

COVID-19 Prevention Program (CPP)

Westside Union School District

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

Date: January 21, 2021

Authority and Responsibility

The COVID Compliance Team 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.

The COVID Compliance Team meets regularly and includes the Director of Instructional Facilities Risk Management and Safety, Director of Special Programs, Risk Manager, District Health Coordinator, the Director of Human Resources, Deputy Superintendent, and Superintendent.

Employee Participation

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

Employees are expected to follow guidelines posted and participate in communication with managers.

Identification of COVID-19 hazard, staff will proceed by:

- * Reporting to supervisor or manager
- * Personnel leave the area
- * Hazard is reported to Director of Instructional Facilities Risk Management and Safety and Risk Manager
- * Area disinfected by custodian

In the event safety protocols are not followed, the staff may utilize these processes for reporting:

- * Reporting to supervisor or manager
- * Report situations through the Let's Talk system, which can be used as an anonymous reporting tool
- * Report situation to the COVID Compliance Team directly
- * Communicate with Director of Human Resources

Employee Screening

We screen our employees by:

- * The District has purchased the STOPit Safe Screener web-based system for use with staff, students, visitors, and vendors. Staff members complete a daily screener of questions prior to coming to campus. Based on the results of the daily screener, the employee receives either an approval or denial to enter campus. The system includes a two-way communication system with users, reports to monitor users with alerts, and a portal for uploading documents. The STOPit Safe Screener assists with tracking information, which the COVID Compliance Team reviews. The STOPit Safe Screener will be used for visitors, vendors, staff, and students when they return to in-person instruction.
- * Employees without technology at home can complete the STOPit Safe Screener when they enter the site office. Paper/pencil screening is also available.
- * When the staff member arrives at the site, temperatures are taken using a non-contact thermometer.
- * Face coverings are required on campus and used during screening and temperature checks.
- * Vendors/visitors arriving on campus are required to be screened, which includes temperature checks.

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:

- * Routine inspections will be embedded into regular cleaning schedules and/or scheduled maintenance. Supervisors are notified through the work order process. Priority will be to classrooms that are open. Classrooms scheduled for initial opening include one desk shield per student that is cleaned after each session. Every HVAC unit in the district has an ionizer and MERV 13 filter.
- * Severe hazards will be assessed by appropriate staff and a timeline established for necessary repair or remediation. If the hazard cannot be corrected immediately, staff/class may be moved to an alternate location. Individuals are identified for timely corrections.

- * The online work order process includes monitoring of completed hazards as well as assignment to staff.

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:

- * Accommodations for telework are available to minimize the amount of workers in the workplace. Work spaces are structured in areas to maximize social distancing and safety.
- * When visitors are permitted, they are expected to follow safety protocols.
- * Vendors follow the appropriate screening and safety protocols for entry and work on all campus.
- * Signs are posted at all entrances and throughout sites. Visual cues are present at entrances and exits at all sites to establish path of travel.
- * Staggered arrivals and schedules are determined at each site. Break times are staggered with limited occupancy in break areas.
- * Adjusted work practices for job tasks include physical distancing and division of tasks to allow for greater distance between employees.

In situations in which six feet of physical distancing cannot be achieved, partitions are in place in addition to face coverings.

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

Face Coverings

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

- * All staff and students arrive on campus with face coverings. Signage will be posted throughout all locations.
- * Disposable face coverings are provided for each employee and student at each site. Face shields are provided for health staff, staff performing student assessments, and students with special needs as appropriate.
- * In limited situations where face coverings cannot be used or tolerated for health or developmental reasons, a face shield with a drape will be used.
- * Face coverings will be provided for students and staff as needed when soiled.
- * All non-employees are required to wear face coverings. Any staff not wearing a face covering will be informed of face covering policy. Any person not in compliance will be reported to the immediate supervisor.
- * Information will be provided to staff and students on proper use, removal, and washing of cloth face coverings and shields. Disposable face coverings/masks will be discarded.

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:

- * In situations in which six feet of physical distancing is not practicable, partitions are in place in addition to face coverings.
- * All drinking fountains are unavailable for use.

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

- * Maintenance and Operations replaces air filtration filters every six months. As a response to the pandemic, HVAC units have been upgraded to the highest filtration possible. In the event of unhealthy air quality, doors and windows will remain closed. Each HVAC unit has also received a GPS ionizer, which requires no maintenance. Routine monitoring of ions is ongoing by maintenance staff. Ionizers purchased are guaranteed to kill 99% of COVID as well as other germs, bacteria, and viruses.

Cleaning and disinfecting

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

- * All frequently touched areas such as but not limited to door handles, light switches, tables, chairs, counters, keyboards, desks are cleaned as practicable. The District purchased two electrostatic backpack sprayers for each campus. These sprayers will spray disinfectant in all used spaces on a daily basis. Staff are trained to ensure safe and correct application.
- * All classrooms and individual spaces are supplied with EPA-approved N list cleaning and disinfectant solution.
- * Student supplies including desks, chairs, desk shields are not shared. Six feet physical distancing will be maintained. Commonly shared items have been removed from classrooms.
- * Playground equipment will not be utilized.

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

- * Staff and students will be immediately relocated to another area. The workplace will be thoroughly sanitized and cleaned.
- * District staff are trained to ensure safe and correct application of cleaning products, use of equipment, and appropriate use of PPE.

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:

- * Disposable PPE will be provided to staff as needed.
- * Trainings are provided through Target Solutions and facilitated sessions by supervisors.

