

Orange Center School District



COVID-19 Safety Plan (CSP)

Board Approved January 27, 2021

AS MANDATED BY:

CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

Date: 1-22-2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Orange Center Elementary School District

Number of schools:

1

Enrollment:

297

Superintendent (or equivalent) Name:

Terry Hirschfield

Address:

3530 S. Cherry Ave

Phone Number:

559-237-0437

City

Fresno

Email:

thirschfield@orangecenter.org

Date of proposed reopening:

Nov. 3, 2020

County:

Fresno

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Elementary

Grade Level (check all that apply)

<input checked="" type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 nd	<input type="checkbox"/> 5 th	<input checked="" type="checkbox"/> 8 th	<input type="checkbox"/> 11 th
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 rd	<input checked="" type="checkbox"/> 6 th	<input type="checkbox"/> 9 th	<input type="checkbox"/> 12 th
<input checked="" type="checkbox"/> 1 st	<input checked="" type="checkbox"/> 4 th	<input checked="" type="checkbox"/> 7 th	<input type="checkbox"/> 10 th	

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

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:

X I, Terry Hirschfield, 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:

X **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.

Stable Groups / Classroom instruction and Rules
As needed, due to large grade level size, some grade level students may be grouped by grade level and/or grade spans, allowing for safe social distancing. All classes will assure appropriate social distancing (6 feet) as indicated by CDPH. All classes will have designated break zones for non classroom time and students will follow paw prints, which are 6 feet apart, in every walkway, in one direction, in order to avoid close encounters in the hallways. Every student will have a plastic corral at their work area. All teachers who must test students for state mandated assessments, will use plexiglass shields working with students.

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?)

Stable groups, will be consist of up to 3 adults and 14 students, however total number of people in a room will not exceed 16. The number of individuals in a classroom will be less if 6 feet social distancing cannot be maintained.

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

When departmentalized classes return, block schedules will be utilized to minimize the movement of students from class to class. In addition, disinfecting will occur before a different group enters each room.

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

None at this time.

X **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.

Entrance, Egress, and Movement Within the School/Campus Safety Measures

- Orange Center’s south gate of the circular drive, will be a single point ingress and the north gate will be the single point of egress of campus/district.

- Staff members have a designated point of ingress and egress via the staff parking lot area. This leads directly to the staff active screening area.

Upon Arrival:

- Parents who drop off their students will be required to enter the loading/drop off area and will be asked not to exit their vehicle or walk on to campus (except TK-1).
- Students will be directed into a line to await screening and sanitize their hands. Marked areas will designate where students can wait with proper social distancing.
- The school office will modify its schedule to be open to parents/visitors after all students have entered the school building.
- There will be one entry point during the instructional day for the public and parents/guardians to access the office in case of an emergency or urgent matters.
- Entry points for students, where active screening will take place, have been established and divided by: drop offs, bus riders, and preschool TK/K students.
- Upon arrival, students will follow clear paths of travel, which have been marked on the ground with paw prints in a specific direction. Staff will be strategically placed to assure students are following the correct path of travel and are

staying 6 feet apart, as the paves are spaced 6 feet apart.

- A designated path of travel has been established, that illustrates a single direction of travel in all hallways, where appropriate social distancing (6 feet) cannot be practiced.

End of School day:

- Families will be assigned staggered dismissal times and will wait in a designated area to be called.
- Families will be encouraged to stick to the dismissal schedule, allowing for safe distancing of each dismissal group.
- Bus riders will wait to board the bus at the bus loading area, with social distancing of 6 feet. Drivers will call for students using their radios. Students will be required to follow the designated direction of travel to the designated bus

loading area.

- Students who are picked up will be scheduled, by family, and picked up at the front of the school in the loading area.
- Parents will be asked to stay in their vehicle or walk on to campus.

