

COVID-19 PREVENTION PROGRAM (CPP)

January 2021

COAST UNIFIED SCHOOL DISTRICT

All employers in California, including school districts, must establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). The CCP is not a replacement of the District's COVID-19 Guidelines, but a tool specifically for employee safety.

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Signature Page

This COVID-19 Prevention Program has been completed and approved.

Scott Smith
District Superintendent

Date

Kyle Martin
Asst. Superintendent

Date

COVID-19 PREVENTION PROGRAM (CPP) COAST UNIFIED SCHOOL DISTRICT

This CPP is designed to limit exposures and reduce transmission to the SARS-CoV-2 virus that may occur within the District. The CPP does not replace the District COVID-19 Guidelines and other procedures and policies but is a tool specifically for employee safety that is required by the State of California pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

Authority and Responsibility

Coast Unified School District (District) Superintendent, Scott Smith, has overall authority and responsibility for implementing the provisions of this CPP within the District. In addition, each **principal** or **site administrator** is responsible for implementing and maintaining the CPP in their assigned school sites or other work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

Each principal or site administrator will implement the following in their workplace:

- Conduct workplace-specific evaluations using **Appendix A: [Identification of COVID-19 Hazards](#)** form.
- Evaluate employees' potential workplace exposures to all persons who enter a District site.
- 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 the workplace and the need for different or additional controls.
- Conduct inspections using **Appendix B: COVID-19 [Administrative Inspection](#)** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and ensure compliance with the COVID-19 Guidelines and procedures.
- Evaluate the implementation of the District COVID-19 Guidelines to identify any changes or modifications that are necessary to improve overall employee safety.
- The District has identified a Workplace Infection Prevention Coordinator (WIPC) to coordinate and facilitate the proper reporting and implementation of COVID-19 programs.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reviewing this CPP document, the COVID-19 Guidelines, and sharing with their site administrator any areas of improvement that will enhance the overall safety of District employees and students.

Employee Training

The District will educate employees on policies and procedures to protect employees from COVID-19 hazards consistent with CDC, State and County Public Health guidance and regulations, including but not limited to the items in this section:

- [What is COVID-19](#) is and how it is spread:
 - COVID-19 is an infectious disease that can be spread through air transmission.
 - Particles containing COVID-19 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.
 - Individuals with COVID-19 may be asymptomatic.
- [Signs and symptoms](#) of COVID-19:
 - What actions an employee should take if they have signs and symptoms of COVID-19.
 - When to seek medical attention.
 - What actions to take if an employee has a student or fellow employee with signs and symptoms of COVID-19.
 - Prevention of the spread of COVID-19 if an employee is ill, including the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- [Use of face coverings](#) to help slow the spread and that face coverings are not respiratory equipment but rather, are intended to primarily protect other individuals from the wearer of the face covering.
 - How to properly wear a face covering over the nose and mouth.
 - How to properly remove a face covering.
 - How to properly wash a face covering.
- [Physical distancing](#) guidelines.
- Importance of and how to [wash or sanitize hands](#).
- [Coughing and sneezing](#) etiquette.
- Guidance for [cleaning and disinfecting](#).
- Provision of a voluntary training course for qualification for the proper use of cleaning supplies.
www.getsafetrained.com
- How to properly use and put [on and take off PPE](#).
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Employees required to actively screen students or staff for symptoms of COVID-19 shall be provided with sufficient information and training consistent with State and County Public Health guidance.

Employee Screening & Testing

Each employee is required to conduct a daily self-screening of symptoms prior to arrival on site. If an employee has any symptoms as identified in the **Appendix H: [Daily Health Screening](#)** form or have been in close contact with anyone who has tested positive for COVID-19, or has tested positive for COVID-19 they should stay at home and not go to work. They should immediately contact their administrators.

As recommended by the State, the District has implemented a surveillance COVID-19 testing of 25% of all employees every two weeks with the goal of 100% of all employees over a two-month period. Staff must comply with this testing unless exempted. The results of the test will remain confidential and will only be

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provided to the employee who was tested, County Public Health, and District confidential employees so that they may conduct tracing and identify if any close contacts have occurred that require quarantine.

