

# ***Live Oak Unified School District***

## **COVID-19 Safety Plan**

### **Plan Includes:**

- **LOUSD School Reopening Plan**
- **Cal-OSHA COVID-19 Prevention Plan**

# LIVE OAK UNIFIED SCHOOL DISTRICT REOPENING PLAN



Until our community is widely vaccinated, the best way to prevent illness is to avoid being exposed to this virus. The virus spreads mainly from person-to-person between unmasked people who are in close contact with one another (within about 6 feet). This occurs by respiratory droplets produced when an infected person speaks, coughs, or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Surfaces can also get infected. Older adults and people who have severe underlying medical conditions like hypertension, obesity, heart or lung disease, diabetes, or asthma seem to be at higher risk for developing more serious complications from COVID-19 illness. Every person has a role to play. So much of protecting yourself and your family comes down to common sense.

## **Minimizing Individual and Public Health Risks**

Communities across the state are preparing for the reopening of in-person learning. To assist with that planning process, the following guidelines and considerations are intended to help Live Oak Unified School District (LOUSD) plan and prepare. This guidance is interim and subject to updates. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge.

Returning to school has generally been associated with increases in cases of community-associated seasonal respiratory viral infections. As a result, we must plan for a possible increase in cases of COVID-19 upon the reopening of schools and as such, the appropriate measures will be proactively put in place to mitigate the effects of such an increase. This includes the need for readily available testing and contact tracing support within Sutter County, which is critical to avoid outbreaks. Consistency is essential for children and it will be important to ensure that once children return to school, the schools stay open to the extent possible. Furthermore, children rely on structure and schedule for stability. CDPH released its guidance for reopening K-12 schools during the COVID-19 pandemic on July 12, 2021 and updated that guidance on August 2, 2021. LOUSD will follow these guidelines set forth by CDPH in its COVID-19 Guidance document. LOUSD's reopening plan is based on the latest guidance and regulations, and is organized into the categories below:

## **Screening**

Health screening is often done to prevent symptomatic individuals from entering a school or workplace. In order to prevent the spread of infection, students/parents, teachers, and other employees, including substitute teachers and coaches will be required to self-screen daily before coming to work/school. **Employees/Students who have signs/ symptoms of COVID-19 are required to stay home until they are cleared to return to work per Sutter County's Public Health Guidelines.** Decisions about testing and returning to school, including those who have had exposure to COVID-19, will be guided by LOUSD's Nurse, Superintendent, and Site Administrators in accordance with Sutter County Public Health requirements and recommendations. Staff and students/families will be required to conduct the below symptom screener at home daily prior to arrival at school or the bus stop.

Students/parents and employees are required to complete a DAILY symptom check before reporting to school/work/bus stop. Should ANY responses change to a “Yes” while at school/work, the student/staff member should let their school office know and go home immediately.

**Questions:**

- Within the last 10 days, have you been diagnosed with COVID-19 by a medical professional or had a test confirming you have the virus?
- In the last three (3) days, have you had or developed one or more of these symptoms: fever of 100.4°F or greater, fatigue, body aches, chills, night sweats, cough, congestion, runny nose, shortness of breath, sore throat, headache, nausea or vomiting, diarrhea, loss of taste or smell.
- Have you been within six feet for 15 or more minutes in the last 10 days with a confirmed positive COVID-19 person?

I acknowledge that it is my responsibility to:

- Tell my teacher and go see the school nurse if I do not feel well and go home immediately;
- Wash my hands with soap and water or use hand sanitizer each time I enter or leave my individual workstation;
- Maintain social distance from others;
- Sneeze or cough into a cloth or a tissue, or if not available, my elbow;
- Not shake hands, hug or engage in unnecessary physical contact

\*\*The list of symptoms is not all inclusive. Health officials will continue to update this list as we learn more about COVID-19.

