

# COVID-19 Prevention Program (CPP)

## Enterprise Elementary School District

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

**Date:** 08/01/21

### Authority and Responsibility

The superintendent/designee 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 implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.  
Employees will self check before work, prior to coming on campus. Employees will report to Human Resources if they have any COVID-19 symptoms prior to start of shift or during their assigned work shift.
- 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 and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee Participation

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

Discussion regarding hazard identification and evaluations are held at each site, Maintenance and Operations meetings, Safety committee meetings and communication meetings with each bargaining unit.

### **Employee Screening**

We screen our employees and respond to those with COVID-19 symptoms by:

Employees will self-screen according to CDPH guidelines prior to entering a work/school site.

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

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

District will document inspections, hazards, and steps for corrections in a timely manner as well as who will make the corrections.

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

#### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

All certificated employees have access to N95 face masks and a face shield with a removable drape to be used when instruction necessitates, such as reading instruction. Face shields are available upon request for classified employees for similar purposes.

Face shields with a removable drape are available for employees who have a documented medical condition that does not allow them to wear a mask face covering.

Disposable masks will be available if an employee does not have a face covering.

N-95 masks will be available to all employees upon request.

All individuals entering campus are required to wear a face covering. If no face covering is worn, one will be provided.

#### **Mask Protocols for Students:**

All students will be required to wear face coverings in alignment with CDPH Guidance for Schools.

Signage will be posted and serve as a reminder of proper wearing of face coverings.

Students will be instructed to wear clean face coverings every day.

A face covering will be provided if a student does not have one.

Enforcement of face coverings will follow a progression with the goal of cooperation so that students can remain on campus for in-person instruction.

1. Compliance issues will be handled at the classroom level similar to how other behavioral infractions are resolved.

2. If the situation is not resolved at the classroom level, administrators and/or parents will be contacted.

3. Administration will meet with student to attempt to resolve the situation. A parent conference may be called.
4. Every effort will be made to find a resolution so that students can remain in in-person instruction (i.e., offer breaks, provide positive reinforcement, consider shield alternative)
5. If a student maintains refusal to wear a face covering, the school will offer Independent Study (i.e., students with IEPs will be referred to the IEP team).

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### **Engineering controls**

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

Plexiglass barriers are installed at site offices, libraries and other identified locations.

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

Opening doors and windows as appropriate and conducting routine assessments of air quality using measurement instruments by trained maintenance and operations staff.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

Cleaning & Disinfecting Procedures for COVID-19

## A. Initial Cleaning Procedures for Classrooms, Buses, and Cafeteria Eating Areas

If at all possible, close room/area off for a minimum of 24hrs or as long as possible after a positive test.

### STEP 1 - CLEAN

Wipe down ALL Touch Point Surfaces\* with Multi-Task Probiotic Biosurfactant Cleaning Solution with a clean microfiber cloth. Shake gallon jug of concentrate before diluting. Dilute Multi-Task Cleaner 2 oz per gallon (1:64)

Use 'Spray and Wipe' protocols.

\* Touch Point Surfaces are defined as ALL surfaces within the area or zone ranging between 2' up from the floor and 2' down from the ceiling. In classrooms where the standard ceiling is often only 8', the Touch Point Surface zone is the 4' between the 2' above the floor, and the 2' below the ceiling. For a cafeteria with a greater than 10' ceiling, Touch Point Surfaces are all tables where students eat.

STEP 2 - DISINFECT Once all the Touch Point Surfaces have been wiped down, apply an appropriate Disinfectant:

- Spartan HDQ (10 minute dwell time) EPA registration # 10324-155-5741
- SC Johnson Tru-shot (5 minute dwell time) EPA registration # 6836-348-89900
- Spartan TB-Cide ( 1 minute dwell time) EPA Registration Number: 1839-83-5741

Ensure all required / recommended Personal Protection Equipment (PPE) is used.

