



Substitute Teacher Handbook

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VISION

NUSD will provide an engaging and safe learning community where all students will demonstrate responsibility, achieve academic and social-emotional growth, embrace diversity, and are prepared to make decisions about their college and career success.



CORE VALUE

**We value
diversity,
equity, and
inclusion.**



CORE VALUE

**We value our
families as
partners in the
education of
their students.**



CORE VALUE

**We value
learning and
achievement
for each of
our students.**



CORE VALUE

**We value our
committed,
collaborative,
caring, and
exemplary
employees.**



Dear Natomas Unified School District Substitute Teacher,

The Natomas Unified School District welcomes you to its substitute teaching staff. We are excited to have you join our teaching team. We are fully aware of the fact that there are many days each year that our teachers are away from the classrooms for training, illness, or tending to personal needs. We expect and appreciate the fact that our substitute teachers work to maintain a positive and engaging learning experience for our students during these absences.

We are asking each of our substitute teachers to make an investment in our district this year. As you will read on the next pages, our school district has set forth a bold set of commitments to the Natomas community, our families, and our students. We need your support in accomplishing these important goals and we want you to have success in our classrooms because that equates to success for our students.

We will invite you to attend a Substitute Teacher Orientation and will require that you complete a set of Mandated Trainings. You will be paid for this time.

This handbook outlines the personnel policies and practices in effect at the District which will assist you in the successful fulfillment of your position. We encourage you to keep this handbook as a reference and make a point of familiarizing yourself with the contents.

Please feel free to contact any of us if you have any questions. We are here to help make your experience a positive one. Thank you for choosing Natomas Unified School District.

Important Contacts

Office of the Chief Academic Officer
Human Resources Division

District Main Line: 916-567-5400
District Office Address: 1901 Arena Blvd., Sacramento, CA 95834
www.natomasunified.org

Frontline Absence Management:

1-800-942-3767
www.frontline.com
aesop@natomasunified.org



Constituent & Customer Services

(Including After Hours)

916-561-5253

customerservice@natomasunified.org

Se habla español

Constituent & Customer Services (CCS) responds to concerns and requests from parents, employees and community members including:

- Public Records Act Requests
- Personnel Complaints
- Request for Information/Service
- Special Education
- Student Textbooks and Materials
- Williams Act
- Uniform Complaint or Complaints
- Other Concerns

Our after hours answering service will receive the following calls:

- Safety/Security Related
- Maintenance and Operations Related
- Urgent Student/Staff News

Language Services

Whenever possible, NUSD classified staff are to be used to provide direct language services to students, families and staff. These designated employees provide in-person, virtual, and telephonic interpretation services for things like meetings that are scheduled in advance (i.e., 504/IEP meetings, parent/teacher conferences, meetings with administration, etc.), as well as written translation in Spanish and, in some cases, other languages.

In addition to the supports provided by our classified employees, the District also provides support to our families through Language Link. Language Link is an on-demand service with access to hundreds of languages to support our diverse community and is used in urgent situations where classified employees are not able to assist (when a classified employee is not available in the language needed, in a time-sensitive or critical situation, etc.).

Please contact your site or CCS at 916-561-5253 for more information about how to access language support services.

Connect to Stay Up-To-Date on the Latest District News



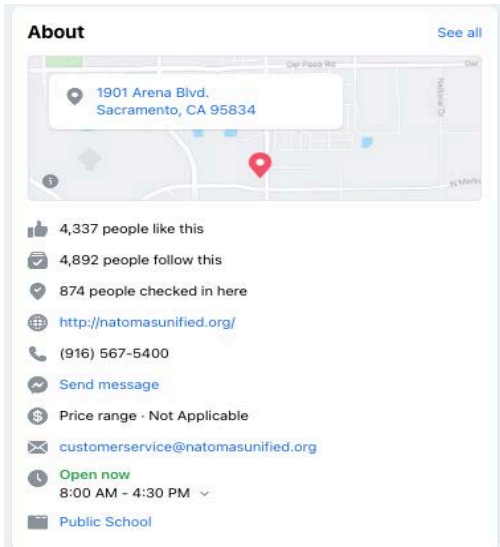
Follow us on Twitter:

<https://twitter.com/natomasusd>



Friend us on Facebook:

www.facebook.com/pages/Natomas-Unified-School-District/747427871939269



Visit us online at www.natomasunified.org



Read the monthly "In the Loop" newsletter



WorkAbility Program Boosts Students' Job Skills

School Directory

American Lakes School
2800 Stonecreek Drive
Sacramento, CA 95833
Phone: 567-5500

Bannon Creek School
2775 Millcreek Drive
Sacramento, CA 95833
Phone: 567-5600

Discovery High School
3401 Fong Ranch Road
Sacramento, CA 95834
Phone: 928-5200

H. Allen Hight Elementary
3200 North Park Drive
Sacramento, CA 95835
Phone: 567-5700

Heredia-Arriaga School
1800 Club Center Drive
Sacramento, CA 95835
Phone: 567-5730

Heron School
5151 Banfield Drive
Sacramento, CA 95835
Phone: 567-5680

Inderkum High School
2500 New Market Drive
Sacramento, CA 95835
Phone: 567-5642

Jefferson School
2001 Pebblewood Drive
Sacramento, CA 95833
Phone: 567-5580

Larry G. Meeks Academy (Virtual)
Phone: 567-5608

Leroy Greene Academy (Dependent Charter)
2950 W. River Drive
Sacramento, CA 95833
Phone: 567-5560

Natomas High School
3301 Fong Ranch Road
Sacramento, CA 95834
Phone: 641-4960

Natomas Middle School
3200 North Park Drive
Sacramento, CA 95835
Phone: 567-5540

Natomas Park Elementary
4700 Crest Drive
Sacramento, CA 95835
Phone: 928-5234

Paso Verde School
5240 PV Scholars Lane
Sacramento, CA 95835
Phone: 567-5810

Two Rivers Elementary
3201 W. River Drive
Sacramento, CA 95833
Phone: 567-5520

Witter Ranch Elementary
3790 Poppy Hill Way
Sacramento, CA 95834
Phone: 567-5620



2023-2024 Student Calendar

180 Instructional Days



July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

First Day of Class	August 10, 2023
Last Day of Class	May 24, 2024
No School	
July 4	Independence Day
September 4	Labor Day
October 9	District Staff Development Day
November 10	Veteran’s Day (observed)
November 20	Certificated Holiday
November 21	Certificated Holiday
November 22	Local Holiday
November 23	Thanksgiving Day
November 24	Local Holiday
December 22-January 5	Winter Recess
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Year’s Day
January 15	Martin Luther King Day
February 12	Presidents' Day (Lincoln Day)
February 19	Presidents' Day (Washington Day)
April 1 - April 5	Spring Recess
May 27	Memorial Day
June 19	Juneteenth

District Wide Minimum Days:
December 21, 2023 and May 24, 2024

Elementary and K-8 School Minimum Days:
5 minimum days for Parent/Teacher Conferences
Check your school calendar for days

Secondary (Middle and High) School Minimum Days:
December 19-20, 2023
May 22-23, 2024

1st Quarter: 10/6/2023	1st Trimester: 11/3/2023
2nd Quarter: 12/21/2023	2nd Trimester: 2/23/2024
3rd Quarter: 3/8/2024	3rd Trimester: 5/24/2024
4th Quarter: 5/24/2024	











Political Action Guidelines









EDUCATE, DON'T ADVOCATE

The Board of Trustees is empowered to provide voters relevant facts and aid them in reaching an informed decision when voting on a political issue. A school district or its employees may not expend public funds or public resources to promote one side or the other on a political position, however, the line between education and advocacy may be murky at times, and often the questions that arise are highly case specific. This guide aims to help employees properly navigate political campaign issues effectively. Staff must also adhere to applicable Board Policies and Administrative Regulations related to political activities, including BP/AR 4119.25 - Political Activities of Employees, BP/AR 6144 - Controversial Issues, and BP 7315 - Signs. Staff should also review the Guide for Classroom Artifacts,, which specifically focuses on the classroom/instructional setting.

POLITICAL ACTION DO'S

-  Staff may encourage people to register to vote for an election, including setting up booths at District events.
-  Staff may solicit or receive political contributions for ballot measures and candidates outside of working hours and outside of instructional settings.
-  Staff may wear political campaign buttons or other political apparel in a school or district office, but not in an instructional setting.
-  Staff may place political signs in their cars or bumper stickers on their cars that are parked in a school or district parking lot.
-  Staff may engage in political discussions and activities on their own time
-  Information about a ballot measure may be placed on a union bulletin board in a staff break room.
-  Flyers can be posted on the wall or set on a counter in a staff break room, but only if the District or school has permitted such dissemination of flyers and granted all viewpoints equal access to the staff break room for these purposes.
-  Staff may hand out pledge cards or information about propositions or candidates in the break room if the staff member is doing so in their private capacity, and on their own non-duty time rather than during instructional time.

POLITICAL ACTION DON'TS

-  Staff may not wear political buttons or other political apparel in a classroom or instructional setting.
-  Staff may not include political messages as part of their signature line or in other ways in their electronic communications, including emails, using district technology.
-  Staff may not post or distribute materials that advocate for or against a ballot measure on school property during work hours or copy at district expense.
-  Staff may not conduct political campaign activity during working hours or in an instructional setting.
-  Staff may not use students to write, address, or distribute campaign materials, or permit student campaign activity during instructional time.
-  Staff may not tell people on school property during work hours to register to vote so they can vote for or against a specific ballot measure.
-  Staff may not solicit or receive political contributions during working hours or in instructional settings.
-  Staff may not use district funds, equipment, services, staff time, email system, or employee mailboxes for political activities, even if the district is reimbursed.