Correction of COVID-19 Hazards

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

Hazard Severity Classification	Correction Schedule
<p>Imminent Hazard</p> <p>This is a serious hazard that could cause an imminent threat of injury, including COVID-19 virus transmission to others.</p> <p>This could include being in close contact with a student, staff or guest who has signs and symptoms of COVID-19 or who states they have tested positive for COVID-19. It may include a contaminated space that needs to be sanitized.</p>	<p>Employees must immediately don appropriate personal protective equipment, leave the site/isolate, notify the site administrator, and seek medical consultation from their healthcare provider regarding testing for COVID-19.</p> <p>All employees, students, and guests not involved in the immediate care of an individual or clean-up shall be removed from the hazard(s) until the hazard can be abated or controlled to eliminate risk.</p> <p>Access to the work location(s) specific to the hazard shall be restricted until a competent person can review, abate and/or control the imminent hazard.</p> <p>Proper training, safeguards, and personal protective equipment shall be used prior to any corrective action implementation</p>
<p>General Hazard - Non-Imminent</p> <p>A general hazard is a deficiency that is specifically determined not to be of a serious nature but has a relationship to the occupational safety and health of employees.</p> <p>This could include protective equipment that is broken or missing. It could include a procedure that is not being adequately followed, or the employee has not had proper training or an understanding on how to implement.</p>	<p>General or non-imminent hazards shall be reported to the site administrator. Employees shall initiate a correction in a timely manner, eliminating risk to employees as best possible (i.e. warning signs, caution tape, cones, barricades). Complete corrections within specific time period (completion date should be 30 days or less, when feasible).</p>
<p>Minor Hazard</p> <p>A minor hazard is one where a procedural deficiency exists, and clarification is beneficial. It may include adding to an existing procedure or implementation method, but immediate implementation will not cause harm.</p>	<p>Schedule corrections into routine maintenance program (when feasible). Provide additional signage, procedures, or barriers.</p>

Control of COVID-19 Hazards

Stay Home if Sick

Employees should conduct a [Daily Health Screening](#) prior to arrival on site. People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Students and staff with the following symptoms may have COVID-19 and **should not go to school or work site:**

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for employees with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for employees with asthma, a change from their baseline breathing)
- New loss of taste and smell
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever
- Had close contact (within 6 feet for a total of 15 minutes or more) with someone confirmed to have COVID-19
- Tested positive for COVID-19 in the past 14 days

**Note: For employees with chronic conditions, check a symptom only if it has changed from usual or baseline health.*

Employees with symptoms should notify their supervisor immediately. Employees with symptoms should get tested for COVID-19 immediately by contacting a healthcare provider or [ReadySLO.org](#) for a list of community testing sites. Employees should direct all medical questions to a healthcare provider and follow timelines and protocol for returning to work.

Face Coverings

All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require additional respiratory protection. In limited situations where a face covering cannot be used for pedagogical or developmental reasons (e.g. communicating with young children or those with special needs), a face shield with a drape on the bottom edge can be used instead of a cloth face covering. Staff must wear a face covering inside and outside of the classroom. **All individuals are expected to wear face coverings while at the school or worksite.**

Use of Face Coverings

- Face coverings and distancing are not an "either/or," but work together in schools.
- Face coverings are required of all staff, parents, students, and visitors while on campus and regardless of ability to maintain 6' distance.
- The site will provide disposable face coverings if an employee forgets to bring one.
- Face coverings must be worn everywhere on campus, indoors and outdoors, and on buses.
- Face coverings with an exhalation valve or vent and N95 masks are not acceptable. N95 masks should be used by health care workers and first responders when in contact with persons with the signs and symptoms of a contagious illness. N95 and other respirators require fit testing.

Exemptions to Wearing Face Coverings

- Medical or psychological exemptions from wearing a face covering are rare. See [CDPH guidance on face coverings](#) for persons exempted from wearing a face covering.
- Exemptions from face coverings should require a doctor's note. The note should not disclose the person's health condition but should indicate that wearing a face covering could be harmful to the individual's health or mental wellbeing.

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- Persons exempted from wearing a face covering due to a medical condition should wear a nonrestrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

When face coverings can be removed

- Face coverings may be removed during meals, snacks, drinking and naptime while maintaining a minimum of 6' distance from others.
- Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors, unless the face covering could become a hazard.
- Teachers may allow students to remove face coverings while participating in Physical Education or seated at tables outdoors while maintaining 6' distancing. In order for staff to provide such authorization, they must provide constant supervision during the activity. Students may only remove face coverings while on site under the direct supervision of staff.
- When outside, staff may authorize students to remove face coverings during structured activities and maintaining a minimum of 6' distance from others.
- During recess, all students are required to wear face coverings unless individual students receive direct permission from staff to temporarily remove them (i.e. – walk on the yard by themselves, walk to the restroom, etc.).
- When an employee is alone in a room.

* Note: Face coverings may NOT be removed during recess or other unstructured outdoor time.

Face shields and clear masks

- Face shields should wrap around the sides of the wearer's face and extend below the chin with material attached along the bottom edge, draped onto the wearer. Hooded face shields are another option.
- Face shields may be worn by those with medical reasons exempting them from wearing cloth face covers and by children between two years old and 2nd grade.
- Face shields or clear masks may be appropriate for people who are deaf or hard of hearing, those who care for or interact with a person who is hearing impaired, for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs).
- Clear masks should not be used if they cause any breathing difficulties or overheating for the wearer.

