

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

## **Farmerville Unified School District**

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

**Date:** 12/29/2020

### **Authority and Responsibility**

Farmersville Unified School District has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

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

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee Participation**

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

Employees are encouraged to email/call site supervisors or Human Resources about any concerns regarding COVID-19 hazards.

Out of caution, anyone who endorses symptoms of COVID-19 should be treated presumptively as if it is COVID-19 until it is confirmed otherwise.

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is ruled out. Stay home in isolation and recommend testing as soon as possible. Any household contacts in school, such as siblings or relatives, should quarantine until a negative test result is confirmed. If the test is negative, they can return per usual school illness protocol (typically at least 24 hours without fever, vomiting, diarrhea). If the test is positive: they should isolate and return when CDC criteria is met (at least 10 days have passed from symptom start, symptomatic improvement, and no fever in a least 24 hours without fever-reducing medicines). If a test is refused or not done: recommend isolating for 10 days as above and return when CDC criteria is met or a doctor's note (i.e. if symptoms from a chronic known condition, for example) permitting the individual to return to sooner than the 10 days per usual school illness protocol.

Surveillance Testing: School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. District staff members will have the opportunity regularly to be tested for COVID-19 at the expense of the District if they chose to do so. The District will recommend testing frequency includes testing all staff over 2 months, where 25% of staff is tested every 2 weeks, or 50% every month to rotate testing all staff over time per CDPH Reopening Framework document. The district has contracted with HealthWise Clinic Testing Services and will pay for on-site testing for employees at a cost of \$83 per school employee. Students will be referred to local testing sites. COVID-19 testing information can be found at: <http://covid19.tularecounty.ca.gov/covid-19-testing-sites/>.

## **Employee Screening**

We screen our employees by:

Employees complete a weekly online reporting form to assess their potential exposure or contraction of COVID-19.

All employees are given daily temperature checks.

Temperature check stations have been set up with both manual, non-contact options as well as through on site staff who wear PPE and practice social distancing through the use of plexi-glass screens. Temperature devices are all non-contact scanners.

All employees are encouraged to report other employees who are not following COVID-19 protocols. Reports are confidential.

Employees are encouraged to conduct their own self-checks and have received guidance on how to do so effectively.

Health and Behavior Norms: 3.1. The district will prescreen all students and staff with daily touchless thermometer temperature health checks for COVID-19 symptoms before entering school campus (CDPH):

Symptomatic Staff and students: all school staff and students will be prescreened daily for COVID-19 symptoms using a screening checklist form that includes the following COVID-19 symptoms: People with these symptoms may have COVID-19:

- Fever or 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

- Diarrhea

Students and staff will also be prescreened for any recent exposure or known contact with anyone sick with COVID-19 or anyone in the home sick and awaiting test results.

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

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

Once reported to Human Resources and/or Maintenance and Operations:

The director of MOTF and the district nurse assess the conditions and any possible exposure due to the hazard.

Work orders are assigned to be completed immediately. The director personally assigns staff who have been trained on proper COVID-19 protocols and monitors corrections to make sure they are completed in a timely manner. In the instance that the director is not available, the Transportation and Operations Supervisor assumes those duties.

Notification of assigned duties is done through phone calls and through our School Dude work order system.

Staff who may have been exposed through the hazard are placed in quarantine and provided guidance on next steps by the district nurse who has been trained through Tulare County Health and Human Services. Human Resources is notified by the nurse of all quarantine/isolation placements and they are recorded by the Human Resources Coordinator.

Site/Department supervisors are notified of the hazard and receive guidance as well as notification of corrections necessary by the director of MOTF.

Hazards are addressed immediately with the first step usually including fogging the area with sanitizing application.

MOTF staff are equipped with proper PPE and are trained in how to use the equipment and sanitizers. Once the sanitizer is dry and safe, MOTF staff directed to address any potential hazards.

## **Controls of COVID-19 Hazards**

### **Physical Distancing**

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

#### **DISTRICT SOCIAL DISTANCING PROTOCOLS**

These protocols are important to the District's efforts to maintain a safe working environment for all of its employees.

District employees are expected to follow the protocols set forth below.

