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## COVID-19 Guidance and Reporting

**Covid-19 (corona virus) guidance and reporting is subject to Federal, State, County and City health directives and is constantly changing as health experts learn more about the virus. This section is reviewed and updated as needed to comply with the latest information and regulations; therefore, check back regularly.**

The following is a summary of the most pertinent guidance and definitions as of 7-13-21.

### Definitions

**"Close Contact"** means being within six feet of a COVID case (an infected person) for a cumulative total of 15 minutes of more in any 24 hour period, during the infected person's high risk exposure period, whether or not wearing a face covering, except when wearing a respirator.

**"Exposed Group"** means all employees at a work location, working area, or a common area at work, where a COVID-19 case was present during his/her high risk period. A place where persons momentarily pass through while everyone is wearing a face covering or is fully vaccinated, without congregating, is not a work location, working area or common area.

**"Face covering"** means a surgical mask, a medical procedure mask, a respirator (N95 or similar) or a tightly woven fabric or non-woven material of at least two layers. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

**"Fully Vaccinated"** means the employer has documented that the person received, at least 14 days earlier, either a second dose in a two dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA emergency approved or be listed for emergency use by the World Health Organization.

**"High Risk Exposure Period"** means:

*For individuals who develop **symptoms** of COVID-19, the infectious period begins 2 days before they first develop symptoms. The infectious period ends when the following criteria are met: 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.*

*For individuals who test positive but **never develop symptoms**, the infectious period for COVID-19 begins 2 days before and ends 10 days after the specimen for their first positive test for COVID-19 was collected.*

**"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 mask

**"Worksite"**, *for the limited purposes of COVID-19 prevention regulations only*, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors or other locations of the employer that a COVID-19 case did not enter. This definition is not the same as the definition of a worksite for general Cal-OSHA purposes.

### Governing Law and Recent Changes

Locations are governed by Federal, State, Cal OSHA, and local regulations of COVID-19 matters. General guidance and health orders for each can be found here:

- Federal orders and guidelines can be found here: [CDC](#)
- The State of California's Orders and guidelines can be found here: [State of California](#)
- Cal OSHA regulations can be found here: [Cal OSHA](#)
- The County of Los Angeles recommendations can be found here: [Los Angeles County Health Department](#)
- [County of Ventura](#)
- [County of Santa Barbara](#)
- [City of Long Beach](#)
- [City of Pasadena](#)

Locations are required to comply with all State of California Orders and, for employees, all Cal OSHA regulations. Locations may be more restrictive than these requirements if they choose to do so, but they may not be less restrictive. Since June 2021, there have been significant changes to the Health Orders from the State of California and Cal OSHA. The most significant changes are:

- California's Colored Tier system has been eliminated and all businesses have been allowed to re-open
- Physical distancing and barrier requirements have been eliminated
- No face coverings are required outdoors regardless of vaccination status except during outbreaks and for certain mega events
- Unvaccinated individuals must wear face coverings indoors and at their places of employment
- Employers may allow fully vaccinated employees not to wear face coverings indoors, but must document their vaccination status and may not retaliate against any fully vaccinated employee who wears a mask (*except for LA County and the cities of Long Beach and Pasadena, which require face coverings for all individuals indoors*)
- Employers must provide unvaccinated employees with approved respirators (N95 or equivalent) for voluntary use when working indoors or in a vehicle with others, upon request
- Employers must evaluate ventilation systems to maximize outdoor air and increase filtration efficiency, and evaluate the use of additional air cleaning systems; tenants should obtain assurance from the landlord that the building complies with these requirements

*Effective July 18, 2021, the County of Los Angeles Health Department issued new orders requiring all individuals, regardless of vaccination status, to wear face coverings at all indoor public places and businesses. The public health departments of the City of Long Beach and the City of Pasadena have also issued similar orders.*

## Cal-OSHA Requirements

Locations **where employees are regularly assigned to work (work site)** are governed by the California Code of Regulations, Title 8, section 3205. This includes all buildings, offices, schools, rectories, convents, cemeteries, mortuaries, and churches.

