DISCLAIMER

Keenan & Associates is an insurance brokerage and consulting firm. It is not a law firm or a medical practice. We do not give legal or medical advice. Neither the content of this manual nor any accompanying documents should be construed as legal or medical advice. Further, we do not warrant that the information included in this manual will result in the reduction of all risks associated with the transmission of COVID-19 or any claims associated therewith.

The situation surrounding COVID-19/coronavirus is changing constantly; as a result, any information contained in this manual may not necessarily reflect the latest information regarding recently-enacted, or pending or proposed legislation, guidance, or recommendation from any federal, state, and/or local agency. Readers are advised to be alert for any new or changed recommendations to keep current regarding the latest information from these.

COVID-19 Disclaimer: Any statements contained herein relating to the impact of COVID-19 and/or the coronavirus on insurance coverage or any insurance policy is not a legal opinion, warranty, or guarantee and should not be relied upon as such. Answers to policy-specific questions will always depend on the terms and conditions of an individual policy and the specific facts relating to a potential claim. As insurance agents/brokers, we do not have the authority to make coverage decisions or render legal advice.

This manual includes references to and copies of materials prepared and issued by third parties, e.g., government agencies, medical experts, outside consultants, etc. Keenan disclaims any and all liability for any content in this manual that was prepared by any such individual or entity.
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Introduction

The Keenan COVID-19 Resource Guide was developed to provide a centralized point of reference for organized & filtered information and resources to help schools, community colleges, public agencies, healthcare and other organizations navigate through the challenges of operating safely amid COVID-19.

While we made this toolkit as comprehensive as possible, there is no substitute for remaining up to date on State and Local guidelines and requirements. As the situation of COVID-19 evolves, guidelines are continuously changing, and no resource guide can take the place of State and Local agencies and health officials.

Organizations must ensure they are able to operate effectively & consistently within the guidelines for the Centers for Disease Control and Prevention (CDC), State and local department of public health and guidelines established by State and Local officials.

We will strive to update this resource guide as new information becomes available and as guidelines change.
RECENT ENHANCEMENTS

This COVID-19 Resource Guide may be updated periodically. This page is intended to highlight any changes since the last edition.
Keenan’s Loss Control team has custom-tailored various services & resources to help protect staff, students and visitors when returning to schools & community colleges. Below is an example of the wide-variety of services available from your Loss Control professionals.

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<td>• Aerosol Transmissible Diseases (ATD)</td>
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<td>• Back injury prevention: rearranging classrooms</td>
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<td><strong>Hazard Assessments</strong></td>
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<td>• Re-opening plan effectiveness audit</td>
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<td>• Occupation/work space-specific CDC/County DPH protocol evaluations</td>
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<tr>
<td>• COVID-19 Cal-OSHA</td>
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<td>• Return to work/re-open (w/FACS)</td>
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<td>• Remote working ergonomics program/IIPP addressing employees working from home</td>
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<td>• How does an organization become qualified to conduct their own fit testing</td>
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<td><strong>IMReady</strong></td>
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<td>• Pandemic Annex</td>
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<td>• Emergency Operation Plan (EOP) After action debrief of how a District handled shutting down/re-opening</td>
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<td>• Site physical security self-assessment/training</td>
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<tr>
<td>• Skeleton crew personal/personnel security/safety</td>
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Model Program

Keenan has joined with Forensic Analytical Consulting Services, Inc. (FACS), one of the country’s leading and most diverse industrial hygiene consulting firms, to bring you a COVID-19 safe operating program template.

This template is designed to help you with not just deciding WHAT your school is going to do but also gives you the tools to decide HOW you’re going to do it. The program includes the following components:

- A prevention element including protocols for assessing hazards, identifying safe work practices, training, and validating implementation. Six (6) safe work practice documents will be developed targeting general employee practices, office environments, guidance for creating area/operation specific practices, guidance for customers/visitors, and guidance for vendors.

- A response element including protocols for responding to incidents of known or suspected COVID-19 cases. These protocols will address incident assessment (determining who and what impacted), communication with impacted parties, cleaning/disinfection of impacted surfaces, and confirmation of response actions.

- A building closure and re-opening element addressing common environmental health and safety concerns associated with buildings prior to closure, during closure, prior to re-opening, and following re-opening.

- A training element addressing:
  - Using the program template (audience: administrators)
  - General safe work practices for COVID-19 (audience: all employees)
  - Office safe work practices for COVID-19 (audience: office employees)
  - Developing COVID-19 safe work practices (audience: area/operation supervisors)

Keenan is making all of this available at no cost. Please contact your Loss Control Consultant or Account Manager for more information.
Customization & Implementation Effectiveness Service

Keenan has joined with Forensic Analytical Consulting Services, Inc. (FACS), one of the country’s leading and most diverse industrial hygiene consulting firms, to bring you a COVID-19 safe operating program template. This template is available for use by our customers at no cost. However, having a template is just the start. Keenan & FACS have created a Program Customization and Implementation Effectiveness Evaluation service to help you make the most of the template as well as help manage the risk of operating safely amid COVID-19. This service is broken down into two main components:

Part 1: COVID-19 Safe Operating Plan Customization Service

FACS will assist in adapting the COVID-19 safe operating plan template to your specific operation by providing a live remote orientation training to review the base template materials and discuss implementation. Then, they will customize the base template materials based upon feedback from the orientation training as well as provide up to six additional area/operation-specific safe practice documents tailored to your operation (the base template already includes six to begin with).

