

Thomas Law Reed School

COVID-19 PREVENTION PROGRAM FOR IN-PERSON INSTRUCTION

1. Cal-OSHA COVID-19 Prevention Program (“CPP”):

a. Authority and Responsibility

- i. The Superintendent has the overall authority and responsibility for implementing the provisions of this CPP at Thomas Law Reed School. In addition, all Principals, managers, and supervisors are responsible for implementing and maintaining the School Safety Plan at the Thomas Law Reed Schools and for ensuring employees receive answers to questions about the COVID-19 Prevention Program. The Superintendent has designated a Safety Plan Officer for the specific implementation of the elements of this plan. The CPP Officer for the District is:

- 1) Roberto Gutierrez, Deputy Superintendent

- 2) gutierrez-r@kcusd.com, 559-305-7010

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

b. System for Communicating:

- i. Thomas Law Reed shall establish effective two-way communication with employees that includes the following information:

- 1) Employees should report COVID-19 symptoms, possible COVID-19 exposures and possible hazards to their Site Supervisor.

- 2) Employees can report symptoms, possible exposures and hazards without fear of reprisal.

- 3) District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

- 4) Where employees can access COVID-19 voluntary testing available through health plans or local testing centers.

- 5) In the event testing is required to be provided because of a workplace exposure or outbreak, the District will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

- 6) Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and Thomas Law Reed School’s COVID-19 policies and procedures.

c. Identification and Evaluation of COVID-19 Hazards

- i. Thomas Law Reed School will implement the following identification and evaluation strategies:
 - 1) Conduct workplace-specific identifications using the Appendix A: Identification of COVID-19 Hazards form for interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
 - 2) Identify places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not.
 - 3) Evaluate employees' potential workplace exposures to all persons at, or who may enter, a District facility.
 - 4) Respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace as set forth in this Safety Plan including:
 - a) Actively encourage sick employees to stay home and seek medical advice.
 - b) Immediately arrange safe transport of employees or students home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
 - c) Isolate employees or students who exhibit COVID-19 symptoms at designated isolation rooms until they can be sent home or to medical care, as needed.
 - d) Ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - i) At least one full day pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - ii) At least 10 days pass since the symptoms first appeared.
 - e) Allow employees to utilize available sick leave and medical leave for specified reasons related to COVID-19.
 - f) Ensure employees that return to work following an illness promptly report any recurrence of symptoms.
 - 5) For indoor locations, evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

- 6) 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.
- 7) Evaluate existing COVID-19 prevention controls and the need for different or additional controls.
- 8) Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with COVID-19 policies and procedures.
- 9) Review COVID-19 safety practices and protocols with site COVID-19 representatives on a periodic basis.

d. Employee Participation:

- i. Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by maintaining ongoing reciprocal communication. Employees and representatives may contact their supervisor or Principal at the Thomas Law Reed School. In addition, District Administration may also be contacted at the District Office.

e. Employee Screening

- i. Each day employees are encouraged to health screen before arriving at work. This screening will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios on the Appendix E: KCUSD Guidelines for COVID-19 Scenarios. Thomas Law Reed School will maintain these confidential documents for one (1) year.

f. Student Screening

- i. Each day students are encouraged to health screen before arriving to school. This screening will be used as a guide to determine if the student continues to work or will be sent home based on the scenarios on the KCUSD Guidelines for COVID-19 19 Scenarios (Appendix E). Thomas Law Reed School will maintain these confidential documents for one (1) year.

g. Investigating COVID-19 Cases

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

h. Responding to a COVID-19 case in the workplace:

- i. Thomas Law Reed School will take all of the following steps in response to a COVID-19 case in the workplace.
 - 1) Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

- 2) Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
 - 3) In consultation with the local public health department, the appropriate school official should ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - 4) Close off the classroom or office where the individual was based and do not use these areas until after cleaning and disinfection or after 24 hours have passed.
 - 5) Additional areas of the school visited by the COVID-19 positive individual may also need to be cleaned and disinfected.
- ii. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - 1) All employees who may have had COVID-19 exposure and their authorized representatives.
 - 2) Independent contractors and other employers present at the workplace during the high-risk exposure period.
 - iii. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act or successor legislations, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, available leaves pursuant to the Education Code, Cal-OSHA Regulations and/or Emergency Temporary Standards, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
 - iv. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
 - v. All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.
- i. Correction of COVID-19 Hazards:
 - i. Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspection form, and corrected in a timely manner based on the severity of the hazards, as follows:

- 1) The severity of the hazard will be assessed. Appropriate work orders, procedures, or other mitigation strategies will be implemented within a timely manner.
- 2) The Site Supervisor, designated by the Principal or Director is responsible for timely correction.
- 3) Follow-up measures will be taken to determine if the mitigation strategies have been effective.

j. Training and Instruction

- i. Thomas Law Reed School will provide effective training and instruction to employees and students that includes the following, as applicable:
 - 1) COVID-19 policies and procedures to protect employees and students from COVID-19 hazards. Trainings will be provided annually.
 - 2) Information regarding COVID-19-related benefits to which the employee may be entitled through workers' compensation law, the federal Families First Coronavirus Response Act or successor legislations, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, available leaves pursuant to the Education Code, Cal-OSHA Regulations and/or Emergency Temporary Standards, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
 - 3) 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 © requirements:
 - a) How to properly wear them.
 - b) 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.
 - c) Employee will need to training on the use of a respirator.
 - 4) 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 and an infectious person may have no symptoms.
 - 5) 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.
 - 6) 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.

- 7) 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.
 - a) The conditions where face coverings must be worn at the workplace
 - b) That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained
 - c) Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation
 - 8) Encourage employees and students not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
 - 9) COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
 - 10) COVID-19 specific symptom identification and when to seek medical attention
 - 11) Preventing the spread of COVID-19 if an individual is sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
 - 12) Thomas Law Reed School's plan and procedures to follow when children or adults become sick at school. KCUSD Guidelines for COVID-19 Scenarios (Appendix E)
- ii. Training for employees will be documented by a completed Training Verification Form provided during the training. Alternatively, a training log may be utilized (Appendix D).
- k. Control of COVID-19 Hazards
- i. Face Coverings
- 1) Each site will provide, when requested, a clean, undamaged face coverings and ensure they are properly worn by employees and students over the nose and mouth when indoors. When outdoors face coverings are optional, unless where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site.
 - 2) The following are exceptions to the use of face coverings in the workplace:
 - a) When an employee is alone in an office or workplace.
 - b) While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
 - c) Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.

- d) Employees or students 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. Less restrictive effective alternatives must be used if the person's condition permits it.
 - e) Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
 - f) Any non-vaccinated employee not wearing a face covering outdoors, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.
 - g) COVID-19 testing cannot be used as an alternative to face coverings when face coverings are otherwise required by this section.
 - h) Employees shall not be prevented from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- ii. Thomas Law Reed School shall implement measures to communicate to non-employees the face coverings requirements on its premises.

I. Engineering Controls

- i. The following measures will be implemented for situations where Thomas Law Reed School cannot maintain at least six feet between individuals:
 - 1) To the extent feasible, the District will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems.
 - 2) For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
 - 3) If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
 - 4) For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - 5) The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).
 - 6) The highest MERV filters compatible with ventilation systems will be utilized to ensure adequate air filtration.
 - 7) Employees are encouraged to open windows or doors when outside conditions are favorable.

m. Cleaning and Disinfecting Protocols

- i. The following cleaning and disinfection measures for frequently touched surfaces will be implemented:
 - 1) The Site Principal or Supervisor will ensure that adequate supplies are available.
 - 2) The Site Principal or Supervisor will direct the custodians in the frequency and scope of cleaning and disinfection.
 - 3) Ensure routine cleaning of frequently touched surfaces including the following: door handles, sink handles, tables, desks, shared equipment, and bathrooms.
- ii. PPE will be worn by employees performing disinfection tasks.
 - 1) Disposable gloves- Ex: Vinyl or Nitrile
 - 2) Mask- Ex: Disposable medical face mask
 - 3) Eye covering- Ex: Safety glasses, Safety goggles, Face shield
- iii. Procedures
 - 1) Clean and disinfect the surface.
 - 2) Body fluids must be thoroughly cleaned from surfaces/objects.
 - 3) Apply District approved disinfection product. The employees should review the SDS for the chemical to be used and follow all label directions.
 - 4) The surface must stay wet for the appropriate dwell time listed on the product.
 - 5) Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.
 - 6) When a COVID-19 case is identified at a Thomas Law Reed School or workplace, the following procedures will be implemented:
 - a) Identify locations where the positive case visited.
 - b) Close locations and prepare for cleaning and disinfecting.
 - c) After cleaning and disinfecting, persons may return to locations.
- iv. Shared Tools, equipment and personal protective equipment
 - 1) Where there must be sharing, the items will be disinfected between uses by the affected employee with District approved disinfecting product.
 - 2) PPE must not be shared, e.g., gloves, goggles and face shields.
 - 3) Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, and tools must also not be shared, to the extent feasible.