Hand Hygiene

Hand washing is an important action to prevent transmission of infectious disease.

- Practice good hygiene by regularly washing their hands with soap for a minimum of 20 to 30 seconds.
- Encourage hand washing or hand sanitization prior to and following the use of shared items.
- Provide hand sanitizer with at least 60% Ethyl Alcohol without Methanol when hand washing is not practicable.
- Keep hand sanitizer out of the reach of young children.
- Evaluating handwashing facilities to ensure they are functional.
- Determining the need for additional facilities.

Hygiene Etiquette

All staff should cough or sneeze into a tissue, handkerchief, shirt sleeve, or elbow. Use alternative verbal expressions and gestures; these could include nodding, touching your heart, bowing, saluting, or other gestures. Use your own water bottles, cups, towels, and other items until they are washed.

Engineering Controls

6-foot Physical Distancing

Maintain 6-foot physical distancing as much as practicable. Physical distancing and masks are to be used together to prevent virus spread and are essential when no masks are worn, such as when individuals are eating, drinking or during some physical activities.

When required by public health and the district, desks and will be set-up so there is 6 feet between desks. 6 feet will be maintained between the teaching area where most instruction occurs and students. Student chairs will be 4 feet apart at minimum.

The use of Plexiglas or other non-porous barriers may be used when 6 feet distance is unable to be maintained, and individuals will be in interacting beyond just passing by each other. Masks will be worn.

Employees should always minimize in-person interaction with students or other employees who are not part of their cohort. Utilize remote communication whenever possible.

Standing in Line

When possible, have students enter classrooms when they arrive as opposed to lining up outside. Minimizing the practice of lining up students will minimize exposure. When students are lined up, require they provide 6 feet of separation between each other to the extent possible. For areas that require lining up, mark the spacing using blue painters' tape or other removable products.

Student Transition Periods

Hallways and walkways will be evaluated to determine what mitigations are necessary to reduce exposure, including signage, one-way travel patterns, staggered releases, minimizing student line-up. Face coverings will be required during student transition.

Staff-to-Staff Interactions

Staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, may be offered options where appropriate for alternatives to in-person assignments. Staff meetings, professional development training and education, and other activities involving staff should be conducted with physical distancing measures in place, outside, or virtually, where physical distancing is a challenge. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings. Try to provide space outside whenever possible.

Ventilation

- Increase circulation of outdoor air as much as possible by opening windows and doors and using fans to circulate fresh air to the extent possible.
- Maintain and ensure that ventilation systems at each facility operate properly. For building heating, ventilation, and air conditioning (HVAC) systems that have been shut down or on setback, should be inspected before use.

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- All District provided HEPA/electrostatic air filtration systems that remove pollen, dust, pet dander, mold, smoke, bacteria and viruses must be in operation when students/staff are present.

Equipment/Facility Decontamination and Cleaning

Perform routine environmental cleaning following CDC Guidelines

- Routinely clean all frequently touched surfaces. Use cleaning agents (soap, water, cleaner, etc.) that are usually applied in these areas and follow the directions on the label. The following touch surfaces should be cleaned:
 - • desks • tables • doorknobs • light switches • countertops • handles • phones • keyboards and mouse • toilets • faucets and sinks • bus seats and handrails • touch screens • play and sports equipment
- Teachers and staff who voluntarily take an online course are qualified to use proper cleaning supplies. Go to www.getsfafetytrained.com.
- Implement an enhanced cleaning schedule for Preschool, K-3, MI, and elementary CEP classrooms using Food Safe cleaning materials.
- Suspend facility use permits and visitor access to maintain a sanitized campus.
- Perform daily cleaning of all shared spaces, ex: locker rooms, classrooms, bathrooms.
- Increase airflow in shared spaces.

Three Levels of Site Cleaning

- Daily cleaning
- Specific location
- Schoolwide cleaning

Three Levels of Site Cleaning		
Level	Description	Method
Daily or More	Cleaning touch surfaces	Custodial staff will provide regular cleaning. Teachers and staff who voluntarily take an online course are qualified to use proper cleaning supplies. Go to www.getsaftytrained.com .
Specific Location	Cleaning and disinfection of an area in which a person with symptoms of an infectious disease was present.	Custodial staff will provide this cleaning following CDC Guidance https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html .
Schoolwide	Cleaning and disinfection of an entire school site due to a confirmed person with COVID-19.	A team of custodial staff will be assembled or a contractor hired. Guidance provided by CDC https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html .

