/2020_Learning_Continuity_and_Attendance_Plan_Belleview_Elementary_School_20201027-FINAL.pdf. These plans were reviewed by the Public Health Department, approved by the School Board and submitted to the CDE.

Psychological Trauma

Any psychological trauma shall be reported to the Superintendent/Principal or Administrative Designee. Upon which the situation will be assessed, the persons involved interviewed, and the County Crisis Team notified for support. Counseling services are available and contact information is located in Superintendent's office. In the event of emergency, appropriate authorities shall be notified by calling 911.

Suspected Contamination of Food or Water

Shut off all sources of possible contamination and notify the Public Health Agency. Notify any persons who may have come in to contact with the contamination.

Unlawful Demonstration or Walkout

In the event of a civil disturbance, the principal will immediately notify the District Superintendent, County Superintendent of Schools Office, law enforcement agencies, and the insurance carrier.

DUTIES:

A. Principal

1. Address the group, informing participants of possible consequences of their actions.
 - a. Individuals who violate school policy by encouraging illegal demonstrations by fellow students may be immediately suspended.
 - b. Individuals who refuse to comply with school and civil regulations will be removed from the school premises by the police, if necessary.
 - c. Participants in illegal demonstrations will be given 10 minutes to cease such activity and remove themselves from the area; those remaining at the end of 10 minutes may be subject to suspension from school.
 - d. Leaders of illegal demonstrations, either active in addressing the group or restraining the voluntary actions of any individual who wishes to return to class, should be addressed by name and told should he/she persist in their actions, they may be immediately suspended from school.
 - e. Students who are on the fringes of the demonstration (onlookers) who do not honor the 10-minute dispersal request may be suspended from school and removed from the school property.
 - f. School personnel will not enter the group or take any action that will provoke violence.
 - g. Faculty members will escort students to their proper locations in the building, if necessary, to avoid disturbances in other areas of the building or to prevent such students from returning to the building.
 - h. The principal will determine which doors will be locked to contain the disturbance. Exits will be designated and a staff member stationed at such exits.

B. Maintenance/Custodial

1. The Maintenance Director or Custodial Staff will lock all but one boy's and one girl's restroom. Those two restrooms will remain under supervision of the custodians.
2. The Maintenance Director will turn off the bell system to prevent students from automatically leaving one classroom to go to another.

C. Teacher

1. Under the direction of the principal, the faculty members will surround the participating students, if possible, to prevent others from joining in the disturbance and to confine the disturbance to one area.
2. Teachers will keep students in their classrooms until notified that the disturbance has been controlled.
3. Teachers who have free periods will report to the principal's office for assignment of specific duties.

Emergency Evacuation Map



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COVID-19 Prevention Program

An Addendum to the Injury and Illness Program

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7.
General Industry Safety Orders Section 3205, COVID-19 Prevention*

BELLEVIEW ELEMENTARY SCHOOL DISTRICT

COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

(a) Scope.

(1) This program applies to all employees and all places of employment, with the following exceptions:

- (A) Places of employment with one employee who does not have contact with other persons.
- (B) Employees working from home.
- (C) Employees when covered by section [5199, Aerosol Transmissible Diseases](#).

(b) Definitions. The following definitions apply:

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means the following unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

- fever of 100.4 degrees Fahrenheit or higher
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache

COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, or diarrhea,

“COVID-19 test” means a viral test for SARS-CoV-2 that is:

(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and

(2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksites” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period:

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

(2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

(c) Written COVID-19 Prevention Program Components.

BELLEVUE ELEMENTARY SCHOOL DISTRICT has developed this written COVID-19 Prevention Program, in accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention.

The District’s Prevention Program has been developed in accordance with the issued guidance from the State of California Department of Public Health and Cal/OSHA (Appendix A).

Elements of the COVID-19 Prevention Program include:

(1) System for communicating.

The District will do all of the following in a form readily understandable by employees:

(A) Employee Reports:

COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

All employees of the District are to, without fear of reprisal, report to their Supervisor or Manager any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19.

Methods of Reporting:

1. To Whom: Carla J. Haakma, Superintendent
2. How: Email: chaakma@mybellevue.org; cell #408.592.2085 or office #209.586.5510 x6323
3. Where: Bellevue Elementary School, 22736 Kuien Mill Road, Sonora, CA 95370
4. When: M-F 8:00-5:00 p.m.