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 sanitizers include ethanol (ethyl alcohol) at a minimum of 60%.
- * 75% of classrooms have hand washing facilities with access to soap, water, and paper towels. Classrooms without sinks have multiple wall-mounted hand sanitizing stations.
- * Wall-mounted hand sanitizing units are located at entrances, cafeterias, workrooms, break rooms, as well as other frequently used areas.
- * Washing facilities are available in multiple restrooms across each site.
- * Verbal reminders and signage is posted to encourage proper handwashing multiple times throughout the day.

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.

* Goggles and disposable gowns/gloves/medical grade surgical masks are provided as PPE for all staff applying cleaning solutions. Additional needs are addressed as appropriate.

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:

* The Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions from the Los Angeles County Department of Public Health are followed.

<http://publichealth.lacounty.gov/media/coronavirus/docs/education/ScreeningEducationSettings.pdf>

* Exposures are tracked and monitored through the STOPit Safe Screening web-based system. The COVID Compliance team meets regularly to respond to possible COVID cases, potential clusters, contact tracing, and exposure.

* The Los Angeles County Department of Public Health TK-12 Exposure Management Plan is followed.

http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf

http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement_K12Schools.pdf

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:

* The District has purchased the STOPit Safe Screener web-based system for use with staff. Staff members complete a daily screener of questions prior to arriving at campus. Based on the results of the daily screener, the employee receives either an approval or denial to enter campus. The system includes a two-way communication system for users, reports to monitor employees with symptoms, and a portal for uploading documents. The STOPit Safe Screener assists with tracking information and contact tracing, which the COVID Compliance Team reviews daily.

* Employees without technology at home can complete the STOPit Safe Screener when they enter the site office. Paper/pencil screening is also available.

* A communication flowchart is used, which begins with the daily screening information. Site administrators then elevate the referral to the COVID Compliance Team for review.

* Additional communication between employees, site administrators, and/or the COVID Compliance Team includes email. The Let's Talk system is available to all staff for reporting hazards, which can also be used as an anonymous reporting tool.

* Staff with medical or other conditions that put them at increased risk of severe COVID-19 illness, collaborate with Human Resources in accordance with updated MOUs with labor unions for appropriate work assignments.

- 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:
- * A list of local testing centers are made available to all staff.
- 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.
- * Employees exposed at work must complete the workers' compensation paperwork available at each site. Paperwork is sent to the Risk Manager, who corresponds with the district's workers' compensation vendor.
- * The vendor works with staff to determine course of treatment.
- 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.
- * Update protocols as needed to prevent further cases. See the Los Angeles County Department of Public Health Appendix T2: Protocol for COVID-19 Exposure Management Plan in K-12 Schools is followed.
http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf
- * Updates to protocols are also completed at each site using the Los Angeles County Department of Public Health Reopening Protocols for K-12 Schools: Appendix T1 for all sites.
http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf
- * The COVID Compliance Team as well as other staff attend weekly update telebriefings from the LA County Department of Public Health and the CA Department of Public Health.

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.

Training includes:

- * All staff are assigned online trainings through Target Solutions titled Corona Virus 101: What You Need to Know, Corona Virus 103: Managing Stress and Anxiety, Corona Virus 105: Cleaning and Disinfecting Your Workplace, and Corona Virus 106: DIY Cloth-Faced Coverings. As additional trainings become available through Target Solutions, they will be offered to staff.
- * Group and/or individual trainings to ensure proper use of equipment and application of solutions is completed.
- * Site administration continually reviews necessary COVID-19 Safety Protocols.
- * Staff is made aware to watch for COVID-19 hazards in the workplace regarding staff and students. Resources such as videos, flyers, and pamphlets are located on the Target Solutions link on the District webpage.
- * Resources include educational information for community members.

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

* The STOPit Safe Screener web-based program notifies administrators and the COVID Compliance Team of staff exposure, symptoms, and cases. Employees with COVID-19 are excluded from working on site. Options to work from home are reviewed in accordance with MOUs with labor unions. Return-to-work requirements are reviewed by the COVID Compliance Team and Human Resources.

* Employees work with the Human Resources Department for available leave options.

* The District is following the Los Angeles County Department of Public Health and CA Department of Public Health Isolation and Quarantine Guidelines, whichever is more restrictive.

- 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.

* The Los Angeles County Department of Public Health K-12 Schools Exposure Management Plan, Supplement to Protocol for COVID-19 Exposure Management Plan in K-12 Schools: Management of Outbreaks of COVID-19 Plan, and the Screening and Exposure Decisions Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons at Educational Institutions are followed.

http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement_K12Schools.pdf

ADD LINK

* The District COVID Compliance Team keeps a tracking document of COVID-19 exposure and COVID-19 cases. The STOPit Safe Screener web-based system allows for record keeping and assists with tracking exposures.

* The COVID-19 Prevention Plan is shared with staff and available on the District website.

* In the event of exposure, written documentation is sent to all concerned.

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.

Regina Rossall, Superintendent

January 29, 2021

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
Engineering			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

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

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (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:

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

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	
---	--

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

*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.

Date: January 29, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Westside Union School District

Number of schools:

12

Enrollment:

9,172

Superintendent (or equivalent) Name:

Regina Rossall

Address:

41914 50th Street West

Phone Number:

661-722-0716

City

Lancaster

Email:

r.rossall@westside.k12.ca.us

Date of proposed reopening:

2/16/2021

County:

Los Angeles

Current Tier:

Purple

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA:

Public School District

Grade Level (check all that apply)

X TK

X 2nd

X 5th

X 8th

11th

X K

X 3rd

X 6th

9th

12th

X 1st

X 4th

X 7th

10th

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

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

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

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

- X I, COVID Compliance Team, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

Identification of hazards, corrections of hazards, control of hazards, investigating and responding to hazards, systems of communication, training and instruction, exclusion of hazards, reporting record keeping and access, and return-to-work criteria due to COVID-19

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

Guidance is followed provided by the Los Angeles County Department of Public Health K-12 Reopening Protocols. http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf

Please provide specific information regarding:

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

In accordance with guidance from the Los Angeles County Department of Public Health, the maximum number of students per cohort will be 12 with 2 staff members. Minimum number within the cohort includes 1 staff member to 1 student.