Part 2: COVID-19 Safe Operating Plan Implementation Effectiveness Evaluation

Once your plan has been customized to meet your specific needs and implemented as designed, a Keenan Loss Control Consultant will conduct a comprehensive COVID-19 Safe Operating Plan Implementation Effectiveness Evaluation. This comprehensive evaluation will include the following components:

- Review your specific COVID-19 safe operating plan & identify key safe work practices to evaluate at various sites.
- Evaluate the effective implementation of up to 12 safe work procedure control measures (as defined in the client’s plan) in the field at up to 4 sites (additional sites can be added at an additional cost).
- Identify missing/misuse of control measures in the field.
- Identify areas/operations in the field that are not covered by the plan.
- Evaluate training effectiveness by interviewing employees in the field & reviewing training records.

Upon completion of the field evaluations, the Consultant will generate a report of their findings as well as any correlating recommendations to improve the client’s COVID-19 Safe Operating Plan. The report will be delivered and reviewed with you to help you monitor your program and ensure your plan is working as you intended. This review will also give you an opportunity to make adjustments to your plan to better fit the operational needs of your schools. These are the key elements in helping manage the risks of operating amid COVID-19.

Please contact your Loss Control Consultant or Account Manager to request a proposal for this comprehensive service.
<table>
<thead>
<tr>
<th>California Department of Education</th>
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<tbody>
<tr>
<td>A Guidebook for the Safe Reopening of California’s Public Schools – June 2020</td>
</tr>
<tr>
<td><a href="https://www.cde.ca.gov/ls/he/hn/strongertogether.asp">https://www.cde.ca.gov/ls/he/hn/strongertogether.asp</a></td>
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<tr>
<th>COVID-19 Industry Guidance: Schools and School-Based Programs June 5, 2020</th>
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<tbody>
<tr>
<td><a href="https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx">https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx</a></td>
</tr>
</tbody>
</table>
CDC Interim Guidance for Schools and Camps
May 2020

(Pages 42-45)

Scaling Up Operations
Safety Actions
Promote healthy hygiene practices
Intensity cleaning, disinfection, and ventilation
Promote social distancing
Limit sharing
Train all staff
Check for signs and symptoms
Plan for when someone gets sick
Maintain healthy operations
Closing


Schools Decision Tool

Public Health Considerations for Reopening Schools During the COVID-19 Pandemic

K-12 Schools and Child Care Programs

FAQs for Administrators, Teachers, and Parents (June 3, 2020)


Guidelines for Reopening Buildings after Prolonged Shutdown or Reduced Operation

## Workplace Industry Guidance and Checklists

### COVID-19 Industry Guidance:

**Office Workspaces**


### Cal/OSHA COVID-19 General Checklist for Office Workplaces

POLICIES – RECOMMENDED BEST PRACTICES

THE FOLLOWING IS A LIST OF POLICIES THAT SHOULD BE CONSIDERED:

- Cleaning and Disinfecting
- Social Distancing
- Testing Employees for COVID-19
- Temperature Testing and Screening for Symptoms Associated with COVID-19
- Employer Notification of Potential COVID-19 Positive
- Use and Disclosure of Confidential Medical Information Related to COVID-19
- Accommodation of Employees Who are at High-Risk of Severe Illness from COVID-19
- Employee Leave and Compensation Under the Families First Coronavirus Response Act
- Employee Negative Leave Accrual
- Telecommuting/Working Remotely

For community colleges districts that work with Liebert, Cassidy & Whitmore (LCW), assistance with policy development is available. LCW offers a draft telecommuting policy free of charge.

For K-12 districts, CSBA provides resources including template policies and policy development.

Consult with your legal counsel to determine which policies are recommended for your organization.

Policies, procedures, acknowledgment and other important documents can be easily uploaded and sent electronically to employees through Keenan SafeSchools, KeenanSafeColleges and Keenan SafePersonnel as a policy course. This feature allows employers to maintain an electronic record of employees acknowledgment of receiving and reading important information.

Policy courses can be bundled together, and assigned with, relevant training courses through our custom course builder. For more information contact your Keenan Account Manager.
**EMPLOYEE TRAINING**

Cal-OSHA requires employers to protect employees from workplace exposures, which includes COVID-19 ([https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html](https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html)).

Provide Employee Training

Provide training in a language that is readily understandable by all employees on the following topics:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer’s procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
  - CDC guidelines that everyone should use cloth face covers when around other persons.
  - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
  - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
  - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects. As noted above, Executive Order N-51-20 requires that employees working in food facilities (as defined by the California Retail Food Code) must be permitted to wash their hands every 30 minutes and additionally, as needed.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels.
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
  - The hazards of the cleaners and disinfectants used at the worksite.
  - Wearing PPE (such as gloves).
  - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.
COVID-19 TRAINING BUNDLE

- **Coronavirus Awareness (9:04)**
  - Learning objectives:
    - Identify how COVID-19 spreads
    - Recognize its symptoms
    - Explain how to prevent and treat the virus
      - Cough/sneeze etiquette
      - Hand hygiene
      - Avoiding contact with sick persons
      - Avoid touching eyes, nose and mouth
      - Avoid sharing personal items
    - Determine what to do if you become sick with COVID-19

- **Coronavirus Preparing Your Household (7:07)**
  - Learning Objectives (emphasizes CDC):
    - Identify actions you should take before an outbreak occurs in your community
    - Identify actions you should execute during an outbreak (reinforces Cal/OSHA Recommendations)
    - Identify actions you should take after an outbreak occurs

- **Coronavirus Managing Mental Stress and Anxiety (8:53)**
  - Learning objectives:
    - Define stress and anxiety
    - Identify common signs and symptoms
    - Explain how to reduce stress for yourself and others

- **Coronavirus Transitioning to a Remote Workforce (7:19)**
  - Learning objectives:
    - List best practices for leadership when transitioning to a remote work force
    - List best practices for working remotely
    - Identify pitfalls to avoid during the transition

- **Coronavirus Cleaning and Disinfecting Your Workplace (8:20)**
  - Learning objectives (emphasizes CDC):
    - Identify the differences between cleaning and disinfection
    - Identify best practices for cleaning and disinfecting
    - Identify PPE and hand hygiene best practices
      - Note: reference that employers should train on PPE (when to use, how to use, how to remove, disposal) and on BBP. Consider assigning additional KSS/KSC/KSP PPE and BBP courses.