(B) Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

Employees who are at high-risk of COVID-19 may work remotely if the nature of their job allows. If the nature of the job requires a presence on campus, the employee may use FFRCA leave, sick leave or take FMLA.

(C) Access to COVID-19 testing.

If testing is required in accordance with this written program, the District shall inform any affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

Employees may access free testing at the Tuolumne County test site, or utilize their medical insurance to test at Adventist Health or other available testing sites. Results are usually provided within 48 hours and to be reported to Public Health and Bellevue School. If a test result is positive, the employee must isolate for the required period of time. Close contacts would be investigated and also asked to quarantine if necessary. The employee's confidentiality will be maintained throughout the process.

(D) COVID-19 hazards and the District's COVID-19 policies and procedures to protect employees and other employers, persons, and entities within or in contact with the employer's workplace.

The District's policies and procedures to protect employees from COVID-19 hazards in the workplace are located in Board Policy, the Injury & Illness Prevention Plan, Bellevue School's Reopening Plan and Bellevue School's Learning Continuity Plan that are all posted on the Bellevue website at www.mybellevue.org.

NOTE: See subsections (c)(3)(C) and (c)(3)(D) for confidentiality requirements for COVID-19 cases.

(2) Identification and evaluation of COVID-19 hazards.

(A) identification and evaluation of COVID-19 hazards

The district will include opportunities for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards as follows;

COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Belleview School District's methods for the identification and evaluation of COVID-19 hazards are outlined in the Learning Continuity & Attendance Plan: http://mybelleview.org/wp-content/uploads/2020/11/2020_Learning_Continuity_and_Attendance_Plan_Belleview_Elementary_School_20201027-FINAL.pdf, as well as the School's Safe School Reopening Plan: <http://mybelleview.org/wp-content/uploads/2020/08/Belleview-School-Plan-for-Safe-Reopening-2020.pdf>.

(B) Employee Symptom Screening

The District has implemented a process for screening employees for and responding to employees with COVID-19 symptoms.

All employee's complete and submit their screening form online daily. Their temperature is taken and questions are answered. If an employee exhibits any symptoms, they are excluded from working that day until they are tested and are symptom-free. The online screening form: <https://docs.google.com/forms/d/e/1FAIpQLSc88VqF4XQHqaI-MiTlEeSVcIwZaQZC-IjuE61F65S3CXXnw/viewform>

(C) Response to COVID-19 case

The district has developed COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.

Employees who test positive are excluded from work for the required number of days. The District works closely with Public Health, identifies any close contacts and informs them of the required quarantine period. The District's process and procedures can be found in the Learning Continuity & Attendance Plan: http://mybelleview.org/wp-content/uploads/2020/11/2020_Learning_Continuity_and_Attendance_Plan_Belleview_Elementary_School_20201027-FINAL.pdf, as well as the School's Safe School Reopening Plan: <http://mybelleview.org/wp-content/uploads/2020/08/Belleview-School-Plan-for-Safe-Reopening-2020.pdf>

(D) Workplace Assessment

The district will conduct a workplace-specific assessment to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

The District will take universal precautions and treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
2. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

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An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

The District's process and procedures can be found in the Learning Continuity & Attendance Plan:

http://mybellevue.org/wp-content/uploads/2020/11/2020_Learning_Continuity_and_Attendance_Plan_Bellevue_Elementary_School_20201027-FINAL.pdf, as well as the School's Safe School Reopening Plan: <http://mybellevue.org/wp-content/uploads/2020/08/Bellevue-School-Plan-for-Safe-Reopening-2020.pdf>

(E) Ventilation Systems

For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

All filters are changed frequently. Windows and doors opened and some instruction also takes place outdoors if feasible.

(F) Ongoing monitoring and review of orders and guidance

The District will monitor and review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the employer's industry, location, and operations.

The District works closely with the local Public Health Department. The County Office of Education and all County Superintendents (including Bellevue) meet weekly with the Public Health Officer to obtain information and guidance.

(G) Evaluate existing prevention controls

The District will evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.

The Superintendent and School Board work closely together, and hold regular meetings to assess the climate, get input from all stakeholders, share information and determine the best instructional model (ie: Distance Learning vs. In-Person Learning) and safety protocols as outlined in the School's Reopening Plan.