Protection When Cleaning

- Wear an appropriate face covering.
- Wash hands.
- Wear gloves when cleaning and handling trash.
- Do not touch your face while cleaning.
- First, clean the surface or object with soap and water.
- Then, if required due to exposure, disinfect using an [EPA "N" list product](#). Ensure the product is approved by the school district. Air out the space prior to the arrival of students.
- For a known contamination, isolate the area and expose the area to outside air to the extent possible. Wait as long as feasible before cleaning and disinfecting. Wear gloves, face covering, goggles, gown, and booties.
- Properly dispose of protective equipment.
- Wash hands.

Disinfecting Soft and Porous Materials

Eliminate as many soft and porous materials as possible from the classroom to reduce the need to disinfect. These could include fabric furniture, rugs, stuffed toys, and other items that are regularly touched.

Soft or porous materials like carpet, rugs, or seating in areas are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfecting soft and porous materials. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label. Use the warmest appropriate water setting. For developing strategies for dealing with soft and porous materials, find more information on CDC's website on [Cleaning and Disinfecting Your Facility](#).

[Note: Paper-based materials are classified as low-risk and do not necessitate cleaning and disinfecting.](#)

Cleaning and Disinfecting If Someone Is Sick

- Close off areas used by the person who is sick. Sites do not necessarily need to close operations if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. For common spaces, wait until the room or space is and will remain empty before vacuuming, such as at night. Private rooms may be vacuumed during the day.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space so that particles that escape from vacuuming will not circulate throughout the facility.
- Once the area has been appropriately disinfected and ventilated, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfecting.
- If more than 7 days have elapsed since the sick person visited or used the facility, additional cleaning and disinfecting is not necessary.
- Continue routine cleaning and disinfecting as necessary. This includes everyday practices usually used to maintain a healthy environment.

Alternative Disinfecting Methods

It should be noted that the efficacy of alternative methods—such as ultrasonic waves, high-intensity UV radiation, and LED blue light—used to disinfect the novel coronavirus is not known.

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 cleaned between uses using soap and water or detergent without disinfecting agents, according to product directions and hand washings or hand sanitization prior to use and following use. 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 cleaned between users with hand washing or hand sanitization prior and following use.

Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each student's and staff's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time. Clean frequently with soap and water or detergent without disinfection agents between use.
- Avoid sharing electronic devices.
- Avoid having students pass papers forward; utilize an in-box as they leave and enter.

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- Keep classroom doors open when possible to minimize door handle usage
- Do not share personal items

Care of Students/Staff with Contagious Illness

When District staff encounter a student or staff member with signs and symptoms of a contagious illness, the following guidelines apply:

- Immediately mask the individual if possible and will not cause further distress.
- Move the individual away from others
- Employee(s) providing care must wear PPE including:
 - Face Covering (Surgical mask or N95/KN95 respirator)
 - Face shield or goggles
 - Disposable gloves
- Limit the number of employees in close contact (less than 6-feet for more than 15 minutes) with the person suspected of being infectious
- If a person is in immediate distress, call 911 and identify that the individual has symptoms related to COVID
- If not in immediate distress, move them to an isolation room area identified at each site
- Arrange for the person to go home or to a healthcare facility

Home Isolation & Quarantine

- Any student or staff member with symptoms consistent with COVID-19 is to stay home and not go to school or work. **Symptomatic students and staff should get tested immediately.** (A physician's note stating that symptoms are not COVID-19 is acceptable in lieu of a negative test result.)
- Notification of staff for potential exposure at a workplace.
- The District will offer free COVID-19 testing for employees identified as being in close contact due to workplace exposure.
- Sick staff members and students who **test negative** for COVID-19 must not return to campus until documentation is provided of a negative test, symptoms have significantly improved, and are fever free for 24 hours without using fever-reducing medicine.
- Sick staff members and students who **test positive** for COVID-19 **or do not get tested** for COVID-19 must not return to campus until they have met [CDC criteria to discontinue home isolation](#) including:
 - 1) at least 24 hours with no fever (**without using fever-reducing medicine**),
 - 2) symptoms have significantly improved, **AND**
 - 3) it has been at least **10 days** since symptoms first appeared.
- Any students or staff who were in close contact with someone diagnosed with COVID-19 are to home quarantine in accordance with San Luis Obispo Public Health guidance for 14 days from the date of exposure regardless of a negative test. *"Close contact" is defined as being within 6 feet for more than 15 accumulative minutes in 24 hours with someone who has tested positive for COVID-19. Close contacts should wait 5-7 days to pursue testing.*
- If any staff member learns of a confirmed case of COVID-19 with potential exposure to staff or students, contact the principal or site administrator. The principal or site administrator will contact the Assistant Superintendent of Educational Services and Director of Human Resources (or designees) for positive cases who will coordinate the completion of the **Appendix C: [Confidential Public Health Report](#)**. The Assistant

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Superintendent of Educational Services and Director of Human Resources (or designees) will serve as points of contact for County Public Health.