X

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

Face Coverings and Other Essential PPE

- Students will be required to wear a mask or face covering while at school. Students in grades TK-2nd will be strongly encouraged to wear a mask (except for those with medical conditions).
- Students or staff members who require special accommodations, regarding masks, due to medical conditions or disabilities, may work with administration to discuss alternatives, ie, face shield/cloth covering tucked into shirt options
- A mask will be provided, if students do not have one prior to entering the school campus,

however, the District encourages families to provide masks or face coverings, for their child, that are comfortable and fit each student appropriately.

- Teachers will be required to wear a face covering (mask) or a face shield with a cloth drape(provided by the district) at all times.

X

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.

Safety Requirements and Campus Access / Health Screenings for Students and Staff

- The District will practice Active Screening: prior to entering campus, students, staff and visitors will have their temperature checked, by trained staff, with a digital no touch thermometer.

- All staff members and students will be screened by a trained screener using the “ COVID-19 Screening Checklist for ORANGE CENTER Employees and Volunteers Reporting to Work” prior to coming onto campus or driving the bus, and

will follow all directions listed. Students

- Appropriate social distancing guidelines will be followed by all staff, students, and campus

visitors.

- Staff and students must sanitize their hands immediately prior to entering the school site.
- Parents will be required to wear a mask upon entering campus.
- Students will be required to wash hands and/or use hand sanitizer prior to entering campus,

before eating meals, and after breaks or outdoor activities.

- Vendors will be allowed on campus wearing proper PPE and after being screened.
- Deliveries will be dropped off at designated areas.

The district will suspend any requests for facilities use until all of the COVID -19 Pandemic restrictions have been lifted by the State of California , CDPH, and the local Health Department.

X

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.

Any Person who enter Orange Center School District buildings or busses will be prompted to use hand sanitizer prior to entering campus or buses.

- Hand Sanitizer will be available at all district building entrances and upon screening.
- Hand sanitizer will be available in all classrooms, all school facilities, and in hallways.
- Hand washing stations will be available in every classroom, school facility, and bathroom.
- Students will be prompted upon entrance to the classroom to utilize hand sanitizer.

X

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.

Positive COVID-19 Cases or Community Surges/Identification of Tracing Contacts

-The District Superintendent will work closely with the site LVN, the County contracted Registered School Nurse and to follow all protocols that are required when a confirmed case has been made at the site including notification of the

health department. The Site LVN is the designated contact for medical contacts with the CDPH.

- In the event that a student or staff member who has been attending school or a member of their household tests positive for COVID -19, the District will follow all guidelines and regulations set forth by the Department of Public Health.

<https://www.co.fresno.ca.us/Home/ShowDocument?id=49500>

- In the event that local public health officials or the State of California give guidance for school to close, based on risk levels in the specific community, the district will immediately execute the Orange Center School Closure Distance

Learning Program for all students.

X

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

Physical Distancing-

- Entry points for students, where active screening will take place, have been established and divided by: drop offs, bus riders, and preschool TK/K students. Marked areas on the ground show appropriate areas to stand with 6 feet social

distancing.

- Upon arrival, students will follow clear paths of travel, which have been marked on the ground with paw prints in a specific direction. Staff will be strategically placed to assure students are following the correct path of travel and are

staying 6 feet apart, as the paws are spaced 6 feet apart.

- As needed, due to large grade level size, some grade level students may be cohorted by grade level and/or grade spans, allowing for safe social distancing. All classes will assure appropriate social distancing (6 feet) as indicated by

CDPH. All classes will have designated break zones for non classroom time and students will follow paw prints, which are 6 feet apart, in every walkway, in one direction, in order to avoid close encounters in the hallways. Every student

will have a plastic corral at their work area. All teachers who must test students for state mandated assessments, will use plexiglass shields working with students.

