

HANFORD ELEMENTARY SCHOOL DISTRICT

COVID-19 Prevention Program (CPP)

2021-2022 Version

July 2021

Updated December 2021

Updated January 2022



Table of Contents

Purpose.....2

Authority & Responsibility2

Introduction2

What is COVID-192

What are the Symptoms of COVID-19.....2

Procedures to Help Prevent the Spread of COVID-19/Control of COVID-19 Hazards.....3

Protect Yourself3

How Does It Spread.....3

Hand Hygiene.....3

Coughing and Sneezing Etiquette4

Avoid Close Contact - Physical Distancing4

Cloth Face Coverings5

If an Employee is Sick/Employee Screening6

Personal Protective Equipment (PPE)6

Shared tools, equipment, and personal protective equipment (PPE)6

Washing Facilities7

Cleaning and Disinfecting.....7

Engineering Controls.....7

Electronics.....8

Cleaning and Disinfecting Building of Facility if Someone is Sick8

Training and Instruction8

Identification and Evaluation of COVID-19 Hazards9

Employee Participation9

Reporting Unsafe Conditions or Work-Related Issues Related to COVID-19.....9

Investigating and Responding to COVID-19 Cases.....9

System for Communicating.....10

Exclusion of COVID-19 Cases.....10

Reporting, Recordkeeping, and Access10

Return-to-Work Criteria11

COVID-19 Testing11

Compliance11

Appendix A: Identificaiton of COVID-19 Hazards12

Appendix B: COVID-19 Inspections13

Appendix C: Investigating COVID-19 Cases14

Appendix D: COVID-19 Training Roster22

Appendix E: Employee Illness & Exposure Expectations23

Appendix F: Documentation of Employee COVID-19 Vaccination Status27

Appendix G: HESD COVID-19 Testing Program.....28

COVID-19 PREVENTION PROGRAM (CPP)

Purpose

It is the policy of the Hanford Elementary School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the spread of COVID-19 in the community, Hanford Elementary School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Authority and Responsibility

The Assistant Superintendent of Human Resources has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program (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.

Introduction

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (100.4 degrees or higher)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Other symptoms may include: rash, red eyes, cracked/swollen lips, red/swollen tongue, swelling in hands or feet, stomach pain

Procedures to Help Prevent the Spread of COVID-19/Control of COVID-19 Hazards

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How Does It Spread?

The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets and aerosols produced when an infected person coughs, sneezes, or talks.
- Through respiratory droplets and aerosols that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Preparing or eating food and drinks with unwashed hands.
- Touching a contaminated surface or objects.
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

Hand Hygiene

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.

- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

Avoid Close Contact – Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet for employees.

Each site will have a plan in place to ensure social distancing at their location (where applicable). The plan will include, but is not limited to the following:

- Increasing physical space between employees by modifying the workspace as needed.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public through the use of physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor to indicate where to stand when physical barriers are not possible.
- Close or limit access (as needed) to common areas where employees are likely to congregate and interact.

- Delivering services and holding meetings remotely by phone, video, or Internet (as needed).
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Limiting all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings (as needed).
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be encouraged to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas.
- Before starting the work shift.
- After the work shift.
- Coming and going from vehicles.
- Entering, working, and exiting physical buildings or other structures.
- During breaks and lunch periods.

Cloth Face Coverings

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/ guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover while indoors on any District property. (Unless under the following exemptions below.)
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a District provided face mask meant for a healthcare worker.

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

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

incapacitated, or otherwise unable to remove the mask without assistance.

If an Employee is Sick/Employee Screening

Employees will be asked to monitor their health each day by using the Hanford Elementary School District Employee Health Screening Checklist (Appendix E) and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or they have a temperature of 100.4 or more, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea (or any other COVID-19 symptoms).

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Hanford Elementary School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible.
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment as needed to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employee and/or custodial team.

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.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

Cleaning and Disinfecting

Hanford Elementary School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the District's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Engineering Controls

All HVAC units are equipped with a Needle Point Bi-polar Ionization Product that utilizes Steady-State Ionization to:

- Kills pathogens: mold, bacteria & viruses (tested to kill Coronavirus)

- Disassociate VOC's into less harmful gases found in our atmosphere
- Eliminate odors
- Reduce airborne particles & increases filtration effectiveness (through reduced Outside Air supply & lesser pressure drop across the cooling coils)

Our Maintenance Department has two HVAC specialists on staff who make repairs as needed and service and replace filters twice a year.

Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls:

- Follow manufacturer's instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building of Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

Training and Instruction

Hanford Elementary School District will provide regular training for employees on the following topics:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- What is COVID-19 and how is it spread.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Proper use of face coverings
- Reminders and methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations as needed to identify COVID-19 Hazards using Appendix A: Identification of COVID-19 Hazards
- Document the vaccination status of our employees by using Appendix F: Documentation of Employee COVID-19 Vaccination Status
- 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.
- 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 inspections as needed using the Appendix B: COVID-19 Inspections form to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards through School Site Safety Committees, District Safety Committee, Faculty Advisory Committees (HETA), and the Meet and Consult Process (HETA and CSEA).

Reporting Unsafe Conditions or Work-Related Issues Related to COVID-19

- Concerns regarding lack of adherence to COVID-19 protocols by District staff; parents; volunteers, students or members of the public should be directed to the employee's immediate supervisor or the Human Resources Department.
- Employees may report, in writing, any unsafe condition in the working environment, lack of PPE, or work issues related to COVID-19 to their immediate supervisor. The supervisor shall, within five (5) working days, respond in writing to the employee stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why.

Investigating and Responding to COVID-19 Cases

The Human Resources department will maintain an active database for COVID-19 related events that occur in our workplace or that result in the potential exposure to COVID-19 in our workplace. Appendix C: Confirmed COVID Case Documentation, will be used to investigate and document cases of COVID-19. This information will be shared with the Kings County Health Department. Notification of Potential Workplace Exposure will be provided to all employees at the impacted worksite and any person meeting the CDC definition of a "close contact" will be contacted directly and expected to follow quarantine guidelines as outlined in Appendix E: Isolation and Quarantine Guidance.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met per **Appendix E: Isolation and Quarantine Guidance**.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met per **Appendix E: Isolation and Quarantine Guidance**.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. Employees will be placed on Paid Administrative Leave in cases where it has been demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department using Appendix C: Confirmed COVID Case Documentation, whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- To keep a record of and track all COVID-19 cases. The Human Resources Office will maintain a database of all known COVID-19 related cases and will use Appendix C: Confirmed COVID Case Documentation for confirmed positive cases of COVID-19. This information will be made available to employees, authorized

employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all requirements are made per **Appendix E: Isolation and Quarantine Guidance**.

COVID-19 Testing

Pursuant to the State Public Health Officer Order issued on August 11, 2021, all HESD Employees who are not considered “fully vaccinated” must submit to weekly COVID-19 Testing as outlined in Appendix G: **Hanford Elementary School District COVID-19 Testing Program**.

Compliance

This addendum will be reviewed regularly and according to federal, state, and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

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: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

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

Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other:			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			

Appendix C: Investigating COVID-19 Cases

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

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

New SPOT Case and Contact: COVID-19 Case

Personal Information

Exposure Event Number Exposure Event Number	
First Name Enter Name.	Last Name Enter Name
Parent/Guardian Name (if applicable) Enter Name	Birthdate Click or tap to enter a date
Mobile Phone Enter Mobile Number	Home Phone Enter Home Number.
Email Enter Email	Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: Enter language
Home Street Address Enter Street Address	City Enter City
State CA	Zip Enter Zip
Resident County Enter County of Residence	Housing Status Choose an item.
Gender Choose a gender.	Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No
Race Choose a race.	

School Information

Affiliated with a school? Choose affiliation	Date last on school campus/facility Click or tap to enter a date
Grade Enter grade if applicable	Recent visit to > 1 campus/schools? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Education Group Choose Education Group.	If other, specify Education Group Describe "other"
Name of Education Group Enter name of Education Group	Is person an athlete or coach/staff? <input type="checkbox"/> Yes <input type="checkbox"/> No

Symptom Information

Ever Symptomatic <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Symptom Onset Date Click or tap to enter a date.
Had close contact with a COVID-19 case? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Is that close contact symptomatic? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Date entity notified of positive test Click or tap to enter a date.	Was case infectious while on site? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has person received COVID-19 vaccine? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Notes: Enter notes

Workplace Information

Occupation/Job Title Enter job title	Last Date Employee was at Worksite Click or tap to enter a date.
Employer Name Hanford Elementary School District Enter School/Department Name.	Number of people in work area/department Enter number.
Supervisor Name & Phone Number Enter Supervisor Name/Number.	Supervisor Email Address Enter email address.

