

## PORTERVILLE UNIFIED SCHOOL DISTRICT

### COVID-19 Prevention Program (CPP)

Employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, Section 3205(c)).

The following Cal/OSHA template has been used to develop the Porterville Unified School District plan.

All of the elements that may be required in the following CCR, Title 8 sections:

- [3205, COVID-19 Prevention](#)
- [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
- [3205.2, Major COVID-19 Outbreaks](#)
- [3205.3, Prevention in Employer-Provided Housing](#)
- [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
- The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

Additional support documents and information specific to Porterville Unified School District's COVID-19 Safety Prevention Program are available upon request:

- Porterville Unified School District's Approved Waiver Application for In-School Instruction
- Porterville Unified School District's Reopening Plan
- Porterville Unified School District's Injury & Illness Prevention Program
- Porterville Unified School District's Standard Operating Procedure: District Employee & Student Confirmed or Suspected Exposure to COVID-19
- Porterville Unified School District's Reopening Bargaining Unit Agreements (MOU's)



January 2021

## **COVID-19 Prevention Program (CPP)**

### **Porterville Unified School District**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: January 11, 2021**

#### **Authority and Responsibility**

Dr. Nate Nelson, Superintendent, Dr. Brad Rohrbach, Assistant Superintendent of Business Services, Dr. Andrew Bukosky, Assistant Superintendent of Human Resources, and Dr. Martha Stuemky, Assistant Superintendent of Instructional Services have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

#### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form or a similar electronic database.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form or a similar electronic database as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Provide regular training for employees.
- Signs and visual reminders will be displayed through school sites and buildings to reinforce safety and health protocols and best practices.
- Based on site audits, create a list of items needed to ensure compliance with safety measures.

#### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by attending safety meetings at the District level as well as site level with their direct supervisor. Employees will also participate in conducting health screening for students and staff. The District will provide regular health, safety, and prevention trainings.

#### **Employee screening**

The District will screen employees in accordance with CDPH guidelines. Employees will self-screen and have temperature measured before entering the site according to CDPH guidelines. Face coverings are required and no-contact thermometers will be provided at each workplace front office. Employees will be

recommended to get tested for COVID-19 periodically.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form or through a similar electronic database, and corrected in a timely manner based on the severity of the hazards, as follows:

### **Cleaning and Disinfection**

Listed below are procedures the District will practice to minimize COVID-19 hazards:

- All classrooms, office, restrooms, common areas, and other facilities used at the school sites will be cleaned and disinfected daily as per CDC guidelines.
- All school buses will be cleaned and disinfected after each route as per CDC guidelines.
- The District shall ensure that all classroom spaces, restroom, common spaces, and workspaces are cleaned and disinfected daily, including, but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state and/or local health officials.
- Areas used to by sick staff or students will be closed off and will not be used again until area is thoroughly cleaned and disinfected as per CDC guidelines.
- Ensure safe and correct application of disinfectants.
- Keep all disinfectant products out of children's reach.

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time.
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, workspaces and work items will be cleaned and disinfected before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video, or Internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.

- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas.
- Before starting the work shift.
- After the work shift.
- Coming and going from vehicles.
- Entering, working, and exiting physical buildings or other structures.
- During breaks and lunch periods.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

#### Classroom Setting – Health & Hygiene

- Wash and sanitize hands frequently throughout the day, including after sneezing and using the restroom.
- Students and staff shall remain in stable classroom cohorts to the greatest extent as practicable.
- Students and teachers must wear a face covering while in the classroom.
- Sharing of instructional materials or high-touch materials (pens, pencils, highlighters, paper, books, iPads, Chromebooks, etc.) among students will be minimized. If needed, classrooms will limit the use of materials and supplies to one group of students at a time and clean and disinfect between uses.
- All instructional materials and workstations including desks and tables will be cleaned prior to use by another individual.
- Minimize sharing of high-touch materials (manipulatives, electronic devices, equipment, etc.).
- Teachers and staff will encourage students to keep their belongings separate so that they do not come in contact with other students' belongings.
- Maximize space between students and staff to the greatest extent practicable.
- Maximize space between seating and desks, with teacher desks at least 6 feet away from student desks and separation, where possible, of student desks.
- Students and staff must refrain from physical contact (such as high-fives, fist bumps, hugs, and holding hands).
- Partner sharing and collaborative conversations should take place virtually.
- Stagger recesses, breaks, and food services to ensure social distancing.