Preservation of Information

All officers and employees of the Natomas Unified School District ("District") are required to maintain and preserve, without alteration or erasure, student data and school related hard copy documents and files, electronically stored information ("ESI"), or other physical evidence. Student data records that are in electronic format must be preserved regardless of whether they are stored on a computer at work, on a home or personal computer, or on official or personal phones, tablets, digital platforms, or other digital information storage devices. Automatic erasure programs must be turned off from these devices.

This preservation notice includes, but is not limited to all memoranda, correspondence, writings, notes, paper files, e-mails (including "cc's" and "bcc's"), e-mail attachments, metadata, word processing documents, PDFs, spreadsheets, databases, instant messages, text messages, voicemail messages, telephone logs, telephone slips and notes, internet usage files, network logs, network access information, faxes, computer files, web pages, website data, social and business networking site content, backup media, photographs, charts, graphs, reports, data, images graphics, maps, drawings, manuals, policies, logs, diaries, calendars and planners, newspaper articles, magazine articles, audio files, sound recordings, video files, videotapes, contracts, drafts, agreements, minutes, other official documents or legal instruments, and any and all other documents or tangible materials. ESI may be located in a variety of locations, including but not limited to, computers network and e-mail servers, mobile phone devices such as smartphones, CDs, DVDs, USB flash drives, memory cards, online storage, external hard drives, tables, District laptops, personal laptops, offsite storage, vehicle "Black Boxes," and phone company voice mail records. Records must be preserved even if identical copies exist elsewhere, or the record exists in both digital and hard-copy form.

Potentially relevant student data and other materials include but are not limited to, any and all materials, including communications (external and internal), related to the District's discipline policies and practices, record maintenance and reporting, and policies and practices pertaining to student and/or family privacy. This includes, but is not limited to: (1) student discipline; (2) student suspensions and expulsions; (3) contact with law enforcement; (4) record maintenance; (5) the confidentiality of student information and records; (6) communications and/or interactions with any media source; (7) investigations related to any complaints and allegations.



CERTIFICATED SUBSTITUTE REQUIREMENTS FOR EMPLOYMENT

The following requirements MUST be completed before any substitute can be employed in the District.

Application

Applications are available online at Edjoin.org, which can be accessed through the NUSD website. Once submitted, applications will be kept on file until needed. When the need arises, the applications are reviewed and interviews are conducted. If selected to be hired, the applicant will then be scheduled to be fingerprinted. After receiving background clearance from the Department of Justice, the applicant will be contacted to complete the substitute hiring forms.

Onboarding/Training

The District will require all substitutes to complete an orientation and a substitute teacher training program and successfully complete all required mandated trainings.

Teaching Credentials

Certificated Substitutes

- A valid California teaching credential or permit must be filed with the Sacramento County Office of Education (SCOE)
- CBEST - California law requires that after February 1, 1983, no person can be hired to teach in California public schools unless that person has passed the California Basic Educational Skills Test (CBEST). Any certificated person who has been employed in a position requiring certification in another California school district within the last 39 months prior to Natomas Unified School District employment is exempt from taking the CBEST. Applicants must be prepared to verify this for employment.

Fingerprints

Fingerprints must be completed by a certified LiveScan agency. Substitute employees must wait until a background check has been completed before being allowed to work. The CAO's Office Human Resources Division is the only authorized contact to allow you to begin work.

TB Clearance Report

All district employees, including substitutes, must provide the Natomas Unified School District Human Resources Division with a report showing freedom from active tuberculosis (TB). All new substitutes must submit evidence of TB examination within the past sixty (60) days. This requirement must be fulfilled every four years.

Withholding Tax

Federal Withholding Exemptions form W4 shall be filled out with the Natomas Unified School District Office of the Chief Academic Officer, Human Resources Division.

Employment Eligibility Verification Form (I-9)

Employment eligibility verifications are required of all District employees. Evidence of identity and eligibility must be shown at the time the I-9 form is completed and must be original documents.

Statement of Employment

Substitutes are on-call employees on a day-to-day basis; and may be released from an assignment and/or service within the District at any time when such action is in the best interest of the students and/or District.

Per Ed Code section 45103, a school district is not allowed to work a substitute and/or short-term employee for more than 75% of a school year.

Reasonable Assurance

Toward the end of the school year, all substitutes will be emailed a Reasonable Assurance letter for the next school year. This letter must be completed and returned to the NUSD Office of the Chief Academic Officer, Human Resources Division.

Resignation

Any substitute who wishes to resign from Natomas Unified School District's substitute list must submit a written notice of resignation to the Human Resources Division.

Substitutes who have resigned and wish to return to the substitute list will need to reapply for a position on Edjoin.org.

Assignment Feedback

The principal or his/her designee may complete daily substitute teacher feedback for jobs assigned to their school sites. The principal may consult with other staff members and/or the absent employee on the feedback. Completed feedback is reviewed by Human Resources staff.

In the event that a substitute receives "unsatisfactory" feedback, he or she will have the opportunity to respond with a written statement that will be attached to the feedback. Unsatisfactory feedback will be reviewed on a case by case basis and may lead to dismissal. Of course, any act considered egregious will result in immediate dismissal.

SUBSTITUTE TEACHER EXPECTATIONS

Employment Status of Substitutes

- Substitute personnel may be employed on an on-call, day-to-day basis.
- Per Ed Code section 45103, substitutes are not allowed to work more than 75% of any school year.
- At any time, and without prior notice, the District may, at its sole discretion, elect to stop utilizing the services of any individual on the substitute list.

Employee Conduct

All District employees are expected to maintain high standards of conduct and behavior. Employees shall engage in conduct that enhances the integrity of the District, advances the goals of the District's educational programs, and contributes to a positive school climate. Board Policy 4119.21 provides examples of inappropriate conduct.

Professional Standards

The Governing Board expects District employees to maintain the highest ethical standards, exhibit professional behavior, follow District policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the District and advance the goals of the District's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and should focus on their contribution to the learning and achievement of District students.

Courtesy

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. All District employees shall be expected to adhere to all District policies.

Dress and Grooming

The Governing Board believes that since teachers serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All substitute employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

Disciplinary Action

Disciplinary action, including the immediate removal of a substitute employee from their worksite, will follow thoughtful consideration of an employee's violation or misbehavior and its impact on the school/District. The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

Suspected Child Abuse Reporting

In a later section of this handbook, there is specific Board Policy that discusses Child Abuse Reporting. We encourage you to notify the school principal if you suspect child abuse. The principal and/or office staff can assist you in reporting. Regardless of any assistance you may receive, the law requires that you complete the reporting process. Child Protective Services phone number is (916) 875-KIDS (5137).

SUBSTITUTE DAILY ACTIVITY

Calendar

A calendar of the school year and holidays is included in this handbook and is available on the Natomas Unified School District website.

When Arriving

- Arrive at the school with sufficient time to organize your materials, familiarize yourself with bell schedules and emergency drill procedures. If you are going to be late, you must immediately contact Substitute Services to inform the site.
- Report to the main office upon your arrival at the school. You are required to report at the arrival duty time of your assignment specified by Frontline.
- It is the substitute's responsibility to sign in with the school office upon arrival and sign out when the assignment is complete. Upon signing in, the office staff will provide instructions for the day's assignment.
- Check out a substitute identification badge that must be worn throughout the day.
- Ask about student procedures or teacher's notes, and whether there will be any other duties associated with the assignment.

Throughout the Day

- Substitutes are responsible for students, classroom, equipment, and materials as assigned.
- The substitute teacher should follow the teacher's plans exactly. In cases where there are no plans, notify the school office immediately and ask for support. You may check with other grade level teachers and students to figure out where they might be in the materials. Be prepared with a few activities in case you are not able to find the appropriate subject materials to teach that day.
- Be available for any special assignments that may fall within the responsibility of a teacher during the instructional day. Substitutes may be asked to perform duties as would be required by the regular classroom teacher, including teaching during a prep period and supervising students on the playground, or before or after school.
- Notify the principal/office if an emergency makes it necessary for you to leave before the end of the working day. It is your responsibility to also contact Substitute Services at 916-561-5299 immediately.
- Substitutes are responsible for keeping an orderly classroom. Always receive and dismiss students in an orderly manner.
- Learn the correct attendance procedures. Take roll accurately and make sure that all students are accounted for during the entire day. Missing students should be reported to the school office immediately.
- If you take an item of value from a student per school policy, you are responsible for the article until it is returned to the student or turned over to the appropriate office personnel. These items should be labeled with the student and teacher's name. Be sure to inform the regular teacher of the incident.
- Ask the administrator or designee for help on any particular problem that cannot be solved satisfactorily from the information available.
- Call for immediate assistance in the event of any medical emergency. Substitute teachers are not authorized to give any medication to students.

- All unusual requests from parents and students should be referred to the site administration. Students are never to be released from the classroom without an official note from the office.
- Report any incidents or issues to the principal as soon as possible.

HEALTH, SAFETY AND SECURITY

Safety Requirements

All employees shall adhere to District Board Policies and shall report unsafe conditions or practices to the appropriate supervisor.

Accidents and Accident Prevention

Be alert at all times to safety hazards. Notify the site administrator or designee of all accidents, injuries, or unsafe areas. Safety and prevention are the combined efforts of all. If you witness an accident involving a student, it must be reported to the site administration office.

