

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_\_\_\_

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Riverside Preparatory Schools

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: heather\_griggs@orogrande.org

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2<sup>nd</sup> ☐ 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 11<sup>th</sup>

☐ K ☐ 3<sup>rd</sup> ☐ 6<sup>th</sup> ☐ 9<sup>th</sup> ☐ 12<sup>th</sup>

☐ 1<sup>st</sup> ☐ 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

Type of LEA: \_\_\_\_\_

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☐ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

---

If you have departmentalized classes, how will you organize staff and students in stable groups?

Teacher rotates to students that are in stable cohorts.

---

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Teacher rotates to students that are in stable cohorts.

---

☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☐ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☐ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: \_\_\_\_\_ feet

Minimum: \_\_\_\_\_ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

---

☐ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☐ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Tier yellow & orange-monthly asymptomatic testing, tier red & purple bi-weekly asymptomatic testing, when case rates > 14 weekly asymptomatic testing

☐ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Tier yellow & orange-monthly asymptomatic testing, tier red & purple bi-weekly asymptomatic testing, when case rates > 14 weekly asymptomatic testing

☐ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☐ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

---

---

---

---

---

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# COVID-19 Prevention Program (CPP) for the Oro Grande School District

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

**Date: January 28, 2021**

## Authority and Responsibility

**The 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.
- Identify employees who are at higher risk of infection and evaluate the need for additional controls.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. All managers and supervisors are responsible for communicating with their staff about occupational safety. Our communication system encourages all employees to inform their managers and supervisors about COVID-19 hazards immediately, without fear of reprisal.

Our communication system includes:

- Staff Meetings
- Material postings in high-traffic public areas
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern
- Internal staff bulletins, whether distributed electronically or materially
- On-Line Safety Training

### Employee screening

We screen our employees by: having them self-screen according to CDPH guidelines. Employees are provided with an *Employee Daily Self Screening Questionnaire* for use prior to coming to work. This includes a self-check for COVID-19 symptoms. An email communication is sent to employees on a regular basis to remind them to complete the self-screening questionnaire each morning prior to coming

to work. Any employee experiencing symptoms should remain at home, contact their physician and inform their supervisor.

## **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:

COVID-19 Inspections shall be performed on a regular basis by management and the maintenance team. Upon discovery of a hazard, it will be assessed by the applicable department; Heath Services or Maintenance and Operations and corrected immediately. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

## **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:

OGSD employees, students, parents and visitors should practice staying 6 feet apart (approximately 2 arm's length) from others, eliminating contact with others whenever it is feasible. Visitors will be limited to only those who are essential. Employees are directed not to congregate and meet remotely where possible. All workstations have been adjusted if necessary to ensure at least 6 feet distance between employees. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible, continue to wear a face covering and stay as far apart from others as possible. Be sure to limit contact inside 6 feet to less than 15 minutes. Sites are equipped with visual cues such as signs and floor markings where employees, students, and/or visitors should stand, or to indicate the path of travel.

### **School Sites-**

**Entrance:** Students will be provided assigned seating on the bus and each bus will park in an assigned area to allow students to easily disembark, without mingling with students from other routes. Students will enter campus from the bus area in the morning and meet proctors and/or teachers to report directly to their classrooms with their cohort. Elementary students who walk to school will enter at the walker's gate on State Street to help limit the number of students/parents entering at the front of the school. Parents driving students to school will drive through the parent drop off area where students will exit the vehicle to enter campus.

**Parent Drop Off:** Parents will pull up to the designated drop off zone. Parents must remain in their cars.

Students will disembark from their parents' vehicles and must walk directly to their classrooms, without waiting for friends and fellow classmates.

**Breakfast and lunch** will be served in the classrooms. Supervision will be provided by administration, security, office staff and proctors.

**Parents or visitors:** Elementary site parents or visitors on campus must check in at the attendance office for screening. Secondary site visitors must remain in the cars and utilize the text parking lot. Visitors can use the provided number on the signs in front of the office entrance to inform office staff of their intended purpose for being on campus.

**Movement on campus:** While on the elementary campus, students will travel with their cohort, and will follow marked routes throughout campus (arrows, lines) in the hallways and other high traffic areas.

**Passing periods:** Secondary site students will remain in their classrooms and teachers will move from class to class during passing periods. Administration, proctors and office staff will provide supervision of classrooms during passing periods.



Restroom use: Secondary site restroom stalls will be marked for use/non-use based on social distance guidance. A proctor will be stationed at each restroom during class time to prevent an overload of students inside the restroom. There will be socially distanced markings for overload students to wait.

Recess: At the elementary site, playground equipment will be closed. Students will have breaks outdoors with their classroom cohort in designated areas on campus. These areas will be the upper grass field, the amphitheater, the grass areas outside of the 4th grade classrooms (room # 35-42) and the grass area behind the 2nd grade classrooms (room # 12-19). Proctors are assigned to each cohort for monitoring during this time. RPES may be able to provide recess equipment to each cohort that could be assigned to each individual student and/or could be sanitized in between uses.