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

n. Hand sanitizing Protocols

- i. To protect employees from COVID-19 hazards, Thomas Law Reed School will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Thomas Law Reed School shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- ii. Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (60% alcohol content or greater).
- iii. Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- iv. Avoid touching your eyes, nose, and mouth especially with unwashed hands.
- v. PPE (such as gloves and face coverings) as required by CCR Title 8, section 3380, will be provided, as needed.
- vi. Thomas Law Reed School will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators.
- vii. Thomas Law Reed School will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

o. Reporting, Recordkeeping, and Access

- i. The District's CPP Officer will:
 - 1) Report information about COVID-19 cases to the local health department whenever required by law, and provide any related information requested by the local health department.
 - 2) Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
 - 3) Make the written COVID-19 Prevention Program (CPP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
 - 4) 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.

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

- i. Where a COVID-19 case or close contact is identified in the workplace, Thomas Law Reed School will limit transmission by:
 - 1) Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
 - 2) Excluding employees that had a close contact from the workplace until the return-to-work criteria has been met, with the following exceptions:
 - a) Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - b) COVID-19 cases who returned to work per the 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 first positive test.
 - 3) Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
 - 4) Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever Thomas Law Reed School has demonstrated that the COVID-19 exposure is work related.
 - 5) Providing employees at the time of exclusion with information on available benefits.

q. Return-to-Work Criteria

- i. COVID-19 cases with COVID-19 symptoms shall not return to work until:
 - 1) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - 2) COVID-19 symptoms have improved; and
 - 3) At least 10 days have passed since COVID-19 symptoms first appeared.
- ii. COVID-19 cases who tested positive but never developed COVID-19 symptoms.
 - 1) Shall 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.
- iii. A negative COVID-19 test shall 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" have been met.

- iv. Persons who had a close contact may return to work as follows:
 - 1) Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - 2) Close contact with symptoms: when the “cases with symptoms: criteria have been met. Unless the following are true:
 - a) The person tested negative with specimen taken after the onset of symptoms, and
 - b) At least 10 days have passed since the last known close contact, and
 - c) The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- v. If an order to isolate or quarantine an employee is issued by a local or state health official
 - 1) The employee shall 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 shall be:
 - a) 10 days from the time the order to isolate was effective, or
 - b) 10 days from the time the order to quarantine was effective.
- vi. If there are no violations of local or state health officer orders for isolation or quarantine, Thomas Law Reed School may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such a case, Thomas Law Reed School shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: _____ Date: _____

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected

Date: _____

Name of person conducting the inspection: _____

Appendix C: Investigating COVID-19 Cases

Date: _____ **Name of person conducting the investigation:** _____

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. All COVID-19 testing or related medical services provided will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
3. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Appendix D: COVID-19 Training Roster

Date: _____ **Name of person conducting the training:** _____

[illegible]

Appendix E: KCUSD Guidelines for COVID-19 Scenarios

This following is guidance for steps to take in response to confirmed and suspected positive cases on your school