#### Other Safety Precautions

- Restrooms will be assigned to specific classrooms. Staff will monitor to ensure only the appropriate number of students are in one restroom at any given time to allow for 6 feet of social distancing. Restrooms will be cleaned and sanitized frequently throughout the day.

- Classroom cohorts will be assigned to specific areas of the playground at staggered times to reduce the number of students on the playground at any given time and ensure social distancing.
- Common areas such as the cafeteria, library, and STEAM Lab will be closed for their intended purposes until it is deemed safe to reopen.
- Class sizes will be as small as practical.
- Daily cleaning, disinfecting, and sanitizing of frequently touched surfaces with approved EPA products.
- Limit non-essential visitors/volunteers in the classroom.
- All classrooms will be provided appropriate sanitizing materials to continue providing a safe and clean environment using proper equipment.
- Teachers and staff will encourage students to keep their belongings separate so that they do not come in contact with other students' belongings.
- The amount of furniture and equipment in the classroom will be reduced to facilitate distancing and reduce high-touch surfaces.

#### Restrooms

- Restroom use will be staggered by groups of students with limits on the number allowed inside.
- Restrooms will be cleaned and disinfected daily.
- Students will be encouraged to thoroughly wash their hands after using the restroom as per CDC guidelines.
- Six feet physical distancing while in line to enter or wash hands will be enforced.
- Additional handwashing stations will be provided for outside use.

#### Playgrounds & Common Areas

- Sites may designate areas where students can report to while waiting for class to start or while at recess/break.
- The use of shared playground equipment will be minimized by encouraging physical activities that require less contact with surfaces and greater physical distancing.
- Recess/break schedules will be staggered by classroom cohorts.

#### School Offices

- Office staff will be spaced six feet apart where practical.
- Visitors will be required to wear a face mask.
- Protective barriers such as plexiglass dividers will be employed to separate staff and visitors.
- Additional hand sanitizer dispensers will be available.
- Limit non-essential visitors; any visitors to school sites will have a visual wellness and temperature check upon entry. Available seating will be limited.
- Frequently touched surfaces, including doorknobs, light switches, sink, bathroom surfaces, staff desks and chairs will be cleaned and sanitized daily.

#### Cafeteria/Multi-Purpose Room

- Meals will be served in classrooms or outdoors when possible; delivered by staff wearing gloves and face mask.
- Sharing of foods and utensils will be discouraged among students.

- Space may be repurposed to provide additional room for distancing.

#### Library

- Library use will be limited and the space may be repurposed to provide additional room for distancing.
- Students will be encouraged to access and read online books.

#### Hallways

- Will be monitored to minimize crowds and arranged where possible to encourage one-way traffic.
- More ways to enter and exit campus will reduce crowds.
- Staggered passing times will help with crowd control.
- Six feet distancing will be enforced.

#### Staff Break Rooms

- The number of staff who can be in the break room/lounge will be limited to allow for physical distancing.
- Tables and chairs will be spaced at least six feet apart.
- Staff will be encouraged to clean and sanitize high-touch objects (microwave, refrigerator, etc.) before and after use.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

While indoors on school campus, face coverings are required to be properly worn by all. While outdoors, a face covering is required if physical distancing is not possible for adults. The District shall develop a plan for staff on how to treat non-employees and/or students that are not wearing a face covering. A staff member or student with a medical condition that is unable to wear a mask will be addressed on a case-by-case basis.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- The District will install plexi-glass structures in offices and high traffic areas where possible.
- The District will provide portable barriers in classrooms where needed.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- Where it is possible, increase filtration efficiency to the highest level compatible with the existing ventilation system.
- Increase the number of filter changes throughout the year.
- HVAC units will go on at least one hour before school begins and remain on at least one hour when school ends for the day.
- Allow for doors and windows to remain open when students are present.

In accordance with the *California Department of Education, Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*, the District has developed a custodial cleaning, sanitation, and ventilation plan for during and after the school day, as well as adhering to the Center of Disease Control (CDC) and Prevention guidelines for cleaning and disinfecting.