- **Coronavirus CDC Guidelines for Making and Wearing a Cloth Face Covering (7:40)**
  - Learning objectives:
    - List the steps for creating a sewn cloth face covering
    - List the steps for creating a non-sewn cloth face covering
    - Identify best practices for searing a cloth face covering

  - Learning objectives:
    - Emphasizing the importance of being consistent with state and local orders
    - Discusses the importance of being ready to protect employees at a high risk for serious illness
**ADDITIONAL TRAINING TOPICS**

**Eye & Face Protection (12 minutes)**

To help prevent employee injuries, the Occupational Safety and Health Administration (OSHA) has developed specific standards to ensure proper eye and face protection. The goal of the KSC *Eye & Face Protection* course is to provide employees with a basic understanding of eye and face protection. You will learn the importance of training and retraining, ways to recognize workplace hazards, the safe use of personal protective equipment (PPE), and procedures to protect you from eye and facial injuries. Course is available in English and Spanish.

**Personal Protective Equipment (PPE) – 15 minutes**

This course covers the basics of hazard assessments to determine required PPE as well as various types of PPE. Available in English and Spanish. Updated 9/9/17.

**Bloodborne Pathogens (18 minutes-full course) Updated 12/12/19**

Keenan SafeColleges’ *Bloodborne Pathogens: Exposure Prevention* course introduces the type, statistics and scope of the disease; guidelines for the cleanup and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasis the practices of proper exposure control. The course contains specific references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC web sites.

**Common Illness Prevention (13 minutes)**

The goal of Keenan SafeColleges Training *Common Illness Prevention* course is to provide staff with information on common communicable diseases and how to prevent and manage them. This course covers facts about communicable diseases, how illnesses spread, public health laws, and how to prevent the spreading of common illnesses.

**Pandemic Flu (20 minutes)**

*Pandemic Flu* is designed to educate all campus workers on the threat of Pandemic Flu. The course explores both the evolution and history of pandemics. It includes an explanation of the various phases of pandemic as recognized by the World Health Organization (WHO). Another section explores in more detail Swine Flu and the H1N1 strain. The course concludes with numerous practical considerations for campus workers to help reduce the threat of pandemic flu.

**Foodborne Illnesses (19 minutes)**

This is a tutorial designed to train campus food service workers on how to prevent contamination from foodborne bacteria and parasites. (Updated 03/03/19).

**Food Safety and Kitchen Sanitation (13 minutes)**

This course aims to instruct employees in proper cleaning techniques and personal hygiene practices relating to kitchen sanitation and food safety. The tutorial, which is broken up into segments permitting the learner to complete the course at his/her own pace, allows staff to gain a comprehensive understanding of some of the basic issues related to food safety and kitchen sanitation. (Updated 6/6/15)
Food Service Equipment: Sanitation (22 minutes)

The proper cleaning and care of campus kitchen equipment can make the difference between having a safe and healthy work area and food supply, and an unhealthy workplace with an unsafe food supply. Keenan's SafeColleges’ Food Service Equipment: Sanitation course is designed to provide food service employees with information about sanitation practices that will keep the equipment in your kitchen safe from contamination. (Updated 6/6/18)

Safety Data Sheets (28 minutes)

The Keenan SafeColleges Safety Data Sheets course provides staff with an understanding of Safety Data Sheets (SDSs) as they relate to hazardous chemicals and the knowledge to use the information found in SDSs to protect themselves and others on the campus. Course covers: understanding how SDSs are organized and why they’re necessary for hazardous chemicals, identification of the different sections of an SDS and the information found in each, and familiarization with the GHS requirements and how they will affect SDSs. Also available in Spanish.

Stress Management (29 minutes)

It may not be possible to avoid stress in your life, but it is possible to manage and to reduce stress. Without stress management, you may remain on high alert which can affect your health, your relationships, and your ability to concentrate on the tasks at hand. The goal of Keenan SafeColleges Stress Management course is to provide information you can use to manage and to reduce stress in your life.
Keenan has partnered with Dr. Scott Poland to deliver a webinar series to share mental health coping strategies for school personnel, children, families and mental health professionals. Look for announcements to attend the webinar lives. They will also be recorded available “on demand” on Keenan.com

https://www.keenan.com/Knowledge-Center/Webinars

COVID-19 MENTAL HEALTH WEBINAR SERIES

- Coping with COVID-19 Mental Health Tips for Children and Families (May 2020) **available now**
- Managing Summer during COVID 19 Restrictions for Students and Families (June 23, 2020) **available now**
- Preparing K12 Staff for the Reopening of School Districts (July 22, 2020 - 10am-11am)
- Preparing Students and Parents for Returning to School for Parents and School Personnel (August 2020)
- Coping with what is the “New Normal” in a World with COVID 19 for Parents, School Personnel and Mental Health Professionals (September 2020)
- Coping with new developments with COVID-19 especially with regards to academic issues and a potential need for a return to virtual learning for Parents, School Personnel and Mental Health Professionals (October 2020)
INJURY PREVENTION THROUGH PHYSICAL CONDITIONING

Through our partnership with OneCall, an industry leader in ancillary services for workers’ compensation, we are pleased to offer a series of short training videos to help employees transition from a more sedentary remote working environment to in their regular work setting. These courses were designed by medical professionals to help employees strengthen their upper and lower bodies, backs, abdominals and overall wellness. This series is designed to help employee condition their bodies to prevent injuries when returning to work.