Scenario	Response and Isolation Steps	Communication and Contact Tracing Steps
1. Student has tested positive for COVID-19	Student to remain at home for 10/1. If asymptomatic, the 10 days begins on the date the student was tested. If symptomatic, the 10 days begins on the day the symptoms began. If symptoms persist beyond 10 days, student to remain at home until at least 1 day after symptoms have resolved without the use of medication.	School to identify close contacts in the two days(48 hrs) prior to the day the positive test was collected OR to symptom onset, up to the time the student was last in class. Site rep. completes student COVID form. Advise ALL household and close contacts to quarantine for 10 days and to monitor for symptoms. If other school-aged children are in the household, <u>notify their respective Thomas Law Reed Schools.</u> <u>After preliminary trace</u> If second case either confirmed or suspected in classroom, either teacher or student, OR five or more cases in the school, OR if evidence of school-based spread, consult with FCDPH to close classroom or school for 2 weeks and advise all students and teachers in classroom or school to quarantine for 2 weeks.
2. Student becomes ill off school campus and is waiting for test results	Student to remain at home for 10/1 or if symptoms persist beyond 10 days, for at least one day after symptoms resolve without the use of medication. OK to return to school if test negative for COVID AND symptoms have resolved for at least one day OR if a licensed health care provider determines that symptoms are not new or worsening based on a chronic medical condition OR if a licensed health care provider has made an alternative diagnosis based on a diagnostic test such as a positive strep screen or a positive screen for influenza.***	Recommend student follow up with physician for evaluation and testing. Site rep. completes student COVID form. Notify student's family that other school-aged household contacts should not return to school for 10days from last contact with index case. Household contacts may return if student tests negative for COVID AND household contacts have been asymptomatic for at least one day. Notify classroom teacher, and advise teacher to monitor other students for symptoms. <u>After Preliminary Trace</u> If second confirmed or suspected case in classroom, school to identify close contacts in classroom and other school settings in the two days prior to illness up to the time the student was last in class, including key contributing factors. Identify close contacts with symptoms and advise them to quarantine for 14 days. If student tests positive for COVID, identify and notify close contacts, school community, and FCDPH liaison.
3. Student develops COVID symptoms while at school	Student placed in Care and Wellness (C &W) room until transported home or to higher level of care. More than one student may be placed in C & W room if all	Recommend student follow up with physician for evaluation and testing. Site rep. completes student COVID form.

STEPS: 1. Provide student a mask , if needed. 2. Call office for assistance. 3. Escort student to C&W room. 4. Health Aide performs an initial evaluation . 5. Contact Nurse. 6. Nurse assesses student and consults with site rep. 7. Nurse contacts parent. 8. Site rep does trace	masked and socially distanced as much as possible. Staff person with full PPE (ex. N95 or higher mask and/ or gloves...) must be immediately available to evaluate or assist student if necessary. Student may be accompanied while moving from classroom to Care and Wellness Room by staff person with face covering AND observing social distancing protocols If closer contact required, staff person with full PPE must accompany child to Care and Wellness room. C & W room to be cleaned and sanitized after symptomatic student leaves. Room cannot be re-used until cleaning and sanitizing completed. Student to remain at home for 10/1 or if symptoms persist beyond 10 days, for at least one day after symptoms resolve without the use of medication. OK to return to school sooner if test negative AND symptoms have resolved for at least one day without the use of medication. Return to School***	Notify student's family that all household contacts should not return to school or work for 10 days from last contact with student. Household contacts may return if student tests negative for COVID AND household contacts have been asymptomatic for at least one day without the use of medication. <u>After Preliminary Trace</u> If second confirmed or suspected case in classroom, school to identify close contacts in classroom and other school settings in the two days prior to illness up to the time the student was last in class, including key contributing factors. Identify close contacts with symptoms and advise them to quarantine for 14 days. If student tests positive for COVID, identify and notify close contacts. Send notification letter.
4. Member of student's household tests positive	Student, and ALL household contacts, including other school-aged household contacts, need to quarantine and not return to work or school for 10 days from date of last contact with index case during index case isolation period. (If unable to isolate from index case, the quarantine of 10 days for the exposed individual will begin on the 10th day of index case isolation period).	Student sharing household with positive index case to quarantine for 10 days and self monitor. Site rep. completes student COVID form. Advise all other school-aged household contacts to quarantine for 10 days after last contact with index case during index case isolation period. If student sharing household becomes symptomatic, refer to scenario #2 above. If student tests positive for COVID, refer to scenario #1 above.