Egress: Elementary site students will travel with their cohort at the end of the day to their designated departure areas. Elementary site students riding the bus will line up on pre-marked socially distanced lines, and parent pick up students will be housed in room 34 on socially distanced spots in that classroom. Secondary site students will leave their classrooms and walk to the front of campus where the buses are stationed. Secondary site elementary students will take their assigned seat. Secondary site elementary students will exit and walk towards the front of the gym where the parents will be lined up in their vehicles. Secondary site elementary students will enter their respective car and exit campus.

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

### **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 OGSD employees, students and visitors are required to wear a face covering while on District property at all times. Any individual who is not wearing a face covering will be requested to put one on and provided one if necessary. If they refuse to do so they will be requested to leave and not allowed on campus.

New or replacement disposable face masks are available for those who need them at all District entry points and buses. Signage is posted at office entry points to remind all those who enter of the face covering requirement. Reusable face coverings should be washed frequently and/or after each use. If you must re-wear your face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard face coverings that no longer cover the nose and mouth, have stretched out or damaged ties or straps, cannot stay on the face or have holes or tears in the fabric.

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.

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:

Individuals shall be as far apart as possible, continue to wear a face covering and stay as far apart from others as possible. Contact inside 6 feet shall be limited to less than 15 minutes.



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

OGSD staff will ensure proper HVAC function of all district units to ensure healthy air flow and acclimatization in shared spaces. Filters will be replaced frequently. Filters will also be treated with *Purbloc-Nano Air Grab*, a product that allows the existing filter to capture more contaminants as the air passes through. With continued use it will purify the air by reducing germs, viruses, allergens, pollen, dust, and odors. Additionally, windows and doors will be left open as often as possible to help with natural air flow. The Maintenance Director shall alert all sites if EPA Air Quality Index is greater than 100 for any pollutant or if letting in outdoor air by other means would cause hazard to employees.

### **Cleaning and disinfecting**

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

OGSD custodial staff cleans, sanitizes and disinfects all district facilities prior to the start of school. Hard surfaces are treated with *764 Lemon Quat* disinfectant and wiped down each day. Classrooms and offices are properly ventilated during all cleaning and disinfecting to the extent practicable. Windows and doors are kept open to increase airflow as much as possible.

Custodians on the elementary and secondary campus throughout each day actively keep all high traffic areas cleaned and disinfected. Custodial staff cleans, sanitizes and disinfects all surfaces and high-use areas including; student and staff contact points at the end of the day. Custodial staff will vacuum/mop and remove trash as needed and every night.

Teachers are directed to disinfect/sanitize all equipment in their classrooms on a regular basis using disinfecting wipes or provided lemon *764 Lemon Quat* solution.

Office employees are directed to regularly disinfect and sanitize their office hard surfaces and other equipment throughout the day and prior to leaving each day. All employees utilizing common use office equipment must sanitize their hands prior to use. They must also sanitize the equipment following guidelines for the cleaning of the equipment.

All classrooms, offices, restrooms and multi-purpose areas will be treated with electrostatic disinfecting machines to ensure that all rooms have been thoroughly sanitized. OGSD custodial staff will be using *Purbloc-Extended Barrier Solution* to create an additional layer of protection on surfaces. *Purbloc* is a nano extended barrier that destroys and prevents the growth of bacteria, fungi, mold, spores, yeast and viruses through cellular membrane disruption. *Purbloc* protects surfaces for up to 90 days, creating an invisible microbiostatic protective barrier. It is non-toxic, residue-free and safe for food prep surfaces. *Purbloc* will be applied every 30 days in all classrooms, offices, workrooms, food service areas and buses to ensure proper disinfecting and barrier protection.

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

The custodial team shall be utilized to the below procedures in addition to routine cleaning and disinfection.

1. Restrict the areas used by the person who was confirmed infected and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
2. Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect, if feasible.
3. Cleaning and disinfecting activities should start farthest from the entry door of a room or space.
4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens or keyboards.
5. In addition to regular disinfectant, the custodial shall use one of the following:
  - EPA registered products following the manufacturer's recommendations
  - Household vinegar straight from the bottle (5% acetic acid) wet for 30 minutes

- Bleach/Water solution should be 1/3 cup to gallon of water or as directed by the local health department.

### **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 throughout the day and by the maintenance team. All employees have been provided *California Integrated Pest Management-CA Safe Schools training* via Target Solutions to ensure proper use of disinfectant solutions. Employees are directed to regularly disinfect and sanitize their office hard surfaces and other equipment throughout the day and prior to leaving each day. Disinfecting wipes are available for use in all classrooms and offices. Disinfecting wipes are used for shared office equipment like copiers, paper cutters, microwaves and door handles. OGSD custodial staff cleans, sanitizes and disinfects all hard surface areas in the classrooms, food service areas and offices every night.