(H) Periodic Inspections

The District will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

The Superintendent and School Board work closely together, and hold regular meetings to assess the climate, get input from all stakeholders, share information and determine the best instructional model (ie: Distance Learning vs. In-Person Learning) and safety protocols as outlined in the School's Reopening Plan. The school staff also meets weekly to provide input, discuss work practices & procedures and assure a safe and healthy work environment.

(3) Investigating and responding to COVID-19 cases in the workplace.

(A) Procedure to investigate COVID-19 cases in the workplace.

This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

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(B) Response to a COVID-19 case in the workplace:

The District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

Note: See subsection (c)(10) for exclusion requirements for employees with COVID19 exposure.

3. Give notice of the potential COVID-19 exposure, **within one business day**, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

See School's Reopening Plan: <http://mybellevue.org/wp-content/uploads/2020/08/Bellevue-School-Plan-for-Safe-Reopening-2020.pdf>

(C) Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

(D) Confidentiality of Employee Medical Records

All Employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

EXCEPTION 1 to subsection (c)(3)(D): Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.

EXCEPTION 2 to subsection (c)(3)(D): This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

(4) Correction of COVID-19 hazards.

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The District has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

District policies & procedures for recording, correcting & tracking hazards can be found in the Bellevue Safe School Plan posted on the website at <http://mybellevue.org/>

(5) Training and instruction.

The District has developed a training program for all employees with instruction to employees including, but not limited to, the following. This training program is part of the mandated online training courses that are provided on a yearly basis through “Get Safety Trained”, as well as other training opportunities that are provided by the Tuolumne County Superintendent of School’s Office and the County Public Health Department:

- The District’s COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers’ compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer’s own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

(6) Physical distancing.

(A) All employees will be separated from other persons by at least six feet (except where it can be demonstrated that six feet of separation is not possible, and except for momentary exposure while persons are in movement)

Methods of physical distancing include:

- Telework or other remote work arrangements, where feasible;
- Reducing the number of persons in an area at one time, including visitors;
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- Staggered arrival, departure, work, and break times;

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- Adjusted work processes or procedures, to allow greater distance between employees.

(B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

Policies and procedures can be found in the Belleview School's Reopening Plan:

<http://mybelleview.org/wp-content/uploads/2020/08/Belleview-School-Plan-for-Safe-Reopening-2020.pdf>

(7) Face coverings.

(A) The District will:

- Comply with all public health orders regarding face coverings
- Provide face coverings to all employees as needed
- Ensure they are worn by employees over the nose and mouth when;
 - indoors,
 - when outdoors and less than six feet away from another person,
 - and where required by orders from the CDPH or local health department.
- Ensure face coverings are clean and undamaged.
- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face coverings requirement:
 1. When an employee is alone in a room.
 2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
 3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
 4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
 5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.

(B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

(C) Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. COVID-19 testing cannot be used as an alternative to face coverings when face coverings are otherwise required.

(D) The District will not prevent any employee from wearing a face covering when required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

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(E) The District will implement the following measures to communicate to non-employees the face coverings requirements on their premises:

The District has notified non-employees of the requirements for face coverings by sending out email/phone messages, posting signage, having PPE available to provide to any visitors who may need and posting the health & safety protocols on the district's website.

(F) The District has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public. The policies are posted on the District's website: <http://mybellevue.org/wp-content/uploads/2020/08/Bellevue-School-Plan-for-Safe-Reopening-2020.pdf>

(8) Other engineering controls, administrative controls, and personal protective equipment.

(A) Partitions

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the District will install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

(B) Maximize Outdoor Air

For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

(C) Cleaning and Disinfecting

The District has implemented cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The District will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees. See Group 2 and Group 16 of the General Industry Safety Orders for further information.

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An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

(D) Handwashing Facilities

To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

(E) Personal protective equipment.

1. The District will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
2. The District will evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.
3. The District will provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
4. The District will provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

NOTE: Examples of work covered by subsection (c)(8)(E)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.

(9) Reporting, recordkeeping, and access.

(A) Local Public Health

The District will report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

(B) Cal/OSHA

The District will report immediately to the Division 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.

(C) Injury & Illness Prevention Program

The District will maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

(D) Access to the COVID-19 Prevention Program

The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.