- The School site has established a designated isolation area for COVID-19 related health isolation needs.
- The school has a designated room for routine health needs.
- Office counters are equipped with plexiglass between office staff and students/parents/staff.
- A designated path of travel has been established, that illustrates a single direction of travel in all hallways, where appropriate social distancing (6 feet) cannot be practiced.
- All bathroom stalls, urinals, and sinks that cannot be used with appropriate barriers or social distancing, for student and staff use, will be covered or closed off.

Common areas have tables and chairs that are separated by 6 feet, in order for staff to use at a safe distance.

- To the extent possible, break and lunch schedules will be staggered to prevent congregations in work areas, break rooms, and bathrooms.
- The OC Patio and break room will be made available to staff who wish to eat and take breaks, seating will be marked off to ensure appropriate social distancing.

Recess & Breaks

- Recess times will be staggered by classrooms/cohorts.
- Staff will monitor students outside during breaks.
- Staff will monitor bathrooms to assure safe bathroom practices.
- Play zones will be designated by grade level and/or cohorts.
- Students will be required to stay a minimum of 6 feet distance apart.

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.

X

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

Staff Training and Family Education

District Staff will be provided with training in the following areas:

Proper use of PPE

Cleaning and sanitizing thermometers

Cough and sneeze etiquette

Keeping hands away from ones face

Frequent hand washing and techniques

Confidentiality around health reporting

School health staff to be trained by FCSS Health staff on clinical manifestations of COVID-19 pediatric presentations, and CDC transmission-based precautions.

- District students and parents will receive literature and be given access to videos on proper

usage of masks and how to mitigate the spread of COVID-19.

- Signage in (English Hmong, and Spanish) reminding all school community members on the importance of handwashing and maintaining social distancing will be prominently displayed in all classrooms and all school facilities.

- The Site LVN will communicate regarding any concerns or issues related to health of children and the families we serve.

X **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.

Orange Center is committed to the safety and well-being of our staff, students, and community. Therefore, Orange Center will be conducting COVID-19 testing in consultation with local public health officials to monitor the prevalence of COVID-19 on Orange Center School District campus and meet regulatory requirements.

The District LVN will provide lists of free testing sites and information, for reference, to the Department of Public Health for all COVID related questions. The link to the CDPH will also be available on the District website for quick reference

Staff will be directed to a site from the agreed upon medical facilities as arranged by the health department.

Index will be informed that they are to quarantine/ isolate and remain off of campus, until test results are received and all criteria for returning to work have s been met. Staff will also encourage staff to monitor symptoms and contact their healthcare provider if symptoms worsen.

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

X **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.

The District LVN will provide lists of free testing sites and information, for reference, to the Department of Public Health for all COVID related questions. The link to the CDPH will also be available on the District website for quick reference for parents and students.

Index will be informed that they are to quarantine/ isolate and remain off of campus, until test results are received and all criteria for returning to work have s been met. Staff will also encourage staff to monitor symptoms and contact their healthcare provider if symptoms worsen.

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

X **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](#).

The School District's CPP Officer will:

Report information about COVID-19 cases 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 the place of employment or in connection with any employment.

Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
Make the written COVID-19 Prevention Program (CPP) 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.

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.

The District will communicate with staff, students, and parents about cases as required by CAL OSHA and the Department of Public Health regarding exposures at school via one of the following means: notes home, phone dialer or electronic messaging. While maintaining consistency with privacy requirements such as HIPAA and FERPA, as guided by the Return to School: A Guide to responding to COVID-19 cases in K12 school settings 2020-2021. <https://www.co.fresno.ca.us/Home/ShowDocument?id=49500>

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

Previously Open

Labor Organization

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

Name: Orange Center CTA

Date: 9/2/2020

Parent and Community Organizations

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

Name: Orange Center School Site Council

Date: 9/8/2020

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) Plan, cases Fresno. County has certified and approved the CRP on this date: 10-26-2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

Orange Center School District



Ca/OSHA COVID19 PREVENTION PROGRAM

Board Approved January 27, 2021

AS MANDATED BY:

CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

**School District
COVID-19 Prevention Program (CPP)**

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School District COVID-19 Prevention Program (CPP)

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

Authority and Responsibility

The Superintendent has the overall authority and responsibility for implementing the provisions of this CPP at the School District. In addition, all Principals, managers, and supervisors are responsible for implementing and maintaining the CPP at the school sites and for ensuring employees receive answers to questions about the Covid-19 Prevention Program.