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

Not applicable at this time.

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

Not applicable at this time.

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

Management of entrance, egress, and movement is specific to each site. Signage and visual cues are posted accordingly. Movement on sites will be supervised by site staff.

X

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

All sites have face covering requirements signage posted. In the event of staff, visitors, vendors, and students needing face coverings, disposable masks are available. Face coverings requirements are enforced at all sites.

X

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

All students, staff, vendors, and visitors use a screening protocol, which may include the STOPit Safe Screener web-based system or paper and pencil screening when arriving at sites, which includes a temperature check. Staff, students, visitors, vendors denied entry as a result of the screener return or remain at home. Every site has identified an isolation area for anyone showing symptoms of COVID-19.

X

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

Handwashing stations are available throughout campus, including the majority of classrooms, all restrooms, and all breakrooms. All classrooms are supplied with hand sanitizer. Multiple wall-mounted hand sanitizing stations are available throughout campuses. Signage and visual cues promote handwashing. Instructional staff review handwashing practices and routines with students. Site administration reviews practices with staff.

X

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

Actions include isolation of the person exhibiting symptoms along with communication to site administration and the COVID Compliance Team. The STOPit Safe Screening program allows for tracking exposure and symptoms of all members on campus. The COVID Compliance Team reviews tracking and documentation routinely, which includes possible tracking of exposure. The District Health Coordinator communicates and reports to the local health department. School site health office staff are assigned as the contact to the local the local health department.

X

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

All classes for students that are returning to campus are configured to allow for 6 foot physical distancing where practicable. Signage and visual cues is added at all sites. Work spaces are configured to allow for 6 feet of physical distancing where practicable. Routine movement across sites are reviewed for physical distancing which allow for patterns of entrance and egress.

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

Maximum: 10 feet

Minimum 6 feet

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

Not applicable.

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

Staff training includes online Target Solutions courses and ongoing virtual or in-person training from site supervisors. Two-way communication with families includes the posting of the plan on the District webpage and discussion at parent advisory committees. School site communication with families will include phone dialers, site re-opening plans posted on the website, and two-way communication with advisory groups.

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

Staff with symptoms or possible exposure will be provided a list of local testing centers and referred to their healthcare provider for follow up and testing. While waiting for the test results, they will be required to follow isolation or quarantine protocols per LACDPH guidelines. Cadence (frequency) for periodic asymptomatic staff testing will follow current guidelines per LA/CDPH protocol in partnership with a district selected and approved testing facility, such as Valencia Branch Lab.

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

Staff asymptomatic cadence (frequency) testing will follow LA/CDPH guidelines/recommendations according to Los Angeles County tier, i.e.. bi-weekly, weekly, or every 2 weeks.

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

Students with symptoms or possible exposure will be referred through parent instruction to their health care provider for follow-up and testing and will be provided a list of local testing centers. While waiting for test results, they will be required to follow isolation or quarantine protocols per LACDPH guidelines. Asymptomatic cadence (frequency) student testing will follow LA/CDPH guidelines/recommendations in partnership with a district selected and approved testing facility, such as Valencia Branch Lab.

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

The District will follow guidance from the Los Angeles County Department of Public Health and the CA Department of Public Health.

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

The most current Los Angeles County Public Health Departments' Exposure Management Plan (Appendix T2), the Supplement to Protocol for COVID-19 Exposure Management Plan in K-12 Schools: Management of Outbreaks of COVID-19, and the Screening and Exposure Decisions Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons at Educational Institutions will be followed.
http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf
http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement_K12Schools.pdf
<http://publichealth.lacounty.gov/media/coronavirus/docs/education/ScreeningEducationSettings.pdf>

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

Written documentation/notification is provided to staff and parents of any confirmed cases and possible exposure at sites under the guidance of the Los Angeles County Department of Public Health.

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

Westside Union School District met with California School Employee Association (CSEA) on January 21, 2021 and with Westside Union Teachers Association (WUTA) on January 22, 2021. During these meetings the existing Return to Work MOU's were reviewed along with all requirements and status of the Cal/OSHA COVID Prevention Plan. It was determined by all parties that that these agreements met the requirements of the "Safe Schools for All" proposal. It was also discussed that these plans/protocols would be revisited with employee groups as requirements and needs change. Consultation with the Superintendent's Advisory took place on January 26, 2021, the WUSD Governing Board on both January 19, 2021 and January 29, 2021, and the District English Language Advisory Committee on January 22, 2021. Communication between sites and community groups, such as the Parent Teachers Association and Site Council, is ongoing.