<table>
<thead>
<tr>
<th>Injury Prevention through Physical Conditioning: Upper Body</th>
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<tr>
<td><img src="image1" alt="Upper Body Video" /></td>
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<tr>
<th>Injury Prevention through Physical Conditioning: Lower Body</th>
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<tr>
<td><img src="image2" alt="Lower Body Video" /></td>
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<th>Injury Prevention through Physical Conditioning: Healthy Back</th>
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<tr>
<td><img src="image3" alt="Healthy Back Video" /></td>
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<tr>
<th>Injury Prevention through Physical Conditioning: Ab Exercises</th>
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<tr>
<td><img src="image4" alt="Ab Exercises Video" /></td>
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<tr>
<td>Injury Prevention through Physical Conditioning: Wellness</td>
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<td>--------------------------------------------------------</td>
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CLEANING AND DISINFECTING INFORMATION AND REFERENCE MATERIAL

Resources:

CASH Webinar “Maintenance and Operations Part Two – Sanitizing, Disinfecting Playground, Athletic and Large Assembly/Indoor Facilities” May 28, 2020

https://www.youtube.com/watch?v=Mv7fVfBrsto&feature=youtu.be

CDC Webpage - Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes


EPA - Disinfectants to use against the virus that causes COVID-19

https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
<table>
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<tr>
<th>California Coalition for Adequate School Housing (CASH)</th>
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<tbody>
<tr>
<td>Healthy Schools: Cleaning, Disinfecting, Healthy Air Quality, Scheduling and Social Distancing</td>
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<tr>
<th>EPA and CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes</th>
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</table>
EPA and CDC Cleaning and Disinfecting Decision Tool


CDC Cleaning and Disinfecting your Facility


Department of Pesticide Regulations –

Reminders for Using Disinfectants at Schools and Child Cares


EPA’s Six Steps for Safe & Effective Disinfectant Use

https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use
Step by Step Disinfection for Child Care Programs


Step by Step Sanitizing for Child Care Programs

### CLEANING AND DISINFECTING – WHEN IS INTEGRATED PEST MANAGEMENT TRAINING REQUIRED?

<table>
<thead>
<tr>
<th>California Department of Pesticide Regulations</th>
<th>Integrated Pest Management (60 minutes) *DPR Approved Course</th>
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<tbody>
<tr>
<td><a href="https://www.cdpr.ca.gov/docs/schoolipm/school_ipm_law/disinfectant_training.pdf">https://www.cdpr.ca.gov/docs/schoolipm/school_ipm_law/disinfectant_training.pdf</a></td>
<td><strong>Integrated Pest Management (IPM)</strong> is a safer – and usually less costly – option for effective pest management for a school campus. In fact, the Environmental Protection Agency (EPA) has recommended that schools use Integrated Pest Management to reduce pesticide risk and exposure to children. The goal of the Keenan SafeSchools' Integrated Pest Management course is to familiarize school staff members with the principles of an effective IPM program as well as the steps they can take to implement an IPM program in their school. Available in English and Spanish.</td>
</tr>
</tbody>
</table>
IPM For Teachers and Office Staff (20 minutes) *DPR

Approved Course

Integrated Pest Management (IPM) for Teachers and Office Staff is a course for anyone (non-custodial/maintenance/operations) who is using an antimicrobial wipe to clean classrooms, desks, office environments, etc. The goal of the Keenan SafeSchools’ Integrated Pest Management course is to familiarize teachers and other staff members with the principles of an effective IPM program as well as the steps they can take to clean/wipe classrooms down in their school.
ATI – American Technologies, Inc
Disaster Recovery Services
2688 Westhills Court
Simi Valley, Ca 93065
Drew Wendland, Regional Manager
818-700-5060 x1320
808-821-4615 (cell)
Drew.wendland@atirestoration.com
www.ATIrestoration.com
Clean Harbors

24 Hour Coronavirus Hotline

855-487-7221
deconservices@cleanharbors.com
https://www.cleanharbors.com/

Routine Disinfection, Decontamination and Disposal Performed by the Professionals at Clean Harbors. We are continuing our focus and dedication on helping our customers with their COVID-19 strategies around Preparedness, Business Continuity and Response. As we get closer to the idea of getting back to work as a Country, Business Continuity has moved to the forefront. Companies are left wondering what the new world will look like and are seeking programs that will improve the confidence of their employees, their customers, and the public going forward. Clean Harbors is here to help by providing you with an ongoing program to help get us all working safely again.

Introducing Clean Harbors D3 Clean Program

The right program, the right price, and the tools you need to send the right message.

What is D3 Clean?

Disinfection
Recurring disinfection services performed by our skilled professionals with over 40 years of experience in emergency response and infectious disease management.

Decontamination
In the event there is a plausible, possible or known presence of the virus, a complete decontamination service will be performed by HAZWOPER-trained professionals, using EPA-approved SARS-COV-2 solutions that eradicate the contamination. The entire focus is on killing the virus, utilizing everything from foggers to misting equipment, while wearing Level C PPE with total body protection and full face respirators.

Disposal
We offer complete removal of contamination where remaining waste is safely managed and legally transported to one of our facilities, where it is destroyed down to the molecular level. Whatever the extent, you can be sure that our response personnel will execute the clean-up and disposal of your waste in strict accordance with the most current OSHA, EPA and DOT regulations.

D3 Clean Communication Package

When you join our D3 Clean program you will receive a comprehensive communication plan along with a complete set of program awareness materials that you can share with your employees as well as your customers. Our D3 Clean communication package includes all of the following materials:

Letter to Employees — “We selected Clean Harbors and their D3 Clean Program”
Letter to your employees about your selection of Clean Harbors’ D3 Clean Program, what that means to them and how it clearly demonstrates your commitment to their ongoing safety.

Facility Signage — “We chose the best because your safety matters to us”
Posters that can be displayed in a public area near to your customers that relay what it means to be a member of Clean Harbors’ D3 Clean program and the safety and assurance that it provides.

