

Ceres Unified

COVID-19 PREVENTION PLAN

AS MANDATED BY:

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

Revised: March 11, 2022

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

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This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace. Definitions for terms used in this plan can be found in **Appendix G: Definitions**.

I. 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:

Dan Pangrazio, Assistant Superintendent, Business Services
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209-556-1560

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

II. Identification and Evaluation of COVID-19 Hazards

Symptoms of COVID-19 may include the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4° F or higher)
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Muscle or body aches
- Sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

Note: According to the CDC, symptoms may appear in as few as 2 days or as long as 14 days after an exposure.

How COVID-19 Spreads:

- People who are closer contact than (6' or less) from an infected person are more likely to get infected.
- Through respiratory droplets produced when an infected person coughs or sneezes and then land in the respiratory tract of another person.
- It could also be possible to transmit the virus by touching a surface or object that has the COVID-19 virus on it and then touching your own mouth, nose, or eyes.
- COVID-19 may spread by people who are not showing symptoms

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

1. Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form as needed.
2. Document the vaccination status of School District employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
3. Evaluate employees' potential workplace exposures to all persons at, or who may enter, a school district facility, as needed.
4. The School District has developed policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
5. 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.
6. Determine who may have been in an exposed group. 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.
Note: exclusion requirements for employees with COVID-19 exposure.
 - a. Employees who were not present at the workplace during the relevant 14-day period(s).
 - b. Employees who were fully vaccinated before the revised exclusion period became applicable to the workplace and who do not have COVID-19 symptoms.
 - c. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
7. Give notice of the potential COVID-19 exposure, within **one (1)** 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.
8. 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 School District benefits, as appropriate.
- 10 Investigate, as needed, 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. The person assigned to investigate shall utilize **Appendix B: COVID-19 Inspection Form**.
- 11 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.
- 12 Evaluate existing COVID-19 prevention controls and the need for different or additional controls.
- 13 Conduct periodic inspections using the **Appendix B: COVID-19 Inspection 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.
- 14 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.
- 15 Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- 16 Conduct periodic inspections using the **Appendix B: COVID-19 Inspection Form** as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with School District COVID-19 policies and procedures.

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- 17 Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the School District throughout the COVID-19 Prevention Plan shall be provided in a manner that ensures the confidentiality of employees, and only after the employee has given their consent to share the information with the School District.

EXCEPTION: Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

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.

III. Employee screening - Wellness Check-In

1. **Every** employee must conduct a self-assessment utilizing the COVID-19 Illness/Health Assessment employees must complete and submit to their supervisor the COVID-19 Daily Illness/Health Assessment. This may be completed electronically with a District app or Google Form. This wellness check will be used as a guide to determine if the employee can continue to work based on the scenarios below.
2. Employees will be required to perform a DAILY self-assessment before reporting to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever**
3. Wellness check form is located within **Appendix H- COVID-19 Daily Illness/Health Assessment.**

If an employee reports symptom, exposure, or a positive test result, this must be reported to their supervisor. The supervisor shall complete and submit to the CPP, **Appendix C: Investigating a Covid-19 Case**

Scenario #1: If an Employee Answers No to all Questions on Health Assessment

- Any employee who answers No to all daily health assessment questions will be permitted to work as long as the daily answers are No.

Scenario #2: If an Employee is Sick or Shows Signs of Illness

- If an employee calls in sick or exhibits flu-like and/or COVID-19 symptoms either through the wellness check or orally to their supervisor, they may be required to stay home until at least 5 days have passed from symptom onset and/or see a doctor and to await confirmation of testing or doctor recommendation prior to returning to work.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day may immediately be separated from other employees, students, and visitors and sent home.

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IV. Protection Measures and 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:

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

General Controls

The following are minimum standards that will be in place for all the School District employees until further notice.