- ☒ Labor Organization

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

Name: CSEA and WUTA

Date: 1/21/2021 and

- ☒ Parent and Community Organizations

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

Name: Superintendent's Advisory, DELAC, and WUSD

Date: 1/26/2021,

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

Not applicable

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Los Angeles. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

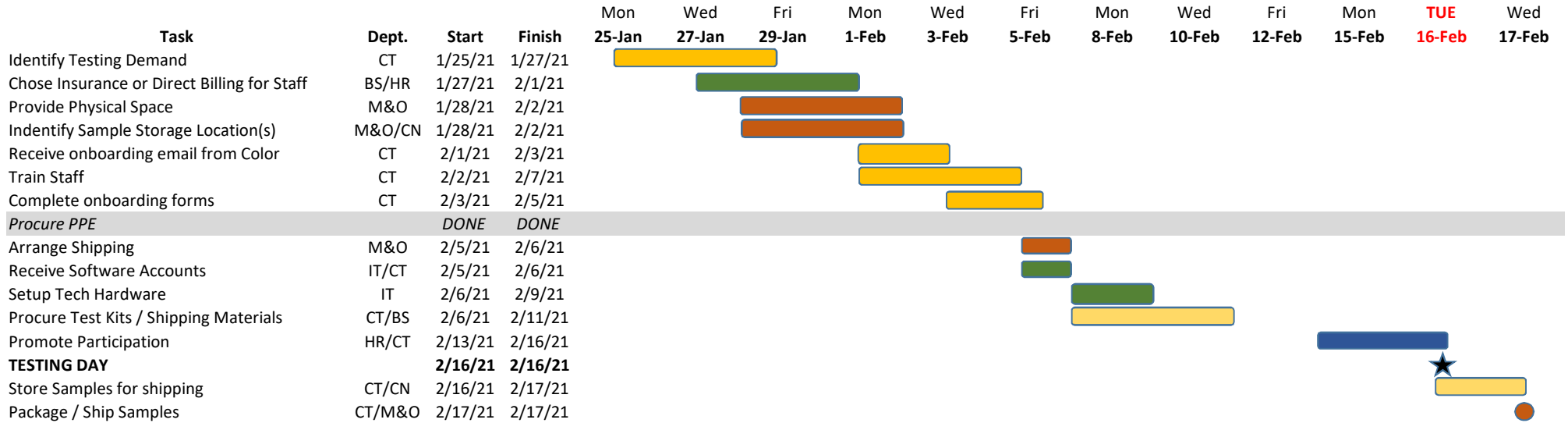
Additional Resources:

[Guidance on Schools](#)

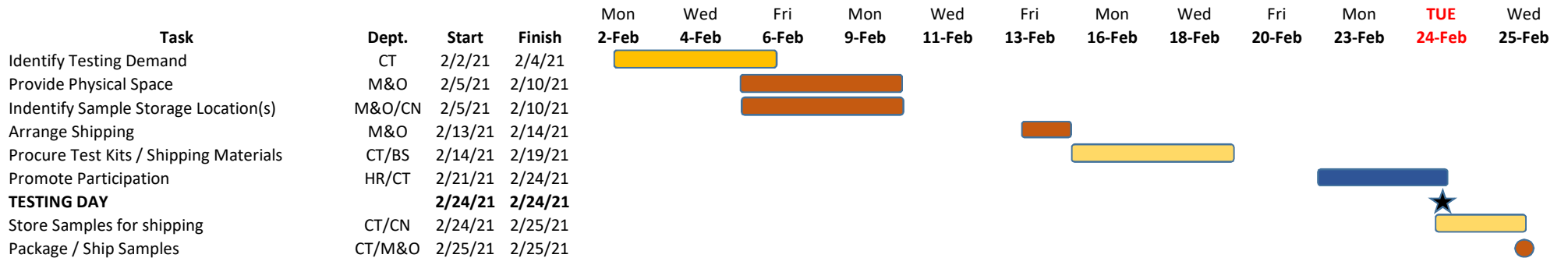
[Safe Schools for All Hub](#)

WESTSIDE UNION SCHOOL DISTRICT COVID-19 TESTING PLAN SCHEDULE 2021 February - 2021 June

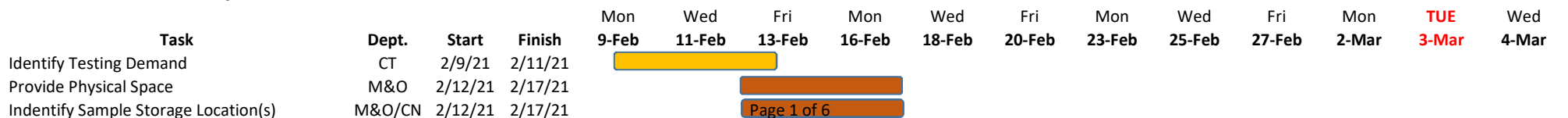
TEST DATE: Tuesday, February 16



TEST DATE: Wednesday, February 24

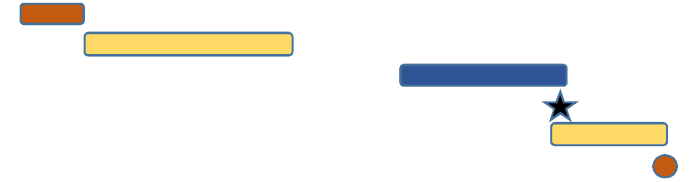


TEST DATE: Wednesday, March 3



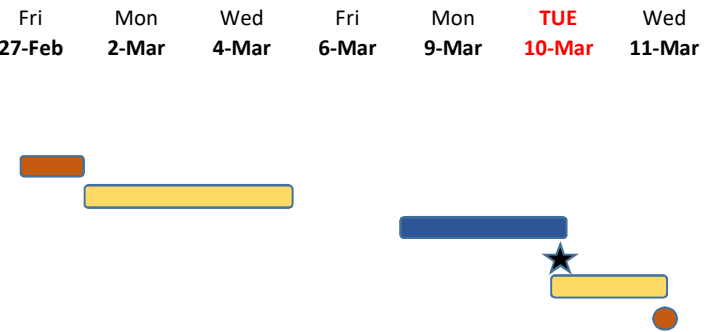
WESTSIDE UNION SCHOOL DISTRICT COVID-19 TESTING PLAN SCHEDULE 2021 February - 2021 June