Strict exclusion policies of staff and students will be implemented adhering to requirements and recommendations put forth by California Department of Public Health. Staff and students who are symptomatic, asymptomatic positive and close contacts of positive cases without masks must remain home until cleared to return.

Classwork will be available for a student who may need to isolate or quarantine. Independent Study will be available to students who are medically fragile or who have a household member who is medically fragile during the pandemic.

Staff and students will be provided information on signs and symptoms of COVID-19 so that appropriate action can be taken if anyone develops symptoms during the day. Students or staff who are symptomatic, asymptomatic positive, and close contacts without masks must remain home until cleared to return per local health department. Students and staff who have been knowingly exposed to COVID-19 must refrain from coming to campus and seek advice from their healthcare provider and local health department on quarantine procedures. If a student or staff member has continuous close contact with a COVID-19 positive family member, their quarantine period and absence may be longer than 10 days. Their quarantine period will only end when their family member is officially cleared by local public health officials. They will need to stay home and be monitored for symptoms of COVID-19 during this time. The days of “powering through it” while sick are over! We need everyone’s cooperation - do not come to school sick. The symptoms of COVID-19 often mirror those of a common cold or the flu. Staff members and students must stay home even for what seems to be something minor.

## Face Coverings

As of July 12, a mandate in the State of California went into effect to help mitigate the spread of the COVID-19 virus, and people must wear face coverings when they are in high-risk situations listed below as it pertains to LOUSD campuses and office settings, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. If a student or staff member does not have a face covering, one will be provided to them.

In order to comply with this guidance, students must be excluded from campus if they are not medically exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should offer alternative educational opportunities for students who are excluded from campus.

As long as this is the guideline, all staff and students will be expected to comply with face coverings in the following ways:

### Teachers and Staff:

- All adults must wear a face covering indoors at all times while on campus, except while eating and drinking. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards. A face covering can be a mask, or a face shield with a drape.

### Students:

- All students (grades TK-12), unless medically exempt, are required to wear masks indoors and while riding on a school bus.
- Students who have medical exemptions from wearing face coverings must have a physician's note on file with the school nurse. The note must specifically state/reference a face covering waiver. When practicable or allowed a face shield w/drape that does not hinder breathing will be provided.
- Students will be provided school designed face coverings. Personal face coverings must meet current dress code standards; No wording or symbols.
- Signage will be posted in high visibility areas to remind staff and students of face-covering use. Staff and students will be taught the reason for and proper use of face coverings.
- Staff and students will learn about appropriate procedures for putting on, taking off, and washing the cloth face covering
- All staff and students are to use their own face coverings. Each school will maintain a supply of face coverings in the event that a student or staff member needs one during the day.

## Physical Distancing and Hand Hygiene

### Physical Distancing

The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission and has been a widely used strategy during the pandemic. Staff and students will be trained on protocols for physical distancing for both indoor and outdoor spaces and signage will be posted.

### Hand Hygiene

Hand hygiene is one of the most effective strategies to prevent the spread of most respiratory viruses including the coronavirus. The following handwashing and hygiene measures will be in place including signage in high visibility areas to remind staff and students of proper techniques.

- Teach and reinforce proper hand washing techniques, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes.
- Develop routines to ensure students wash their hands/use hand sanitizer upon arrival, before/after lunch, after bathroom use, and after coughing or sneezing.

- Adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, and hand sanitizer (with at least 60% ethyl alcohol).
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared it will be cleaned and disinfected between uses.
- Minimize student and staff contact with high touch surfaces (e.g. propping open building/room doors particularly at arrival and departure times).

### **Campus Visitors/Item Drop Off**

- If you have any symptoms listed in the screening protocol, please do not come onto campus.
- Visitors will be permitted on campus by appointment only.
- All campus visitors and volunteers on official school business must wear a face covering, report directly to the office, and are required to complete a health screening check.