1. All subcontractors, vendors or any other persons making contact at any the School District location are required to be checked in daily with the School District representative.
2. Any individual that appears to be unwell may NOT be granted access to the site or allowed to start work.
3. Employees are required to perform a self-assessment before returning to work. Should any of the employee's responses change to a "yes" after the initial completion of the COVID-19 Illness/Health Assessment form, the employee is required to stay home and notify their supervisor immediately.
4. 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.) For School District employees, sick leave provisions will apply for employees due to illness and inability to work.
5. In the event employees show signs and symptoms of flu-like or acute respiratory illness symptoms the employee should contact their supervisor for guidance and support.
6. Nitrile/vinyl/latex gloves shall be made available throughout each site and office, as necessary.
7. Hand sanitizer shall be provided in every classroom, workroom, workstation, office, cafeteria, and breakroom.
8. 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. After sneezing or coughing, employees should wash their hands with soap and water.
9. The School District may post signage throughout District buildings and work areas to raise awareness and remind employees to practice good personal hygiene, wear PPE appropriately, and follow all the School District safety protocols and procedures.
10. Ensure routine cleaning of frequently touched surfaces including, but not limited to the following: door handles, elevator buttons, handrails, equipment, and tool handles.
11. Stagger break and lunch time to avoid employees from gathering in one location.
12. When appropriate, meetings are encouraged to be call-in/video conferences.

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13. Rotation schedules will be considered when appropriate. When employees are to work remotely will also be subject to approval from the School District. All modified schedules require review and approval by management prior to implementation. Appropriate schedules may include:
 - Staggered start and ending times
 - AM/PM schedule
 - Alternating days for large departments of employees who have limited workspace
14. Discourage employees not to carpool unless they are members of the same household. Encourage personnel to use the stairs, not the elevator, whenever possible. District vehicles are limited to one (1) employee only. When the need arises for more than one (1) employee to be in a district vehicle together, the employees must wear a district approved face covering.
15. For buildings with mechanical or natural ventilation, or both, the School District shall maximize the quantity of outside air provided to the extent feasible and whether the use of portable High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
16. Personal Protective Equipment: Upon request, the School District will provide respirators for voluntary use in compliance with General Industry Safety Order Respiratory Protection subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. the School District will make respirators for voluntary use available, under this section or within the COVID-19 Prevention Plan. If voluntary use of respirators is to be used by an employee, the School District shall ensure that employees are provided with a respirator of the correct size and that the requirements of GISO 5144 are followed.
17. Testing of symptomatic employees. the School District will make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

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Face Coverings

For all employees, the use of face coverings is strongly recommended. Employers shall provide face coverings where required. The School District shall continue to provide face coverings and ensure they are always worn by employees over the nose and mouth while on School Site Facilities where required by orders from the CDPH. If worn, **face coverings with vents, bandanas, or neck gaiters are not allowed.** The employee shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although, if worn, they must be worn with an approved face covering. The School District will follow the face covering guidance provided at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

1. When employees are required to wear face coverings under the COVID-19 Prevention Plan: The following exceptions apply:
 - a. Persons younger than two years old.
 - b. Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
 - c. Persons who are hearing impaired, or when communicating with a person who is hearing impaired, the ability to see the mouth is essential for communication.
 - d. Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines. Employees exempted from wearing face coverings due to a medical condition, mental health condition or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. If their condition or disability does not permit a non-restrictive alternative, the employee shall be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.
2. All passengers and drivers, regardless of vaccination status, should wear a mask on school buses and other forms of student transportation as required by CDPH face mask guidance.
3. Masks are optional outdoors for all in school settings. However, particularly in areas of substantial to high transmission, CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.
4. The School District shall not prevent any employee from wearing a face covering when not required, unless it would create a safety hazard, e.g. interfering with the safe operation of equipment.
5. For staff who come into routine contact with others, California Department of Public Health recommends the use of disposable 3-ply surgical masks, which are claimed to be more effective than cloth face coverings. Employees should contact the site Supervisor if additional surgical masks are needed.
6. The School District shall implement measures to communicate to non-employees the face coverings requirements on their premises.

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Engineering controls

For indoor locations, using Appendix B: COVID-19 Inspections, The School District will provide identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with the existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

1. For indoor locations, the School 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.
2. 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.
3. For buildings with mechanical or natural ventilation, or both, the School District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection 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.
4. The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).
5. The highest MERV filters will be utilized to insure adequate air filtration.
6. Employees are encouraged to open windows or doors with outside conditions are favorable.
7. Applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including **CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments at <https://oshpd.ca.gov/interim-guidance-for-ventilation-filtration-and-air-quality-in-indoor-environments/>**.