This location is protected through

D3 CLEAN
Disinfection
Decontamination
Disposal

Window Decals — “This area was disinfected by Clean Harbors as part of our D3 Clean Program”

Clean Harbors’ Post-infection stickers let your customers and employees know that you are committed to doing everything that you can to provide the safest environment possible for our team and our clients, and that the entire responsibility of those training that space to keep it clean through responsible and preventative behavior. Window decals/stickers will be replaced each time Clean Harbors performs a service.

For information or to join our D3 Clean program please email us at: attributes.assistant@cleanharbors.com or call us at 855-487-7221.
# HEALTH SCREENING INFORMATION AND RESOURCES

## CDC – Symptoms of Coronavirus


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<tr>
<th>Symptoms of Coronavirus (COVID-19)</th>
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## CDC – Symptoms of Coronavirus

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<thead>
<tr>
<th>What you need to know</th>
</tr>
</thead>
<tbody>
<tr>
<td>– Anyone can have mild to severe symptoms.</td>
</tr>
<tr>
<td>– Older adults and people who have serious underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.</td>
</tr>
</tbody>
</table>

### Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported — ranging from mild symptoms to severe illness.

Symptoms may appear 2–14 days after exposure to the virus. People with these symptoms may have COVID-19:

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

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

Stop the Spread of Germs

Prevent the Spread of COVID-19
If You are Sick
EEOC Guidelines on Temperature Checks

The EEOC Pandemic Preparedness in the Workplace and the Americans with Disabilities Act Guidance, updated March 21, 2020


**Important to check for updates**

EEOC Guidelines on Temperature Checks and Antibody Testing *June 17, 2020*


The EEOC clarifies that employers may take temperature checks but recommends employers obtain written consent from employees before requiring mandatory testing. EEOC also clarifies that employers may not require anti-body testing.

**Important to check for updates**
US Chamber of Commerce Standardized Employee Screening Questionnaire

## HEALTH SCREENINGS AND TEMPERATURE MONITORING VENDORS

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Nurse</strong></td>
<td>Digital Platform: $1.00 per employee per month. Minimum $250/month. This allows for access to digital screening, which is 4-6 questions that the employee answers and then the person gets a “Green” or a “Red” light on their phone which they show to the employer. Green means they are safe to return, red means they are not. Nurse Triage Platform: $44 per call. This is an option add on. If an employee should get a “red” light /unable to return to work, this offers a nurse triage option for further review. The employee may have received a false “red” for various reasons.</td>
<td></td>
</tr>
<tr>
<td><strong>WorkSafe</strong></td>
<td>Daily Health Check. Three plans available to choose from. QR Code available for visitors, parents, volunteers to access.</td>
<td></td>
</tr>
</tbody>
</table>
GUIDELINES WHEN SOMEONE HAS TESTED POSITIVE OR BEEN AROUND SOMEONE WHO TESTED POSITIVE

CDC Guidelines –

When You Can be Around Others After You Had or Likely Had COVID-19

EMPLOYER NOTIFICATION OF A POTENTIAL COVID-19 POSITIVE

Employer’s Notification Requirements of Possible COVID-19 Exposure

https://www.hansonbridgett.com/Publications/articles/2020-03-labor-covid19-exposure-reports

Sample Employer Notification – Shared with Permission from SOCCD

March 24, 2020
SENT VIA EMAIL AND U.S. POSTAL MAIL

Employee Name
Employee Address

Request for Notification of Potential Exposure

Dear [Employee],

This letter is to inform you that you may have been exposed to COVID-19 or [detail, e.g., "contact with a confirmed COVID-19 case"). Specifically, the District has been notified that a member of our campus community tested positive for COVID-19. The District has reason to believe that you had contact with the individual on [date] due to your proximity to this individual within [distance] feet of each other.

We are implementing several precautionary measures to prevent the spread of COVID-19. These measures include regular cleaning and disinfecting of common areas, as well as implementing social distancing protocols. We encourage all employees to wash their hands frequently and avoid close contact with people who are sick.

If you develop symptoms of COVID-19, please contact your health care provider immediately. Symptoms may include fever, cough, shortness of breath, fatigue, muscle aches, and runny nose. If you develop any of these symptoms, please stay home and call your health care provider for further instructions.

We would appreciate it if you could monitor your temperature daily. If you have a fever or other symptoms of COVID-19, please contact your health care provider immediately.

Sincerely,

[Signature]

[Employee Name]

North Orange County Community College District
Email: [SOCCD Email Address]

COVID-19 RESOURCES GUIDE  License No. 0451271  July 13, 2020  38
Campus Safety
COVID-19 Sample Notifications for K12 and Community Colleges March 31, 2020

**Face Coverings and Protective Wear**

**Information and Resources**

**CDPH - Guidance for the Use of Face Coverings June 18, 2020**

[https://www.cdph.ca.gov/Programs/OPA/Pages/NR20-128.aspx](https://www.cdph.ca.gov/Programs/OPA/Pages/NR20-128.aspx)

**CDC – Use of Cloth Face Coverings to Help Slow the Spread of COVID-19**

Cloth Face Covering FAQ’s From OSHA

How to Safely Wear and Take Off a Cloth Face Covering **Poster**
Important Information about Your Face Covering

FACE COVERINGS

WHAT IF AN EMPLOYEE INDICATES THEY CAN’T WEAR A FACE COVERING?

If an employee indicates they have a non-industrial medical condition that prevents them from wearing a face mask, it is highly recommended that you conduct an interactive process with the employee, as they are protected under FEHA. Once you confirm why the employee is unable to wear the mask (asthma, heart condition, etc.) and the restrictions, you can then confirm if you can accommodate. For instance, can the employee wear a face shield, or take a 10-minute break every hour to go outside and breathe fresh air, or can the employee be placed in an area where they are more than 6 feet to other employees, etc.? Providing the interactive process should assist in preventing an employment practice lawsuit.