1. All employees must maintain at least six feet distance from each other and members of the public at all times, with the exception that employees may momentarily get closer when necessary to deliver items or services, or as otherwise necessary. This includes all desks or individual work stations, which must be separated by at least six feet.
2. Employees should frequently wash hands with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
3. Employees should avoid touching their eyes, nose or mouth with unwashed hands.
4. Employees must cover their mouth and nose when coughing and/or sneezing with a tissue or their elbow, and must wash their hands immediately after.

5. Employees are required to wear face coverings when interacting with others in public or private spaces, including when working in an office or other closed space with others. Face coverings are not a replacement for other measures such as physical distancing, and frequent hand washing practices. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
6. The District is offering face coverings, free of charge, to all employees working at district sites. The District is working to obtain other cloth face coverings, and will distribute those when they are available.
7. Disinfection requirements (Note- If surfaces are dirty, clean them using detergent or soap and water prior to disinfection.):
  - a. All break rooms, restrooms, and common areas in use must be disinfected frequently.
  - b. All high-contact surfaces (e.g., counters, doorknobs, fixtures, light switches, faucets, etc.) must be disinfected frequently.
  - c. All shared pens and devices (e.g., copiers, walkie-talkies, tools, etc.), must be disinfected after use.
8. Custodial staff must wear face coverings and disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
9. The number of members of the public allowed into the District Office or any school site office, at one time must be limited so as to allow for employees and members of the public to easily maintain at least a six-foot distance from one another at all practicable times. Office staff is recommended to place tape in office lobbies at least six feet distance from the counter so that members of the public may use the markings to maintain distance.
10. Employees may not enter any District facility if they have a fever, cough, or other symptom of respiratory illness. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
  - a. Sick employees should follow CDC-recommended steps (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>). Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
  - b. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions>).
  - c. Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
  - d. Reducing the number of persons in an area at one time, including visitors.
  - e. Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
  - f. Staggered arrival, departure, work, and break times.

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

## **Face Coverings**

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

School Policies and Procedures: 7.1. Students will adhere to all district COVID-19 health and safety behavior expectations including the wearing of cloth face coverings, masks, or face shields, and maintaining social distancing. Failure to adhere to these requirements may result in progressive discipline actions. Failure to adhere to these health and safety expectations may result in revocation of in-person school privileges. Students with disabilities will be progressive discipline actions will assessed on a case-by-case basis factoring in their specific disability and IEP plan goals and objectives. Distance Learning option will be provided for students who struggle with wearing mask, need breathing breaks or other interventions, and need constant reminders.

We supply staff with N95 and cloth masks, face shields, face shields with drapes, gloves, body coverings, and hand sanitizer. All PPE is provided in an accessible area to staff as well as hand sanitizer and wipes. We have purchased enough PPE for staff to utilize now equipment on a daily basis. We also provide proper cleaning and sanitizing material for staff to clean their PPE, if necessary.

Campuses are secured with single entry points for non-employees. The entry point is equipped with locking doors that must be unlocked from inside to be opened. Non-employee visitors not wearing PPE are not allowed on campus. We do supply PPE for visitors in the case that they are not equipped.

Staff who do not follow our COVID-19 safety protocols are subject to disciplinary action as well as directed to leave campus if they continue to refuse.

Students and staff are provided with desk shields.

Students who do not have PPE are not allowed to enter campus or buses. Students are provided with proper protective gear upon request or if the PPE they bring is damaged or compromised. Parents are reminded to provide PPE for their students prior to coming on campus.

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

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

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

### **Engineering controls**

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

Plexi-glass dividers are used to provide separation.

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

Vigorous ventilation is used including Ultraviolet Light Ionic Air Purifiers.

HVACs are running constantly circulating outside air into all facilities.

Our district employees our own Master HVAC Technician who maintains our systems on a regular basis.

### **Cleaning and disinfecting**

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

Custodial staff will sanitize classrooms and high touch student and staff areas daily (CDPH), anti-virus foggers and cleaning solution that meet CDPH sanitation requirements will be used to clean all schools. Classrooms, school restrooms, food eating areas, and playground equipment will be cleaned and disinfected daily. Mondays will be designated as school deep cleaning days for custodial staff at all schools (with no students present). Custodial staff will sanitize and disinfect classrooms at the end of the school day daily.