5. Teacher tests positive	Teacher to remain at home for 10/1. If asymptomatic, the 10 days begins on the date the teacher was tested. If symptomatic, the 10 days begins on the day the symptoms began. If symptoms persist beyond 10 days, teacher to remain at home until at least 1 day after symptoms have resolved without the use of medication.	School to identify close contacts in the two days prior to the day the positive test was collected OR to symptom onset, up to the time the teacher was last in class. School to send notification letter to all close contacts. Advise ALL household and close contacts to quarantine for 10 days and to monitor for symptoms. If there are school-aged children are in the household, notify their respective Thomas Law Reed Schools. If second case either confirmed or suspected in classroom, either teacher or student, OR three or more cases in the school, OR if evidence of school-based spread, consider consultation with FCDPH to close classroom or school for 2 weeks and advise all students and
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		teachers in classroom or school to quarantine for 2 weeks. Consult with FCDPH.
6. Student feels ill with COVID symptoms but parent/guardian will NOT be testing child.	Student to remain at home for 10/1. The 10 days begins on the day the symptoms began. If symptoms persist beyond 10 days, student to remain at home until at least 1 day after symptoms have resolved without the use of medication. Return to School***	Recommend testing and follow up with physician. Site rep. completes student COVID form. <u>After Preliminary Trace</u> Notify teacher of symptomatic student and to monitor class to determine if others become ill.
7. Student tests negative but has COVID symptoms (possible false negative)	Student to remain at home while symptoms persist consistent with screening protocols at school. Ok to return to school after negative COVID test AND all symptoms have resolved for at least three days without the use of medications OR cleared by a physician.	Recommend testing and follow up with physician for index case. Site rep. completes student COVID form. Notify teacher of symptomatic student and to monitor class to determine if others become ill. If second confirmed or suspected case in classroom, school to identify close contacts in classroom and other school settings in the two days prior to illness up to the time the student was last in class, including key contributing factors to quarantine for 10 days.

8. Administrator or other staff member, or volunteer tests positive	Index case to remain at home for 10/1. If asymptomatic, the 10 days begins on the date the index case was tested. If symptomatic, the 10 days begins on the day the symptoms began. If symptoms persist beyond 10 days, index case to remain at home until at least 1 day after symptoms have resolved without the use of medication. Identify locations where the index case spent more than 15 minutes: classroom, library, cafeteria, school bus, etc. If these locations have not been cleaned and sanitized since the index case was present, close location for as close to 24 hours as practical for cleaning and sanitizing.	School to identify close contacts in the two days prior to the day the positive test was collected OR to symptom onset, up to the time the index case was last on campus. Site rep. completes student COVID form. Advise ALL household and close contacts to quarantine for 10 days and to monitor for symptoms. If other school-aged children are in the household, notify their respective Thomas Law Reed Schools. <u>After Preliminary Trace</u> If second case either confirmed or suspected in classroom, either teacher or student, OR three or more cases in the school, OR if evidence of school-based spread, consider consultation with FCDPH to close classroom or school for 2 weeks and advise all students and teachers in classroom or school to quarantine for 2 weeks.
9. Administrator or other staff or volunteer feels ill	Index case is sent home immediately or placed in isolation room with separate entrance until transported home or to higher level of care.	Recommend testing and follow up with physician for index case. <u>After Preliminary Trace</u>

with COVID symptoms	Isolation room to be cleaned and sanitized after symptomatic index case leaves. Room cannot be re-used until cleaning and sanitizing completed. Index case to remain at home for 10/1 or if symptoms persist beyond 10 days, for at least one day after symptoms resolve without the use of medication. OK to return to school sooner if test negative AND symptoms have resolved for at least one day without the use of medication.	If second confirmed or suspected case on campus is identified, school to identify close contacts in classroom and other school settings in the two days prior to illness up to the time the index case was last in class, including key contributing factors. Identify close contacts with symptoms and advise them to quarantine for 10 days. If index case tests positive for COVID, identify and notify close contacts. Send notification letter.
10. AM Kindergarten student or teacher tests positive	PM Kindergarten sharing classroom with AM class with positive case shall move class to another location on the day of notification unless classroom cleaned since index case tested positive. See scenario #1 and/or #8 regarding student tests positive for additional guidance, or #5 if teacher tests positive.	See scenario #1, #5, and/or #8 above. Site rep. completes student COVID form.
11. Outbreak of cases on campus	Review all situations when two or more positive cases in a classroom, or three or more positive cases within a 2-week period on a school campus with FCDPH consistent with CDPH guidance.	Consider classroom or school shutdown on case by case basis in coordination with FCDPH and consistent with CDPH guidance.

Transportation Services

Scenario	Response and Isolation Steps	Communication and Contact Tracing Step
12. Bus driver or student rider on bus tests positive	Refer to #1, #5, and/or #8 above.	Refer to #1, #5, and/or #8 above. Conduct contact tracing consistent with guidance for school scenarios described above, paying attention to key contributing factors. Consult with FCDPH if questions regarding determining close contacts on bus. Site rep. completes student COVID form.