In the event an employee suffers an injury (heart attack, respiratory infection, etc.) while in the course of their employment, a workers’ compensation claim can be alleged. If the employee chooses to file a w/c claim, the claims’ administrator will likely delay and investigate to determine if the condition arose out of employment, during the course of employment (AOE/COE). For example, absent wearing the mask / face shield, would the injury have occurred.

It is highly recommended that you consult with your employment attorney on any decision or practices to ensure consistency. You may also wish to review Michael Sullivan & Associates Disability and Reasonable Accommodations FAQ’s.

The following is an excerpt from Michael Sullivan’s FAQ’s that may be helpful:

MAY AN EMPLOYER REQUIRE CERTIFICATION FROM A HEALTH-CARE PROVIDER IF AN EMPLOYEE REQUESTS AN ACCOMMODATION DUE TO COVID-19 ILLNESS?

Yes, and it’s important for employers to request it. The law allows an employer to request a certification from a health-care provider stating that the employee has a health condition that requires accommodation and describing the proposed accommodation. If the medical certification doesn’t recommend specific restrictions, or the accommodation is vague, the employer should send the certification back to the provider for additional detail. In addition, the employer should engage with the employee to determine whether the condition is, in fact, a disability, and to discuss the essential functions of his or her job, whether he or she can perform them with or without an accommodation, and how long the accommodation should last.
FACE COVERINGS AND PROTECTIVE WEAR
VENDORS

Kole Imports Inc.
24600 Main Street
Carson, Ca 90745
800-874-7766
https://www.koleimports.com/academic-ppe

*For Educational Sector discount pricing use the above link.
CAL/OSHA RECORDKEEPING AND SERIOUS INJURY, ILLNESS & DEATH REPORTING

Briefing: Cal/OSHA Guidance on Recording and Reporting COVID-19


Keenan

BRIEFING
JUNE 2020

Q&A GUIDANCE ISSUED FOR EMPLOYERS ON RECORDING AND REPORTING WORK-RELATED COVID-19 FATALITIES AND ILLNESSES

On May 27, 2020, the California Division of Occupational Safety and Health (Cal/OSHA) issued Q&A guidance for employers on recording and reporting work-related COVID-19 fatalities and illnesses.

Questions addressed include:
- Do employers have to record COVID-19 illnesses on their Log 300?
- Does a COVID-19 case have to be confirmed to be recordable?
- How does an employer determine if a COVID-19 case is work-related for recordkeeping purposes?
- Is the time an employee spends in quarantine considered “days away from work” for recording purposes?
- When do employers have to report COVID-19 illnesses to Cal/OSHA immediately?
- What if the employee became sick at work but the illness is not work-related?
- What if an employee started to show symptoms outside of work?
- Do I report an illness even if COVID-19 has not yet been diagnosed?
- Am I admitting to liability when I report a serious illness?

Cal/OSHA Recordkeeping

Some employees, such as schools and colleges, qualify for the partial exemption from Cal/OSHA recordkeeping requirements. This partial exemption does not apply if the school district or community college receives a written request from Cal/OSHA, the Bureau of Labor Statistics (BLS), or the Division of Occupational Safety and Health. Unless an employee qualifies for the partial exemption, they must comply with recordkeeping requirements (see our May 2020 Loss Control Bulletin for more details about who qualifies for the partial exemption).

Abstain qualifying for the recordkeeping exemption, the guidance states that California employers are required to record a work-related COVID-19 fatality or illness (as with 300, 300A, and 301 as equivalent forms), if there is a positive test result for COVID-19. If the case is not confirmed through testing, or the results are not available to an employer, the guidance states that the case would still be recordable if it is work-related and results in one of the following:
- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a physician or other licensed health care professional

Moreover, the guidance recommends that employers err on the side of recordability when deciding whether to record a COVID-19 fatality or illness.
INJURY ILLNESS PREVENTION PROGRAM

California employers are required to establish and implement an IIPP (title 8 section 3203) to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC), Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), and Coronavirus Disease 2019 (COVID-19): How to Protect Yourself & Others. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.

The following supplemental template may be added to existing IIPP’s to address how infection control measures are being implemented. Additional information can be found on Cal/OSHA’s website: https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html

COVID-19 REQUIRED SUPPLEMENT

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA’s regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

Cal/OSHA recommends employers not covered by the ATD standard follow recommendations from the Centers for Disease Control and Prevention (CDC). The CDC guidelines contain recommendations for creating an infectious disease outbreak response plan to be followed in the event of an outbreak.

It is the policy of the Organization/District Name to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Guidelines

These guidelines include infection prevention measures, including:

- Actively encouraging sick employees to stay home.
- Sending employees with acute respiratory illness symptoms home immediately.
- Providing information and training to employees on:
  - Cough and sneeze etiquette.
  - Hand hygiene.
  - Avoiding close contact with sick persons.
  - Avoiding touching eyes, nose, and mouth with unwashed hands.
  - Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- Providing information to allow physical distancing.
- Allowing flexible worksites, telecommuting, and flexible work hours to increase physical distance among employees.
- Using other methods of minimizing exposure between employees, and between employees and the public.
- Postponing or canceling large work-related meetings or events.

- Performing routine environmental cleaning of shared workplace equipment and furniture (disinfection beyond routine cleaning is not recommended).
- Cleaning and Disinfecting
  - How to clean and disinfect
  - After someone is sick

**Employee Training**

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, web based-online, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.