### **Classrooms**

- Students will be assigned a specific seat in each classroom they attend. Students are to remain in the same seat at all times while in each classroom.
- Students will only use assigned seating when in classrooms or buildings and will not alter the layout of any room or space.
- When weather permits, classes may be conducted outside to promote both physical distancing and fresh air ventilation.
- Choral responses in classrooms will be minimized to reduce the transmission of aerosols.
- Eating in classrooms will not be permitted.
- Students are expected to create space between themselves and other students as practicable.

### **Restrooms**

- Restrooms will be monitored to avoid overcrowding and the signage for restroom capacity limits will be adhered to.
- Students should be certain to use proper handwashing techniques after using the facilities and must immediately report back to class.
- The maintenance staff will maintain a regular cleaning schedule for restrooms. Any concerns should be reported to the front office.

## **COVID-19 Testing and Reporting**

Guidance from CDPH recommends testing of students who are symptomatic or who have been exposed to COVID-19 through the 6 feet for a cumulative time of 15 minutes rule.

Live Oak Unified School District has BinaxNow Rapid Antigen Tests for testing of symptomatic staff/students and Contacts of positive COVID-19 individuals.

### **Positive COVID-19 test results**

- Parents/guardians and staff must notify school administration immediately if the staff member or student:
  - Tests positive for COVID-19 or
  - If one of their household members or
  - Non-household close contacts tested positive for COVID-19
- Upon receiving notification that staff or students have tested positive for COVID-19 or been in close contact with a COVID-19 case, steps will be taken according to the Response to Suspected or Confirmed Cases and Close Contacts Requirements section below.

## Negative COVID-19 test results

- Symptomatic students or staff who test negative for COVID-19 will remain home until at least 24 hours after symptoms improve\*\*

*\*\*Note: If there are multiple cases in the workplace, school, or group, the negative test is most likely a false negative and the individual will be treated as asymptomatic positive*

- Asymptomatic **non-household** close contacts to a positive COVID-19 case, should remain at home for a total of 10 days from the date of last exposure even if they test negative
  - **unless the close contact and all other students were wearing a mask.**
  - **unless the close contact is vaccinated.**
- Asymptomatic **household** contacts should remain at home until 10 days after the COVID-19 positive household member completes their isolation
  - **unless the close contact is vaccinated.**
- In lieu of a negative test result, symptomatic staff and students may return to work/school with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.

## Modified 10-day Quarantine

Students who come into contact with a positive person may remain in school if all individuals were wearing masks and agree to follow the following guideline:

- The exposed student must remain asymptomatic for the 10-day period
- The exposed student must wear a mask on campus at all times (Indoor, outdoor, recess, etc.)
- The exposed student must be tested two (2) times over the 10-day quarantine.
- The exposed student will be excluded from all extracurricular activities.

If the exposed student does not agree to all conditions, they will be required to quarantine the ten (10) days at home.

## Procedures For Suspected or Confirmed COVID-19

### Cases Suspected COVID-19 case(s):

- Any staff or student who exhibits COVID-19 symptoms while on campus will immediately be required to wear a face-covering (if they are not already) and wait in an isolation area until they can be transported home. For serious illness, 911 will be called without delay.

### Confirmed COVID-19 case(s)

- The school nurse will notify the Sutter County Public Department of Health immediately of any positive COVID-19 case by emailing and calling SCDH.
- Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by FERPA, state and federal laws.
- Clean areas used by any sick person. To reduce the risk of exposure, wait as long as practicable before cleaning and disinfecting.
- A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes or more) regardless of face-covering use.
  - Close contacts students **without** masks will be instructed to get COVID -19 testing and remain quarantined at home for 10 days,
  - Close contact students **with** masks are eligible for modified quarantine
  - Close contact that is vaccinated may also return to school as long as masked all the time.
- For all settings, information regarding close contacts will be provided to the Sutter County Department of Public Health.