Cleaning and disinfecting

The School District has implemented cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, handrails, phones, headsets, bathroom surfaces, and steering wheels. The employer shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection of the area, material, or equipment if indoors and will be used by another employee within 24 hours of the COVID-19 case.
 - Cleaning and disinfecting must be done in a manner that does not create a hazard to employees.
 - Employees are expected to clean and disinfect their own workstations and any common areas they use. Supervisors will train all staff in the use of cleaning and disinfecting products.
 - Custodians will clean and disinfect regularly.

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Disinfection and Recovery

1. In the event that the School District has a confirmed case of COVID-19, procedures will be addressed towards understanding the area(s) that have potential contamination and work with the Supervisor, Environmental Health & Safety, and Operations staff to disinfect the area following CDC recommendations.
2. Area(s) that may require disinfecting, may be temporarily shut down to allow for the proper cleaning and sanitization of potential contaminated area(s).

Personal protective equipment (PPE)

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

1. The School District will provide 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.
2. 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 aerosolize potentially infectious material such as saliva or respiratory tract fluids.
3. Upon request, The School District will provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees must complete **Appendix F: Request for Voluntary Use of a Respirator form** and submit to the supervisor. A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training.
4. 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 a School District approved disinfecting product.
 - 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.
 - Encourage respiratory etiquette; including covering mouth and 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.
 - Use district approved disinfection/cleaning products for common areas or shared tools.
 - Stay home if you are sick or feel sick (except to get medical care); be fever-free for 24 hours without the use of a fever-reducing medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work.
 - Face coverings guidelines will be based on local health department/CDC guidelines and/or District requirements.
 - Onsite PPE requirements specific to COVID-19 protection will be based on the individual task requirement and current health department/CDC recommendations/guidelines.

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5. Hand sanitizing

- To protect employees from COVID-19 hazards, the School 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 (60% 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.
- The School District encourages 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.

Testing of symptomatic employees

The School District will make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during the employee's paid time.

V. Investigating and Responding to COVID-19 Cases

1. The School District has an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status. Receiving information regarding COVID-19 test results and onset of COVID-19 symptoms and identifying and recording COVID-19 cases.
2. The School District shall take the following actions when there has been a COVID-19 case at the place of employment:
 - a. 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.
 - b. Determine who may have been in an exposed group. 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.
 - c. Give notice of the potential COVID-19 exposure, within **one (1)** business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - i. All employees who may have had COVID-19 exposure and *their* authorized representatives.
 - ii. Independent contractors and other employers present at the workplace during the high-risk exposure period.
 - d. 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 information on benefits.
 - e. 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. The person assigned to investigate shall utilize **Appendix B: COVID-19 Inspection Form**.

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3. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the School District throughout the COVID-19 Prevention Plan shall be provided in a manner that ensures the confidentiality of employees, and only after the employee has given the School District their consent to share the information with the School District.

EXCEPTION: Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request. In-addition, relevant names of COVID-19 cases will be shared with approved the School District staff with a legitimate business need to know various information for the sole purpose of complying with other sections within the School District COVID-19 Prevention Plan as well as to implement the prevailing public health protocols.

4. The School District shall ensure that all employee medical records required by sections 3205.1 through 3205.4 of the California Code of Regulations (CCR), are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

EXCEPTION 1: Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.

EXCEPTION 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

VI. System for Communicating

The School District's goal is to ensure that effective two-way communication with employees, is performed and includes the following information:

1. Employees should report COVID-19 symptoms and possible hazards to their Supervisor.
2. Employees can report symptoms and hazards without fear of reprisal.
3. School District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
4. 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.
5. In the event testing is required to be provided because of a workplace exposure or outbreak, The School District will provide communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
6. 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.

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VII. Training and Instruction

1. Ongoing discussion regarding COVID-19 shall be part of daily task analysis including, but not limited to:
 - COVID-19 policies and procedures to protect employees from COVID-19 hazards.
 - COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes 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 School District own leave policies, and leave guaranteed by contract.
 - The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
 - What is COVID-19.
 - How does COVID-19 spread.
 - Signs/symptoms of COVID-19.
 - Washing of hands regularly and thoroughly with soap and water for at least 20 seconds; use of hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that the hand sanitizer does not work if the hands are soiled.
 - Wear proper PPE as needed.
 - Use of proper hygiene etiquette such as covering your mouth with your arm or tissue; avoid touching your face/eyes/nose/mouth with unwashed hands.
 - Cleaning of surfaces as the day progresses.
 - Proper use and knowing the hazards of the cleaning/disinfection products to be used.
 - Use of proper PPE when using cleaning/disinfection products.
 - COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
 - Employees may refer to the www.cdc.gov website for up-to-date information.
 - Employees may refer to this website for OSHA information: www.osha.gov/SLTC/covid-19/
2. Training will include updates from the CDC, local health department, OSHA and any other State or Federal agencies.
3. All training shall be documented.