(E) Access to COVID-19 Case Records

The District will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees,

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authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Note: Subsection (c)(9)(E) does not alter the right of employees or their representatives to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.

(10) Exclusion of COVID-19 cases.

The purpose of this section is to limit transmission of COVID-19 in the workplace.

(A) COVID-19 Cases

The District will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements in section 11 are met.

(B) COVID-19 Exposure Cases

The District will exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

(C) Earnings & Benefits while excluded

For employees excluded from work and otherwise able and available to work, the District will continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

The District may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

EXCEPTION 1: Subsection (c)(10)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.

EXCEPTION 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the COVID-19 exposure is not work related.

(D) This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) Information on Benefits & Leaves

At the time of exclusion, the District will provide the employee the information on available benefits and leaves as required

EXCEPTION to subsection (c)(10): Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements of subsection (c)(11) are met.

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(11) Return to work criteria.

(A) COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms

Shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

(C) A negative COVID-19 test shall not be required for an employee to return to work.

(D) If an order to isolate or quarantine an employee is issued by a local or state health official

The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be:

- 10 days from the time the order to isolate was effective, or
- 14 days from the time the order to quarantine was effective.

Guidance from the California Department of Public Health:

[Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)

[Self-Quarantine Instructions for Individuals Exposed to COVID-19](#)

[Self-Quarantine Guidance for Individuals Exposed to COVID-19](#) These instructions are for people who have been in close contact with someone who has been diagnosed with COVID-19.

[Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19](#)

[Self-Isolation Guidance for Individuals Who Have or Likely Have COVID-19](#) These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts.

(E) Division approval of return to work

If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

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§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to a place of employment covered by section the District COVID-19 Prevention Program if:

- The exposed workplace has been identified by a local health department as the location of a COVID-19 outbreak or,
- When there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

(2) This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

(b) COVID-19 testing.

(1) The District will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

(2) COVID-19 testing shall consist of the following:

(A) Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

(B) After the first two COVID-19 tests required by (b)(2)(A), The District will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

(C) District will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

(c) Exclusion of COVID-19 cases.

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Prevention Program and local health officer orders if applicable.

(d) Investigation of workplace COVID-19 illness.

The District will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with our COVID-19 Prevention Program.

(e) COVID-19 Investigation, review and hazard correction.

In addition to the requirements of our COVID-19 Prevention Program the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement

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changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

(1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

(2) The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Prevention Program. The District will consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

(f) Notifications to the local health department.

(1) The District will contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

(2) The District will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The District will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

(3) Effective January 1, 2021, the District will provide all information to the local health department required by Labor Code section 6409.6.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

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§ 3205.2. Major COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to any place of employment covered by our COVID-19 Prevention Program when:

- there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

(2) This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

(b) COVID-19 testing.

The District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing will be provided at no cost to employees during employees' working hours.

(c) Exclusion of COVID-19 cases.

The District will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Prevention Program and any relevant local health department orders.

(d) Investigation of workplace COVID-19 illnesses.

The District will comply with the investigation procedures in accordance with our COVID-19 Prevention Program.

(e) COVID-19 hazard correction.

In addition to the requirements of our COVID-19 Prevention Program, the District will take the following actions:

- (1) In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
- (2) The District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- (3) The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- (4) Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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(f) Notifications to the local health department. Employers shall comply with the requirements of section 3205.1(f).

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

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An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Appendix A: Guidance

Employers - General Guidance

- [California Blueprint for a Safer Economy](#) - Find the status of activities in your county
- [Follow the Employer Playbook for a Safe Reopening](#)
- [Industry guidance to reduce risk](#)
- [Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)
- [Responding to COVID-19 in the Workplace for Employers](#)
- [Side by Side Comparison of COVID-19 Paid Leave](#)

Guidance Employers – Office Workspaces

- Follow this [guidance for office workspaces](#) to create a safer environment for workers.
- Review the guidance, prepare a plan, and post the [checklist for office workspaces](#)

Guidance - K-12 Education

- Follow this [guidance for schools and school-based programs](#)
- Review the guidance, prepare a plan, and post the [checklist for schools](#)
- Check the answers to [frequently asked questions](#) about guidance for schools.
- Follow the [guidance related to cohorts](#) of children and youth.
- See the [California Interscholastic Federation statement](#) for information about seasonal sports.
- Some schools may have reopened based on the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#). These schools should follow the guidance on school closure provided in that framework when determining whether to close due to COVID-19 spread.
- Elementary education waiver: See the [Waiver Process Overview](#) for details.
- Local health officers will need to submit the [Waiver Notice Form](#) to CDPH.
- Schools seeking a waiver can use the template [Waiver Letter and Cover Form](#).