The Superintendent has designated a CPP Officer for the specific implementation of the elements of this plan. The CPP Officer for the School District is:

CPP Officer: Terry Hirschfield, Superintendent
Email Address: thirschfield@orangecenter.org
Phone Number: (559) 237-0437

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

The School District will implement the following identification and evaluation strategies:

- 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, a school district facility
- 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 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 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 contacting their supervisor or Principal at the school site. In addition, School District Administration may also be contacted at the District Office.

Employee screening

- Each day each employee must submit a written wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
- Employees will be required to have their temperature checked their own temperature each and every day prior to entering the campus. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever**
- Daily Assessment forms or the District Google form may be utilized.

The School District will maintain these confidential documents for one (1) year.

Correction of COVID-19 Hazards

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

School District COVID-19 Prevention Program (CPP)

- The severity of the hazard will be assessed. Appropriate work orders, procedures, or other mitigation strategies will be implemented within 3 working days.
- The CPP Officer, designated by the Superintendent is responsible for timely correction.
- Follow-up measures will be taken to determine if the mitigation strategies have been effective.

Control of COVID-19 Hazards

Physical Distancing

Where possible, the School District will ensure at least six feet of physical distancing at all times:

- All the School District employees, sub-contractors, vendors or anybody else making contact at any School District site are required to be checked in daily with the School District representative (LVN or designee).

The School District:

- **Requires a minimum of 6' of physical distancing at all times by all employees.**
- Provides a single point of entrance at the site for staff.
- Will assure that all staff Conduct a daily health assessment.
- Assure that any individual that appears to be unwell will NOT be granted access to the site or allowed to start work.
- Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for the School District, subcontractors, designers, consultants, etc.)
- Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms
- Will make hand sanitizer and appropriate protective gloves, throughout each site and office, as necessary.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Assure that signage is posted throughout District buildings and work areas to raise awareness.
- Minimize the number of employees working within a certain area of a (6' of physical distance to be maintained at all times).
- Use of daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
- Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
- Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
- Use of shift-work to minimize the number of employees working within certain areas.
- Stagger break and lunch time to avoid employees from gathering in one location.
- As possible, only perform critical/essential activities.
- No gatherings of employees of more than 10 people, including: breaks, lunch, and meetings. If more than ten employees are involved in a meeting, procedures must be followed to minimize contact.
 - Seats placed at least 6' apart in all directions.
 - Hand Wipes be provided
 - Each employee will be assigned a place to sit.
 - Handwashing will be encouraged and sanitizer will be provided.
 - Gloves will be available.
 - Masks or faces shields be provided and will be required while inside the building.
- Rotating work schedules will be considered when appropriate. Appropriate schedules could include:
 - Staggered start and ending times

School District COVID-19 Prevention Program (CPP)

- AM/PM schedule
- Alternating days
- All meetings are encouraged to be call-in/video conferences; this includes both office and field meetings. Any meeting or training session attended by employees must provide for physical distancing of 6'.
- Minimize number of employees at a work location based on the size of the work location. No more than five (5) people per 1000 square feet inside a building.
- Encourage employees not to carpool unless they are members of the same household.
- No physical greetings such as a handshake or hug.
- Encourage personnel to use the stairs, not the elevator when on district business (if applicable).

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

Face Coverings

Each site will 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. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site.

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

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

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

Engineering controls

The following measures will be implemented for situations where the School District cannot maintain at least six feet between individuals:

- The use of partitions or barriers in classrooms and offices.