Accidents and Illness of Students

All accidents involving students on the school grounds, in the building, on the way to or from school, or occurring in any area while the pupil is under the supervision of the school, shall be referred to the school principal and nurse. A substitute is not allowed to administer medication.

Workers Compensation

If you are injured at work, immediately do the following:

- Report the injury to the supervisor
- Call the Schools Insurance Authority nurse at 1-877-742-3467 to discuss treatment options
- Complete an Incident Report and submit it to the site administration

For information about the Workers Compensation process, please see page 14 or visit the Staff Page on the Natomas Unified School District website.

Emergency Operations

The principal is responsible for working out an Emergency Operations Plan for each school. In the plan, duties and responsibilities should be assigned and the procedure established for all employees in the building in the event of emergency situations. Check your site substitute packet and/or posted emergency procedures upon arrival at each site/classroom.

Release of Students

While students are in school, staff members serve in the place of the parents. Do not leave students unattended - you are responsible for all students under your charge and are legally responsible for their welfare. Do not release students to anyone other than school personnel without written authorization from either the parent/guardian or office staff. When in doubt, contact the principal or administrator in charge.

Student Discipline

Do not place students outside the classroom unsupervised for any reason. If there is a disciplinary issue that cannot be handled in the classroom, then please follow site procedures for sending students to the "time

out” locations or the school office. Make sure you are familiar with school/district policies before taking any disciplinary measures against a student.

Security of Personal Belongings

When working as a substitute, you may or may not have access to any type of locked cabinet or desk. You are encouraged to leave any items of value at home. Please take only what you need to substitute, such as keys, money for snacks or lunch, pencils, pens, paper, tissues, etc.

Confidentiality

Refrain from repeating confidential or personal information to anyone except appropriate school personnel; this includes, but is not limited to, student names and personal information, discipline information, and grades/scores. Disclosing such information could result in your assuming personal liability, and is against District policy. Please also remember that while many items are matters of public record, the releasing of such information is the function of specific offices or individuals. For those of you working in schools, make certain you refer to the administrator any unauthorized requests for personal information about pupils or employees.

End of the Day

- At the end of the day, organize and label student materials and leave a short summary for the teacher. Keep copies of all notices and bulletins received and leave them in the plan book for the regular teacher.
- We would ask that you complete the Frontline daily summary log at the end of each assigned job.
- Make sure all classroom materials are accounted for before leaving.
- Check out at the office at the end of the day. Return any keys, equipment and your identification badge.
- Take your completed timesheet with you.

Hours of Duty

Starting times will vary depending on the department and/or job responsibilities. Be sure you clarify the time you are to report to work, the location, and the number of hours to be worked when accepting the assignment. It is recommended you recheck Frontline on the morning of your assignment in case there are any important changes.

The opening and closing times may vary from school to school due to transportation schedules and types of program the school is operating. As a general rule, Frontline or Substitute Services will provide starting times when assigning substitutes.

Substitutes are expected to be on duty for the entire assignment and to perform all duties of the regular teacher, and other duties assigned.

Refusal to work the mandated number of hours or refusal to accept the reassignment may result in consideration for termination for the day or from the substitute list.

Lunch Period

Teachers are assigned a lunch break of thirty (30) duty-free minutes when working a full day assignment.

PAYROLL

Substitute employees are paid on a monthly basis with salary warrants issued on or about the 10th of each month following the pay period in which the service began. Pay periods run from the 16th of the month to the 15th of the following month.

Daily Salary Information 2022-2023		
	Full Day	Half Day
Day-to-Day Substitute Teacher	\$165.00	\$82.50 (3.5 hours or less)
Long-Term Substitute Teacher	\$215.00 <i>Full-time for 11 or more days in the same assignment, retro to the first day of the assignment</i>	\$107.50 <i>Full-time for 11 or more days in the same assignment, retro to the first day of the assignment</i>

You may elect direct deposit for your pay warrant. If you do not elect direct deposit, your pay warrant will be mailed to your home. Please make sure you inform Substitute Services of any address or name changes.

Your pay is subject to four compulsory deductions: 1) Federal Withholding Tax, 2) State Income Tax, 3) Medicare, and 4) OASDI and/or other retirement plan (STRS, PERS).

Substitute employees may be entitled to up to 24 hours of sick leave. To qualify for sick leave, an employee must be employed for at least 90 days and have worked for at least 30 of those days for the District. **Please note:** Substitute employees do not earn vacation, holiday, bereavement or jury duty pay.

Time Recording

Time worked for substitute employees is recorded in Frontline only. The site secretary where you are assigned will ensure that your time for the assignment is entered.

State Teachers Retirement System (STRS)

Certificated substitutes who are not a current member of STRS can elect enrollment by completing the permissive election form, within 30 days of the start of your employment. Certificated substitutes who permissively elect enrollment in STRS will contribute toward STRS retirement and will NOT contribute toward Social Security (OASDI). It is the responsibility of the substitute teacher to keep a record of their earnings. Exceeding the limitations for STRS retirees may result in being reinstated to active service and the retirement allowance terminated. All earnings are reported to STRS.

Payroll Technicians

Please contact the Payroll Department for assistance with your payroll at payrollbenefits@natomasunified.org.

WORKER'S COMPENSATION

California law guarantees certain Workers' Compensation benefits to employees who are injured or become ill due to their jobs. Any injury or illness is covered if it was caused by the job. If you are injured at work, please do the following:

Step 1 – Immediately, report the injury/illness to your supervisor and complete an Employee Accident Report.

Step 2 – Call the SIA (Schools Insurance Authority) nurse immediately at 1-877-742-3467 (toll free) to discuss treatment options.

Step 3 – After you have seen a physician, you will be given a "Work Status Report" form. Be sure to give a copy of this form to the CAO's Office-HR Division. If you are released for modified/restricted duty, the modified duty must be reviewed

Step 4 – Follow all doctors' orders. Attend all scheduled appointments. Give a copy of your "Work Status Report" to the CAO's Office -HR Division after each appointment.

Step 5 – When charging an absence to Workers' Compensation leave, please write down the date of injury when filling out a timesheet and absence report. Remember, you may only charge absences for work-related injuries to Workers' Compensation leave if you are taken off work by the doctor or if you are attending an appointment. If the absence is not covered by a doctor's note, it cannot be covered by worker's compensation leave.

SIA determines whether or not an injury is qualified for worker's compensation. For each qualifying work-related injury or illness, an employee receives up to 60 working days of Workers' Compensation (WC) leave, but there are some limitations on which absences may be charged to WC leave.

Following is a list of absences that qualify for WC leave:

- A physician takes the employee off work for a work-related injury.
- An employee is attending an appointment with a medical care provider for a work-related injury.
- An employee is released to return to work, with restrictions, from a work related injury, and the district cannot accommodate those restrictions.

Note: If an employee is released by the physician to return to work (with or without work restrictions) but opts to call in sick, the absence cannot be charged to worker's compensation leave.



Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

REQUIREMENTS

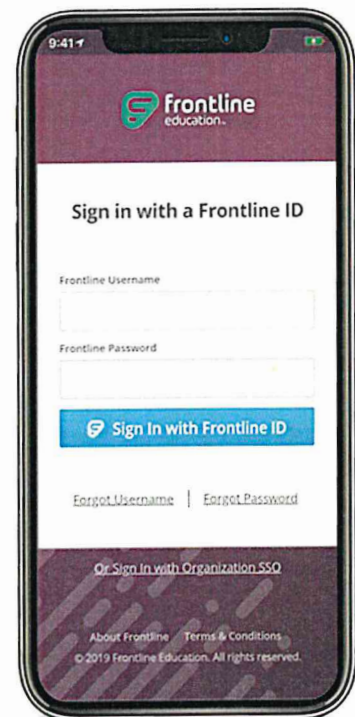
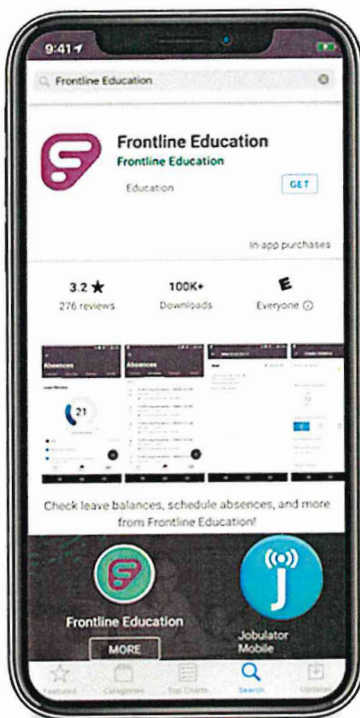
You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insights Platform.

GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

*Please note that once signed in, you may be prompted to select an organization.



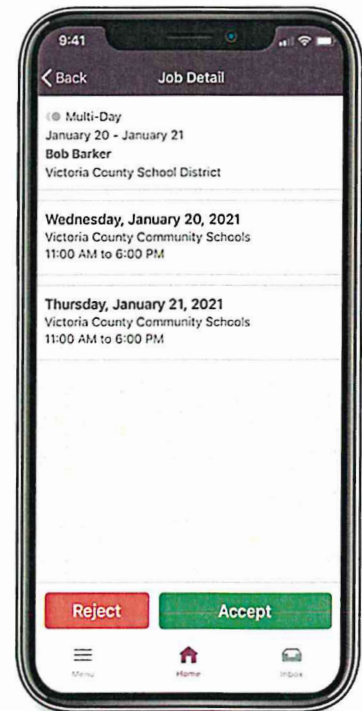
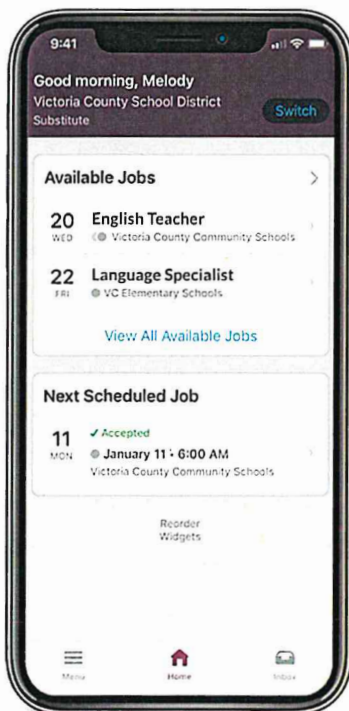
HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. *Once an available job is selected, you can then review the job's details and opt to accept the assignment.