Apply Disinfectant to all Touch Point Surfaces within the Touch Point Zone in full accordance with manufacturer's instructions, paying particular attention to:

- Mandated surface dwell time; (ranging between 1 and 10 minutes).
- Maintaining the product in a wet state for the entire duration of the mandated surface dwell time

### STEP 3 - PROTECT

Once the Disinfectant has dried, it provides no ongoing surface protection, and so is vulnerable to rapid re-population by unwanted pathogens.

There is a need for ongoing surface protection.

Applying Enviro Mist Probiotic Microflora Spray\* to ALL surfaces, (those within the Touch Point Zone as well as those outside), will deliver a protective barrier of safe, beneficial US FDA GRAS probiotic bacteria that makes surfaces hostile / inhospitable to pathogens, inhibiting their return. Apply Enviro Mist using a ULV fogger set to between 5 and 10 microns, to retreat the Touch Point Surfaces with Enviro Mist.

\*Z BioScience Enviro Mist is a concentrated microflora spray that leaves a powerful barrier of GRAS probiotics on surfaces. The proprietary microorganisms in Enviro Mist establish and maintain a stable and healthy microbial community on hard surfaces and fabrics

## B. Continual Cleaning Procedure for Classrooms, Buses, and Cafeteria Eating Areas

Kindergarten- Regular Cleaning Process

Grades 1-5 Regular Cleaning Process

Wipe down desks with soap and water to remove grime/dirt

Spray with Multi-Task probiotics

Wipe with damp cloth to remove residue

Fog with Enviro-Mist every Friday night

Jr. High Regular Cleaning Process:

Wipe down desks with soap and water to remove grime/dirt

Spray with Multi-Task probiotics

Wipe with damp cloth to remove residue

Fog with Enviro-Mist every Friday night

Cafeteria Cleaning Area (every day):

Wipe down desks with soap and water to remove grime/dirt

Spray sanitizer (Spartan Sanitize)

Observe sanitizer dwell time

Wipe with damp cloth to remove residue  
Spray with water and wipe with cloth  
Fog with Enviro-Mist every Friday night

Bus Cleaning Process (every day):

Wipe down desks with soap and water to remove grime/dirt  
Spray with Multi-Task probiotics  
Wipe with damp cloth to remove residue  
Fog with Enviro-Mist every Friday night

PPE: not required with probiotic product

C. Continual Cleaning Procedure for Rest Rooms

STEP 1 - CLEAN Every Day

Thorough cleaning of all restrooms using the Kaivac Cleaning process and disinfectant KaiBosh  
[https://kaivac.com/vid\\_34-Restroom-Cleaning-Training-Overview](https://kaivac.com/vid_34-Restroom-Cleaning-Training-Overview)

D. Continual Random testing

Daily random site and surface testing and documenting using the Adenosine Triphosphate unit (ATP)

ATP Levels of Clean

Ultra-Clean 0-10

Very Clean 11-30

Good Clean 31-80

Somewhat Dirty 81-200

Dirty 201-500

Very Dirty 501-1000

Filthy > 1000

Cleaning procedures are posted on the district website and attached to all COVID notifications to staff.

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

Disinfecting Procedures after COVID-19 positive test

Reason: \_\_\_\_\_

Classroom/Office Process Cleaning Checklist:

If at all possible, close the room/area off for a minimum of 24hrs or as long as possible.

Cleaned and disinfected all student desks/chairs.

Cleaned and disinfected door handles, light switches and counters.

Cleaned and disinfected all sinks and sink counters/areas.

Cleaned and disinfected teacher desk, work area, computer and phone.

Cleaned and disinfected backpack area and pencil sharpener.

Changed out all trash can liners.

Fog with Enviro Mist

Vacuumed or swept/mop the floor. Do not vacuum or sweep if under 24 hours.

Restroom Cleaning:

Thorough cleaning of restrooms using the Kaivac Cleaning process and disinfectant KaiBosh

[https://kaivac.com/vid\\_34-Restroom-Cleaning-Training-Overview](https://kaivac.com/vid_34-Restroom-Cleaning-Training-Overview)

#### Cafeteria Cleaning Checklist:

Cleaned and sanitized tables.

Auto cleaned and sanitized floor.