- Employee notifications and Public Health Reports for potential exposure will be dispersed within 24 hours of knowledge of a positive case at a worksite.

Personal Protective Equipment (PPE)

Each site will have an adequate supply of PPE for employees for both the treatment of individuals who may be contagious and for cleaning and disinfecting. PPE required will comply with CCR Title 8, section 3380 and CCR Title 8 section 5144 and include:

- Disposable isolation gown
- N95 filtering facepiece respirator or higher (face mask is acceptable if a respirator is unavailable)
- Face shield or goggles
- Disposable gloves
- Disposable 3-ply surgical masks

**Note: Employees who are designated to wear PPE will be provided training on how to don, doff, adjust and wear PPE.*

Investigating and Responding to COVID-19 Cases

Investigations will be accomplished by using **Appendix C: [Investigating COVID-19 Cases form](#)**.

Individuals who test positive will be asked about the date of onset of symptoms, the date the test specimen was taken, and individuals with whom they had close contact (per CDC guidelines). A negative test shall not be required for an employee to return to work.

In the event of an outbreak, the District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak by reviewing hazards, policies, procedures, controls, as well as the documented changes resulting from the found information via documentation by the site administrator, Building, Grounds, and Transportation Administrator on the "Investigating COVID-19 Form." The information will be reported to Human Resources.

Employees who have a potential COVID-19 exposure in the workplace will be informed of the potential exposure, symptoms to monitor, safety and cleaning and disinfection plan, benefits available to them and the right to a free test for identified close contact. Notification will be via formal written notification from the principal or site administrator generally communicated within 24 hours of District knowledge of the potential exposure.

Other close contacts will be notified via a separate formal written notification by the principal or site administrator in addition to the site notification and will be immediately directed to quarantine for 14 days.

Close contacts identified from a workplace exposure are offered a free District-provided COVID test by contacting office of the Superintendent at (805)927-3880. The COVID test will be mailed to the close contact's address for self-administration in accordance with the testing directions **five days post exposure** in accordance with the direction from County Public Health.

An outbreak of three workplace cases or more at one worksite over a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any investigative cases, will be reported via the OSHA reporting form at ReadySLO.org, "CAL/OSHA Employer Required Reporting," within 48 hours of confirmed knowledge/inquiry. The District will provide weekly testing for a minimum of two weeks for all onsite employees present during the period of the outbreak. After the two

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weeks, the District will continue to test employees who remain at the workplace weekly until there are less than three tests affiliated with the workplace. A major outbreak of 20 or more COVID-19 cases over a 30-day period at a workplace will necessitate District provided free testing at minimum twice a week to all employees present during the 30-day exposure period and who remain at the workplace until there are no new cases detected for a 14-day period. The Superintendent, Assistant Superintendent, Director of Human Resources, in consultation with public health, will determine if site closure is warranted. A District should close if 25% or more of schools in the district have closed due to COVID-19 within a 14-day period. Site closure is required per CDPH when within 14-day period:

- An outbreak has occurred in 25% or more stable groups in the school.
- At least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- Local public health determined a school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

System for Communicating

The District will ensure that there is effective two-way communication with all employees by ensuring the following:

- The District will provide timely, accurate information to all employees related to leave, benefits, symptoms, on the district webpage.
- When there is a potential exposure at the site, there will be specific written communication from the principal or site administrator in accordance with AB 685 in consultation with the WIPC. ([Appendix F](#))
- Employees should report if they are experiencing COVID-19 symptoms, had close contact with a confirmed case of COVID-19, or tested positive for COVID-19 and possible hazards to their principal or site administrator, and that information will be treated confidential.
- Any employee can report symptoms and hazards without fear of reprisal.
- Reasonable accommodation will be made for all employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- 25% of all employees will be surveillance tested every two weeks, with all employees tested a minimum of every 2 months. The results of positive tests will be confidential and shared with the employee.
- In the event the District is required to provide testing because of a workplace exposure or outbreak, the District will work with Human Resources and the site administrator to communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test which may include closing a cohort or even a school or worksite for the required quarantine period.
- Site administrators, in consultation with Human Resources, will provide written notification to each known employee who was in close contact with an individual who tested positive for COVID-19 at the workplace. ([Appendix G](#))
- Any new procedures or guidelines from State or County Public Health officials will be provided to all employees.
- Employees are required to read and understand this COVID-19 Prevention Program (CPP) and sign the training record ([Appendix E](#)).