**What is Covid-19?**

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

**What are the Symptoms of COVID-19?**

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
• Other symptoms not identified

**Procedures to Help Prevent the Spread of COVID-19**

**Protect Yourself**

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

**How does it spread?**

• There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
• The best way to prevent illness is to avoid being exposed to this virus.
• The virus is thought to spread mainly from person-to-person.
• Between people who are in close contact with one another (within about 6 feet).
• Through respiratory droplets produced when an infected person coughs, sneezes or talks.
• These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

• Germs can spread from other people or surfaces when:
  ° Touching eyes, nose, and mouth with unwashed hands
  ° Prepare or eat food and drinks with unwashed hands
  ° Touch a contaminated surface or objects
  ° Blowing nose, coughing, or sneezing into hands and then touching other people’s hands or common objects.
  ° Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

**Hand Hygiene**

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it’s one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing 60-95% alcohol).

• Hand washing with Soap and Water:
  ° Wet hands first with water (avoid using hot water).
  ° Apply soap to hands.
  ° Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
  ° Rinse hands with water and dry thoroughly with paper towel.
  ° Use paper towel to turn off water faucet.
Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

- Using Alcohol-based Hand Rub (follow manufacturer’s directions):
  - Dispense the recommended volume of product;
  - Apply product to the palm of one hand; and
  - Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.
WORKING REMOTELY

This Telework Program provides sample policies and procedures to follow when considering employees in a remote working environment. This document provides guidance for managers, supervisors and the employees and is available on P&C Bridge.

Working from home sounds great! But with all great things come great challenges. This microlearning series addresses physical, mental, and environmental issues that you may encounter when working from home. Whether working from home is a temporary solution, an occasional situation, or just your normal workplace, these resources can help to make it the best possible environment. This microlearning series is available through Keenan SafeSchools, Keenan SafeCollege and Keenan SafePersonnel. For non-clients, these courses are available at https://www.keenan.com/Knowledge-Center/Working-Remotely.
As we move into the world of working remotely or telecommuting, ergonomics becomes an important risk management tool to ensure staff is safe when working from home or other remote locations. “Think Ergonomics” provides tips on how to keep you safe and comfortable while working on your laptop remotely. This and other ergonomic resources are available on [https://www.keenan.com/Knowledge-Center/Working-Remotely](https://www.keenan.com/Knowledge-Center/Working-Remotely) and on [P&C Bridge](http://www.pandcbridge.com).

The Office Products Purchasing Guide offers pros and cons to consider when purchasing office ergonomic products and is available on [P&C Bridge](http://www.pandcbridge.com).
WORKERS’ COMPENSATION
INFORMATION AND RESOURCES

WORKERS’ COMPENSATION LAW

- When Is COVID-19 Work Related?
- COVID-19 Presumptions
- The Basic Rule — Increased Risk and the General Public
- Nonindustrial COVID-19 Aggravates an Industrial Condition
- Industrial COVID-19 Aggravates Nonindustrial Conditions
- Injuries at Home or Due to the Home Office
- Psychiatric Injuries Caused by COVID-19
- Defenses to Psychological Claims
- Psychiatric Impairment Arising from COVID-19
- When Must a Claim Form Be Provided?
- When Should a Claim Form Be Provided?
- Effect on Statute of Limitations
- Provision of Benefits and Investigation Without a Claim Form
- Court Appearances
- Remote Depositions
- Remote Medical Treatment Examinations & Medical-Legal Appointments
- Payment of Temporary Disability

HTTPS://COVID19.SULLIVANATTORNEYS.COM/EBOOK/
COVID-19 RESOURCE GUIDE
License No. 0451271
July 13, 2020

COVID Claim Presumption Flowchart
per Governor's Executive Order N-62-20 of 5/6/2020

Did the worker receive a COVID diagnosis or test positive for COVID?

- YES
  - Was diagnosis from a medical doctor holding a physician and surgeon license from the California Medical Board?
    - YES
      - Was diagnosis confirmed with a positive virus test or antibody test within 30 days?
        - YES
          - Was the worker diagnosed with COVID within 14 days of working for the employer?
            - YES
              - Did the day work was performed fall between 3/19/2020 and 7/5/2020?
                - YES
                  - Did the work occur outside of the worker's home?
                    - YES
                      - Was the employee working outside the home at the employer's direction?
                        - YES
                          - The COVID is presumed an industrial injury, and benefits must be provided unless the employer can rebut the presumption by providing evidence of alternative causation. All medical care reasonably required to cure or relieve the injured worker should be provided under Labor Code 4600.
                        - NO
                          - Benefits are owing. TTD Benefit flowchart should be consulted.
                    - NO
                      - The claim is presumed accepted and can only be denied thereafter on the basis of rebuttal evidence not available within the first 30 days of notice of the claim.
                - NO
                  - There is no presumption and the usual evidentiary rules apply. Greater material risk test likely applies as with many other community spread diseases and occupational illnesses.
            - NO
              - The claim is presumed accepted and can only be denied thereafter on the basis of rebuttal evidence not available within the first 30 days of notice of the claim.
          - NO
            - The claim is presumed accepted and can only be denied thereafter on the basis of rebuttal evidence not available within the first 30 days of notice of the claim.
        - NO
          - The claim is presumed accepted and can only be denied thereafter on the basis of rebuttal evidence not available within the first 30 days of notice of the claim.
    - NO
      - The claim is presumed accepted and can only be denied thereafter on the basis of rebuttal evidence not available within the first 30 days of notice of the claim.
  - NO
    - The claim is presumed accepted and can only be denied thereafter on the basis of rebuttal evidence not available within the first 30 days of notice of the claim.
- NO
  - The claim is presumed accepted and can only be denied thereafter on the basis of rebuttal evidence not available within the first 30 days of notice of the claim.
COVID Claim Presumption Flowchart

per Governor's Executive Order N-62-20 of 5/6/2020

(Assuming Compensable)

Apportionment

- Is there permanent disability?
  - Yes
  - Apportionment to nonindustrial causes of disability such as comorbidities is still available under Labor Code 4663 and Labor Code 4664 still applies if there was any prior award of disability as to the body part or organ affected.
  - No

Compensable Consequences

- Are there possible compensable consequences?
  - Yes
  - Substantial medical evidence must establish COVID caused the alleged compensable consequences.
  - No

Death Benefits

- Did the worker die?
  - Yes
  - Is the death industrial? While the death will not be presumed industrial even if the COVID is, the contribution standard from the South Coast Framing case will likely apply.
  - No
  - Did the worker have dependents?
    - Yes
    - Death benefits are owing as they otherwise would for an industrial injury resulting in death.
    - No
  - No benefits are owing to the state’s Death Without Dependents for claims accepted due to the presumption.