MENU/SIDE NAVIGATION

The "Menu" option opens a side navigation bar where you can access current tools and settings.

Available Jobs	Reference all available jobs within your view. (This section includes an "Available" and "Scheduled" tab, as well as sorting and filter options to further define your results.)
Calendar	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS). If you click on the highlighted/dotted dates, you can view the job details for that date.
Inbox	Review any received web alerts from your district.
Help Center	Access online help resources specific to your Frontline mobile app.
Settings	Review your current district details and user preferences, or log out.
Feedback	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.



Overview

Absence Management offers both phone and web services. You can call in to the Absence Management system toll-free at 1-800-942-3767 or log in at aesoponline.com. These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.

Absence Management Victoria County School District

Melody Pond Multi-District View

October 2016

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Available Jobs **1 Scheduled Jobs** **1 Past Jobs** **0 Non Work Days**

Date	Time	Duration	Location
Banner, Robert Physics Professor			
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	Full Day	Victoria County Community Schools

[Reject](#) [See Details](#)

The system sends notifications about available jobs that align with your qualifications. Most employee absences are entered the day before the absence occurs, but employees can also enter their absences further out. Depending on your district's settings, you can discover available jobs that occur days, weeks, or even months in advance.

When a job for which you are qualified and available is entered, the Absence Management system will notify you about the new job over the phone and also via the online application. You can then choose to accept or reject the assignment.

Locating Your Jobs

The home page includes two places where you can access a list of jobs for which you are qualified and available to fill. Reference the "Available Jobs" option in the side navigation or locate the "Available Jobs" tab.

Absence ManagementVictoria County School District

?

Melody PondMulti-District View

→

Home

2

Calendar

History

Settings

Help

November 2019

SUN MON TUE WED THU FRI SAT

12

3456789

10111213141516

17181920212223

24252627282930

December 2019

SUN MON TUE WED THU FRI SAT

1234567

891011121314

15161718192021

22232425262728

293031

January 2020

SUN MON TUE WED THU FRI SAT

1234

567891011

12131415161718

19202122232425

262728293031

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

DateTimeDurationLocationFilter

Barker, Bob

RejectAccept

Thu, 11/21/2019

11:00 AM - 6:00 PM

1 Full Day

Phoenix School District
Rohirrim High School

Barker, Bob

RejectSee Details

Thu, 12/5/2019 - Fri, 12/6/2019

11:00 AM - 6:00 PM

1 Full Day

Victoria County School District
Gallahorn Middle School

Viewing Job-Related Details

The "Available Jobs" section includes important position details such as the employee name, job location, work times, and more.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob				<div>✖ Reject</div> <div>✔ Accept</div>
Thu, 11/21/2019	11:00 AM - 6:00 PM	<div>1</div> Full Day	Phoenix School District Rohirrim High School	<div>📞</div> <div>📍</div>
Barker, Bob				<div>✖ Reject</div> <div>🔍 See Details</div>
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	<div>1</div> Full Day	Victoria County School District Gallahorn Middle School	<div>📞</div> <div>📍</div>

Job Notes

Employees can attach important, job-related notes during the creation of their absence. A paper icon indicates when these notes are provided, and you can select the icon, as needed, to view the job-related details.

Barker, Bob				
Thu, 11/21/2019	11:00 AM - 6:00 PM	1	Full Day	Phoenix School District Rohirrim High School
Barker, Bob				
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	1	Full Day	Victoria County School District Gallahorn Middle School

Once selected, a pop-up message will appear.

Barker, Bob

📄

Thu, 11/21/2019

Barker, Bob

📄

+

Thu, 12/5/2019 - Fri, 12/6/2019

11:00 AM - 6:00 PM

1 Full Day

Victoria County School District
Gallahorn Middle School

Notes

✖






Please cover chapter 3. Thanks!

Phoenix School District
Rohirrim High School

26

Multi-Day Jobs

Some jobs in your list may occur over a period of multiple days, and the system identifies these opportunities with a circle icon that contains a plus inside it.

Barker, Bob 			
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School
Barker, Bob  			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School









Multi-day jobs do not have an "Accept" option that is immediately visible. You will first need to select the "See Details" button to view all the job's details, including the option to accept the position.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob 				<div><div>✖ Reject</div><div>✔ Accept</div></div>
Thu, 11/21/2019	11:00 AM - 6:00 PM	<div><div>1</div>Full Day</div>	Phoenix School District Rohirrim High School	<div></div>
Barker, Bob  				<div><div>✖ Reject</div><div> See Details</div></div>
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	<div><div>1</div>Full Day</div>	Victoria County School District Gallahorn Middle School	<div></div>

This selection will reveal each individual day for the job, as well as a new button, Accept Multi-Day.

2 Available Jobs		1 Scheduled Jobs	2 Past Jobs	3 Non Work Days
Date ▲	Time	Duration	Location	Filter
Barker, Bob				✖ Reject ✓ Accept
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School	📞 📍
Barker, Bob				✖ Reject ✓ Accept Multi-day ⚙ Hide Details
Thu, 12/5/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍
Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍

Phone Number and Map

In each job listing, you can select a green phone icon to reference the school's phone number or click the orange map icon to open Google maps and review the directions. *A gray icon indicates that the number or map is not available. These availability options are determined by your district.

2 Available Jobs		1 Scheduled Jobs	2 Past Jobs	3 Non Work Days
Date ▲	Time	Duration	Location	Filter
Barker, Bob				✖ Reject ✓ Accept
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School	📞 📍
Barker, Bob				✖ Reject ✓ Accept Multi-day ⚙ Hide Details
Thu, 12/5/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍
Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍

Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

Rejecting a Job

To reject a job, all you have to do is click the Reject button beside the listing. The rejection of a job causes it to disappear from your available jobs, and you will not see it again.

Important: Only click the "Reject" button if you are absolutely sure that you do not want this job. You cannot recover a rejected assignment.

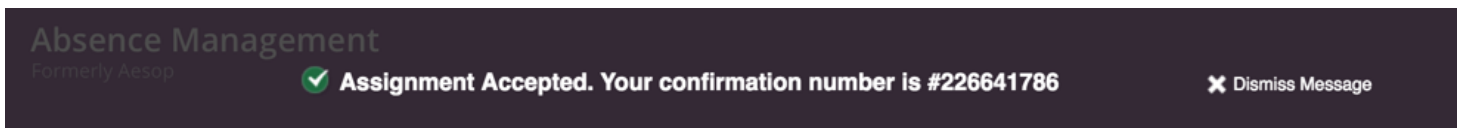


Accepting a Job

To accept a job, click the green Accept button on the right side of the job listing.



Once a job is accepted, you will see a confirmation number at the top of the page. (*If there is a file attached to the absence, you will also see a link to view the attached file.) This pop-up will remain on your screen until you dismiss it. Click the "x" next to "Dismiss Message" to close the confirmation.



Viewing and Managing Scheduled Jobs

You can reference your accepted jobs via the "Scheduled Jobs" tab on the homepage. This tab indicates the number of accepted jobs and includes important assignment details.

Absence Management Victoria County School District ? Melody Pond Multi-District View

November 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 Available Jobs

2 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	
Braveheart, Barbara 1st Grade Report to: Main Office				CONFIRMATION #389726270
Fri, 11/22/2019	8:00 AM - 3:30 PM	Full Day	Phoenix School District Rohirrim High School	
Banner, Robert Report to: Main Office				CONFIRMATION #390777835
Mon, 11/25/2019	6:00 AM - 3:00 PM	Full Day	Victoria County School District Gallahorn Middle School	

Once selected, you can review a variety of important absence details. These include the employee's name and title, the time of the absence, the duration, and the location of each job. You can also reference the job's confirmation number and select the phone and map icons for contact and navigation details.

2 Available Jobs












2 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Email the Employee

If you have been given the permission to email employees, you may see a blue envelope icon in the job info. This link will open the email client on your computer and pre-fill the employee's email address.

2 Available Jobs		2 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date ▲	Time	Duration	Location				
Braveheart, Barbara 1st Grade		 	Report to: Main Office			CONFIRMATION #389726270	
Fri, 11/22/2019	8:00 AM - 3:30 PM	 Full Day	Phoenix School District Rohirrim High School			 	
Banner, Robert		 	Report to: Main Office			CONFIRMATION #390777835 	
Mon, 11/25/2019	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Gallahorn Middle School			 	

Attachments











To view the attachment, click the paperclip icon. This will open a pop-up window with the attachment(s) listed. Click the attachment icon to open it.