Arrange Shipping	M&O	2/20/21	2/21/21
Procure Test Kits / Shipping Materials	CT/BS	2/21/21	2/26/21
Promote Participation	HR/CT	2/28/21	3/3/21
TESTING DAY		3/3/21	3/3/21
Store Samples for shipping	CT/CN	3/3/21	3/4/21
Package / Ship Samples	CT/M&O	3/4/21	3/4/21



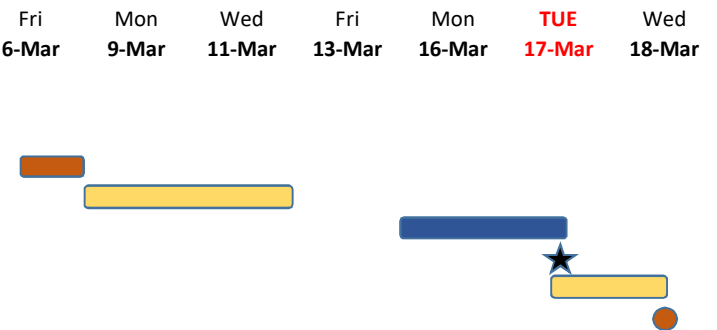
TEST DATE: Wednesday, March 10

Task	Dept.	Start	Finish	Mon 16-Feb	Wed 18-Feb	Fri 20-Feb	Mon 23-Feb	Wed 25-Feb	Fri 27-Feb	Mon 2-Mar	Wed 4-Mar	Fri 6-Mar	Mon 9-Mar	TUE 10-Mar	Wed 11-Mar
Identify Testing Demand	CT	2/16/21	2/18/21												
Provide Physical Space	M&O	2/19/21	2/24/21												
Identify Sample Storage Location(s)	M&O/CN	2/19/21	2/24/21												
Arrange Shipping	M&O	2/27/21	2/28/21												
Procure Test Kits / Shipping Materials	CT/BS	2/28/21	3/5/21												
Promote Participation	HR/CT	3/7/21	3/10/21												
TESTING DAY		3/10/21	3/10/21												
Store Samples for shipping	CT/CN	3/10/21	3/11/21												
Package / Ship Samples	CT/M&O	3/11/21	3/11/21												



TEST DATE: Wednesday, March 17

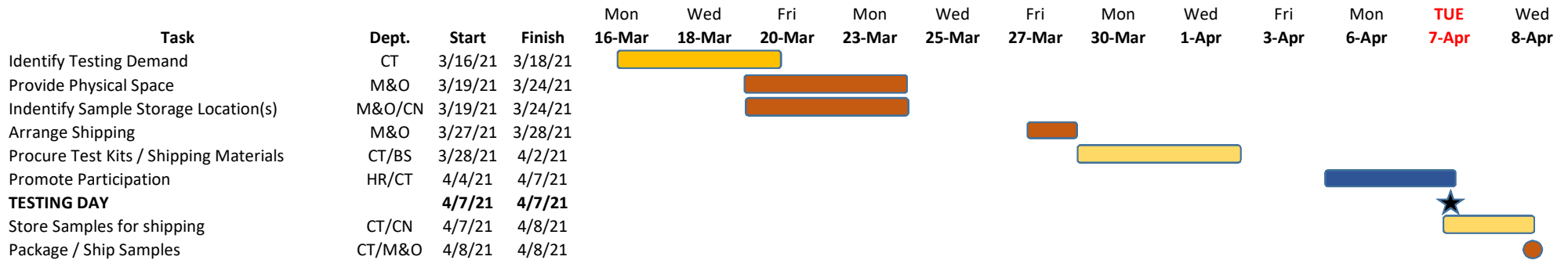
Task	Dept.	Start	Finish	Mon 23-Feb	Wed 25-Feb	Fri 27-Feb	Mon 2-Mar	Wed 4-Mar	Fri 6-Mar	Mon 9-Mar	Wed 11-Mar	Fri 13-Mar	Mon 16-Mar	TUE 17-Mar	Wed 18-Mar
Identify Testing Demand	CT	2/23/21	2/25/21												
Provide Physical Space	M&O	2/26/21	3/3/21												
Identify Sample Storage Location(s)	M&O/CN	2/26/21	3/3/21												
Arrange Shipping	M&O	3/6/21	3/7/21												
Procure Test Kits / Shipping Materials	CT/BS	3/7/21	3/12/21												
Promote Participation	HR/CT	3/14/21	3/17/21												
TESTING DAY		3/17/21	3/17/21												
Store Samples for shipping	CT/CN	3/17/21	3/18/21												
Package / Ship Samples	CT/M&O	3/18/21	3/18/21												