To provide adequate indoor quality circulation as directed by the California Department of Education, additional outdoor air will be introduced on the HVAC equipment.

## **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.
- Regularly monitoring will take place at the school sites to ensure that both frequency and scope of cleaning and disinfection is taking place.

The District will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment.

The District has plans in place to maximize custodial staff and implementing daily schedules for practicable cleaning and disinfecting at school sites and on buses.

- Restrooms will be disinfected regularly.
- All classrooms have wall mounted hand sanitizer dispensers installed.
- Elementary classrooms will have students wash their hands using the classroom sink. Classroom drinking fountains will not be accessible (water bottles can be filled).
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable.
- Elementary playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area. Equipment will be sanitized daily.
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access).
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible.
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Contact the District's COVID-19 Response Team (CRT).
- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before you clean or disinfect.
  - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by using the spray disinfectant and paper towels provided to each classroom and all surfaces and/or items will be wiped down after each use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

The District is committed to teaching, reinforcing, and developing regular hand washing routines

throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

- Portable wash stations have been strategically employed at various points around campuses to relieve congestion in restrooms and provide additional options for hand hygiene,
- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Touchless soap dispensers have been added to all staff and student restrooms; students will be encouraged to wash hands frequently.
- Employees and students are encouraged to wash their hands for at least 20 second each time.
- Every classroom and common space shall be provided with sanitizer with Alcohol levels and types selected by the District will be based on the recommendation of the CDC, California Department of Public Health and Tulare County Health Department.
- All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom is entered.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

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

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

- The District shall provide PPE to all unit members and students, if needed, for every day that unit members or students are required to report to school sites.
- In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form or an electronic database to record information digitally.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing information locations.
- Contacted by the District's COVID-19 Response Team (CRT) for each suspected or confirmed case of COVID. All guidance regarding isolation, quarantining, and returning will be directed by the CRT.
- Communicate with students/parents and staff that they will need to get tested or provide a note from a medical provider after they develop one or more COVID-19 symptoms OR if one of their

- household members or non-household close contacts tested positive for COVID-19.
- Contact site supervisor or District Human Resources for information regarding leave benefits.

Student will be directed to designated isolation care room and evaluated by the school nurse using proper PPE. Parents will be contacted to pick up the student.

- Staff member will be directed to designated isolation care room and will be evaluated by the school nurse using proper PPE.
- The District will strongly recommend that staff and students experiencing symptoms be tested for COVID-19. Individuals will be directed to the Tulare County Health & Human Services Agency website for testing sites and will encouraged to contact their primary care physician.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Symptoms and possible hazards should be reported to site administration/office staff and District office.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- The District Office will send regular communications to all employees with information on obtaining free COVID-19 testing. Staff and students can also contact their health care provider for locations.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. The District has utilized the community testing site established by the State and administered by OptumServe at the Porterville Veterans Building and will utilize the CDPH Valencia Branch Lab's COVID-19 School Testing program to administer self-testing. In addition, the District is leveraging its own medical nursing staff and is working with a local physician to support the use of rapid tests for surveillance/asymptomatic testing.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- The District Office is emailing staff and/or individual staff members for any updates, outbreaks and/or changes that the Tulare County Health and Human Services Agency is issuing.

### **Porterville Unified School District's Standard Operating Procedure - District Employee & Student Confirmed or Suspected Exposure to COVID-19:**

This procedure shall be utilized to ensure consistent district-wide practices regarding confirmed or suspected Employee, Student, or Volunteer exposure to the Coronavirus ("COVID-19") pursuant to Administrative Regulations, Board Policy, Collective Bargaining Agreements, Education Code, and State and Federal laws and regulations as applicable. "Employee" as used in this document refers to those people who work full time, part time, or as a substitute or temporary employee or who volunteers with the District. "Student" as used in this document refers to on campus or distance learners and their parent(s) or guardian(s).