Cleaned and sanitized all door handles and push bars.

Cleaned and sanitized the food service area counter.

Three point travel location/areas:

Adequate cleaning supplies were purchased in bulk at the beginning of the year.

Custodial schedules allow for adequate time for regular ongoing cleaning as well as disinfecting as needed.

Custodial staff receive ongoing training provided by Director of Maintenance & Operations.

Cleaning and disinfection are conducted by district employees with the appropriate training.

#### **Hand sanitizing**

To implement effective hand sanitizing procedures, we:

All facilities have been evaluated for handwashing access. Additional hand washing stations were installed to increase access to hand washing. Signage about proper handwashing is posted. Effective hand sanitizer is provided at multiple locations at each site.

#### **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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

All employees have necessary PPE to fulfill their job duties (including eye protection and respiratory protection when necessary). Additional plexiglass barriers have been installed. The district has ample supply of face masks, face shields with drapes, gloves, goggles and disposable gowns for identified personnel assisting with health protocols.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

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

#### **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

## Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

Offer COVID-19 testing at no cost during their work hours for all unvaccinated employees (with symptoms or after exposure)

Offer COVID-19 testing during an outbreak or major outbreak as required by CalOSHA

Inform Employees regarding Quarantine Instructions

Evaluate telework options during periods of quarantine

Written notice regarding potential exposure shall be sent via School Messenger and District email

## 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, possible close contacts and hazards to, and how.

Employees will report illness to their site Administrator or Program Manager for planning of adequate staffing. Human Resources will follow up with the employee to identify if the symptom is a COVID identified symptom and if isolation/quarantine is necessary. If the illness is identified as a COVID symptom the employee will be counseled on isolation/quarantine, return to work date and Human Resources will inform the site of their necessary absence.

All employees will receive regular up to date communication via email and/or school messenger for District wide applicable communication. Additionally, site and district communication will be sent to staff and families regarding positive COVID cases.

Employees can report any immediate concerns to the site Administrator or Head Custodian.

- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

Unvaccinated employees will be offered testing if experiencing symptoms. Testing shall be provided at a regular testing scheduled time or based on appointment.

- Access to COVID-19 testing when testing is required.

The site Administrator will communicate with their site employees that were exposed or involved in an outbreak designation and plan the for testing.

This communication will be followed up within 24 hours with the formal notice.

Testing will be offered on site within 24 hours for exposed employees or in an outbreak.

- The 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.

Communication will be sent via email or school messenger to affected employees and/or student's families within one day of known exposure. On-going District communication will be provided via website and/or School Messenger.

## **Training and Instruction**

- We provide effective employee training and instruction that includes:
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

All employees shall be assigned and required to complete a COVID-19 training

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

## Exclusion of COVID-19 Cases and Employees who had a Close Contact

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
- Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
- COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

Access to District provided sick leave

Access to differential pay when eligible

Access to another other federal and/or state provided COVID-19 leave (when applicable)

Coordination with other benefits if the employee is entitled to such benefits such as disability leave

- 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

## Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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 once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
  - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - At least 10 days have passed since the last known close contact, and
    - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude 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.

## Safety Measures for K-12 Schools

### 1. Masks

- Masks are optional outdoors for all in K-12 school settings.
- K-12 students are required to mask indoors, with exemptions per [CDPH face mask guidance](#). Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Schools must develop and implement local protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Consistent with guidance from the 2020-21 school year, schools must develop and implement local protocols to enforce the mask requirements. Additionally, schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering. Note: Public schools should be aware of the requirements in AB 130 to offer independent study programs for the 2021-22 school year.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per [CDPH guidelines](#)) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.

### 2. Physical distancing

- Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).

### 3. Ventilation recommendations:

- For indoor spaces, ventilation should be optimized, which can be done by following [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools](#).