Training and Instruction

The District will provide effective training and instructions that include:

- The COVID-19 Guidelines, 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 handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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, when to seek medical attention for COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Procedure to follow if a student or staff becomes ill at work with signs and symptoms that may be contagious.
- Absence reporting and return to work requirements for symptoms of illness, close contacts, and positive cases for staff and students
- Employees are required to read and understand this COVID-19 Prevention Program (CPP) and sign the training record ([Appendix E](#))

Exclusion of COVID-19 Cases

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

- Ensuring that laboratory COVID-19 cases are excluded from the workplace until the return-to-work requirements are met for 10 days from the test date.
- Excluding employees with COVID-19 close contact 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 when demonstrated that the COVID-19 exposure is work-related. This will be accomplished by following the District workers' compensation reporting process.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is the policy to:

- Report information about COVID-19 cases at the workplace to the San Luis Obispo County Public Health Agency whenever required by law, and provide any related information requested by the Public Health

COAST UNIFIED SCHOOL DISTRICT COVID-19 PREVENTION PROGRAM (CPP)

Agency.

- Report immediately to Cal/OSHA any outbreaks, 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 significantly improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive 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, symptoms have significantly improved (if present), and fever-free for 24 hours without medication
 - 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.
-

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, and waiting areas. The site administrator or designee will complete this form initially and when there is a significant alteration to the site or operation.

Identification of COVID-19 Hazards			
Person(s) Conducting Evaluation:			Date:
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
Entrance and exit points to the site	<<insert information>>	<<insert information>>	<<insert information>>
Hallways			
Breakrooms			
Waiting areas			
Conference rooms			
Copy room			
Food Services/Cafeteria			
Restrooms			
Front Office			
Common meeting areas			
Special Education			
Coaching/Extracurricular			
Transportation			

Appendix B: COVID-19 Administrative Inspection

The site administrator or designee will complete this Inspection form annually or when there is a significant alteration to the site or operation.

COVID-19 Administrative Inspection			
Name of person conducting the inspection:			Date:
Site Location:			
Exposure Controls	Hazard Severity Classification (Imminent, Non-Imminent or Minor)	Person Assigned to Correct	Date Corrected
Engineering			
6 feet desk spacing	<<insert information>>	<<insert information>>	<<insert information>>
Barriers/partitions			
6 feet between teaching area and desks			
4 feet between student chairs			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Signage			
Handwashing facilities (adequate numbers and supplies)			
An adequate supply of PPE (gloves, surgical type masks, N95 masks, gowns, face shields, other			
Adequate cleaning supplies			
Administrative Procedures			
Physical distancing			
Surface cleaning and disinfection of infective areas (frequently enough and adequate supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Staff is adequately trained in the use of cleaning material			
Staff required to use PPE are adequately trained			

Appendix C: Confidential Public Health Report

COVID-19 Initial Public Health Report- CONFIDENTIAL	
Name of Student or Employee with Job Title	
Student Family Contact Name with Phone Number and Address OR Employee Phone Number and Address	
Employee email	
Date of Birth	
Date tested	
Place of Testing (District Surveillance, Community Center, or Healthcare Provider)	
Date received positive results	
Last day on campus	
All Impacted Locations (Room #)	
Cohort and Names of Close Contacts Close contact is defined by CDC as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.	
Involvement in Other Activities Related to Site/CUSD (childcare, athletics, etc.)	
Site/Administrator	
Site Administrator Email	
Site Administrator Phone Number	

Appendix D: 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 the District 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 San Luis Obispo County Public Health Agency, 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.

Case Positive Investigation Record - CONFIDENTIAL			
Name of Investigator(s):			Date:
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where the employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Was positive test from District Surveillance Testing:	
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):	
Date notification sent to employees of a "close contact" if applicable:		Date notification sent to cohort of "close contact" if applicable	
Results of the evaluation of the COVID-19 case and all locations at the worksite that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed):			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors	Date:		

COAST UNIFIED SCHOOL DISTRICT COVID-19 PREVENTION PROGRAM (CPP)

and other employers present at the workplace during the high-risk exposure period.	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 the local health department notified?		Date:	
All employees who may have had COVID-19 exposure:	Date:		
	Names of employees that were notified:		
Bargaining Unit Notification of exposure of employees	Date:		
	Name of Bargaining Unit Representative notified:		
	Names of member employees that were notified:		
All students who may have had COVID-19 exposure:	Date family 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 the local health department notified?		Date:	

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

Appendix E: COVID-19 Training Roster

Specific Training: Read and Understand the COVID-19 Prevention Program (CPP)		
Person conducting training:		
Employee Name	Signature	Date

Appendix F: AB 685 Employee Notice of Potential Exposure at Worksite



COAST UNIFIED SCHOOL DISTRICT

1350 Main Street • Cambria, California 93428

Tel 805-927-3880 • Fax 805-927-7105

Scott Smith, Superintendent

[DATE]

RE: **AB 685 Notice of Potential Exposure to COVID-19**

Dear _____,

We have recently received information that there was an individual confirmed to have COVID-19 or has been ordered to isolate at your worksite (Site Name). This notice is being provided to all employees who were at your worksite within the potentially infectious period and who may have been potentially exposed. This is **not intended to notify you of actual exposure or close contact with the individual**, but rather to inform you that someone at your worksite has or had COVID-19. Given recent changes in the law, you will receive this type of notice each time a similar event occurs at your worksite.