Employees' & Students' Responsibility to Report Confirmed or Suspected Exposure to Coronavirus:

- 1) Employee/Student must notify the PUSD COVID-19 Response Team (“CRT”), which is composed of Registered Nurses with specialized training in COVID-19 transmission, mitigation, and contact tracing immediately upon knowledge of:
  - a. Confirmed or suspected direct individual exposure to COVID-19 within the previous fourteen (14) days or
  - b. Confirmed or suspected exposure to a person who has tested positive for COVID-19 within the previous fourteen (14) days.
  - c. Employee/Student exhibits symptoms of COVID-19 or their medical provider recommends COVID-19 testing.
- 2) Employee/Student will provide CRT Health Professional information requested, including but not limited to:
  - a. Employee’s/Student’s name, PUSD location, position, cell phone number, last four digits of their social security number and personal email address;
  - b. Last date Employee / Student was physically at work or school site.
  - c. Names of family members who work on any campus or in any department and names of students who attend any PUSD school, including Preschools.
  - d. Upon completion of CRT Health Professional’s COVID-19 exposure assessment, employee/student will follow CRT Health Professional’s recommendation(s) regarding testing, quarantine, providing test results to CRT, etc.

Site/Department Responsibilities re: Employee/Student Confirmed or Suspected Exposure to COVID-19:

- 3) Supervisor/Teacher must call the CRT upon knowledge of items 1a-1c, above if employee/student/Parent has not contacted CRT.
- 4) Site administrator /department manager will send staff home, if applicable, and notify Human Resources.
- 5) Upon notice of a potential COVID-19 exposure, pursuant to CalOSHA §3205, Site administrator / department manager will notify within one (1) business day and without revealing any personal identifying information of the potential COVID-19 case:
  - a. Staff who may have been exposed and site CSEA and PEA representatives of staff who may have had COVID-19 exposure; and
  - b. Independent contractors and other employees who were present at the work place during the high-risk exposure.

District’s Responsibilities re: Employee/Student Confirmed or Suspected Exposure to COVID-19:

- I. CRT Health professionals:
  - 6) Submit initial assessment to and follow up with the Employee/Student and Tulare County Health and Human Services Agency.
  - 7) Submit assessment and recommendation to PUSD Human Resources, the site/department Administrator or Manager, and Custodial Services.
  - 8) Notify employee, Administrator/Manager and Human Resources of Return to Campus clearance date.
  - 9) Notify Parent/Student and Administrator of Return to Campus clearance date.
  - 10) Employees or students still experiencing symptoms at the end of the quarantine period will be directed to obtain medical clearance to return to work, including employee medical clearance by Human Resources.
- II. Human Resources:
  - 11) Coordinate quarantine, leave options, and medical clearances with Administrators/Managers.
  - 12) Assist with required State and Local reporting.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
- COVID-19 is an infectious disease that can be spread through the air.
- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- The District has created documents that have been shared with District staff which includes COVID exposure frequently asked questions, reopening school action plans, site health and safety check list and formed a Healthy Safety Task Force and Site Safety Teams.

Appendix D: COVID-19 Training Roster or a similar electronic process will be used to document communications and information.

### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace per CDC and public health guidance after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by through Human Resources and the applicable leave acts.
- Providing employees at the time of exclusion with information on how to best communicate with Human Resources regarding leave benefits.

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health

department.

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form or a similar electronic database to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.



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**Nate Nelson, Ed.D., Superintendent**

**01/11/2021**

**Date**

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:**

**Date:**

**Name(s) of employee and authorized employee representative that participated**

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>

**Appendix B: COVID-19 Inspections**

Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

**Date:**

**Name of person conducting the inspection**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

**Appendix C: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.



## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- The District will provide information for free COVID-19 testing to all employees who have been exposed in the workplace. COVID-19 testing will be provided at no cost to employees.
- COVID-19 testing consists of the routine screening as well as recommended testing following a possible exposure. The District will provide information on testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

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

#### **COVID-19 investigation, review and hazard correction**

In addition to the District's CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- **Investigation of new or unabated COVID-19 hazards including:**
  - Leave policies
  - COVID-19 testing
  - Insufficient outdoor air
  - Insufficient air filtration
  - Lack of physical distancing
- **Updating the review:**
  - Every thirty days during the pandemic
  - In response to new information or to new or previously unrecognized COVID-19 hazards
  - When otherwise necessary
- **Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The District will consider:**
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, the District will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The District will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.