### 4. Recommendations for staying home when sick and getting tested:

- Follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).
- Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at schools.
- Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - Other symptoms have improved; and
  - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an

alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

5. Screening testing recommendations:

a. CDPH has a robust State- and Federally-funded school testing program and subject matter experts available to support school decision making, including free testing resources to support screening testing programs (software, test kits, shipping, testing, etc.).

i. Resources for schools interested in testing include: California's Testing Task Force [K-12 Schools Testing Program](#), [K-12 school-based COVID-19 testing strategies](#) and [Updated Testing Guidance](#); The Safe Schools for [All state technical assistance \(TA\)](#) portal; and the [CDC K-12 School Guidance](#) screening testing considerations (in Section 1.4 and Appendix 2) that are specific to the school setting.

6. Case reporting, contact tracing and investigation

a. Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.

b. Schools or LEAs should have a COVID-19 liaison to assist the local health department with contact tracing and investigation.

7. Quarantine recommendations for vaccinated close contacts

a. For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.

8. Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.

a. When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:

i. Are asymptomatic;

ii. Continue to appropriately mask, as required;

iii. Undergo at least twice weekly testing during the 10-day quarantine; and

iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

9. Quarantine recommendations for: unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

i. Quarantine can end after Day 10 from the date of last exposure without testing; OR

ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND

ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

10. Isolation recommendations

a. For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

11. Hand hygiene recommendations

- a. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- b. Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
- c. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

#### 12. Cleaning recommendations

- a. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.
- b. For more information on cleaning a facility regularly, when to clean more frequently or disinfect, cleaning a facility when someone is sick, safe storage of cleaning and disinfecting products, and considerations for protecting workers who clean facilities, see [Cleaning and Disinfecting Your Facility](#).
- c. If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

#### 13. Food service recommendations

- a. Maximize physical distance as much as possible while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as classrooms or the gymnasium can help facilitate distancing. Arrange for eating outdoors as much as feasible.
- b. Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- c. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

#### 14. Vaccination verification considerations

- a. To inform implementation of prevention strategies that vary by vaccination status (testing, contact tracing efforts, and quarantine and isolation practices), refer to the [CDPH vaccine verification recommendations](#).

#### 15. COVID-19 Safety Planning Transparency Recommendations

- a. In order to build trust in the school community and support successful return to school, it is a [best practice](#) to provide transparency to the school community regarding the school's safety plans. It is recommended that at a minimum all local educational agencies (LEAs) post a safety plan, communicating the safety measures in place for 2021-22, on the LEA's website and at schools, and disseminate to families in advance of the start of the school year.

Note: With the approval of the federal American Rescue Plan, each local educational agency receiving Elementary and Secondary School Emergency Relief (ARP ESSER) funds is required to adopt a Safe Return to In-Person Instruction and Continuity of Services Plan and review it at least every six months for possible revisions. The plan must describe how the local educational agency will maintain the health and safety of students, educators and other staff. Reference the Elementary and Secondary School Relief Fund (ESSER III) [Safe Return to In-Person Instruction Local Educational Agency Plan Template](#).

#### **Additional considerations or other populations**

##### 1. Disabilities or other health care needs recommendations

- a. When implementing this guidance, schools should carefully consider how to address the legal requirements related to provision of a free appropriate public education and requirements to reasonably accommodate disabilities, which continue to apply.
- b. Refer to the CDC K-12 guidance section on "[Disabilities or other health care needs](#)" for additional recommendations.

##### 2. Visitor recommendations

- a. Schools should review their rules for visitors and family engagement activities.

- b. Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly in areas where there is moderate-to-high COVID-19 community transmission.
- c. Schools should not limit access for direct service providers, but can ensure compliance with school visitor policies.
- d. Schools should continue to emphasize the importance of staying home when sick. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

3. Boarding schools may operate residential components under the following guidance:

**a. COVID-19 vaccination is strongly recommended for all eligible people in California, including teachers, staff, students, and adults sharing homes with these members of our K-12 communities.** See [CDC recommendations](#) about how to promote vaccine access and uptake for schools. Additional California-specific vaccine access information is available on the [Safe Schools Hub](#).

