



# Notification to Employee of Potential Exposure to COVID- 19 in the Workplace

## Big Oak Flat Groveland USD

# Notification to Employee of Potential Exposure to COVID-19 in the Workplace

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# Notification to Employee of Potential Exposure to COVID-19 in the Workplace

## 1. Notice

Pursuant to AB 685 and Labor Code Section 6409.6, please be advised that according to the information below, you may have been on the premises at the same worksite as a qualifying individual within their infectious period and that you may have been exposed to COVID-19.

- Date the District received notice of a qualifying individual: DATE
- Worksite: IDENTIFY WORKSITE
- A qualifying Individual was: CHECK ANY OR ALL OF THE FOLLOWING THAT APPLY
  - diagnosed with COVID-19 AND/OR
  - received a positive COVID-19 test AND/OR
  - was ordered to isolate due to possible exposure to COVID-19 AND/OR
  - died due to COVID-19

At this time and based on the information available to us, the District has determined that you HAVE / HAVE NOT had close contact (defined as being within 6 feet for longer than 15 cumulative minutes within a 24-hour period) with a qualifying individual. Therefore, you ARE / ARE NOT required to self-quarantine.

- If required to quarantine, please follow the instructions in section 4. a.
- While in quarantine, please monitor yourself for symptoms according to section 3.
- If you develop symptoms consistent with COVID-19, as described in section 3, please follow the instructions for Self-Isolation as described in section 4. b.
- As an additional precautionary step, ANYONE with potential exposure in the workplace will be provided testing according to the district COVID-19 Prevention Plan and the procedures identified in section 2.

Please note the District has, in cooperation and coordination with employee representatives, implemented significant safety measures consistent with the guidelines from the Local Public Health Department (LPH), the California Department of Public Health (CDPH), Cal/OSHA, and the Centers for Disease Control(CDC) to reduce the risk of exposure to COVID-19 while at work and to ensure employee safety. Specific District procedures are outlined in sections 7 and 8 and can be found on our website : <https://www.bofg.org/>

We understand this notice may be concerning. If you have questions or wish to discuss any of the information set forth in this correspondence, including further details regarding your rights, please contact Jennifer Shimer, District Secretary.

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## 2. Information on Testing for COVID-19

**If you have questions about any of the following, please contact:**

Position Title: Tenaya Principal's Secretary  
Name: Debra Elliot  
Phone: 209-962-7846 x3451  
Email: [delliot@bofg.org](mailto:delliot@bofg.org)

### CDC: [COVID Testing Overview](#)

**Two kinds of tests are available for COVID-19: viral tests and antibody tests.**

- A [viral test](#) tells you if you have a current infection.
- An [antibody test](#) might tell you if you had a past infection.

### **Considerations for who should get tested**

- People who have symptoms of COVID-19.
- People who have had [close contact](#) (within 6 feet for a total of 15 minutes or more) with someone with confirmed COVID-19.
- People who have been asked or referred to get testing by their healthcare provider, local or state health department.

Not everyone needs to be tested. If you do get tested, you should self-quarantine/isolate at home pending test results and follow the advice of your health care provider or a public health professional.

### **Results**

- If you test positive, know what protective steps to take to [prevent others from getting sick](#).
- If you test negative, you probably were not infected at the time your sample was collected. The test result only means that you did not have COVID-19 at the time of testing. Continue to take steps to [protect yourself](#).

CDPH: [Information on COVID-19 Testing](#)

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## 3. Symptom Monitoring

**If you have questions about any of the following, please contact:**

Position Title: District Superintendent  
Name: Wynette Hilton  
Phone: 209-962-5765 x 3452  
Email: [whilton@bofg.org](mailto:whilton@bofg.org)

### Symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-10 days after exposure to the virus**. People with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

### When to seek emergency medical attention

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

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

*\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.*

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

CDC: [Coronavirus Symptom Information](#)

CDC: [Symptoms of COVID-19](#)

CDC: [Stay Home if You're Sick](#)

# Notification to Employee of Potential Exposure to COVID-19 in the Workplace

## 4. Instructions for Isolation & Quarantine

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If you have questions about any of the following, please contact:

Position Title:	District Superintendent
Name:	Wynette Hilton
Phone:	209-962-5765 x 3452
Email:	<a href="mailto:whilton@bofg.org">whilton@bofg.org</a>

a. **Should you be exposed to COVID-19 or become ill with COVID-19:**

These instructions are for people who have been in close contact with someone who has been diagnosed with COVID-19. If you have been exposed to someone with COVID-19, you could be infected and spread the disease before you feel any symptoms even if you never feel sick.

**You should quarantine for 10 days after your last contact with an infected person.**

- Stay home except to get medical care
- Do not have any visitors
- Stay at least 6 feet away from other people, especially those in high-risk groups that are more likely to get sick, such as people who:
  - Are over age 65
  - Are severely overweight
  - Have a chronic disease (like cancer, diabetes, or heart/lung disease)
  - Have a weak immune system
- Wear a face covering when around others
- Cover your coughs and sneezes
- Wash your hands often with soap and water for at least 20 seconds, or if you can't wash your hands, use hand sanitizer with at least 60% alcohol
- Disinfect any surfaces you touch frequently
- If you must be in a shared space, open windows when possible

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

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

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## b. Should you become ill with COVID-19:

These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts. COVID-19 is very contagious. If you have tested positive or have symptoms of COVID-19, you should self-isolate to prevent spreading the disease to your family, friends, and community.