We are not able to identify the person due to the confidential nature of this information and ask that you be courteous and respectful and not speculate as to the identification of the individual referenced in this notification. Although you are receiving this notice as required by law, you may or may not have had any contact with the individual related to this notice. In addition, our regular cleaning protocol, use of masks and social distancing, and other safety protocols and prevention procedures taken by the District help to reduce the risk of contracting the virus at your worksite. Persons that have been identified as having had close contact (within 6 feet for at least 15 minutes) with an infected individual will likely be contacted by the County Public Health Department. Employees identified to the District as close contacts from a workplace-related exposure will be notified by their administrator to quarantine for 14 days and have access to District-provided COVID testing at no cost by contacting the office of the Superintendent at 805-927-3880. Close contacts should wait 5 days after exposure to test in accordance with Public Health guidance.

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. Symptoms include fever, cough, shortness of breath, loss of taste or smell, headache, muscle aches, and can sometimes cause very mild illness in children. If you experience these or any other symptoms, please contact your healthcare provider and let them know that you may have been exposed to COVID-19. Employees should not report to work if they are sick or have received a quarantine or isolation order. Should you test positive for COVID-19, be sure to contact your site administrator immediately.

COVID-19 Related Benefits and Leaves

COAST UNIFIED SCHOOL DISTRICT COVID-19 PREVENTION PROGRAM (CPP)

Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care for family members, may be eligible to take leaves pursuant to federal and state law and the District's contractual agreements.

These leaves include:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- Families First Coronavirus Response Act Leave (FFCRA) (FFCRA leave is currently set to expire December 31, 2020.)
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and contractual agreements and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your contractual agreement.

Information regarding leave can be obtained through the District webpage at <https://www.coastusd.org>.

Disinfection and Safety Plan

Each classroom, restroom, and all common places including, but not limited to the office, playground structure, and outdoor tables are cleaned daily and as needed. High contact surfaces and shared items are cleaned frequently and as needed. The specific areas associated with the individual with COVID-19 have been closed, ventilated, and, or will soon be, deep cleaned, disinfected, and sanitized by trained staff using EPA N List approved products.

Prohibition Against Discrimination and Retaliation

Please note that federal and state laws, as well as District policy, prohibit discrimination or retaliation against any employee who contracts COVID-19 or exercises his/her rights under the applicable laws and policies. The District takes these prohibitions very seriously.

If you have any questions or concerns, please contact your administrator directly at.

Sincerely,

Kathy Barnes

Appendix G: Notification of Close Contact from Site Exposure



COAST UNIFIED SCHOOL DISTRICT

1350 Main Street • Cambria, California 93428

Tel 805-927-3880 • Fax 805-927-7105

Scott Smith, Superintendent

Date

Dear **[Name]**:

The health and safety of our students and staff is our top priority. In that spirit, this letter is to inform you that a student or staff member who was in close contact with you has tested positive for COVID-19. Due to privacy laws, the school is unable to provide specific information. The school is working directly with the San Luis Obispo County Department of Public Health.

You may be notified by a Public Health Department employee as part of their contact investigation. In the meantime, **Public Health advises all individuals who have had close contact with someone who tested positive to immediately quarantine for 14 days, even if symptoms of illness are not present. Public Health states that close contacts should wait 5 days from the last exposure prior to testing. You can visit the SLO Public Health webpage for quarantine instructions at [Emergencyslo.org/quarantine](https://emergencyslo.org/quarantine). The return to site date is projected to be **[date]** unless otherwise provided by Public Health.**

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. The Centers for Disease Control (CDC) identify symptoms to include fever, new persistent cough, shortness of breath, loss of taste or smell, headache, and muscle aches. COVID-19 can sometimes be observed as a very mild illness in children. If you experience these or other symptoms of illness, contact your healthcare provider, and follow their advice. Be sure to let the provider know that you have had direct exposure through this classroom cohort. Employees identified to the District as close contacts from a workplace-related exposure will be notified by their administrator to quarantine for 14 days and have access to District-provided COVID testing at no cost by contacting the office of the Superintendent at 805-927-3880. Close contacts should wait 5 days after exposure to test in accordance to Public Health guidance.