Appendix D: COVID-19 Training Roster will be used to document this training. In lieu of this roster, any training confirmation form may be used. This training may be documented electronically as long as the original training documentation form is maintained and has the employee's signature.

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VIII. Exclusion of COVID-19 Cases

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

1. Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
2. Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
3. 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.
4. Providing employees at the time of exclusion with information on available benefits.

IX. Reporting, Recordkeeping, and Access

The School District shall report information about COVID-19 cases and outbreaks at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department. the School District shall report all information to the local health department as required by Labor Code section 6409.6.

1. The School District shall maintain appropriate records of the steps taken to implement the written COVID-19 Prevention Program.
2. The written COVID-19 Prevention Plan shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.
3. The School District shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.
4. The School District shall maintain records of fully vaccinated employees. Prior to an employee removing their face masks at their work location, they must first complete the COVID Vaccination Attestation or online form and verify their vaccination status. Acceptable options for documenting employee vaccination status include:
 - a. Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
 - b. Employees provide proof of vaccination. the School District maintains a record of the employees who presented proof, but the vaccine record itself; or
 - c. Employees who submit the vaccination verification from attach a copy of the required vaccination record. That record stays attached to the form, and is not removed or deleted from the system.

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X. Return-to-Work Criteria

1. COVID-19 cases with COVID-19 symptoms shall not return to work until:
 - a. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
 - b. COVID-19 symptoms have improved; and
 - c. At least 5 days have passed since COVID-19 symptoms first appeared.
2. COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 5 days have passed.
3. Once a COVID-19 case has met the requirements above, as applicable, a negative COVID-19 test shall be required for an employee to return to work.
4. Persons who had close contact and developed any COVID-19 symptom should return to work under the timelines outlined in [CDPH's Isolation and Quarantine Guidance](#) and refer to the Governor's [Executive Order N-84-20](#).
5. If an order to isolate, quarantine, or exclude 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.
6. If no violations of local or state health officer orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the School District shall develop, implement, and maintain effective control measures to prevent transmission in the workplace; including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.

XI. Multiple COVID-19 Infections and COVID-19 Outbreaks

At a site, when **three (3)** or more employees with COVID-19 cases occur within an exposed group, (as defined by in Appendix G: Definitions), visited the workplace during their high-risk exposure period at any time during a 14-day period. This shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

1. COVID-19 testing. The School District shall make COVID-19 testing to all employees available at no cost to its employees with the exposed group, during employees' paid time, except:
 - a. Employees who were not present at the workplace during the relevant 14-day period(s).
 - b. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
2. COVID-19 testing shall consist of the following:
 - a. Immediately upon being covered by this section, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - b. After the first two COVID-19 tests required by (17.3.2 A), the School District shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until this section no longer applies.
 - c. the School District shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

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3. The School District shall continue to comply with all applicable provisions of the COVID-19 Prevention Plan, and shall also do the following:
 - a. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person.
 - b. The School District shall give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
 - c. The School District shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.
4. COVID-19 Investigation, review and hazard correction. the School District shall 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 shall be documented and include:
 - a. Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
 - b. The review shall be updated every thirty (30) days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
5. The School District shall implement changes to reduce the transmission of COVID-19 based on the investigation and review. The School District shall 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 feasible, requiring respiratory protection, and other applicable controls.

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Major COVID-19 Outbreaks

This section applies to any site when there are **twenty (20)** or more COVID-19 cases in an exposed group who visited the workplace during the high-risk exposure period within a 30-day period. This section shall apply until there are fewer than three (3) COVID-19 cases detected in the exposed group for a 14-day period.