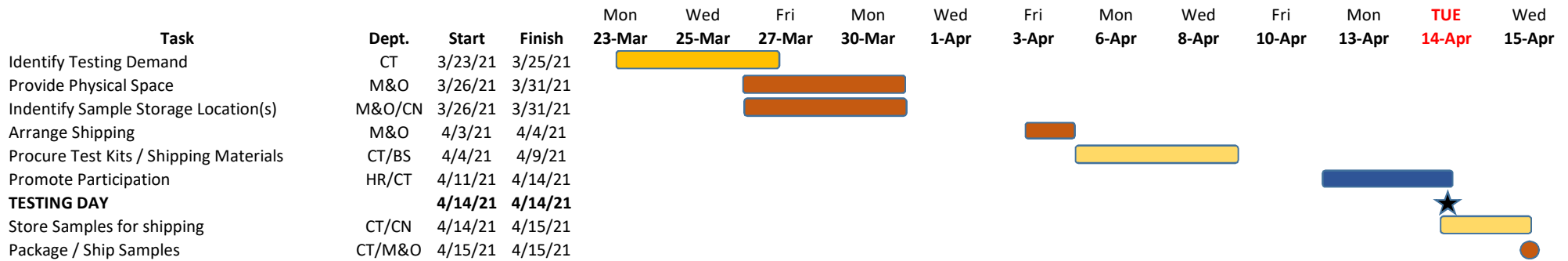
NO SCHOOL - SPRING BREAK

TEST DATE: Wednesday, April 7

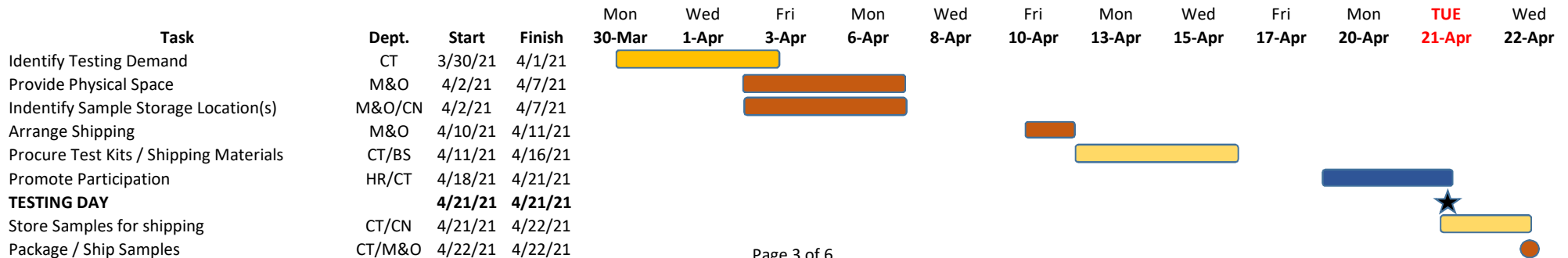
WESTSIDE UNION SCHOOL DISTRICT COVID-19 TESTING PLAN SCHEDULE 2021 February - 2021 June