3.17. All staff will assist with daily sanitizing of all school office equipment including office copy and fax machines etc. after use

3.18. All classrooms and offices will be provided with classroom disinfectant supplies (Kit) for staff use that meet CDPH guidance, shared space will be disinfected after use

3.19. Ionizers have been installed in all air-conditioning units districtwide. Ionizers are anti- virus devices that breakdown viruses and circulate purified air. The district will optimize ventilation by allowing fresh air to circulate as per the CDPH guidance.

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

Farmersville Unified School District

#### COVID-19 Communication Process

The following protocol will be utilized in the case of the District receiving a “notice of potential exposure” to COVID-19 so as to provide notice and information to potentially exposed employees within one (1) business day.

The District will notify site or department employees of potential exposure where any of the following occurs:

- Notification to the employer or representative from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite.
- Notification to the employer or representative from an employee, or their emergency contact, that the employee is a qualifying individual.
- Notification through the testing protocol of the employer that the employee is a qualifying individual.
- Notification to an employer or representative from a subcontracted employer that a qualifying individual was on the worksite of the employer receiving notification.

A “qualifying individual” is defined as a person who has any of the following:

- A laboratory-confirmed case of COVID-19, as defined by the California Department of Public Health (“CDPH”);
- A positive COVID-19 diagnosis from a licensed health care provider;
- A COVID-19-related order to isolate provided by a public health official; or
- Died due to COVID-19, in the determination of a county public health department, or per inclusion in the COVID-19 statistics of a county.

Those who will be notified include:

All employees, employers of subcontracted employees who were on the same worksite as the “qualifying individual” (an individual with COVID-19 as defined above) within the “infectious period,” and the exclusive representative, if any. The district must also provide the exclusive representative with written notice of the employees who were on the same worksite as the “qualifying individual” (an individual with COVID-19 as defined above) within the “infectious period. A “worksite” means the building, store, facility, agricultural field, or other location where a worker worked during the

infectious period. Please notify custodial or maintenance crews that will be cleaning the infected room prior to their entering the area. Also, please notify Pat Hunt at 559-303-8497.

A Potential Exposure Notification will include:

- Notice that the individual may have been exposed to COVID-19. This notice may inform workers of the dates that an individual with COVID-19 was at the worksite but will not share any information that could identify the affected individual.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, company sick leave, state mandated leave, supplemental sick leave, or negotiated leave provisions.
- Information about anti-retaliation and anti-discrimination protections for the employee.
- Notice of the disinfection and safety plan that will be implemented and completed pursuant to the guidelines of the federal Centers for Disease Control.

A Potential Exposure Notification will also be provided to parents/guardians in the case:

- A staff member within a cohort meets the above definition of a "qualifying individual" during the time they are present with students.
- A student within a cohort meets the above definition of a "qualifying individual" during the time they are present with students.

Notice will be provided via:

Email, text message, Zoom, Parent Square or personal notification whichever is successful.

All COVID-19 communications are to remain confidential and are not to be shared with the public or any individuals outside of the site or department notified in said communication. Any incident where a District employee shares COVID-19 communication inappropriately will be subject to disciplinary action. As well, employees sharing confidential information regarding a "qualifying individual" will be subject to disciplinary action.

Any questions regarding this process can be addressed to Jeff Wimp, Director of Human Resources, at [jwimp@farmersville.net](mailto:jwimp@farmersville.net) or 559-592-2010 ext. 1107. Attached are examples of COVID-19 templates to be used in this communication process.

For Hybrid Students and After School Program:

1. When a positive COVID-19 case is reported by a parent to the school or After School Program, report it to the site Health Tech, or Nurse Flores from Freedom when it is after 2:30. The Health Tech will report this Nurse Angelica Rogers.
2. Nurse Rogers will inform the homeroom teacher of possible exposure.
3. Nurse Rogers will quarantine the entire class including the home room teacher for 14 days from last day of exposure.
4. Site administration will notify parents of the possible exposure in writing via Parent Square & and a personal phone call by administration or Health Tech. Parents can be referred to call Nurse Rogers for additional questions or concerns regarding COVID-19 exposure.
5. The entire class will be placed on distance learning instruction for the duration of the quarantine period.