2 Available Jobs

2 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	
Braveheart, Barbara 1st Grade	 	Report to: Main Office		CONFIRMATION #389726270
Fri, 11/22/2019	8:00 AM - 3:30 PM			 
Banner, Robert	 	Report to: Main Office		CONFIRMATION #390777835 
Mon, 11/25/2019	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Gallahorn Middle School	 

Notes











The creator of the absence may also attach a note, and you can view its contents by selecting the paper icon.

2 Available Jobs

2 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	
Braveheart, Barbara	1st Grade	  Rep		CONFIRMATION #389726270
Fri, 11/22/2019	8:00 AM - 3:30 PM			 
Banner, Robert	  Report to: Main Of			CONFIRMATION #390777835 
Mon, 11/25/2019	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Gallahorn Middle School	 

Notes

Please review chapter 5. Thank you!

Employee Use of Technology

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for the purposes related to their employment. Such use is a privilege and can be revoked at any time. Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technology resources shall not be used to transmit confidential information about students, employees, or District operations without authority.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including accessing of email and stored files. Monitoring may occur at any time without advance notice or consent.

Online/Internet Services - User Obligations and Responsibilities

Employees are authorized to use District equipment to access the internet or other online services in accordance with Board policy, the District's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information home addresses and telephone numbers private. They shall use the system only under their own account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify or forge other users' email.
8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include an employee use of technology disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.
9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

Use of Cellular Phone or Mobile Communications Device

Any employee that uses a cell phone or mobile communications device in violation of law, Board Policy, or Administrative Regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Reference: BP 4040 – Employee Use of Technology

Employee Use of Technology (Continued)

Email

Email is provided for the purpose to exchange information consistent with the mission of the Natomas Unified School District. Remember to check your email and SPAM folder regularly. Before you send an email, remember the do's and don'ts:

- Email cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
- Email cannot be used for political or religious purposes.
- Would a phone call or person to person communication be better in this situation?
- Write a meaningful subject line and keep the message focused and readable.
- Proofread.
- Do not assume privacy.
- Do not send "all-district" emails without prior authorization from the Superintendent or designee.
- Create an out-of-office reply if you will be out of the school or office.

Sexual Harassment

The Board prohibits sexual harassment of District employees and job applicants. The Board also prohibits retaliatory behavior or action against District employees or other person who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

Any District employee or job applicant who feels that they has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to their supervisor, principal, district administrator or Superintendent.

Prohibited sexual harassment includes, but not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the work or educational setting, when:

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.

The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.

3. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, co-worker, or non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body, overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors.
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects.
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements.

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Reference: BP/AR 4119.11 – Sexual Harassment

Universal Precautions

Guidelines from the California State Department of Education and the Centers for Disease Control are incorporated in the following preventive procedures. The basic principle promoted by these guidelines is to use Universal Precautions. This means to use appropriate precautions regardless of the knowledge of which germs are present in an individual's body fluids such as blood, saliva, nasal, discharges, vomitus, urine or feces. In other words, when handling the discharges from another person's body, always use Universal Precautions, especially when handling discharges containing blood. Do not limit hand washing, gloving and careful disposal of contaminated refuse only to those times when dealing with persons known or suspected of carrying specific germs. These Universal Precautions are general precautions personnel can take to prevent the spread of all infectious diseases, with specific information about HIV/AIDS and hepatitis infections.

Universal Precautions

These guidelines are to be followed in order to provide simple and effective procedures for all persons who may be exposed to the body fluids of another person.

1. Hand washing is the single most important technique for preventing the spread of infections.

When to wash hands: Hands should be washed before eating, drinking, food handling and smoking. Hands should be washed after toileting. Hand washing procedures should be observed immediately after exposure to any body fluids.

How to wash hands: Wet hand with running water and apply soap from a dispenser. Lather well and wash vigorously for at least 15 seconds. Soap suspends easily - removable soil and microorganism, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with the paper towel. Discard the towel.

2. Avoid direct skin contact with body fluids.

How to avoid contact with body fluids: Allow a student or staff person to clean own body fluid spills when this can be done safely. The bloodstream can be contaminated through breaks in the skin such as cuts or abrasions on hands. Cover open lesions on caregiver or person receiving care. All persons should avoid unnecessary touching of their mouth and eyes. Infections which are spread through the oral route or mucous membranes can be transmitted when contaminated hands bring microorganisms to the mouth and eyes.

How to avoid skin contact with body fluids: Disposable gloves should be used when contact with body fluids is anticipated (such as bloody nose, diapering). Disposable gloves are to be used one time only and then discarded in a plastic-lined waste basket.

Hands should be washed with soap and water after discarding of gloves in each instance where gloves are used.

3. If direct skin contact with another person's body fluids occurs, such as in unanticipated vomiting, hands and other affected skin areas should be washed with soap and water immediately after contact has ended.
4. Environmental surfaces contaminated with body fluids should be disinfected.

Environmental surfaces contaminated with body fluids should be cleaned promptly with the approved disinfectant solution. Disposable gloves should be worn. Disposable paper towels or tissues should be used, and then discarded in a plastic lined wastebasket. Mop solution used to clean up body fluid spills should consist of the approved disinfectant solution. Mops should be soaked in this solution after use, then washed in hot water before rinsing.

Universal Precautions (continued)

5. Use leak-proof plastic bags for disposal of all spills of body fluids.

Leak-proof plastic bags should be placed in all waste baskets in the school nurse's restroom and office and as needed in other areas.

If an incident occurs involving the handling of body fluids, all disposable materials including gloves, must be discarded in a leak-proof bag. This plastic bag then must be closed and placed in another plastic bag at the time of disposal.

Custodial personnel should avoid exposure of open skin lesions or their mucous membranes to body fluids when cleaning or disposing of materials contaminated with body fluids.

In order to implement the above procedures, the following supplies will be placed in each school by the Operations Department:

1. Leak-proof plastic bags for waste paper baskets
2. Sprayer bottle (for approved disinfectant solution)

The disposable gloves should be kept in the school nurse's office to be utilized by any staff member when necessary.

In the event the handling of body fluids occurs outside the school nurse's office (such as classroom, cafeteria), the above procedures still apply. THERE ARE NO EXCEPTIONS.

AIDS: An Overview

Acquired Immune Deficiency Syndrome (AIDS) is caused by a virus called Human Immunodeficiency Virus (HIV). It is uncertain whether everyone infected with HIV will develop AIDS. However, HIV infection usually leads to a fatal breakdown of the body's immune system. The immune system is the body's biological defense that helps protect the body from illnesses. Once HIV attacks the immune system, the person becomes susceptible to a variety of "opportunistic infections," illnesses that are not usually a threat to persons who have healthy immune systems. AIDS is the final stage of HIV infection.

The most common diseases associated with AIDS are Pneumocystis Carinii Pneumonia, a parasitic infection of the lungs and Kaposi's Sarcoma, a rare skin cancer. AIDS is also characterized by other opportunistic diseases to include: yeast infections of the mouth, throat and vagina, tuberculosis, neurological dysfunctions, cytomegalovirus (CMV) infections, large herpes ulcers, and toxoplasmosis, a parasitic infection. It is important to note that many non-HIV-infected persons can have these diseases.

Initial symptoms of AIDS vary widely and can be similar to other non-AIDS related medical problems. However, medical attention should be sought immediately if any of the following common AIDS symptoms develop:

- Rapid weight loss of unknown cause (more than 10 lbs. in two months)
- Appearance of swollen or tender glands (lymph nodes) for no apparent reason, lasting for more than four weeks
- Unexplained shortness of breath, frequently accompanied by a dry cough, and not due to allergies or smoking
- Persistent diarrhea
- Intermittent high fever or soaking night sweats of unknown origin

Universal Precautions (continued)

- A marked change in illness pattern – either frequency, severity, or length of sickness
- The appearance of one or more purple spots on the surface of the skin or inside the mouth

How do people get AIDS?

Anyone can get the HIV virus. There are two major ways to get HIV; through blood contact and through sex.

Persons can get HIV from using drug injection needles and syringes that have been used by an HIV- infected person. Blood is left in the syringe and needle, and when the person, "shoots up," blood and the HIV are injected directly into the blood stream.

Babies born to HIV infected women may become infected before or during birth, or shortly after birth through breast feeding.

In the past, infected blood transfusions were a source of HIV infection. Since 1985, blood is screened and now carries a very small risk of infection.

Unprotected sex is the other major ways people get infected with HIV. HIV may be transmitted when a person's HIV infected semen or vaginal fluid comes in contact with their sex partner's vagina, rectum, urethra or mouth. This means that any type of sexual relation (vaginal, anal, oral) with a HIV-infected partner may lead to HIV infection.

HIV could also be transmitted by penetrating the skin with HIV-infected needles used for: tattoos, ear-piercing, acupuncture, vitamin or steroid injections.

It is important to note that there is no way of knowing whether a person is infected with the HIV virus just by looking at them. Most people who are infected do not have symptoms for several years. HIV infected persons may not know they are infected until they become ill or are tested for HIV antibodies. Infected individuals without symptoms can transmit the infection to others. A single exposure to the HIV virus may result in infection.

The median incubation time from HIV infection to AIDS diagnosis is estimated to be 10 years. The range can be 2-16 years.

How is HIV/AIDS Virus NOT transmitted?

There is no evidence that the virus is spread through casual social contact. People do not get AIDS from hugging or closed mouth kissing; people do not get AIDS through shaking hands; AIDS is not acquired by handling door knobs, telephones or office equipment. AIDS is not transmitted by insect bites.

Can AIDS be prevented?