### **Close contacts (Students) to confirmed COVID-19 case(s)**

- Close contacts **household** of confirmed COVID-19 cases will be sent home, instructed to get COVID-19 testing. They should, even if they test negative, remain in quarantine for a full 10 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
- Close contacts **non-household** of confirmed COVID-19 cases have the option of Modified Quarantine if all parties wore masks.
- **Vaccinated** Close contacts of confirmed COVID-19 cases have the option of remaining at school as long as they remain symptom free and wear a mask at all times. (testing recommended on day 5)
- No actions need to be taken for persons who have not had close contact with persons who were in direct contact.
- Those who test positive will not return until they have met Sutter County Department of Health criteria to discontinue home isolation.

### **Close contacts (Staff) to confirmed COVID-19 case(s)**

- Close contacts **household** or **non-household** of confirmed COVID-19 cases will be sent home, instructed to get COVID-19 testing. They should, even if they test negative, remain in quarantine for a full 10 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
- **Vaccinated** Close contacts of confirmed COVID-19 cases have the option of remaining at work as long as they remain symptom free and wear a mask at all times. (testing recommended on day 5)
- No actions need to be taken for persons who have not had close contact with persons who were in direct contact.
- Those who test positive will not return until they have met Sutter County Department of Health criteria to discontinue home isolation.

### **Return to Campus after Testing**

- Symptomatic individuals who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
- Documentation of a negative test result may be provided to school administrators.
- In lieu of a negative test result, staff and students will be allowed to return to work with a medical note by a physician that provides an alternative explanation for symptoms and a reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return after 10 days of symptom onset and 24 hours without fever and symptom improvement.
- Asymptomatic individuals who test positive for COVID-19 cases can return after completing the required isolation period from the date the specimen was collected.

### **Other Diagnosed Conditions**

- For non-COVID-19 related viral illnesses such as the common cold or flu, a student or staff member must be 24 hours fever free without the use of fever-reducing medications before returning to school.
- Symptomatic staff and students may return to work/school with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.

### **Partial or Total School Closures**

Individual school closures may be appropriate when there are multiple positive cases among staff and students in multiple classrooms at a school. Sutter County Public Health in consultation with the District will guide that decision.

If a school is required to close it will typically reopen after 10 days, in consultation with the local public health department.

## Cleaning and Disinfecting

Strict cleaning and disinfecting protocols will be in place throughout the school campuses. In classrooms, teachers, and students will have access to Environmental Protection Agency (EPA) approved materials to maintain the cleanliness of their environment. Additionally, teachers will be provided with paper towels and spray bottles of an EPA approved disinfectant. All teachers will be trained in the proper use of cleaners and disinfectants.

Custodians will be cleaning classrooms daily. Custodians will be cleaning and disinfecting other high use areas throughout the campus such as outdoor lunch tables, restrooms, etc. throughout the day. Regular nightly cleaning includes emptying of all interior and exterior trash by the night custodial staff. Cleaning and disinfecting all restrooms. Prioritizing sanitizing/disinfecting\* desktops, tabletops, door handles, push plates and light switches in classrooms and common areas. As time allows, we will perform floor care (vacuum, sweep, or mop). \*Desktops and tables tops will be sprayed with disinfectant daily.

## Ventilation

We will encourage all staff members to open windows and doors, as much as is practical, to ensure airflow from outdoors. Additionally, our well-maintained Heating, Ventilation, and Air Conditioner (HVAC) systems are key to ensuring healthy indoor air quality in school learning environments. Research continues to add to the evolving knowledge that environmental conditions and airflow influence the transmissibility of the coronavirus.

- HVAC systems will be set to operate at a minimum of 1 hour before occupancy to “flush” rooms and MERV-13 filters are in use.
- The use of outdoor space or environments with windows or other cross ventilation options is encouraged.

## Nutrition Services: Student Breakfast, Snack and Lunch

Students require proper nutrition in order to be able to concentrate and be successful in school. Breakfast, snack, and lunch will be available for every student throughout the district.