After School Programs

Scenario	Response and Isolation Steps	Communication and Contact Tracing Step
13. Student or teacher or staff tests positive, or has symptoms	Ensure availability of space to isolate children or staff with symptoms, with staff person with appropriate PPE available to monitor while awaiting disposition to home or for higher level of care consistent with guidance in above scenarios.	Conduct contact tracing consistent with guidance for school scenarios described above while determining if close contacts in alternate settings utilized by after-care program.
	Refer to #1, #3, and/or #8 above.	If any close contacts with symptoms identified, consider key contributing factors and consult with FCDPH. Refer to #1, #3, and/or #8 above. Notify school community of positive cases.

Definitions:

10/1: Current CDC guidelines state that the index case must self-isolate for at least 10 days from the date symptoms began (for symptomatic patients) OR at least 10 days from the day the positive test was collected, PLUS one day with no symptoms without the use of medications. If index case has serious underlying medical conditions, contact FCDPH for consultation regarding isolation period.

Index case: person with a positive COVID test. In these scenarios, index case also refers to the person (student, teacher, or staff) who reports symptoms.

Close contact*: a person within 6 feet for more than 15 minutes when the index case is without a mask. If questions about whether an individual meets the criteria for a close contact, refer to key contributing factors. Refer additional questions regarding close contact criteria to FCDPH.

Outbreak: Two or more confirmed COVID positive cases in a classroom OR three or more confirmed COVID positive cases on the school campus within 14 days.

Quarantine: Separates individuals who are close contacts of a confirmed COVID positive case but who are not yet ill. Individuals who are close contacts quarantine for 14 days from the date of last known contact with a COVID-19 patient. Household close contacts quarantine for 14 days after last close contact with index case while they are in isolation.

Isolation: Separates infected people who have a confirmed COVID test from others. Symptomatic COVID positive individuals must isolate for a minimum of 10 days from onset of symptoms and at least one day without fever and an improvement in respiratory symptoms. Asymptomatic COVID positive individuals must isolate for 10 days from test collection date.

* If there is social distancing in classrooms including in the configuration of student desks, and teachers and students wear masks when unable to socially distance (for example when student and teacher are working at the student's desk) then classroom contacts not necessarily considered close contact.

Covid-19 School Scenario Guidance

Potential Scenarios	Key Contributing Factors	Potential Responses/Actions
☐ Student has tested positive for COVID-19 ☐ Student feels ill and is waiting for test results ☐ Student develops COVID symptoms while at school ☐ Member of student's household tests positive ☐ Teacher tests positive ☐ Student feels ill with COVID symptoms but parent will not be testing child ☐ Student tests negative but has COVID symptoms (possible false negative) ☐ Administrator or staff member, or volunteer tests positive ☐ Administrator or staff, or volunteer feels ill with COVID symptoms ☐ AM Kindergarten student or teacher tests positive ☐ Outbreak of cases on campus ☐ Bus driver, or student rider on bus, tests positive ☐ Student or teacher in after school program tests positive	☐ Was index case wearing mask properly? ☐ Was social distancing maintained? ☐ Duration of exposure to index case. ☐ COVID-19 confirmed or suspected ☐ Index case symptomatic or asymptomatic ☐ Location of exposure - classroom, outdoors, other indoor setting ☐ Proper PPE used? ☐ Prior positive cases in classroom? ☐ Prior positive cases on school campus? ☐ Type of transportation to and from school ☐ Windows open or closed on bus ☐ Presumed source of spread to index case-school vs community ☐ Household contacts at other schools ☐ Close contacts in school sports or other after-school programs	☐ Notify school community of COVID positive cases in the child's classroom or school ☐ Complete contact tracing ☐ Quarantine close contacts ☐ Inform potential close contacts to self-monitor, follow up with physician if symptoms develop. ☐ Sanitize and disinfect potentially contaminated equipment, supplies, and rooms ☐ Close classroom ☐ Contact the Fresno County Department of Public Health (FC DPH) ☐ Recommend testing if not already done ☐ Recommend evaluation from physician ☐ Follow up contact with index case and/or close contacts scheduled