You should self-isolate for at least 10 days after your symptoms start (or 10 days after you were tested if you never have symptoms). After you self-isolate and before you can be around others, your symptoms should also be improving (including not having a fever for at least 24 hours).

- Stay home except to get medical care
- Do not have any visitors
- Wear a face covering around others
- Cover your coughs and sneezes
- Wash your hands often with soap and water for at least 20 seconds, or if you can't wash your hands, use hand sanitizer with at least 60% alcohol
- Disinfect any surfaces you touch frequently
- Use a separate bathroom or disinfect a shared bathroom after each use

Stay at least 6 feet away from other people, especially those in high risk groups more likely to get sick, such as people who:

- Are over age 65
- Are severely overweight
- Have a chronic disease (like cancer, diabetes, heart/lung disease)
- Have a weak immune system
- If you must be in a shared space, open windows when possible

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

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

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## 5. Guidance on Returning to Work or School Following COVID-19 Diagnosis

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If you have questions about any of the following, please contact:

Position Title:	District Superintendent
Name:	Wynette Hilton
Phone:	209-962-5765 x 3452
Email:	<a href="mailto:whilton@bofg.org">whilton@bofg.org</a>

- a. Individuals who test positive for COVID-19, **and** who have had symptoms, may return to work or school when:
  - At least 10 days have passed since symptoms first appeared, AND
  - At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
  - Other symptoms have improved.
- b. Individuals who test positive for COVID-19 who **never** develop symptoms, may return to work or school when:
  - 10 days after the date of their first positive test for SARS-CoV-2.
- c. Individuals who have been exposed to COVID-19 but have yet to develop symptoms should quarantine and can return to work when:
  - You should stay home for 10 days after your last contact with a person who has COVID-19. Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 10 days after exposure to the virus.

[Responding to COVID-19 in the Workplace for Employers CDPH](#)



# Notification to Employee of Potential Exposure to COVID-19 in the Workplace

## 6. Information on Leaves and Benefits:

**If you have questions about any of the following, please contact:**

Position Title: District Secretary  
Name: Jennifer Shimer  
Phone: 209-962-5765 x 3460  
Email: [jshimer@bofg.org](mailto:jshimer@bofg.org)

You may be entitled to the following COVID-19 benefits under applicable federal, state, and/ or local laws, including, but not limited to, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions and workers' compensation.

### District Policies and Procedures

Please know the District has applicable policies and employee contract provisions regarding COVID-19 related benefits to which you may be entitled to, including, but not limited to, workers' compensation and leave rights. The District's applicable policies are online at <https://www.bofg.org/> The most relevant policies are found in the 4000 – Personnel, series, including, but not limited to:

- Board Policy ("BP") and Administrative Regulation ("AR") 4113.4/4213.4/4313.4, Temporary Modified/Light-Duty Assignment
- BP 4119.41/4219.41/4319.41, Employees with Infectious Disease
- BP and AR 4119.43/4219.43/4319.43, Universal Precautions
- BP 4154/4254/4354, Health and Welfare Benefits
- BP and AR 4157/4257/4357, Employee Safety
- BP and AR 4157.1/4257.1/4357.1, Work-Related Injuries
- BP 4361.1, Personal Illness And Injury Leave; AR 4161.1/4261.1/4361.1, Personal Illness/Injury Leave
- AR 4161.11/4261.11, Industrial Accident/Illness Leave
- BP 4361.2, Personal and Emergency Leave; AR 4161.2/4261.2/4361.2, Personal Leaves
- BP, AR, and Exhibits ("E") 4361.8, Family Care and Medical Leave
- BP and AR 4161.9/4261.9/4361.9, Catastrophic Leave Program

### Leave Pursuant to a Collective Bargaining Agreement

The Bargaining Agreements are available online as outlined below and may include information regarding your right to leaves.

### Federal and State Leaves Available:

#### [Side by Side Comparison of COVID-19 Paid Leave](#)

You may have leave rights pursuant to law, including paid sick leave under the Families First Coronavirus Response Act (FFCRA).

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Information regarding FFCRA is available at the U.S. Department of Labor website at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>. If you wish to take an applicable leave of absence, please contact your immediate supervisor, or otherwise follow the District's normal leave of absence procedures.

## Employee Leave Benefits

Each employee is credited at the beginning of the fiscal year (July 1) 10 days (based on FTE) of leave time. FMLA is available, if criteria is met. If employee is unable to work due to fear of COVID-19 an interactive meeting will be held as quickly as possible to determine whether or not accommodations can be made.