All meals will be served with maximum practicable distancing and with the goal of not meeting the 15 minutes exposure for students within 6 feet. When possible, students will spread out in outdoor spaces.

## Transportation

- All riders and the driver will wear face covering for the duration of the bus ride. Face coverings should be worn properly with nose and mouth covered.
- All riders will face forward while riding the bus.
- No food or beverage will be consumed on the bus during the ride.
- To the extent practicable, windows on the bus will be open to allow for fresh air onto the bus.
- A supply of masks for each bus will be made available in the case a student does not have one.
- Students will adhere to all of the rules and regulations of the LOUSD transportation department while riding the bus.
- The bus interior will be cleaned and disinfected prior to the next scheduled AM or PM route by the driver.

## Communication

The School District is committed to keeping families, students, and staff informed of COVID-19 exposure and outbreaks. It is important that everyone has up to date and accurate information so that informed decisions can be made. It is also the Districts commitment to maintain the privacy of those with COVID-19 and will keep information confidential following all FERPA and HIPAA rules.



The District will notify all employees when a positive case had occurred in their workspace within the required 24 hrs. The District will notify families if an individual has been determined to be a contact of a positive case, they or their parents will be immediately notified by the District and followed up with by Public Health. Information will be shared about quarantine and testing options. Information about the positive COVID-19 individual will not be shared.

## **Athletics and Extracurricular Activities**

Athletics and extracurricular activities are currently permitted but will only continue if they do not jeopardize LOUSD's ability to keep classrooms and schools open. High contact activities that are maskless will not be allowed without weekly testing.

### **Precautions and Considerations**

Physical distancing, in combination with the use of face coverings, decreases the risk of COVID-19 from respiratory droplets. Physical distancing must be maintained as much as possible, and adults and students must use face coverings at all times when indoors or on buses. Below is a list of (current) considerations guiding athletics and extracurricular activities:

- Face coverings worn at all times while indoors.
- Limit the sharing of equipment.
- Cleaning and sanitizing of equipment before and after use.
- Daily student health screening prior to participation.
- Testing of high contact sport athletes weekly
- No overnight trips that require students and staff to share rooms.

### **Summary**

This document provides guidance about LOUSD's plan for keeping schools open and measures to mitigate risks related to the spread of COVID-19. As stated throughout the document, the risks of infection and transmission in children need to be balanced with the harm of school closure which has impacted educational progress and the physical and mental well-being of students. It is the LOUSD's intention to articulate the rationale for the recommendations contained in this document in order to help reduce the fear and anxiety in parents, students, and school staff.

Other important factors to consider are inequalities in the social and economic burden of COVID-19, which may further disadvantage students where educational inequality and barriers to virtual learning may be more pronounced. In addition, we appreciate that the living conditions for children vary across socioeconomic groups and therefore recommend that further work be done to develop guidance and identify supports needed for situations where children reside within the same home as individuals with underlying conditions that put them at increased risk of more severe disease.

Finally, it is important to note that these recommendations reflect the evidence available at the present time and may evolve as new evidence emerges and as information is gathered from other jurisdictions that have opened schools already.

## Resources

### School Website URL

<https://www.lousd.k12.ca.us>

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDC Guidance for COVID 19 Prevention in K-12 Schools

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

# COVID-19 Prevention Program (CPP) for Live Oak Unified School District

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

**Date: 1/4/2021 (Revised 8/1/21)**

## Authority and Responsibility

Mat Gulbrandsen, Superintendent, has 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.
- 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** 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.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by complete District provided survey and/or reporting concerns to their direct supervisors.

### Employee screening

We screen our employees by having them self-screen according to CDPH guidelines.

## Correction of COVID-19 Hazards

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

Any reported concerns will be investigated within a 48-hour period by MOT supervisor, Troy Dollins, and Superintendent, Mat Gulbrandsen. Respondents will be notified of actions taken to address concerns within an additional 48-hours.