The employer must:

- Have an effective written **COVID-19 Prevention Plan (CPP)**
- Provide effective training and instruction to employees
- Provide notification to public health departments of outbreaks
- Provide notification to employees of exposure and close contacts
- Offer testing after potential exposures
- Follow requirements for responding to COVID-19 cases and outbreaks
- Follow quarantine and exclusion requirements

These requirements apply to all employees and places of employment, except:

- Work locations with one employee who does not have contact with other persons
- Employees working from home
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer

Employers must have a written **COVID-19 Prevention Program (CPP)**. It may be part of the location's [Injury and Illness Prevention Program](#). The elements of a COVID-19 Prevention Program are:

- A system or method of communicating with employees about COVID-19
- Identification and evaluation of COVID-19 hazards
- A plan for investigating and responding to COVID-19 cases in the workplace
- A method to correct COVID-19 hazards
- Training and instruction of employees about COVID-19
- Face coverings
- Controls (engineering, administrative and personal protective equipment)
- Reporting, recordkeeping and access
- Exclusion of COVID-19 cases and employees who had a close contact
- A return to work policy after contracting COVID-19 or having close contact with someone who had COVID-19

For help preparing a written COVID-19 Prevention Program, please see the sample template on the Cal OSHA website here: [Model Written Plans and Programs](#) (this is a Word document that will download; look for it at the bottom of the computer or tablet screen).

### **Paid Time Off for COVID-19 Related Reasons**

Employees are eligible for time off for COVID-19 related reasons. See [Section 5.8.2](#).

### **Vaccines**

COVID-19 vaccines have proven to be an effective protection against infection. Once individuals are vaccinated against COVID-19, different rules apply to them, both in the workplace and elsewhere.

For guidance on the Church's and Archdiocesan position on COVID-19 vaccines go to [Covid-19 Information | LA Catholics](#) (scroll down on the screen).

Individuals are considered fully vaccinated two weeks after their second shot of the the Pfizer and Moderna vaccines and two weeks after the single shot of the J&J vaccine. Fully vaccinated individuals without symptoms do not need to be tested or quarantined after close contacts with COVID-19 cases or after travelling out of the State of California, but within the United States. Employers may allow fully vaccinated employees not to wear face coverings indoors, but must document their vaccination status.

Locations that wish to host a COVID-19 vaccination clinic must use the [Outside User Agreement for COVID-19 Vaccine Site](#).

### **Face Coverings in California**

Masks are not required by State law for fully vaccinated individuals, *except in the following settings where masks are required for everyone*, regardless of vaccination status:

- On public transit (e.g., airplanes, ships, ferries, trains, subways, buses, taxis, and ride-shares) and in transportation hubs (e.g., airport, bus terminal, marina, train station, seaport or other port, subway station, or any other area that provides transportation)
- Indoors in K-12 schools, childcare and other youth settings
- Healthcare settings, including long term care facilities
- State and local correctional facilities and detention centers
- Homeless shelters, emergency shelters and cooling centers

Locations may choose to require all individuals visiting and/or working at a location to wear face coverings, or may choose to require only unvaccinated individuals to wear face coverings. *In the County of Los Angeles, the City of Long Beach and the City of Pasadena, all people must wear face coverings indoors regardless of vaccination status.* If a location that does not come under the jurisdiction of the County of Los Angeles or the Cities of Long Beach and Pasadena, wishes to allow fully vaccinated individuals

not to wear face coverings, the location must determine who is fully vaccinated. This may be done in three ways. Locations may choose one or more of the following options:

- Provide information to all patrons, guests and attendees regarding vaccination requirements (e.g., post a sign at the entrance)
  - See [Best Practices to Prevent COVID-19 for Businesses](#) (scroll to the bottom of the web page for sample signs)
- Allow vaccinated individuals to self-attest that they are fully vaccinated or meet an approved face covering exemption prior to entry. Self-attestation can range from providing the location with a copy of the vaccination card to entering a site that notifies those entering without a face covering indicates that the person is vaccinated.
- Implement vaccine verification to determine whether individuals are required to wear a face covering.

Locations must, at a minimum, require unvaccinated employees/staff/visitors to wear face coverings. Locations must document employees vaccination status and keep the documentation confidential. Any employee who declines to state whether he/she is vaccinated must be treated as though unvaccinated and must wear a face covering at the workplace. This policy also applies to volunteers.

No person can be prevented from wearing a face covering as a condition of participation in an activity or entry into a business.

*Exemptions to face covering requirements:*

The following individuals are exempt from wearing face coverings at all times:

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

## Reporting Requirements

In the event a location learns that any employee, clergy or other religious, volunteer, parishioner, student or parent/guardian is diagnosed with COVID-19, several reporting requirements are involved.

***In all cases***, the person in charge shall fill out the Archdiocese of Los Angeles [COVID-19 Report Form](#) and send it to the individuals identified on the Form. The COVID Response Team will contact the person filling out the form to discuss the case and to provide additional guidance and answer questions.