To the extent feasible, the school district will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
- For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection

School District COVID-19 Prevention Program (CPP)

Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

- The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).
- The highest MERV filters will be utilized to insure adequate air filtration.
- Employees are encouraged to open windows or doors when outside conditions are favorable.

Cleaning and disinfecting

The following cleaning and disinfection measures for frequently touched surfaces will be implemented:

- The Site Principal or Supervisor will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly.
- The Site Principal or Supervisor will direct the custodians in the frequency and scope of cleaning and disinfection.

When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented:

PPE will be worn by employees performing disinfection tasks.

- Disposable gloves- Ex: Latex or Nitrile
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

Procedures

- Clean the surface first, and then disinfect.
- Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
- Apply the district approved disinfection product. The employees should review the SDS for the chemical to be used and follow all label directions.
- The surface must stay wet for 10 minutes, or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or, label listed dwell time), reapply
- Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.

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 affected employee with the District approved disinfecting product.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

- To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees MUST wash hands at the beginning and end of each shift, after using the toilet, before and after each break.

School District COVID-19 Prevention Program (CPP)

- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.

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

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed.

The School District will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators. A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training.

The School District will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolized 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**.

Response to a COVID-19 case in the workplace:

The District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
6. All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

System for Communicating

The School District goal is to ensure that effective two-way communication with employees, is

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performed and includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to their Supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- School District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- To give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work, employees may access COVID-19 voluntary testing available through health plans or local testing centers.
- In the event testing is required to be provided because of a workplace exposure or outbreak, the School District 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 the workplace) may be exposed to, what is being done to control those hazards, and the School District's COVID-19 policies and procedures.

Training and Instruction

The School District will provide effective training and instruction that includes:

- 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.
- Training will be documented by a completed Training Verification Form provided during the training. Alternatively, a training log may be utilized.

Exclusion of COVID-19 Cases

When a COVID-19 case is identified in the workplace, the School District will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until 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.
- Providing employees at the time of exclusion with information on available benefits.

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Reporting, Recordkeeping, and Access

The School District's CPP Officer will:

- Report information about COVID-19 cases 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 the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program (CPP) 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 shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms

Shall 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 shall 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 shall 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 shall be:

- 10 days from the time the order to isolate was effective, or
- 14 days from the time the order to quarantine was effective.

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Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: _____ **Date:** _____

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

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

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Appendix B: COVID-19 Inspections

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Date: _____

Name of person conducting the inspection: _____

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Appendix C: Investigating COVID-19 Cases**

Date: _____ **Name of person conducting the investigation:** _____

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. All COVID-19 testing or related medical services provided 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.
3. 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.

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present)		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
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			
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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	

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Was local health department notified?		Date:	
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Appendix D: COVID-19 Training Roster**

Date: _____ **Name of person conducting the training:** _____

Employee Name	Signature

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Multiple COVID-19 Infections and COVID-19 Outbreaks

If a school site or school district 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 your workplace within a 14-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

- The School District will provide COVID-19 testing to all employees in the School District 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 the 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, the School District 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 the workplace for a 14-day period.
 - The School District will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick.
 - 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. The following will be considered:

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- 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 the workplace, the CCP Officer will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The CPP Officer 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. The CPP Officer will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

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Major COVID-19 Outbreak

If a school site or School District 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 the workplace for a 14-day period.

COVID-19 testing

The School District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the 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

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

Investigation of workplace COVID-19 illnesses

The School District will comply with the requirements of the CPP Investigating and Responding to COVID-19 Cases.

COVID-19 hazard correction

In addition to the requirements of the CPP Correction of COVID-19 Hazards, the School District will take the following actions:

- In buildings or structures with mechanical ventilation, the School District 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, the School District will use filters with the highest compatible filtering efficiency. The School District 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.
- The School District 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.
- The School District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

The School District will comply with the requirements of any Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.