## Control of COVID-19 Hazards

### Physical Distancing

The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission and has been a widely used strategy during the pandemic. Staff and students will be trained on protocols for physical distancing for both indoor and outdoor spaces and signage will be posted.

Staff: Staff gatherings will be avoided by using Zoom meetings whenever possible. When staff do meet in person staff shall wear masks, sit a minimum of six feet apart, meet for short durations of time ((less than 15 minutes whenever possible), and meets will take outdoors if possible. Staff shared workspaces will be reduced to a minimum. Flex time and working from home will be utilized when possible to reduce exposure.

### 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. All staff and students will be provided face covering by the District. All students will be supplied two cloth school related coverings and each office will have disposable masks for students and staff who forget. All staff will be provided both masks and face shields.

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 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.

### Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Plexiglass barriers have been installed in district areas where six feet cannot be maintained.

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

- All HVAC units have MERV-13 filters
- All HVAC units have been converted to bring in as much outside return air as the units allow.
- HVAC systems have been overridden allowing doors and windows to remain open while in use.

### Cleaning and disinfecting

Strict cleaning and disinfecting protocols will be in place throughout the school campuses. In classrooms, teachers, and students will have access to Environmental Protection Agency (EPA) approved materials to maintain the cleanliness of their environment. Additionally, teachers will be provided with paper towels and spray bottles of an EPA approved disinfectant. All teachers will be trained in the proper use of cleaners and disinfectants.

Custodians will be cleaning classrooms daily. Custodians will be cleaning and disinfecting other high use areas throughout the campus such as outdoor lunch tables, restrooms, etc. throughout the day. Regular nightly cleaning includes emptying of all interior and exterior trash by the night custodial staff. Cleaning and disinfecting all restrooms. Prioritizing sanitizing/disinfecting\* desktops, tabletops, door handles, push plates and light switches in classrooms and common areas. As time allows, we will perform floor care (vacuum, sweep, or mop). \*Desktops and tabletops will be sprayed with disinfectant daily.

In the case of a COVID-19 positive report: Sites will create a work order with classrooms/areas affected, which includes when the room/area was last occupied to schedule the disinfect cleaning to be done 24 hours after last occupation per CDC recommendation. Custodians will disinfect touch points on hard surfaces such as student desks, hard chairs or stools, file cabinets, cabinets doors (around the handle area), sink handles, and tables. We will clean hard surfaces in work areas/stations and any technology related items that are high touch such as phones, keyboards, mice, and printers. If there are other items which are high touch in the classroom then it should be noted on the work order to be cleaned. Once completed, communication will be confirmed back to the site through completing the work order as resolved.

### **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 the employee that last used it, using virex or Clorox wipes.

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:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Providing mobile hand sanitizer station throughout campus.
- Encouraging employees to wash their hands for at least 20 seconds each time.

### **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

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

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

- Provided information on testing sites and insurance coverage (employees w/o insurance will be covered by the District)
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## **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:

- Employees should report COVID-19 symptoms and possible hazards to their site administrators or supervisors through call, email, or text.
- 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.
- Where testing is not required, how employees can access COVID-19 testing
- 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.
- 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 school nurse and/or HR will work with employees to provide information for testing, leaves, tracing, and other supports.

## **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.

## **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 for 10 days 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 Families First Coronavirus Response Act Leave, Family Medical Leave Act/California Family Rights Act Leave, Leave Pursuant to the Collective Bargaining Agreements, or Workers' Compensation Benefits.
- Providing employees at the time of exclusion with information on available 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 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 and 10 days from the time the order to quarantine was effective.
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**Mat Gulbrandsen, Superintendent**

**Date**





## Appendix B: COVID-19 Inspections

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>	

**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>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.

## Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

## **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**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

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

We 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**

We 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 our 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:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - 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. We 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.
- [describe other applicable controls].

#### **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, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We 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 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**.