1. The School District shall continue to comply, except that the COVID-19 testing will be made available to all employees in the exposed group, regardless of vaccination status, or more frequently if recommended by the local health department.
2. The School District shall take the following actions:
 - a. Provide a respirator for voluntary use to employees in the exposed group. Voluntary use of respirators will comply with GISO 5144 requirements.
 - b. Any employees in the exposed group who are not wearing respirators required by the School District and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
 - c. At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as desks, and production line stations, and where the physical distancing requirement is not maintained at all times, the School District shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
 - d. the School District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
 - e. Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

XII. Contractors Performing Work on District Facilities

1. All contractors who may perform onsite work on District grounds/buildings shall submit their written COVID-19 protection program to the School District.
2. Contractor programs must meet at a minimum, all State, Federal, Local and CDC requirements.
3. Contractor employees shall conduct daily health assessments for all of their employees who will be performing work at any District location.
4. If any employee, subcontractor, or vendor are observed not following these District safety measures, they may be asked to leave the site immediately and proper notifications will be made.

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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. The School District 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 Inspection Form

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Surface cleaning and disinfection (Frequently enough and adequate supplies are provided)			
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			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. The School District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

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	
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 conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
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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Employee Self Attestation of Vaccination Status

Employee Name: _____ Department: _____

District Email: _____ Job Title: _____

First Vaccination Date: _____ Second Vaccination Date: _____

Booster (if applicable) Date: _____

Please select an option:

- Provide proof of vaccination via attachment below
(e.g. scan or image of vaccine card or health care document showing vaccination status)
- Provide proof of vaccination to your supervisor
(e.g. vaccine card or health care document showing vaccination status)
- I self-attest that I have been vaccinated

Reference for additional info:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**ACCORDING TO STATE REGULATIONS, REGARDLESS OF VACCINE ATTESTATION, EMPLOYEES
WILL STILL NEED TO WEAR A MASK WHEN INDOORS AT A SCHOOL SITE.**

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Appendix F: Request for Voluntary Use of a Respirator

Name _____ Date: _____

Job Title _____ Supervisor: _____

Work Location/School Site: _____

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed. **Employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person may request a respirator.**

A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training. The School District will provide evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the need to utilize N95 or other tight-fitting respirators is determined. All elements of CCR Title 8 section 5144 will be implemented.

I would like to request a respirator to use voluntarily to use during these tasks of my job: Please describe:

I understand that I must remain clean shaven.

I understand that I may also be required to submit to a medical evaluation, Fit Testing, and annual training in the proper use of a respirator.

Signature

Please provide the completed form to your Supervisor.

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Appendix G: Definitions

1. "Close contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings. EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.
2. "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
3. "COVID-19 case" means a person who:
 - a. Has a positive "COVID-19 test" as defined in **Appendix G: Definitions**, or
 - b. Has a positive COVID-19 diagnosis from a licensed health care provider; or
 - c. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - d. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
4. "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
5. "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
6. "COVID-19 test" means a viral test for SARS-CoV-2 that is:
 - a. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
 - b. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
7. "Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - a. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
 - b. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - c. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group. NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.
8. "Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or

Appendix F: Request for Voluntary Use of a Respirator

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openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

9. "Fully vaccinated" means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).
10. "High-risk exposure period" means the following time period:
 - a. For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
 - b. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
11. "Respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
12. "Worksite," for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

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Appendix H: COVID-19 Daily Illness/Health Assessment

Employees are required to complete an illness/health assessment prior to returning to work. This assessment is vital to ensure the health and well-being of each employee and the School District. In lieu of this written assessment, an employee may complete the assessment via a District app or Google Form.

1. Are you experiencing any symptoms such as fever (100.4° or higher), cough, shortness of breath or difficulty breathing, fever (100.4 degrees Fahrenheit or higher), chills, fatigue, headache, congestion or runny nose, muscle or body aches, sore throat, new loss of taste or smell, nausea or vomiting, or diarrhea?

Yes: No: Comments: _____

2. Have you been in close contact with anyone who has been diagnosed with COVID-19? ****CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a cumulative total of 15-minutes or greater in any 24-hour period.**

Yes: No: Comments: _____

3. Have you been in close contact with anyone who may have COVID-19, but has not been confirmed?

Yes: No: Comments: _____

4. Are you currently in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?

Yes: No: Comments: _____

If you answer yes to any of the questions above, please contact your Supervisor immediately.

By signing below, I certify all information is true and correct to the best of my knowledge. I acknowledge that it is my responsibility to inform my supervisor if any of the answers to the questions above change to 'yes'. I agree to inform my supervisor if any of my answers are "yes".

Employee Name: _____

Employee Signature: _____ Date: _____