TEST DATE: Wednesday, April 14



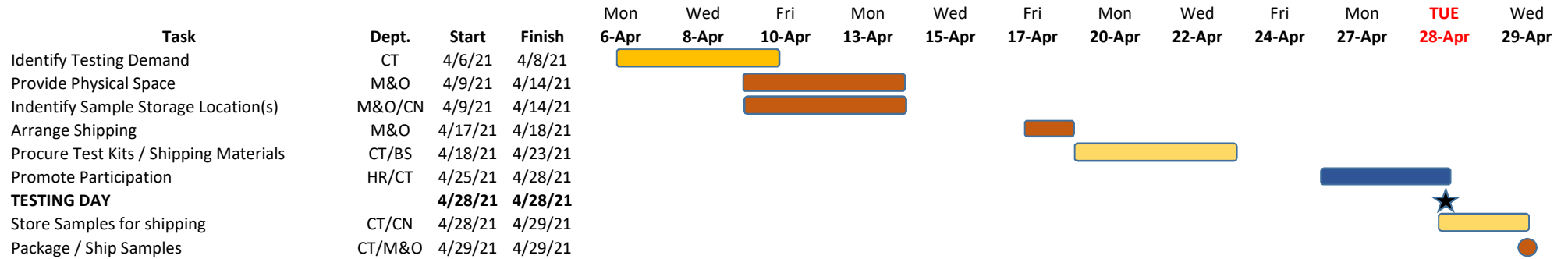
TEST DATE: Wednesday, April 21



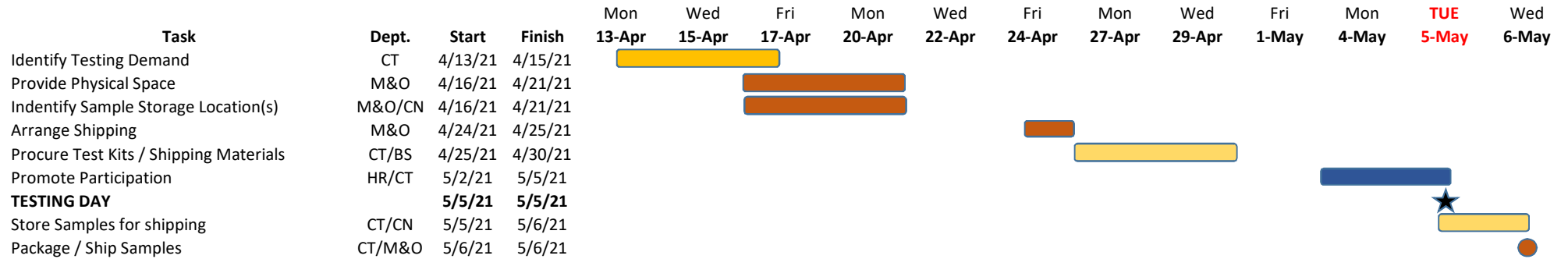
WESTSIDE UNION SCHOOL DISTRICT COVID-19 TESTING PLAN SCHEDULE

2021 February - 2021 June

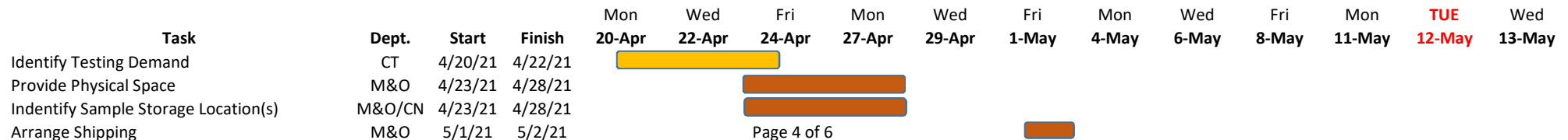
TEST DATE: Wednesday, April 28



TEST DATE: Wednesday, May 5

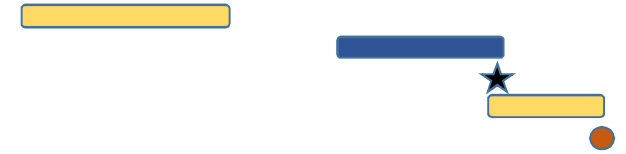


TEST DATE: Wednesday, May 12



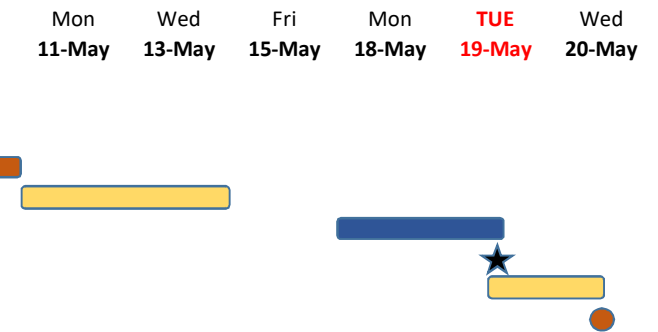
WESTSIDE UNION SCHOOL DISTRICT COVID-19 TESTING PLAN SCHEDULE 2021 February - 2021 June

Procure Test Kits / Shipping Materials	CT/BS	5/2/21	5/7/21
Promote Participation	HR/CT	5/9/21	5/12/21
TESTING DAY		5/12/21	5/12/21
Store Samples for shipping	CT/CN	5/12/21	5/13/21
Package / Ship Samples	CT/M&O	5/13/21	5/13/21



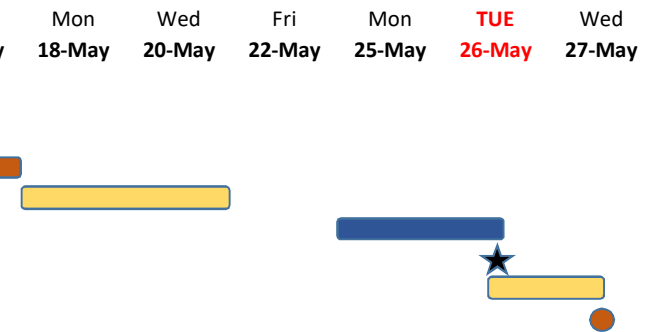
TEST DATE: Wednesday, May 19

Task	Dept.	Start	Finish	Mon 27-Apr	Wed 29-Apr	Fri 1-May	Mon 4-May	Wed 6-May	Fri 8-May	Mon 11-May	Wed 13-May	Fri 15-May	Mon 18-May	TUE 19-May	Wed 20-May
Identify Testing Demand	CT	4/27/21	4/29/21												
Provide Physical Space	M&O	4/30/21	5/5/21												
Identify Sample Storage Location(s)	M&O/CN	4/30/21	5/5/21												
Arrange Shipping	M&O	5/8/21	5/9/21												
Procure Test Kits / Shipping Materials	CT/BS	5/9/21	5/14/21												
Promote Participation	HR/CT	5/16/21	5/19/21												
TESTING DAY		5/19/21	5/19/21												
Store Samples for shipping	CT/CN	5/19/21	5/20/21												
Package / Ship Samples	CT/M&O	5/20/21	5/20/21												



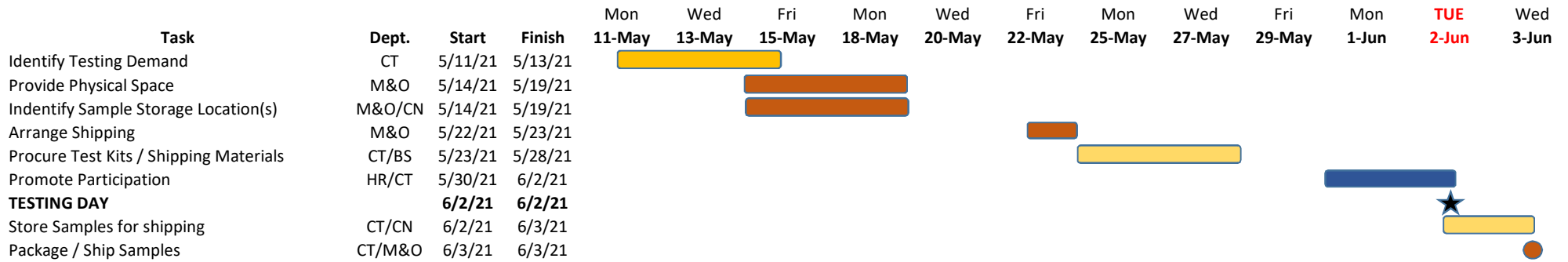
TEST DATE: Wednesday, May 26

Task	Dept.	Start	Finish	Mon 4-May	Wed 6-May	Fri 8-May	Mon 11-May	Wed 13-May	Fri 15-May	Mon 18-May	Wed 20-May	Fri 22-May	Mon 25-May	TUE 26-May	Wed 27-May
Identify Testing Demand	CT	5/4/21	5/6/21												
Provide Physical Space	M&O	5/7/21	5/12/21												
Identify Sample Storage Location(s)	M&O/CN	5/7/21	5/12/21												
Arrange Shipping	M&O	5/15/21	5/16/21												
Procure Test Kits / Shipping Materials	CT/BS	5/16/21	5/21/21												
Promote Participation	HR/CT	5/23/21	5/26/21												
TESTING DAY		5/26/21	5/26/21												
Store Samples for shipping	CT/CN	5/26/21	5/27/21												
Package / Ship Samples	CT/M&O	5/27/21	5/27/21												