Yes. AIDS is transmitted primarily through voluntary activities such as having sex and using injection drugs. This means that people have considerable control in preventing AIDS infection. Individuals can reduce their risks of becoming infected by following these recommendations:

- Abstinence from sex or drug use is the surest way to avoid becoming HIV infected.
- Do not have sex with anyone who is infected with the AIDS virus or with anyone who engages in high-risk behaviors. If you do use a latex condom, non-oxynol 9 may be partially effective in inhibiting the AIDS virus.

Universal Precautions (continued)

- Do not use drugs and /or alcohol. Do not share needles and syringes. Sharing needles, syringes and cookers is very dangerous.
- Women who have engaged in drug use or who have or had sex partners who have or had been involved in high-risk behaviors, should be HIV antibody tested before becoming pregnant.
- Do not share personal items such as toothbrushes or razors that may be contaminated with the AIDS virus.
- N. California AIDS Hotline, 1-800-367-2437
- CDC Information line 1-800-458-5281

Hepatitis: An Overview

Hepatitis A is a viral disease which causes inflammation of the liver. It is spread by the fecal-oral route, contaminated food or water, or sexual exposure. The best prevention is proper hand washing. Hepatitis A causes a mild to severe infection and is easily spread among household groups.

The symptoms are flu-like, and can include dark urine, white stools, and yellowing of eyes and skin. The infection can occur without symptoms. Individuals can have Hepatitis A only once and unlike Hepatitis B, an individual does not become a carrier of the Hepatitis A virus.

The incubation period is 2-6 weeks. Food handlers and household or close contacts of persons with Hepatitis A should have ISG (Immune Serum Globulin) within two weeks of contact.

In the school setting, food handlers and other persons working in the cafeteria should be instructed to wash hands carefully before working. Plastic gloves should be worn when handling foods such as salads and sandwiches.

Hepatitis B and C are viral diseases characterized by inflammation of the liver. The viruses are found in the blood and body fluids of an infected person. The onset of symptoms may appear six weeks to six months after becoming infected with the virus. Infection with the Hepatitis B Virus can result in no symptoms, or mild to severe illness. Some patients with Hepatitis B and C are carriers and can infect others. Some of the carriers may develop chronic liver problems.

Hepatitis B and C are transmitted by the following actions: sexual contact with an infected person; sharing instruments which penetrate the skin with someone who is infected, such as in tattooing, ear piercing, razors, and intravenous needles/syringes; direct contact of infected blood with mucous membranes of the eye and mouth; needle sticks with needles containing infected blood; direct contact of infected blood with broken skin; sharing toothbrushes with an infected person and being born to an infected mother.

A vaccine for Hepatitis B is available from health care providers. The cost of the vaccine is covered by most employee health plans. The vaccination for Hepatitis B consists of a series of three intramuscular doses. Hepatitis B vaccine is recommended for people at high risk for type B Hepatitis, such as hospital workers, and family members and sexual partners of Hepatitis B carriers.

Research is currently being done on Hepatitis D and E. There is no vaccine for either of these viruses.

For more information, contact the Sacramento Health Department or Natomas Unified School District Blood Borne Pathogens Manual. In the school setting, personnel who work with disabled students are advised to consult their physician regarding receiving Hepatitis B vaccine.

Tobacco-Free Schools

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

- Direct the person to leave school property
- Request local law enforcement assistance in removing the person from school premises
- If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

Reference: BP/AR 3513.3 – Tobacco Free Schools

Drug and Alcohol Free Workplace

The Board of Trustees believes that the maintenance of drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355I 41 USC 701)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform their job.

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

Reference: BP/AR 4020 – Drug and Alcohol Free Workplace

Injury and Illness Prevention Program

I. NATOMAS UNIFIED SCHOOL DISTRICT'S COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

The Natomas Unified School District is firmly committed to maintaining a safe and healthful working environment. To achieve this goal, the Natomas Unified School District has implemented its comprehensive Injury and Illness Prevention Program. This program is designed to prevent workplace accidents, injuries, and illnesses. A copy of the program is maintained in the Office of the Chief Academic Officer and the office at each work site, and is available for your review. A copy, or the relevant portion of the program applicable to you and your job duties, is also provided to you.

B. District Housekeeping Policy

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well-organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping their work area neat and orderly. Housekeeping inspections will be conducted in each department on a regular basis.

C. Objectives of the Injury and Illness Prevention Program

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of Natomas Unified School District's workers and provide a safe and healthful work environment.

D. Responsibility for Safety and Health

All employees of the Natomas Unified School District are responsible for working safely and maintaining a safe and healthful work environment.

1. Program Administrator

The program administrator is the Assistant Superintendent of Human Resources, who can be reached at 916-567-5469. The program administrator is responsible for the overall implementation and maintenance of Natomas Unified School District's Injury and Illness Prevention Program. The program administrator's duties include, but are not limited to:

- a. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies;
- b. Ensuring that employees are trained in accordance with this program;
- c. Inspecting, recognizing, and evaluating workplace hazards on a continuing basis;
- d. Developing methods for abating workplace hazards;
- e. Ensuring that workplace hazards are abated in a timely and effective manner.

The program administrator may assign all or some of these tasks to other individuals within the District. Nevertheless, the program administrator remains ultimately responsible for the implementation and maintenance of the District's Injury and Illness Prevention Program.

2. Superintendents, Administrative Assistants

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction and ensure adherence to all safety directives and standards;
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations;
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses;
- d. Promote safety training and education;
- e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations;
- f. Ensure that the District has an effective Hazard Communication Program in place;
- g. Ensure that all accidents are immediately investigated and reported promptly to the Safety Coordinator for the site;
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by their employees. An excessive number is an indication that some management policies and practices need reevaluation.

3. Principals/Department Heads/Supervisors

Each principal/department head/supervisor shall be fully responsible and accountable to the superintendent/assistant superintendent for compliance with the provisions of the program within their school site/department. They should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class;
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished;
- c. All employees are instructed and understand the use and need for protective equipment relating to the job;
- d. Necessary safety equipment and protective devices for each job are available and used properly;

- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect District loss control efforts;
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions;
- g. All serious accidents are thoroughly investigated, recorded and promptly reported to the Safety Coordinator for the site;
- h. Prompt, corrective action is taken whenever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by their employees;
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job they are assigned to do, that they are familiar with the published work rules, and that they have received information indicating that compliance is mandatory;
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all District employees; adherence to District safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action;
- k. In-service educational programs are planned at least quarterly for all employees and that documentation is maintained for all educational activities;
- l. Proper safety procedures are prepared and used for all hazardous operations;
- m. All periodic inspections within their jurisdiction are completed as scheduled;
- n. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

4. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures;
- b. Report potential unsafe conditions to the immediate supervisor;
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment;
- d. Wear safety protective devices as necessary (or when instructed to do so);
- e. Report injuries immediately and seek immediate medical attention when required;
- f. Learn to lift and handle materials properly;
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate;
- h. Operate only machinery or equipment that they have been authorized to operate by their supervisor;
- i. Use only the prescribed equipment for the job and utilize it properly.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

Inspections

Injury and Illness Prevention Program (continued)

A. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

B. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
SCHOOL SITES (Use Monthly Property Checklist)	Monthly Report	Principal/Custodian
PLAYGROUNDS	Check Daily Monthly Report	Principal/Custodian Principal/Custodian
SPECIAL HAZARD AREAS Maintenance Shop Transportation Shop Cafeteria Kitchen	Check Daily Monthly Report	Director, M & O Director, Transportation Director, Food Services
AUTOMOTIVE EQUIPMENT	Check daily by operator Yearly report by California Highway Patrol for school bus	Vehicle Operator

C. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the program administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General Housekeeping
- Storage and Handling of Hazardous Materials
- Use of Personal Protective Equipment
- Proper Guarding of Equipment and Machinery
- Playgrounds/Fitness Courses/Athletic Fields

D. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

E. New Matters

The program administrator will arrange for an inspection and investigation of any new substance, process, procedure, or equipment introduced into the workplace. The program administrator will also arrange for an inspection and investigation whenever Natomas Unified School District is made aware of a new or previously unrecognized hazard.

F. Employee Reporting of Hazards

Employees are required to immediately report any unsafe condition or hazard that they discover in the workplace to their supervisor or the program administrator. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

Employees who wish to remain anonymous may report unsafe conditions or hazards by contacting Constituent and Customer Services at 916-561-5253 or customerservice@natomasunified.org.

G. Documentation of Inspections

Inspections will be documented using the appropriate forms. These inspection forms will be kept permanently.

H. Monitoring and Correcting Identified Potential Safety and Health Concerns

1. Identified Safety and Health Concerns

See section on specific job hazards.

2. Newly Discovered Safety and Health Concerns

When a new safety or health concern has been identified during an inspection, an employee complaint, or any other way, the supervisor will identify the steps that need to be taken to correct the problem. A timeline will be developed for these steps and training will be provided if necessary.

3. Hazards Which Give Rise to a Risk of Imminent Harm

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. EMERGENCIES

A. Emergency Action Plan

The District's emergency plan is contained in the Emergency Response Guidelines.

B. Earthquake Procedures

Earthquake procedures are a part of the Emergency Response Guidelines.

C. Fire Prevention Program

Employees are continually on the alert for potential fire problems. Storage areas are kept clean of litter, debris, and clutter. Fire extinguishers are readily available. Flammable liquids are stored in metal cabinets or separate storage buildings.