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. Employees who do not share the same household, shall be transported in the same vehicle only when no other transportation alternatives are possible. Employees using District vehicles for shared use or ride-sharing are required to wear a face covering when passengers are present. A face covering is not required, but is strongly recommended when passengers are not present. Hand sanitizer shall be used before entering and exiting the vehicle. Vehicle windows shall be kept open and the ventilation system will be set to maximize outdoor air, as weather permits.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

The Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) in collaboration with the California Department of Industrial Relations (OSHA) recommend the following guidance in an effort to promote hygiene and reduce the spread of disease. The washing and sanitizing of hands should be for 20 seconds with soap and water. If using a hand sanitizer, it should be 60-95% alcohol based in order to disinfect and clean hands.

The District seeks to teach and reinforce employee hygiene in the forms of Respiratory Etiquette, Hand Hygiene and Avoiding Touch Points. Emphasis is given to the following areas for all staff-

- Encourage covering nose and mouth if you cough or sneeze, followed by replacing face covering and hand washing
- Promote thorough and frequent handwashing
- Encourage use of hand sanitizer adjacent to common touchpoints
- Usage of disposable wipes on common touchpoints
- Avoiding contact with one's eyes, nose, and mouth

Office staff and those assigned to handle documents including the mail should use proper hand hygiene. It is important to sanitize hands before and after using photocopiers and other common use office equipment.

OGSD has placed educational posters, visual and informational posters on proper hand hygiene. These documents are posted in and around campus buildings in high traffic areas frequented by students, staff, administrators and approved visitors.

Hand sanitizer will be provided at each entry door to all classrooms and offices. Additional sanitizer will be placed by common shared use items.

To accommodate more frequent hand washing, hand washing units have been placed. This will create eight additional stations for hand washing each at Riverside Preparatory Elementary and Riverside Preparatory Secondary School.

## **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. Any employees who wish to voluntarily use N95 filtering facepiece mask respirators, must receive a copy of Appendix D to California Code of Regulations, title 8, Section 5144.

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.

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

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

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

When an employee is confirmed to have COVID-19, the Health Services Coordinator will determine through the interview process if the infected employee has had prolonged direct contact/close contact (within 6 feet for more than 15 minutes) with other employees, students, parents, service workers, or vendors during the two days before symptoms first started. Those identified as having close contact will be required to quarantine for 10 days from the last identified contact. Those who have not been designated as a close contact, will be contacted by district staff regarding a possible limited exposure so that they may self-monitor for any possible symptoms of COVID-19.

OGSD will be encouraging and providing when needed symptomatic and response testing for employees. OGSD staff may also choose to test via the County Department of Health testing sites, health clinics and employee health care providers. Employees will be provided a list of COVID-19 testing sites within their area. OGSD will also adhere to the asymptomatic testing considerations when test positivity and/or CR rates deem it necessary, allowing for additional testing opportunities for staff (Tier yellow & orange-monthly asymptomatic testing, tier red & purple bi-weekly asymptomatic testing, when case rates > 14 weekly asymptomatic testing).

## **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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how. Employees with COVID-19 concerns should inform their supervisor immediately.
- 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. Employees may obtain voluntary testing, via employer provided asymptomatic testing, through their healthcare provider or local public testing centers.
- In the event of employee possible COVID-19 exposure, the employee will receive notification within one business day that includes detailed information on the next steps to take.
- 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. OGSD has contracted with multiple Vendors to provide both on site drive-thru testing and self-collection testing kits. In the event of a COVID-19 outbreak, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall 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, continuous COVID-19 testing will be available for employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department until it is no longer required.

- 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.
- Information about COVID-19 vaccines and their availability will be provided as general information as it becomes available.

## **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.
- California Integrated Pest Management and California Safe Schools information on proper use of disinfectants.
- Age-appropriate COVID-19 safety practices and protocols for school sites.
- The importance of appropriate PPE relative to the tasks being performed (i.e. preparing students meals)

**Appendix D: COVID-19 Training Log** will be kept electronically to document this training.

## **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 14 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 utilization of FMLA, FFCRA and personal sick leave. In the event that sick leave is exhausted HR will work directly with the employee to see what options are available. Employees will work with their supervisor and HR about working from home whenever possible.
- 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. 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.
- Maintain records of all employee COVID-19 related absences and the type of leave being used.
- Database documentation of training and instruction as it relates to COVID-19.

## 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.
- 

  
Dr. Heather Griggs  
Superintendent

## 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:** [enter name(s)]

**Date:** [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

[illegible]

## Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

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			
Use of shared items (i.e. microwave, water dispenser)			
Social distancing markers			
Non-essential items removed			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Disposable gowns/aprons			



## Appendix C: Investigating COVID-19 Cases

Date: **[enter date]**

Name of person conducting the investigation: **[enter name(s)]**

<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.

## Appendix D: COVID-19 Training Log

[illegible]

## Additional Consideration #1

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

**[To be followed in the event the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in the workplace within a 14-day period.]**

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**

**[To be followed in the event the workplace experiences 20 or more COVID-19 cases within a 30-day period.]**

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**.