## Additional Reporting for Employees

If the infected person is an employee, California state law requires that the employer provide the [Notice of Potential Exposure to COVID-19](#), which includes [Appendix A - Benefits Notice within one business day](#), to other employees at the same worksite as the infected person during the individual's infectious period. Labor Code Section 6409.6 provides that anyone who meets the following criteria is considered to be an infected person:

- Has a laboratory confirmed case of COVID-19
- Received a positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related order to isolate provided by a public health official

- Has died due to COVID-19, in the determination of a county public health department

*Worksite* refers to the location where the employees worked during the infected individual's infectious period. It does not apply to buildings, floors, or other locations the infected person did not enter.

This notice shall be maintained by the location for a period of at least three years.

If an employee is hospitalized or dies due to COVID-19, **Cal-OSHA must be notified within 8 hours** from the time the location learns of the hospitalization or death. Contact Human Resources for assistance with OSHA reporting.

### **Additional Reporting for Schools**

California regulations for schools can be found here: [Safe Schools For All Hub](#).

The State of California requires every private school to notify **its local health officer** of any known case of COVID-19 among any students or employees who were present on a K-12 school campus and have tested positive for COVID-19. These are the local health agencies where reports have to be submitted within 24 hours:

Schools in **Los Angeles County** must report all confirmed COVID-19 cases involving students and staff. This can be completed online using the secure web application: [COVID-19 Case and Contact Report Form for Education Sector](#) or by downloading and completing the [COVID-19 Case and Contact Line List](#) (the spreadsheet may open at the bottom of a computer screen) and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

Schools in the **City of Long Beach** must report to [COVID-19 School Case and Contact Reporting - Veoci \(Public For The School Case and Contact Line List](#) - must be included for all (one or more) cases reported (the spreadsheet may open at the bottom of a computer screen). Please upload within the School Case Report Portal.

Schools in the **City of Pasadena** must use the [COVID-19 Line List Template](#) (the spreadsheet may open at the bottom of a computer screen) to report.

Schools in the **County of Santa Barbara** must report [outbreaks](#).

Schools in **Ventura County** should report outbreaks to the COVID reporting portal here: [SPOT Login](#)

This reporting does not replace or supersede any other statutory or regulatory requirements that require reporting of COVID-19 cases and/or outbreaks to other entities or institutions, such as Cal/OSHA.

### **Screening and Handling Outbreaks and Exposures**

#### **Screening:**

At all locations, employees, volunteers, and guests should be screened for symptoms of COVID-19 before entering the premises. Screening may be done on site or remotely. See [sample screening sign in sheet](#). Locations should post signage in a highly visible place on a building reminding visitors or patrons not to enter the building if they have symptoms of COVID-19.

For all ACC employees, the [ACC COVID-19 Screening Form](#) must be submitted before entering the building. ACC employees who are meeting with a visitor at the ACC must ensure their visitor has signed the Security Log at the front desk in the ground floor lobby.

#### **Handling Outbreaks**

If a location experiences an outbreak, (3 or more individuals at a location test positive or are otherwise diagnosed with COVID-19 within a 14 day window) the location, with the assistance of the COVID-19 Response Team, shall report the outbreak to the

appropriate health department. See [COVID-19 Report Form](#).

All medical information about individuals infected or exposed to COVID-19 is confidential and subject to privacy laws, unless the individual has given written permission to the location to identify him/her. Employers cannot require employees to disclose medical information unless otherwise required by law. Employers shall not retaliate against an employee for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate. Employees who believe they have been retaliated against may file a complaint with the Division of Labor Standards Enforcement.

Any unvaccinated person who has had close contact with a COVID-19 case during the high risk exposure period must **quarantine** at home for 10 days. This means that the exposed person must remain at home for the entire quarantine period, even if the exposed person tests negative during the quarantine period. If an exposed person has no symptoms through the 10th day, the exposed person may return to work or ministry.

An **infected** person must **isolate** at home (within one room and bathroom if possible) until such time as the infected person is released by a doctor. All infected employees returning to work must present a licensed health care provider's note fully releasing the employee to return to work, or other appropriate confirmation to the same effect.

For information regarding leave of absence, health benefits, government assistance programs related to COVID-19 and proper payroll codes to use, please contact [Human Resources](#).

4-30-21, 5-13-21, 7-13-21; 7-18-21

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## Resources

[COVID-19 Benefits](#)

[COVID-19 Notice to Employees](#)

[Outside User Agreement COVID-19 Vaccine Site](#)

[Sample Screening Sign-in Sheet](#)

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