6. Nurse Rogers will identify other potential risk groups (i.e. after school program). Once those students are identified, Nurse Rogers will place those students on quarantine and notify their teachers and after school coordinator. The site administration will also notify those parents of exposure via Parent square and phone calls.

7. The site principal will inform the entire staff about the classroom placed in quarantine. Staff should be encouraged to contact Nurse Rogers for additional questions or concerns regarding COVID-19 exposure.

### **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:

Sanitizing wipes and sprays are available to staff in all common work areas.

All staff have been supplied individually with sanitizing materials.

All staff have been trained in cleaning/sanitizing their own work space through modules provided by Keenan.

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

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

Hand washing time is built into the school day for students and staff, hand sanitizers are provided in every classroom and hallways (CDPH), teachers ensure that all students are required to sanitize hands when entering and exiting classrooms.

The district provides training for staff, students, and parents on social distancing requirements, face coverings, and model hand washing techniques using online COVID-19 training videos and provide in-person training by Nurse. COVID-19 training videos are required for all staff to complete by the established Human Resources deadline.

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]



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

Per state mandate, masks or cloth face coverings are to be worn indoors at all times (including buses) and outdoors when unable to socially distance unless exempt. Medically exempt persons may use face shields and cloth drape covering (cloth drape to better catch droplets) as conditions allow. All students will be provided with classroom desk shields. Per CDPH, mask or cloth face coverings are required for 3rd grade and up except those with medical exceptions. The district does require masks or cloth face coverings in TK-2nd grade; a face shield preferably with cloth drape may be an option. Speech therapy may be allowed to temporarily switch to face shields with cloth drape during lessons with social distancing in place. Masks or cloth face coverings may be removed indoors for eating and drinking only (brown paper bags with student name will be used for storage of face masks). Students and staff will wash hands or use hand sanitizer before or after mask removal.

Staff is required to wear cloth face covering and wear PPE equipment as applicable during their work day (CDPH). Staff PPE equipment will be supplied by the district. Failure to wear appropriate PPE equipment will result in a warning by school administration.

#### Health Precautions and Mitigation Measures for the Work Environment for all employees

These protocols are important to the District's efforts to maintain a safe working environment for all of its employees. District employees are required to follow the protocols set forth below.

##### 1. Physical Distancing and Limited Contact in Common Areas

- Face coverings (i.e. cloth masks) must be worn at all times by all employees. Employees shall bring their own face covering. If an individual has forgotten theirs, one will be provided to them at the administrative office of the site or facility. If you forget your face covering please contact your site custodian or secretary. Teachers may use face shields when the use of a face covering would take away from the lesson (e.g. phonological instruction).
- No one should enter any office or workspace other than their own unless absolutely essential.
- Groups of three (3) or more are prohibited from congregating in any area within the worksite other than for student instruction, or in response to a safety emergency.
- Employees must maintain physical distancing (of at least six (6) feet) when communicating, including communicating through doorways and entrances to offices and classrooms.
- In-person staff meetings should be avoided if possible. However, if no reasonable alternative exists, advance approval from Human Resources is required. If approved, arrangements must be made in advance to ensure a room is available to accommodate the group with appropriate (six (6)-foot) physical distancing. All participants must wear face coverings.
- Individuals must maintain six (6)-foot physical distancing at all times, including bathrooms, conference rooms, break rooms, and hallways. Conference rooms should not be entered unless there is a legitimate business need to do so, and then only if six (6)-foot physical distancing can be accommodated.
- Where appropriate, plexiglass barriers have been installed at reception areas as well as other office areas.
- Eating in the break rooms is prohibited in order to maintain the cleanliness of common areas and accommodate physical distancing. No communal food (e.g., donuts, pizza, pastries in kitchens and other common areas) may be shared within the worksite.
- No group food orders will be permitted, including box lunches.
- Employees are limited to accessing their worksite and are not allowed to visit other worksites without permission or direction from their direct supervisor.
- The number of members of the public allowed into the District Office or any school site office, at one time must be limited so as to allow for employees and members of the public to easily maintain at least a six (6)-foot distance from one another at all practicable times. Office staff is recommended to place tape in office

lobbies at least six (6) feet distance from the counter so that members of the public may use the markings to maintain distance.