TTD Benefits

- Did the worker miss time from work due to COVID or compensable consequences of COVID?
  - Yes
  - Did the employer provide leave pay specifically in response to the COVID crisis?
    - Yes
    - Worker must exhaust leave benefits set aside for COVID prior to obtaining any TTD benefits.
    - No
  - The worker must have a medical doctor with a physician and surgeon license from the California Medical Board certify TTD status by 5/21/2020 to be eligible for TTD benefits and must thereafter recently TTD status every 15 days.
  - No
  - Did the worker miss work due to COVID prior to the date of the Order on 5/9/2020?
    - Yes
    - For ongoing claims of TTD entitlement, a workers must have a medical doctor with a physician and surgeon license from the California Medical Board certify that the worker is TTD every 15 days within the first 45 days of the diagnosis.
    - No
COVID-19 FLOW CHART

COVID-19 REBUTTABLE PRESUMPTION OF COMPENSABILITY

All five of the following statement must be "True" for the COVID-19 rebuttable presumption to apply.

1. The employee worked for the employer any time between 03/19/2020 through 07/05/2020.
2. The employee was diagnosed with or tested positive for COVID-19 within 14 days of actually working for the employer.
3. Illness was confirmed by a positive virus test within 30 days of diagnosis.
4. The diagnosis was issued by a physician or surgeon licensed by the CA Medical Board.
5. The employee did not have the option of working from home, but instead worked elsewhere at the direction of the employer.

LITIGATION ISSUES

1. When challenging the rebuttable presumption of compensability of COVID-19 the employer must submit substantial evidence proving the virus was contracted elsewhere. Clear and convincing evidence is the standard of proof necessary to overcome a presumption of compensability.
2. All discovery challenging compensability must be concluded within 30 days upon filing of the DWC-1 claim form, unless the evidence is unavailable during those 30 days.
3. Compensable consequence injuries, including death, are not presumptive. Substantial evidence must be submitted by applicant proving a compensable consequence due to COVID-19.
4. Standard rules of apportionment apply under LC 4663 and LC 4664.

LIMITATION OF BENEFITS

1. Before any TD is due the worker must exhaust all leave benefits provided by the provider in response to COVID-19.
2. For injuries prior to 5/9/20, to qualify for TD a physician or surgeon licensed by the California Medical Board must certify temporary disability status by 5/21/20, and thereafter must re-certify TD status every 15 days.
3. For injuries on or after 5/9/20 to qualify for TD, a physician or surgeon licensed by the California Medical Board must certify temporary disability status every 15 days within the first 45 days of the worker being diagnosed with COVID-19.
4. For compensable death claims due to presumptive COVID-19, if no dependents exist then death benefits are not payable to the State of California, Death Without Dependents Unit.
Kaiser-On-the-Job

The following applies in both Northern and Southern California for possible COVID-19 (work-related) cases:

- Employees must call first prior to visiting a KPOJ clinic!
- Employee wishing to file a claim for a work-related COVID-19 exposure should be instructed to call their local KPOJ first for guidance and next steps.
- KPOJ will provide a Telephone Visit or Video Visit to evaluate and assess risk of employee
- KPOJ will complete a Doctor’s First Report at the initial visit and send to claims administrator. Causation may be deferred pending further information.
- KPOJ will issue activity restrictions to the employee and claims administrator based on the physician’s evaluation and considering current CDC Guidelines.
- If the physician determines a COVID-19 test is required based on CDC guidelines, KPOJ will arrange for a KP member or nonmember to have a COVID-19 test.
- If COVID-19 test is negative – the causation statement will be amended to non-industrial and the patient referred to their primary care physician for follow up.
- If a COVID-19 test is positive, a causation opinion will be provided to reflect the potential for an employment-related exposure. This will be based on information provided by the employee, the employer and the claims examiner.
- If the patient requires medical treatment related to COVID-19 symptoms, KPOJ will make appropriate referrals associated with their condition
Preventing the Spread

Symptoms of Coronavirus (COVID-19)
Stop the Spread

10 Things You Can Do to Manage Your COVID-19 Symptoms at Home
How to Protect Yourself and Others

Proper Handwashing (a variety of posters and languages available)
https://www.cdc.gov/handwashing/posters.html
How to Safely Wear and Take Off a Cloth Face Covering

How to Properly Wear Face Coverings
Cover Your Cough
ATHLETICS
CIF RETURN TO ACTIVITY

California Interscholastic Federation

Introduction to the CIF Guidelines for Return to Physical Activity June 10, 2020


National Federation of State High Schools (NFHS) and Sports Medicine Advisory Committee (SMAC)

Guidance for Opening Up High School Athletics and Activities May 2020

HELPFUL WEBSITES

- Keenan.com/covid-19
  https://www.keenan.com/covid-19
- Centers for Disease Control and Prevention (CDC)
- California Department of Public Health
  https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx
- U.S. Equal Employment Opportunity Commission
  https://www.eeoc.gov/
- California Department of Industrial Relations
  https://www.dir.ca.gov/
- Occupational Safety and Health Administration
  https://www.osha.gov/
- California Department of Industrial Relations
  https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html
- County Local Health Offices
  https://www.cdph.ca.gov/Programs/CCLHO/Pages/CCLHO-Health-Officer-Directory.aspx
- California Department of Educations
  https://www.cde.ca.gov/ls/he/hn/coronavirus.asp