- b. Strongly recommend policies and practices to ensure that all eligible students, faculty and staff have ample opportunity to become fully vaccinated.
- c. Strongly recommend that unvaccinated students and staff be offered regular COVID-19 screening testing.
- d. Consider students living in multi-student rooms as a “household cohort.” Household cohort members, regardless of vaccination status, do not need to wear masks or physically distance when they are together without non-household cohort members nearby. If different “household cohorts” are using shared indoor when together during the day or night, continue to monitor and enforce mask use, and healthy hygiene behaviors for everyone.

The non-residential components of boarding schools (e.g., in-person instruction for day students) are governed by the guidelines as other K-12 schools, as noted in this document.

- 4. Additional information about how this guidance applies to other supervised settings for K-12 school-aged children and youth (including activities such as band, drama) is forthcoming. Childcare settings and providers remain subject to [separate guidance](#).

Superintendent

07/21/21

**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, trainings, 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 stationary work.

**Person Conducting the Evaluation:** Administrators/ custodians

**Date:** 07/21/21

### Name(s) of Employees and Authorized Employee Representative that Participated:

Records of Hazard Identification are kept at the district office in our own digital files. These can be produced upon request. In addition, site administrators are also trained to identify COVID19 Hazards at the school sites.

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
School Office spaces and copier rooms, restrooms, staff lounges/ breakrooms.	School sites and District Office spaces, during business hours 7am-5pm	Due to COVID19 preventive measures in place, there is very limited potential for exposure.	Office spaces have partitions in place to provide separation, wipes and hand sanitizer is available for individual use, MERV13 air filters are in place to trap COVID19 air particles, social distancing with limited occupancy in common areas to prevent congregating. All staff, students and members of the public must wear masks before entering district and school spaces.

## Appendix B: COVID-19 Inspections

**Date:** 07/21/2021

**Name of Person Conducting the Inspection:** Ron Cushman

**Work Location Evaluated:** Inspections are conducted at sites by the director of maintenance and operations along with the head custodian at each site. These records are kept in our district digital file and are available upon request.

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation* (amount of fresh air and filtration maximized)	installed MERV13 air filters and routine monitoring of air quality.		
Additional room air filtration	Installed and fully operational.		

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

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)	Fully implemented by all staff, students and permitted visitors.		
Gloves	Fully implemented & available.		
Face shields/goggles	Available and fully implemented.		
Respiratory protection	Available and fully implemented.		

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

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date:** 7/21/2021

**Name of Person Conducting the Investigation:** Kelly Pagan (records kept in district digital file)

**Name of COVID-19 case (employee or non-employee\*) and contact information:**

**Occupation (if non-employee\*, why they were in the workplace):**

\*If we are made aware of a non-employee COVID-19 case in our workplace

**Names of employees/representatives involved in the investigation:**

**Date investigation was initiated:**

**Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:**

**Date and time the COVID-19 case was last present and excluded from the workplace:**

**Date of the positive or negative test and/or diagnosis:**

**Date the case first had one or more COVID-19 symptoms, if any:**

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**

**Summary determination of who may have had a close contact with the COVID-19 case during the high- risk exposure period. Attach additional information, including:**

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
  - They were fully vaccinated before the close contact and do not have symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

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:

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

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?

## Appendix D: COVID-19 Training Roster

Date: 08/2021

Person that conducted the training: Keenan SafeSchools,

Employee Name	Signature
Coronavirus Awareness through Keenan SafeSchools - All Employees Trained (08/2021 or when hired if after 8/2021)	
Training of entire custodial staff in cleaning and disinfecting using standard district procedures.	
Coronavirus Awareness for cleaning and disinfecting procedures for custodial staff during monthly meetings	

**Appendix E: Documentation of Employee COVID-19 Vaccination Status – CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated <sup>1</sup>	Method of Documentation <sup>2</sup>

<sup>1</sup>Update, accordingly and maintain as confidential medical record

<sup>2</sup>Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

## **Additional Consideration #1**

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

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

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

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

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

We 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 is documented and includes:

- 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 consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as feasible.
  - Requiring respiratory protection in compliance with section 5144.

**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, 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, if so, implement their use to the degree feasible.

## **Additional Consideration #2**

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

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.