Face Covering Information

- [Guidance for the Use of Face Coverings](#)
- [Face coverings, masks, and respirators – Information & Overview](#)
- [Face coverings, masks & respirators - Handout](#)
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 – CDC Recommendations](#)
- [Voluntary use of N95 masks - Cal/OSHA](#)

California Healthy Schools Act & Integrated Pest Management (IPM)

- [Do I need training to use a disinfectant?](#)
- [IPM Training for School Staff - Online Training Options](#)
- [Reminders for Using Disinfectants for Schools and Child Care](#)
- [What About Hand Sanitizers?](#)
- [EPA Approved Cleaners](#)
- [Disinfecting Fogger Tips](#)
- [EPA Supports Healthy Indoor Environments in Schools During COVID-19 Pandemic](#)

Americans with Disabilities Act - U.S. Equal Employment Opportunity Commission

- [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)

COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Appendix B: Cal/OSHA Regulations

Subchapter 7. General Industry Safety Orders § 3205. COVID-19 Prevention.

(a) Scope.

(1) This section applies to all employees and places of employment, with the following exceptions:

(A) Places of employment with one employee who does not have contact with other persons.

(B) Employees working from home.

(C) Employees when covered by section 5199.

(2) Nothing in this section is intended to limit more protective or stringent state or local health department mandates or guidance.

(b) Definitions. The following definitions apply to this section and to sections 3205.1 through 3205.4.

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who:

(1) Has a positive “COVID-19 test” as defined in this section;

(2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or

(3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is:

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- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
 - (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- (c) Written COVID-19 Prevention Program. Employers shall establish, implement, and maintain an effective, written COVID-19 Prevention Program, which may be integrated into the employer's Injury and Illness Program required by section 3203, or be maintained in a separate document. The written elements of a COVID-19 Prevention Program shall include:
- (1) System for communicating. The employer shall do all of the following in a form readily understandable by employees:
 - (A) Ask employees to report to the employer, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
 - (B) Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
 - (C) Provide information about access to COVID-19 testing. If testing is required under this section, section 3205.1, or section 3205.2, the employer shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.
 - (D) In accordance with subsection (c)(3)(B)3., communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.

NOTE: See subsections (c)(3)(C) and (c)(3)(D) for confidentiality requirements for COVID-19 cases.

- (2) Identification and evaluation of COVID-19 hazards.

(A) The employer shall allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

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(B) The employer shall develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms. The employer may ask employees to evaluate their own symptoms before reporting to work. If the employer conducts screening at the workplace, the employer shall ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.

(C) The employer shall develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.

(D) The employer shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Employers shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

1. This shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

2. This shall include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. Employers shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

(E) For indoor locations, the employer shall evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

(F) The employer shall review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the employer's industry, location, and operations.

(G) The employer shall evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls. This includes evaluation of controls in subsections (c)(4), and (c)(6) through (c)(8).

(H) The employer shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

(3) Investigating and responding to COVID-19 cases in the workplace.

(A) Employers shall have an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

(B) The employer shall take the following actions when there has been a COVID-19 case at the place of employment:

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An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

Note: See subsection (c)(10) for exclusion requirements for employees with COVID19 exposure.

3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

- a. All employees who may have had COVID-19 exposure and their authorized representatives.
- b. Independent contractors and other employers present at the workplace during the high-risk exposure period.

4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).

5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

(C) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

(D) The employer shall ensure that all employee medical records required by this section and sections 3205.1 through 3205.4 are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

EXCEPTION 1 to subsection (c)(3)(D): Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.

EXCEPTION 2 to subsection (c)(3)(D): This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

(4) Correction of COVID-19 hazards. Employers shall implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted under subsections (c)(2) and (c)(3) and implementing the controls required by subsection (c)(6) through (c)(8).