IV. COMPANY SAFETY RULES

General safety rules of the Natomas Unified School District include:

- Maintain work area in a neat and organized manner
- Use proper lifting procedures
- Use tools and equipment for the purpose they were designed
- Wear protective clothing or devices when appropriate
- Inspect equipment before each use
- Do not remove safety guards on equipment
- Report all hazardous conditions
- Only perform duties you have been trained to do
- Use OSHA approved ladders when climbing

V. COMMUNICATING WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

The Natomas Unified School District will communicate with employees on safety and health issues by:

- Providing training
- Making the IIPP available
- Distributing copies of the SIA newsletter
- Department newsletters
- Memos

A. Safety Meetings

Safety meetings will be conducted by site supervisors. During these meetings, each supervisor shall discuss with the employees under their direct supervision such issues as:

1. New hazards that have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future;
3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings will be documented in an agenda.

B. Anonymous Notification Procedures

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Assistant Superintendent or designee. The notification should be sent to Constiuent & Customer Services, 1901 Arena Blvd., Sacramento, CA 95834, emailed to customerservice@natomasunified.org or by calling 916-561-5253. The Assistant Superintendent or their designee will investigate all such reports in a prompt and thorough manner.

C. Postings

Exit signs, fire evacuation routes, material safety data sheet and emergency procedures are posted in many locations in the District.

D. Newsletter

There are several newsletters in the District such as In the Loop, department newsletters and school staff bulletins. The SIA Wellness and Safety newsletter will be distributed electronically to all employees.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section VII of this program.

VI. ENFORCEMENT OF THE SAFETY PROGRAM

A. Disciplinary System

The District uses a system of progressive discipline including, where appropriate, verbal warning, written warning, transfer, suspension, reprimands, freezing or reducing wages and dismissal. See Board Policy 4118 Administrative Regulation 4117.41 and 4218 for additional details.

VII. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training will Occur

Training will be provided as follows:

1. Upon hiring;

Injury and Illness Prevention Program (continued)

2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard;
5. Whenever the District, program administrator, or department manager believes that additional training is necessary.

B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

1. Hazard communication, employee right-to-know;
2. Personal protective equipment, as applicable to the employee's position;
3. Fire safety;
4. Hand tools and portable power tools, as applicable to the employee's position;
5. Machinery and machine guarding, as applicable to the employee's position;
6. Back injury prevention/proper lifting techniques;
7. Cardiopulmonary Resuscitation (CPR) and First Aid;
8. Accident investigation for supervisors;
9. Forklift operators safety training;
10. Other programs as necessary.

D. Documentation of Training

Documentation of training shall be maintained through online systems. Completion certificates, if available, shall be maintained in the online platform and in the Injury and Illness Prevention Program binder at the site and the original forwarded to the program administrator.

COVID-19 Prevention Program

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

Preface

The District utilizes Injury and Illness Prevention Program (IIPP) policies for correcting unsafe or unhealthy conditions, work practices and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls, policies and/or procedures in response to the evaluations conducted for workplace safety matters.

It is the goal of the District's Injury and Illness Prevention Program (IIPP) to prevent or reduce injuries, illnesses and loss of productivity in the workplace. In order to accomplish that goal, it is imperative that all employees support the District safety policy and comply with all federal, state and local laws, and ordinances pertaining to fire hazards, hazardous materials, accident prevention and working conditions. This plan is required by Cal-OSHA (California Occupational Safety Health Act) because of legislation (SB 198) effective July 1, 1991.

Referenced on the third page (marked page 18) of the Injury and Illness Prevention program, Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

1. Follow safe procedures and take an active part in protecting themselves, fellow workers and district property by reporting potential unsafe conditions to their supervisor or safety coordinator.
2. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
3. Wear safety protective devices as necessary or when instructed to do so.
4. Report injuries immediately and seek immediate medical attention when required.
5. Learn to lift and handle materials properly.
6. Cooperate and take part in the District Safety Program, workshops, training and safety meetings, etc., as appropriate.

Employees are to make every effort to correct hazards immediately within their control. Other hazards are to be reported immediately to the employee's supervisor (as referenced on the third page (marked page 18 of the Injury and Illness Prevention Program).

COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention 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 section shall apply until February 3, 2025, except for the recordkeeping subsections 3205(j), which shall apply until February 3, 2026.
- (2) This section applies to all employees and all places of employment, with the following exceptions:
 - (A) Work locations with one employee who does not have contact with other persons.
 - (B) Employees working from home.
 - (C) Employees with occupational exposure as defined by section 5199, when covered by section [5199, Aerosol Transmissible Diseases](#).
 - (D) Employees teleworking from a location of the employee's choice, which is not under the control of the employer.
- (3) Nothing in this section or sections 3205.1 through 3205.3 is intended to limit more protective or stringent state or local health department orders or guidance.

(b) Definitions.

The following definitions apply to this section and to sections 3205.1 through 3205.3.

- (1) "Close contact" means the following, unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply:
 - (A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.
 - (B) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.
 - (C) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144 whenever they would otherwise have had a close contact under subsections 3205(b)(1)(A) or (b)(1)(B).

- (2) "COVID-19" (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
- (3) "COVID-19 case" means a person who:
 - (A) Has a positive "COVID-19 test"; or
 - (B) Has a positive COVID-19 diagnosis from a licensed healthcare provider; or
 - (C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - (D) 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.

COVID-19 Prevention Program

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

- (4) "COVID-19 hazard" means 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, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.
- (5) "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.
- (6) "COVID-19 test" means a test for SARS-CoV-2 that is:
 - (A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
 - (B) Administered in accordance with authorized instructions;
 - (C) To meet the return to work criteria set forth in subsection 3205(c)(5), a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
- (7) "Exposed group" means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by section 3205.3, or residing within housing covered by section 3205.2, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - (A) For the purpose of determining the exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
 - (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

- (8) "Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering

COVID-19 Prevention Program

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

is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

- (9) "Infectious period" means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:
 - (A) For COVID-19 cases who develop COVID-19 symptoms, from two days before the date of symptom onset until:
 - (1) Ten days have passed after symptoms first appeared, or through day five if testing negative on day five or later; and
 - (2) Twenty-four hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
 - (B) For COVID-19 cases who never develop COVID-19 symptoms, from two days before the positive specimen collection date through 10 days (or through day five if testing negative on day five or later) after the date on which the specimen for their first positive test for COVID-19 was collected.
- (10) "Respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- (11) "Returned case" means a COVID-19 case who was excluded from work but returned pursuant to subsection 3205(c)(5)(A) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 30 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.
- (12) "Worksite," for the limited purposes of this section and section 3205.1, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

(c) Application of section 3203

COVID-19 is a workplace hazard and shall be addressed under section 3203, which requires employers to establish, implement, and maintain an effective Injury and Illness Prevention Program. The District's COVID-19 procedures shall be maintained in a separate document.

In accordance with the District's Injury and Illness Prevention Program (IIPP), all employees are responsible for using safe work practices, following all directives, policies, procedures, and assisting in maintaining a safe work environment.

COVID-19 Prevention Program

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

(1) Consideration of all persons as potentially infectious

When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, the District will consider all persons to be potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.

(2) Review applicable orders and guidance

When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, the District will review applicable orders and guidance related to COVID-19 from the State of California and the local health department with jurisdiction over the workplace and shall treat COVID-19 as an airborne infectious disease. COVID-19 prevention controls include remote work, physical distancing, reducing the density of people indoors, moving indoor tasks outdoors, implementing separate shifts and/or break times, restricting access to the work area, and other prevention measures, in addition to the requirements of this section. District Administration and staff continually meet and consult with state and local agencies and other industry professionals to maintain up-to-date information.

(3) Staff training

Employees shall receive training regarding COVID-19 in accordance with subsection 3203(a)(7), which states:

- (7) The District will provide training and instruction:
 - (A) When the program is first established;
Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.
 - (B) To all new employees;
 - (C) To all employees given new job assignments for which training has not previously been received;
 - (D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
 - (E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,
 - (F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

The District provides training and instruction to employees that includes the following:

- (A) The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- (B) 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.
- (C) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- (D) The employer's policies for providing respirators, and the right of employees to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through

COVID-19 Prevention Program

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

3205.4, the District shall provide effective training and instruction to employees regarding:

1. How to properly wear the respirator provided.
 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- (E) 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.
- (F) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- (G) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- (H) Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- (I) The conditions under which face coverings must be worn at the workplace and that employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Training materials contain the required components of COVID-19 training and awareness will be available in the District's online training portal.

(4) Procedure to investigate

The District's procedure to investigate COVID-19 illness at the workplace, as required by subsection 3203(a)(5), shall include the following:

- (A) The District will determine the day and time a 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.
- (B) The District will identify and respond to persons with COVID-19 symptoms at the workplace. Employees shall be encouraged to report COVID-19 symptoms and to stay home when ill.

The District asks staff to report, without fear of reprisal, 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 close contacts:** 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:

Immediately report:	To Whom:	How:
COVID-19 symptoms	Your immediate supervisor/manager then, CAO/Student Services & Support →	916-567-5427

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Possible COVID-19 exposure	Supervisor/Manager or CAO/Student Services & Support	916-567-5427
Possible COVID-19 hazards at workplace	Supervisor/Manager or your Site Safety Team	In person discussion, call or email your Supervisor/Manager

COVID-19 Questions - Contact Information

Department	Contact Person	Areas/Topics	Email/Phone
Health Services	Cam Dang	Health concerns, mask exemption, contact tracing, symptom screening	cdang@natomasunified.org 916-567-5427
Human Resources	Tara Mendoza	Employee leave questions	tmendoza1@natomasunified.org 916-567-5855
Student Services & Support	Anthony Damarto	Safety procedures, policies, check response testing	adamarto@natomasunified.org 916-567-5434
Maintenance & Operations	Luis Huerta	Cleaning/sanitizing, custodial procedures, etc.	luhuerta@natomasunified.org 916-567-5477
Transportation	Ralph Meza	Bus routes, schedules, transportation safety	rmeza@natomasunified.org 916-567-5824
Special Education	Megan Hudson	Special Education Cohorts	mhudson@natomasunified.org 916-567-5854

The District utilizes the work order system for Covid-19 supplies. If you need assistance accessing the work order system to obtain COVID-19 supplies, please see your site supervisor/manager.