Each classroom, restroom, and all common places including, but not limited to the office, playground structure, and outdoor tables are disinfected daily and as needed. High contact surfaces and shared items are disinfected frequently and as needed. The specific areas associated with the individual with COVID-19 have been closed, ventilated, and, or will soon be, deep cleaned and sanitized by trained staff using EPA N List approved products.

Please communicate with your administrator regarding remote work (no leave needed). If an absence is needed, utilize the absence reporting system. You may qualify for COVID-related leave if you are

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unable to work remotely. To apply for COVID Leave, submit the COVID Leave Form to Human Resources that is found on the "[COVID-19 Information for Staff](#)" tab on the top right of the Human Resources webpage.

The safety of our students, staff, and school community is our priority. Please continue to visit San Luis Obispo County's [ReadySLO.org website](#) for local information on further details about preventative measures, local COVID-19 testing, local metrics, and more. Contact your healthcare provider if you have any additional medical questions or concerns. For school-related questions, please contact the Assistant Superintendent, Kyle Martin, at 805-927-3693.

Thank you for your prompt response to this matter.

Sincerely,

Appendix H: Notification of School Closure



COAST UNIFIED SCHOOL DISTRICT

1350 Main Street • Cambria, California 93428

Tel 805-927-3880 • Fax 805-927-7105

Scott Smith, Superintendent

Date

Dear [Site] Parents/Guardians and Staff:

The health and safety of our students and staff is our top priority. In that spirit, this letter is to inform you that our school will be closed starting [start date of closure] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. Due to privacy laws, the school is unable to provide specific information. In consultation with the San Luis Obispo County Department of Public Health, we have been advised to close the school for 14 days to prevent further transmission of COVID-19. Our anticipated reopening date of [return to school date].

During school closure, the school will switch to online learning to continue our classes; please see the attached information sheet on how student can sign in to continue their schoolwork online. The San Luis Obispo County Department of Public Health will continue to follow-up with cases and close contacts during school closure to ensure isolation and quarantine and testing.

During the closure, each classroom, restroom, and all common places including, but not limited to the office, playground structure, and outdoor tables will be cleaned, disinfected, and sanitized. The school will be ventilated, deep cleaned, and sanitized by trained staff using EPA N List-approved products. Please review the posted Working Guidelines at www.SLCUSD.org for additional information and efforts regarding cleaning, disinfecting, and sanitation.

COVID-19 can sometimes be observed as a very mild illness in children. If you or your child experience these, or other symptoms of illness, contact your healthcare provider and follow their advice. Be sure to let the provider know that you or your child attend a school that has been closed due to a COVID-19 outbreak.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

COAST UNIFIED SCHOOL DISTRICT COVID-19 PREVENTION PROGRAM (CPP)

- Headache
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If upon school reopening, your child is feeling ill or has a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school and consider getting your ill child tested for COVID-19. If your child is well without symptoms, please remind your child before going back to school to use their face covering, stay at least 6 feet away from other people, and wash their hands often with soap and water for 20 seconds. **School staff should call in sick to their supervisor and stay home if having any symptoms of COVID-19 and consider getting tested.**

The safety of our students, staff, and school community is our priority. Please continue to visit San Luis Obispo County's [ReadySLO.org website](https://www.readySLO.org) for local information on further details about preventative measures, local COVID-19 testing, local metrics, and more. Contact your healthcare provider if you have any additional medical questions or concerns. For school related questions, please contact the (Site Contact, Site Phone Number, email).

Thank you for your prompt response to this matter.

Sincerely,

(Site Supervisor)

Appendix I: Daily Health Screening

Coast Unified School District Daily Health Screening

Caregivers: Complete a check of each student, or yourself for staff, before he/she/they leave for school. If a student has any of the following symptoms, is in close contact, or tested positive, he/she/they might have the illness, and it can spread to others and need to stay home.

Note: *For students with chronic conditions, check a symptom only if it has changed from usual or baseline health.*

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for students with asthma, a change from their baseline breathing)
- New loss of taste or smell
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever
- Had close contact (within 6 feet for a total of 15 minutes or more) with someone confirmed to have COVID-19
- Tested positive for COVID-19 in the past 14 days

→ If a student does **NOT** have any of the symptoms, close contact, or positive test result as listed above, send them to school as usual.

→ If you **checked any of the boxes** above for a student, **keep him/her/them home from school.**

1. Consider whether the student needs to see a healthcare provider and possible COVID-19 testing. CDC has a [Coronavirus Self Checker](#) available on its website, which may help you make decisions about seeking medical care for possible COVID-19.

2. Contact the school site and report that the student will be absent. . Staff members should contact their site supervisor and use the absent system if needing a substitute. The school may ask some additional questions to help determine when it is safe for the student to return to school.