TEST DATE: Wednesday, June 2

WESTSIDE UNION SCHOOL DISTRICT COVID-19 TESTING PLAN SCHEDULE 2021 February - 2021 June





Human Resources Department

Memo

TO: Drew Warden, WUTA Chief Negotiator
Bob Dunham, WUTA President

FR: Robert Hughes, Deputy Superintendent

RE: Return to Work MOU/Governor's Safe Schools for All Incentive Proposal Application

Date: January 22, 2021

Thank you for meeting with us today to discuss and review our most recent WUTA/ WUSD Return to Work MOU, dated October 1, 2020. During our meeting we reviewed the most recent government orders and proposals including: Safe Schools for All proposal, Cal/OSHA Emergency Temporary Standards and the CDPH- COVID 19 and Reopening In-Person Instruction Framework &Public Health Guidance for K-12 Schools in California, 2020-2021 School Year.

Both parties agreed that the requirements of the "Safe Schools for All" application are "orders issued by other agency", and are therefore incorporated within the language of the existing MOU.

Language from current MOU-

The District shall follow the current COVID guidelines/orders issued by the Los Angeles County Department of Public Health (LADPH) currently issued unless more restrictive orders are issued by other agencies.



Human Resources Department

Memo

TO: Westside Chapter 398 Negotiating Team

FR: Robert Hughes, Deputy Superintendent

RE: Return to Work MOU/Governor's Safe Schools for All Incentive Proposal Application

Date: January 21, 2021

Thank you for meeting with us today to discuss and review our most recent CSEA/ WUSD Return to Work MOU, dated July 28, 2020. During our meeting we reviewed the most recent government orders and proposals including: Safe Schools for All proposal, Cal/OSHA Emergency Temporary Standards and the CDPH- COVID 19 and Reopening In-Person Instruction Framework &Public Health Guidance for K-12 Schools in California, 2020-2021 School Year.

Both parties agreed that the requirements of the "Safe Schools for All" application are "government orders", and are therefore incorporated within the language of the existing MOU.

Language from current MOU-

Compliance with further governmental orders: The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining-unit employees and will bargain as needed over the effects of such further directives, to the extent not addressed in this MOU.



Superintendent's Advisory

January 26, 2021





Re-opening Requirements

- District must complete and post a COVID-19 Safety Plan (CSP) for in person instruction.
- CSP consists of two parts: (1) the Cal Osha COVID-19 Prevention Program (CPP) and the (2) COVID-19 School Guidance Checklist
- District must consult with Labor, Parent, and Community Organizations on the CSP
- CSP is submitted to our Local Health Department (LHD) and State Safe Schools for All Team. If district doesn't receive notification of a finding that the CSP is deficient within 7 business days of submission schools may reopen on the 8th business day.
- Even if this is all complete unless the COVID Rate (CR) is below 25 cases per 100,000 population per day for 5 consecutive days we cannot open.
- [CPP Plan](#) [School Guidance Checklist](#)



BOARD OF TRUSTEES
John Curiel
Steve DeMarzio
Chris Grado, Ed.D
Bill Lindoff
Jennifer Navarro

DISTRICT OFFICE
41914 N. 50th Street West
Quartz Hill, CA 93536
(661) 722-0716
www.westside.k12.ca.us

REGINA L. ROSSALL
District Superintendent

ROBERT HUGHES
Deputy Superintendent
Human Resources

SHAWN CABEY
Assistant Superintendent
Administrative Services

SCHOOL SITES

ANAVERDE HILLS SCHOOL
Shannon Rossall-Bennett, Ed.D
Principal

COTTONWOOD SCHOOL
Laura Duran, Principal

DEL SUR SCHOOL
Reyna Smith, Principal

ESPERANZA SCHOOL
Andrea Paxton, Principal

GREGG ANDERSON
ACADEMY
Jessica Kott, Co-Principal
Kristin Kruizinga, Ed.D
Co-Principal

HILLVIEW MIDDLE SCHOOL
Rodney Lots, Co-Principal
Jennifer Slater-Sanchez, Ed.D
Co-Principal

JOE WALKER MIDDLE
SCHOOL
Steve Wood, Principal

LEONA VALLEY SCHOOL
Shannon Rossall-Bennett, Ed.D
Principal

QUARTZ HILL SCHOOL
Sylvia Borg-Otting, Principal

RANCHO VISTA SCHOOL
Cathy Bennett, Principal

SUNDOWN SCHOOL
Amy Brouwer, Co-Principal
Antoinette Griffin, Co-Principal

VALLEY VIEW SCHOOL
Rebecca Davis, Principal

WESTSIDE ACADEMY
Thomas Morreale
Principal/Teacher

January 29, 2021

RE: Certification of Technology for Online Learning Participation

Westside Union School District has provided all students grades TK through 8 with internet-capable Chromebooks as their primary Distance Learning computing device.

Students with disabilities have been provided with devices specific to their Individual Education Plan requirements.

Most of the District's students have internet access already available in their homes, but for those without internet access the District has procured 804 mobile hotspot devices with associated data plans, 292 of which are currently in use, and 512 remain available for future use.


Shawn Cabey
Assistant Superintendent
Administrative Services

1/29/2021
Date