COVID-19 Case Management Contact Information

Human Resources	Tara Mendoza	916-567-5855	tmendoza1@natomasunified.org
Health Services	Cam Dang	916-567-5427	cdang@natomasunified.org

Covid-19 Case Management information is confidential

Covid-19 case management information is confidential. Only those needing to be involved in contact tracing and possible quarantine procedures will receive direct communication about details.

(5) Responding to a COVID-19 case in the workplace

The District's methods and/or procedures for responding to a COVID-19 case at the workplace include the following:

- (A) The District will immediately exclude from the workplace all COVID-19 cases and employees excluded

COVID-19 Prevention Program

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

under section 3205.1. The District shall demonstrate it has met the applicable requirements below:

1. COVID-19 cases who do not develop COVID-19 symptoms shall not return to work during the infectious period;
 2. COVID-19 cases who develop COVID-19 symptoms shall not return to work during the shorter of the following: the infectious period; or through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 3. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
 4. The requirements in subsections 3205(c)(5)(A)1 and (c)(5)(A)2 apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- (B) The District will review current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission. The District will develop, implement, and maintain effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- (C) If an order to isolate, quarantine, or exclude 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.
- (D) If no violations of local or state health official orders for isolation, quarantine, or exclusion would result, 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 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 feasible, the use of respirators in the workplace.
- (E) Upon excluding an employee from the workplace based on COVID-19 or a close contact, the District shall give the employee information regarding COVID-19- related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

(d) Testing of close contacts

The District shall make COVID-19 tests available at no cost, during paid time, to all employees of the district who had a close contact in the workplace, with the exception of returned cases as defined in subsection 3205(b)(11), and provide them with the information on benefits described in subsection 3205(c)(5)(E).

(e) Notice of COVID-19 cases

- (1) The District shall notify employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact. Notice shall be provided as soon as possible,

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

and in no case longer than the time required to ensure that the exclusion requirements of subsection 3205(c)(5)(A) are met.

- (2) When Labor Code section 6409.6 or any successor law is in effect, the District shall provide notice of a COVID-19 case, in a form readily understandable to employees. Notice shall be given to all employees, employers, and independent contractors at the worksite in accordance with the applicable law.
- (3) When Labor Code section 6409.6 or any successor law is in effect, the District shall provide notice in accordance with the applicable law to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact. The District shall also provide notice in accordance with the applicable law to the authorized representative, if any, of all employees on the premises at the same worksite as the COVID-19 case within the infectious period.

(f) Face coverings

- (1) The District shall provide face coverings and ensure they are worn by employees when required by a CDPH regulation or order. When a CDPH regulation or order requires face coverings indoors, that includes spaces within vehicles. Face coverings shall be clean, undamaged, and worn over the nose and mouth.
- (2) When employees are required to wear face coverings under this section or sections 3205.1 through 3205.3, the following exceptions apply:
 - (A) When an employee is alone in a room or vehicle.
 - (B) While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
 - (C) While employees are wearing respirators required by the employer and used in compliance with section 5144.
 - (D) 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. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
 - (E) During 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.
- (3) If an employee is not wearing a face covering pursuant to the exceptions in subsections 3205(f)(2)(D) and (f)(2)(E) the District shall assess COVID-19 hazards and take action as necessary based on subsection 3205(c) and on section 3203.
- (4) The District shall not prevent any employee from wearing a face covering, including a respirator, when not required by this section, unless it would create a safety hazard.

(g) Respirators

Upon request, the District shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are working indoors or in vehicles with more than one person. Whenever the District makes respirators for voluntary use available, the District shall encourage their use and shall ensure that employees are provided with a respirator of the correct size and that employees are trained how to properly wear the respirator provided; how to perform a user seal check according to the manufacturer's instructions

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

each time a respirator is worn; and the fact that facial hair interferes with a seal.

(h) Ventilation

- (1) For indoor workplaces, the District shall review CDPH and the Division guidance regarding ventilation, including "Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments." The District shall develop, implement, and maintain effective methods to prevent transmission of COVID-19 including one or more of the following actions to improve ventilation:
 - (A) Maximize the supply of outside air 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 maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - (B) In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - (C) Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- (2) Employers subject to section 5142 or 5143 shall review and comply with those sections, as applicable.

NOTE: Section 5142 requires heating, ventilating, and air conditioning (HVAC) systems to be operated continuously during working hours, with limited exceptions.

- (3) In vehicles, the District shall maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.
- (4) A place of employment subject to section 3205.1 after February 3, 2023 shall continue to comply with the ventilation requirements of subsection 3205.1(f) even after the outbreak has passed and section 3205.1 is no longer applicable.

(i) Aerosolizing procedures

For employees in work settings that are exempt from section 5199 in accordance with the conditions in subsections 5199(a)(2)(A) or (a)(2)(B), who are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids, the District shall evaluate the need for respiratory protection to prevent COVID-19 transmission under section 5144 and shall comply with that section.

NOTE: Examples of work covered by subsection 3205(i) include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.

(j) Reporting and recordkeeping

- (1) The District 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 the positive COVID-19 test and/or COVID-19 diagnosis. These records shall be retained for two years beyond the period in which the record is necessary to meet the requirements of this section or sections 3205.1 through 3205.3.
- (2) The District shall retain the notices required by subsection 3205(e) in accordance with Labor Code

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

section 6409.6 or any successor law.

- (3) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.3, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department with jurisdiction over the workplace, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

(k) Orders

Pursuant to title 8, section 332.3, the Division may require an employer to take additional actions to protect employees against COVID-19 hazards through the issuance of an Order to Take Special Action.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3, 144.6, and 6409.6, Labor Code.

§ 3205.1. COVID-19 Outbreaks.

(a) Scope.

This section applies until February 3, 2025

- (1) This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period at any time during a 14-day period, unless a California Department of Public Health (CDPH) regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under CDPH's definition.
- (2) This section shall apply until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

(b) COVID-19 testing.

- (1) Immediately upon being covered by this section, the District shall make COVID-19 testing available at no cost to its employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s) under subsection 3205.1(a).
- (2) The District shall then make testing available on a weekly basis to all employees in the exposed group who remain at the workplace.
- (3) Employees who had close contacts shall have a negative COVID-19 test taken within three to five days after the close contact or shall be excluded and follow the return to work requirements of subsection 3205(c)(5) starting from the date of the last known close contact.

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

(c) Face coverings

Employees in the exposed group, regardless of vaccination status, shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(f)(2) applies.

(d) Respirators

The District shall notify employees of their right to request and receive a respirator for voluntary use under subsection 3205(g).

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

The District shall perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19 when this section initially applies and periodically thereafter. The investigation, review, and changes shall be documented and shall include:

- (1) Investigation of new or unabated COVID-19 hazards including the District's leave policies and practices and whether employees are discouraged from remaining home when sick; the District's COVID-19 testing policies; insufficient supply of outdoor air to indoor workplaces; insufficient air filtration; and insufficient physical distancing.
- (2) The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- (3) Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include: moving indoor tasks outdoors or having them performed remotely; increasing the outdoor air supply when work is done indoors; improving air filtration; increasing physical distancing to the extent feasible; requiring respiratory protection in compliance with section 5144; and other applicable controls.

(f) Ventilation

In buildings or structures with mechanical ventilation, the District 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. The employer shall use High Efficiency Particulate Air (HEPA) air filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

(g) Major outbreaks

If 20 or more employee COVID-19 cases in an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period within a 30-day period, the District shall do the following while section 3205.1 applies:

COVID-19 Prevention Program

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

- (1) The COVID-19 testing described in subsection 3205.1(b) shall be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department with jurisdiction over the workplace. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements of subsection 3205(c)(5).
- (2) The District shall report the outbreak to the Division. This subsection does not limit the District's obligation to report employee deaths, serious injuries, or serious illnesses when required by subsection 342(a).
- (3) The District shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group, shall encourage their use, and shall train employees provided respirators for voluntary use, as set forth in subsection 3205(g).
- (4) Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where the District can demonstrate that at least six feet of separation is not feasible, 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. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

COVID-19 Prevention Program

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

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

Appendix A: Links to Guidance

covid19.ca.gov- California current safety measures

[CDPH Isolation and Quarantine Guidance](#)

Employers

- Cal/OSHA Emergency Temporary Standard COVID-19 Prevention Program [resources](#)
- [Safety in the workplace](#) (covid19.ca.gov)

K-12 Education

- [Safe Schools for All Hub](#)
- [CDPH K-12 Schools guidance](#)

Face Coverings

- [Guidance for the Use of Face Coverings](#) (CDPH)
- [CDPH Get the most out of masking](#)
- [Face coverings, masks, and respirators](#) (covid19.ca.gov) – Information & Overview
- [Face coverings, masks & respirators](#) (DIR)- Handout
- [Voluntary use of N95 masks](#) (DIR)- Cal/OSHA

Mega Events

- [Mega Events: 1,000 + people](#) (CDPH)

Notes

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