KCUSD COVID-19 Illness and Quarantine Guidelines

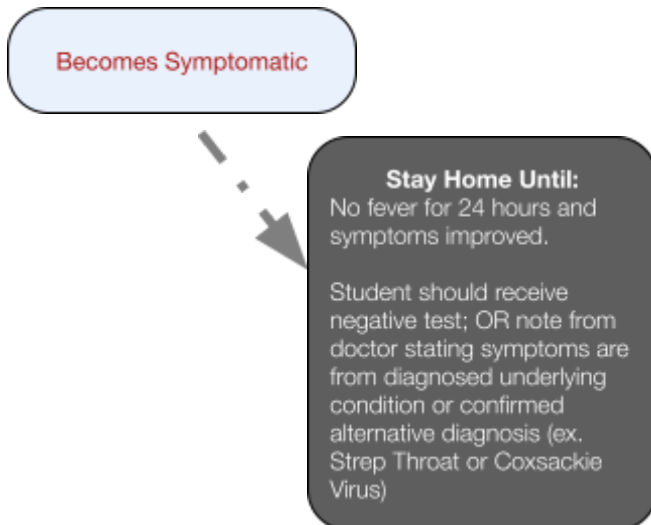
Report all cases to Site Representative

PERSON A	PERSON B	PERSON C	PERSON D	PERSON E	PERSON F
 Any person who has tested positive for COVID-19 & confirmed with lab result With symptoms: Isolation until the following requirements have been met: ✓ 10 days since symptoms first appeared and ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and ✓ <u>Symptoms</u> have improved *The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days Without symptoms (asymptomatic): Isolate for 10 days from test date: ✓ Monitor self for symptoms, take temperature twice a day ✓ Released from isolation after 10 days have passed as long as no symptoms have been present	 Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results With symptoms: Isolation until the following requirements have been met: ✓ 10 days since symptoms first appeared and ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and ✓ <u>Symptoms</u> have improved *The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days *If Person B receives a negative test result, employee may return to work sooner than the 10 days as long as their symptoms have resolved.	 Any person who lives in the same household with Person A OR Symptomatic Person B* If Person C is without symptoms (asymptomatic): ✓ Quarantine for 10 days following date of last exposure including complete separation from the person in your house with COVID-19. This means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom. ✓ Quarantine to continue for 10 days after Person A completes isolation if unable to avoid exposure to Person A. *If Person B receives a negative test result, then Person C does not need to quarantine. *If person C becomes symptomatic, your site representative for next steps.	 Any person with close contact to Person A (>15 min (cumulative per day), < 6 feet) Quarantine immediately for 10 days** following date of last exposure ✓ Contact your site representative with any questions ✓ Monitor self for symptoms, take temperature twice a day ✓ Notify Primary Care Provider if symptoms develop **If a essential worker is quarantined, the length of quarantine is reduced to 7 days with a negative test result after day 5.	 Any person who has had exposure to Person C OR D NO QUARANTINE OR ACTION REQUIRED unless: Person C or Person D develops symptoms OR tests positive, and Person E had contact within 14 days (timeline should start 2 days before Person C or Person D develops symptoms) then: ✓ Continue to monitor your health on a daily basis. ✓ Contact your site representative with any questions with questions regarding timing and exposure	 Any person who has received COVID-19 vaccine Person F needs to continue to practice social distancing, masking, handwashing, etc. If Person F is exposed to COVID-19: ✓ If asymptomatic, no quarantine is needed. ✓ If symptomatic, COVID-19 testing and contacting primary physician is recommended. Employee may return to work when symptom-free. If Person F tests positive for COVID-19: ✓ Must isolate for 10 days and can return when symptom-free for 24 hours (1 day) with no fever (without the use of fever-reducing medicine).
 Recovered and Released Definitions: Isolation separates infected people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Close Contact a person within 6 feet for more than 15 minutes (cumulative per day), regardless of whether person(s) are wearing a mask, starting from 48 hours before the person began feeling sick.					