## 2. Hygiene and Safety

- All staff must wash or sanitize hands as they enter the worksite. Wash hands frequently with soap and water for at least 20 seconds and use paper towels to dry hands. When hand washing is not practicable, employees should use fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) that is recognized by the Centers for Disease Control and Prevention (“CDC”) as effective in combatting COVID-19. However, if hands are visibly dirty, always wash hands with soap and water. Hand sanitizer is available in designated areas. Nightly cleanings include cleaning and disinfecting of high traffic and touch areas such as main offices, break rooms, restrooms, etc.
- Disinfection requirements (Note- clean surfaces using detergent or soap and water prior to disinfection.):
  - a. Use EPA-approved disinfectants against COVID-19 and follow the instructions on the label to ensure safe and effective use of the product. Alcohol solutions with at least 70 percent alcohol may also be used to disinfect surfaces.
  - b. All break rooms, restrooms, and common areas in use must be disinfected frequently.
  - c. All high-contact surfaces (e.g., counters, doorknobs, fixtures, light switches, faucets, etc.) must be disinfected frequently.
  - d. All shared pens and devices (e.g., copiers, walkie-talkies, tools, etc.), must be disinfected after each use with a spray containing at least 70 percent alcohol, and the surface dried thoroughly
  - e. Wear disposable gloves when disinfecting surfaces; the gloves should be carefully removed and discarded to prevent cross contamination.
  - f. Disinfectants should not be used to clean items used by children, especially items that a children may put in their mouths, as many disinfectants are toxic when swallowed. These items should be cleaned with soap and water.
    - Areas that have been unoccupied for seven (7) days or more do not need to be disinfected and should only be cleaned with soap and water.
    - Personal Protective Equipment (“PPE”), such as gloves, and shields will be provided to food service and custodial employees as necessary, and consistent with the California Department of Public Health and CalOSHA guidance and/or recommendations.
    - Custodial and food service staff must wear face coverings and disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
    - Employees must cover their mouth and nose when coughing and/or sneezing with a tissue or their elbow, and must wash their hands immediately after.
    - All cleaning and disinfecting products must be stored out of the reach of children.
    - COVID-19 symptoms may include some combination of fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. If you have a fever (100.4 degrees Fahrenheit or higher), cough, or any combination of symptoms that may be associated with COVID-19, do not report to your worksite and immediately notify HR. If you or anyone you have been in close contact with show signs or symptoms consistent with COVID-19, you must immediately report this to HR and await further direction before reporting to your worksite. HR will assess the situation and provide information including available leaves of absence. Employees may be required to remain at home for a period of time before they may return to the office.
    - Each employee, before returning to work in the office, must complete the District’s COVID-19 Employee Return to Work Wellness Check and Policy Acknowledgement and attest that they will comply with the District’s requirements on an ongoing basis. Failure to adhere to the District’s COVID-19 Policy may result in disciplinary action.

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

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

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

Reported to the site Health Tech, or Nurse Flores from Freedom when it is after 2:30. The Health Tech will report this Nurse Angelica Rogers.

Interviewed by the District Nurse who will assess their level of exposure and provide guidance as to next steps. The District Nurse will complete contact tracing and notify those who may have been exposed.

Provided free opportunities for testing on a regular basis through the district. All benefit information has been provided to employees as well have links to information regarding medical services provided through the district health plan.

Provided county resources regarding quarantine and isolation protocols.

Nurse Rogers will inform the homeroom teacher or staff members of possible exposure.

Nurse Rogers will quarantine the entire class including the home room teacher for 14 days from last day of exposure.

Site administration will notify parents of the possible exposure in writing via Parent Square & and a personal phone call by administration or Health Tech. Parents can be referred to call Nurse Rogers for additional questions or concerns regarding COVID-19 exposure.

The entire class will be placed on distance learning instruction for the duration of the quarantine period.

Nurse Rogers will identify other potential risk groups (i.e. after school program). Once those students are identified, Nurse Rogers will place those students on quarantine and notify their teachers and after school coordinator. The site administration will also notify those parents of exposure via Parent square and phone calls.