The District will ensure that sick leave policies are sufficiently generous and flexible to enable employees who are sick to stay home without penalty. Employees who may have been or were potentially exposed to the coronavirus and are required to self-quarantine while schools in the District are still open. The District will contact Workers Compensation on behalf of the employee, within three days of notification. Should an employee become ill as a result of exposure to COVID-19 virus through work-related activities, Workers Compensation will assist with the employees leave.

## Work Comp Benefits:

**If you have questions about any of the following, please contact:**

Position Title: District Secretary  
Name: Jennifer Shimer  
Phone: 209-962-5765  
Email: [jshimer@bofg.org](mailto:jshimer@bofg.org)

Workers' Compensation Benefits. If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify your employer that you believe your COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

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## 7. Disinfection Plan

**If you have questions about any of the following, please contact:**

Position Title: District Superintendent  
Name: Wynette Hilton  
Phone: 209-962-5765 x 3452  
Email: whilton@bofg.org

Disinfection protocols are conducted in accordance with the District COVID-19 Prevention Plan and include, but are not limited to:

### **Intensity Cleaning, Disinfection, and Ventilation**

All cleaning products are Tuolumne JPA approved for use against COVID-19.

All staff will be trained in proper usage by the "Get Safety Trained" training program.

All staff will use proper PPE when cleaning and disinfecting.

Classrooms will be cleaned twice a day.

All high touch points in the bathroom will be cleaned every 2 hours, students will use the bathroom two at a time.

Buses and vans will be cleaned after each route.

Face coverings and hand sanitizer will be available on each bus for staff and students.

All staff have been appropriately trained on the cleaning and disinfecting procedures and schedules have been developed to implement these.

All drinking fountains will be closed to use.

A personal water bottle will be provided to each student and cleaned by staff on a weekly basis.

Individual student supplies and manipulatives will be stored in pencil boxes, which will be disinfected twice weekly.

Kindergarten toys will be individually bagged and disinfected between uses.

The playground structures will be closed, however playground equipment will be provided to individual students in a structured setting and disinfected between uses.

ACCO has upgraded all HVAC systems and regularly changes the filters at least twice a year.

All classrooms have screened windows and doors for outside air ventilation.

### **Intensity Cleaning, Disinfection, and Ventilation**

All cleaning products are Tuolumne JPA approved for use against COVID-19. All staff has been trained in proper usage by the "Get Safety Trained" training program. All cleaning products are hydrogen peroxide based and will be stored out of the reach of students. All staff will use proper PPE when cleaning and disinfecting. Classrooms will be cleaned twice a day. All high touch points in the bathroom will be cleaned every 2 hours, students will use the bathroom two at a time. Buses and vans will be cleaned after each route. All staff have been appropriately trained on the cleaning and disinfecting procedures and schedules have been developed to implement these.

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All drinking fountains will be closed to use. A personal water bottle will be provided to each student and cleaned by staff on a weekly basis. Individual student supplies and manipulatives will be stored in pencil boxes, which will be disinfected twice weekly. Kindergarten toys will be individually bagged and disinfected between uses. The playground structures will be closed, however playground equipment will be provided to individual students in a structured setting and disinfected between uses.

ACCO has upgraded all HVAC systems and regularly changes the filters at least twice a year. All classrooms have windows or doors for outside air ventilation.

Groveland Community Services District and Lake Don Pedro Water District test the drinking water at least twice yearly from random samples taken on the campuses to minimize the risk of Legionnaires' Disease.

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## 8. Employee Protection Plan

**If you have questions about any of the following, please contact:**

Position Title: District Superintendent  
Name: Wynette Hilton  
Phone: 209-962-5765 x 3452  
Email: whilton@bofg.org

Employee Safety Protocols have been implemented in accordance with the District COVID-19 Prevention Plan and include, but are not limited to:

### **Ensure Teacher and Staff Safety Training**

All employees are required to complete mandatory annual training that is applicable to their positions. These are provided digitally through Get Safety Trained. The District instructed all employees to complete these training sessions while they were “sheltered in place”, no later than June 7, 2020. The District has mandated that all employees complete the COVID training before the first day of school. An additional document developed by JPA, COVID-19 Required Training Information for Employees was distributed to all employees. Through our JPA, we are additionally providing COVID-19 training modules to students and parents. All substitutes working in the district will be trained in all COVID-19 related procedures and protocols.

### **Safety**

Assign staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk to appropriate tasks to lessen exposure. All staff meetings and trainings will be conducted virtually. Breaks and lunch schedules will be staggered to allow for appropriate social distancing. The staff room will have an occupancy limit and extra chairs will be removed.

# Notification to Employee of Potential Exposure to COVID-19 in the Workplace

## 9. Anti-Discrimination/Retaliation Protection

**If you have questions about any of the following, please contact:**

Position Title: District Secretary  
Name: Jennifer Shimer  
Phone: 209-962-5765  
Email: [jshimer@bofg.org](mailto:jshimer@bofg.org)

The District has policies protecting employees from discrimination, harassment, and retaliation, as mandated under federal and state laws. Please see the District Policies outlined below for further information. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

Policies against COVID-19 related harassment and discrimination are as follows:

AR 4030

BP 4157

AR 4157.1