Return-to-Work/School After COVID-19 Exposure Fully Vaccinated

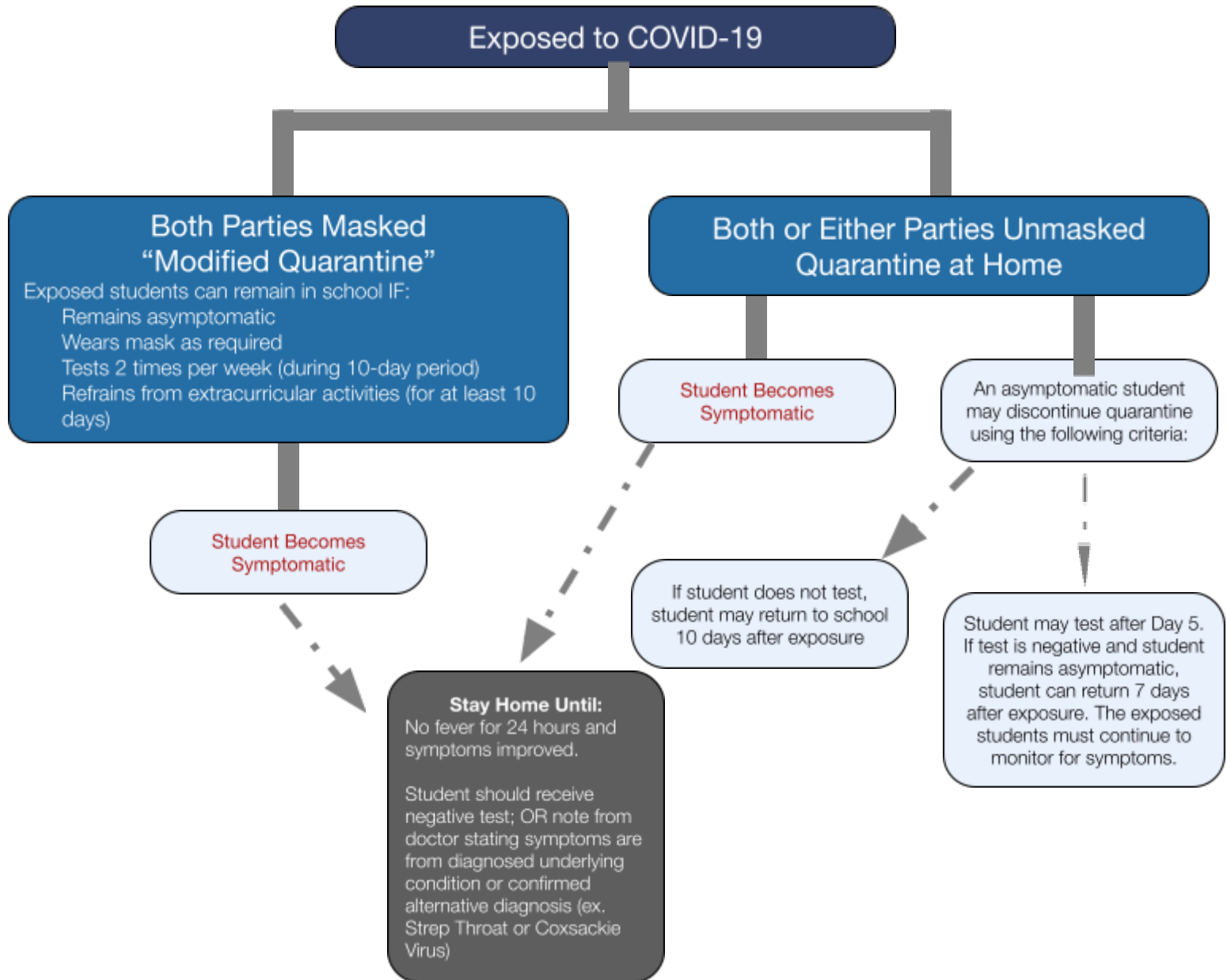
*No Quarantine Required

*



Important Note: Fully vaccinated individuals DO NOT need to quarantine if exposed to a positive COVID-19 person, but should monitor themselves for COVID-19 symptoms.

Return-to-Work/School After COVID-19 Exposure Not Fully Vaccinated



Important Note: Fully vaccinated individuals DO NOT need to quarantine if exposed to a positive COVID-19 person, but should monitor themselves for COVID-19 symptoms.

Multiple COVID-19 Infections and COVID-19 Outbreaks

If a Thomas Law Reed School or District workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

Thomas Law Reed School will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the CPP Investigating and Responding to COVID-19 Cases.

COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick.
 - 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. The following will be considered:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

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

Major COVID-19 Outbreak

If a Thomas Law Reed School or District workplace experiences 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

Thomas Law Reed School will comply with the requirements of the CPP Investigating and Responding to COVID-19 Cases.

COVID-19 hazard correction

In addition to the requirements of the CPP Correction of COVID-19 Hazards, Thomas Law Reed School will take the following actions:

- In buildings or structures with mechanical ventilation, The District will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 8 or higher efficiency filters if compatible with the ventilation system. If MERV 8 or higher filters are not compatible with the ventilation system, The District will use filters with the highest compatible filtering efficiency. The District will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- The District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- The District will 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.

Notifications to the local health department

The District will comply with the requirements of any Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.