The site principal will inform the entire staff about the classroom placed in quarantine. Staff should be encouraged to contact Nurse Rogers for additional questions or concerns regarding COVID-19 exposure.

Students identified with COVID-19 symptoms will be isolated from others in a school isolation room until parents are able to pick up students, schools will follow Tulare County Public Health Agency guidelines for contact tracing and school quarantine procedures if a positive case is confirmed.

## **System for Communicating**

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Employees can submit a form anonymously through Google forms indicating any possible hazards.

Staff can also call supervisors or Human Resources to report hazards and are not required to provide their names.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

- Where testing is not required, how employees can access COVID-19 testing:

Testing is provided through the district on a regular monthly schedule. Staff are also provided with 32 county locations that offer free testing, including the Rite Aid near the district office. We have also volunteer our high school as a TCHHS free testing site, having hosted two community testing opportunities already. Our staff is encouraged to utilize these services as well.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

We are currently providing these services.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Our protocols are listed on our district website. They have been shared in email form with every employee. We have also hosted weekly COVID-19 Taskforce meetings which include staff representation from each site as well as both employee unions. The taskforce has been responsible for creating our protocols and policies regarding our response to the pandemic.

Protocols are clearly posted on every campus and in the district office for staff and guests to see.

## **Training and Instruction**

We will provide effective training and instruction that includes:

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

These topics were covered in a training hosted via Zoom earlier this year. The presentation was also shared with staff via email for their knowledge. Staff were also required to complete three modules through Keenan prior to returning to work in August. All new hires are required to participate in the same trainings prior to beginning work.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

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

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

Out of caution, anyone who endorses symptoms of COVID-19 should be treated presumptively as if it is COVID-19 until it is ruled out. Stay home in isolation and recommend testing as soon as possible. Any household contacts in school, such as siblings or relatives, should quarantine until a negative test result is confirmed. If the test is negative, they can return per usual school illness protocol (typically at least 24 hours without fever, vomiting, diarrhea). If the test is positive: they should isolate and return when CDC criteria is met (at least 10 days have passed from symptom start, symptomatic improvement, and no fever in a least 24 hours without fever-reducing medicines). If a test is refused or not done: recommend isolating for 10 days as above and return when CDC criteria is met or a doctor's note (i.e. if symptoms from a chronic known condition, for example) permitting the individual to return to sooner than the 10 days per usual school illness protocol.

3.4. Isolation: a student and staff member returning from a positive test: CDC criteria are used to determine when someone is "cleared" from isolation requires that 10 days have passed since symptoms started, symptoms have improved overall, and no fever for 24 hours. (If someone has not had any symptoms, then the test date is the isolation date). Some people take longer to recover than others and some people may need a note from their doctor before they are able to come back, depending on tier personal health history. Retesting is no longer recommended. Schools may use time-and symptoms-based criteria with a doctor's note, public health clearance, or school nurse clearance.

3.5. Exposure / Quarantine: a student or staff member may return from after an exposure /quarantine: high risk contacts quarantine 14 days after the last exposure. It is recommended all high-risk contacts get tested. If anyone has symptoms, they should test ASAP; otherwise testing at the end of quarantine is recommended (to rule out asymptomatic or pre-symptomatic infections).

- Providing employees at the time of exclusion with information on available benefits.

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

It is our policy to:

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

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

## Return-to-Work Criteria

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

Jeff Wimp

12/29/2020

**Title of Owner or Top Management Representative**

**Signature**

**Date**

## Appendix A: Identification of COVID-19 Hazards

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

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

**Person Conducting the Evaluation:**

**Date:**

**Name(s) of Employees 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

## Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			



## Appendix C: Investigating COVID-19 Cases

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

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

**Date:**

**Name of Person Conducting the Investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

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

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

## Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

## **Additional Consideration #1**

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

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

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

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

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

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

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

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

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

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

**Notifications to the local health department**

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

## **Additional Consideration #2**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing**

#### **Assignment of housing units**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

#### **Screening**

We will encourage residents to report COVID-19 symptoms to:

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

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

## **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.



## **Additional Consideration #4**

### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

#### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

#### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

#### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.