(5) Training and instruction. The employer shall provide effective training and instruction to employees that includes the following:

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An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

- (A) The employer's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- (B) 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 workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
- (C) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- (D) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- (E) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- (F) 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.
- (G) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- (H) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

(6) Physical distancing.

- (A) All employees shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- (B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

(7) Face coverings.

- (A) Employers shall provide face coverings and ensure they are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. Employers shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.

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2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.

- (B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- (C) Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Employers may not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.
- (D) No employer shall prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- (E) Employers shall implement measures to communicate to non-employees the face coverings requirements on their premises.
- (F) The employer shall develop COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.
- (8) Other engineering controls, administrative controls, and personal protective equipment.

(A) At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

(B) For buildings with mechanical or natural ventilation, or both, employers shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

(C) Employers shall implement cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The employer shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

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2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees. See Group 2 and Group 16 of the General Industry Safety Orders for further information.

(D) To protect employees from COVID-19 hazards, the employer shall evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

(E) Personal protective equipment.

1. Employers shall evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.

2. Employers shall evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.

3. Employers shall provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

4. Employers shall provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

NOTE: Examples of work covered by subsection (c)(8)(E)4. include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.

(9) Reporting, recordkeeping, and access.

(A) The employer shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

(B) The employer shall report immediately to the Division 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.

(C) The employer shall maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

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(D) The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.

(E) The employer shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Note: Subsection (c)(9)(E) does not alter the right of employees or their representatives to request and obtain an employer's Log of Work-Related Injuries and Illnesses (Log 300), without redaction, or to request and obtain information as otherwise allowed by law.

(10) Exclusion of COVID-19 cases. The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

(A) Employers shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements of subsection (c)(11) are met.

(B) Employers shall exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

(C) For employees excluded from work under subsection (c)(10) and otherwise able and available to work, employers shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

EXCEPTION 1: Subsection (c)(10)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.

EXCEPTION 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the COVID-19 exposure is not work related.

(D) Subsection (c)(10) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) At the time of exclusion, the employer shall provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).

EXCEPTION to subsection (c)(10): Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements of subsection (c)(11) are met.

(11) Return to work criteria.

(A) COVID-19 cases with COVID-19 symptoms shall not return to work until:

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1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

(B) COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

(C) A negative COVID-19 test shall not be required for an employee to return to work.

(D) If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

(E) If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

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An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

§ 3205.1. Multiple COVID-19 Infections and COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to a place of employment covered by section 3205 if it has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

(2) This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

(b) COVID-19 testing.

(1) The employer shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

(2) COVID-19 testing shall consist of the following:

(A) Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

(B) After the first two COVID-19 tests required by (b)(2)(A), employers shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

(C) Employers shall provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

(c) Exclusion of COVID-19 cases. Employers shall ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with subsections 3205(c)(10) and (c)(11) and local health officer orders if applicable.

(d) Investigation of workplace COVID-19 illness. The employer shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with subsection 3205(c)(3).

(e) COVID-19 Investigation, review and hazard correction. In addition to the requirements of subsection 3205(c)(2) and 3205(c)(4), the employer shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

(1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.

(2) The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

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(3) The employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections (e)(1) and (e)(2). The employer shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

(f) Notifications to the local health department.

(1) The employer shall contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

(2) The employer shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

(3) Effective January 1, 2021, the employer shall provide all information to the local health department required by Labor Code section 6409.6.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

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§ 3205.2. Major COVID-19 Outbreaks.

(a) Scope.

(1) This section applies to any place of employment covered by section 3205 when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

(2) This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

(b) COVID-19 testing. Employers shall provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing shall be provided at no cost to employees during employees' working hours.

(c) Exclusion of COVID-19 cases. Employers shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with subsections 3205(c)(10) and (c)(11) and any relevant local health department orders.

(d) Investigation of workplace COVID-19 illnesses. The employer shall comply with the requirements of subsection 3205(c)(3).

(e) COVID-19 hazard correction. In addition to the requirements of subsection 3205(c)(4), the employer shall take the following actions:

(1) In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.

(2) The employer shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

(3) The employer shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

(4) Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

(f) Notifications to the local health department. Employers shall comply with the requirements of section 3205.1(f).

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

COVID-19 Prevention Program

An Addendum to the Injury and Illness Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*