Dates at School While Infectious

Start Date/Time (1/5)		End Date/Time (1/5)	
Date Click or tap to enter a date.	Time Enter time.	Date Click or tap to enter a date.	Time Enter time.
Specific Place in Location (1/5) Enter location.		Potential Number of People Exposed (1/5) Enter number.	
Start Date/Time (2/5)		End Date/Time (2/5)	
Date Click or tap to enter a date.	Time Enter time.	Date Click or tap to enter a date.	Time Enter time.
Specific Place in Location (2/5) Enter location.		Potential Number of People Exposed (2/5) Enter number.	
Start Date/Time (3/5)		End Date/Time (3/5)	
Date Click or tap to enter a date.	Time Enter time.	Date Click or tap to enter a date.	Time Enter time.
Specific Place in Location (3/5) Enter location.		Potential Number of People Exposed (3/5) Enter number.	
Start Date/Time (4/5)		End Date/Time (4/5)	
Date Click or tap to enter a date.	Time Enter time.	Date Click or tap to enter a date.	Time Enter time.
Specific Place in Location (4/5) Enter location.		Potential Number of People Exposed (4/5) Enter number.	
Start Date/Time (5/5)		End Date/Time (5/5)	
Date Click or tap to enter a date.	Time Enter time.	Date Click or tap to enter a date.	Time Enter time.
Specific Place in Location (5/5) Enter location.		Potential Number of People Exposed (5/5) Enter number.	

Lab Results

Test Date Click or tap to enter a date.	
Test Type Choose a test type.	Test Type -Other Describe "other".
Test Result Choose a test result	Test Result – Other Describe "other".
Specimen Source Choose a specimen source.	Specimen Source – Other Describe "other".
Test Location Enter location.	Accession Number Enter if known.

New SPOT Case and Contact: COVID-19 Contact

Personal Information

Exposure Event Number Exposure Event Number	
First Name Enter Name.	Last Name Enter Name
Parent/Guardian Name (if applicable) Enter Name	Birthdate Click or tap to enter a date
Mobile Phone Enter Mobile Number	Home Phone Enter Home Number.
Email Enter Email	Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: Enter language
Home Street Address Enter Street Address	City Enter City
State CA	Zip Enter Zip
Resident County Enter County of Residence	Housing Status Choose an item.
Gender Choose a gender.	Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No
Race Choose a race.	

School Information

Affiliated with a school? Choose affiliation	Date last on school campus/facility Click or tap to enter a date
Grade Enter grade if applicable	Recent visit to > 1 campus/schools? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Education Group Choose Education Group.	If other, specify Education Group Describe "other"
Name of Education Group Enter name of Education Group	Is person an athlete or coach/staff? <input type="checkbox"/> Yes <input type="checkbox"/> No

Exposure Information

Last Exposure Date Click or tap to enter a date.	Ever Symptomatic <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Symptom Onset Date Click or tap to enter a date.	Has person received COVID-19 vaccine? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Notes: Enter notes	

Workplace Information

Occupation/Job Title Enter job title	Last Date Employee was at Worksite Click or tap to enter a date.
Employer Name Hanford Elementary School District Enter School/Department Name.	
Supervisor Name & Phone Number Enter Supervisor Name/Number.	Supervisor Email Address Enter email address.

Lab Results

Has this person already been tested? <input type="checkbox"/> Yes <input type="checkbox"/> No	Test Date Click or tap to enter a date.
Test Type Choose a test type.	Test Type -Other Describe "other".
Test Result Choose a test result	Test Result – Other Describe "other".
Specimen Source Choose a specimen source.	Specimen Source – Other Describe "other".
Test Location Enter location.	Accession Number Enter if known.

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Appendix E: Isolation and Quarantine Guidance

HESD COVID-19 ISOLATION & QUARANTINE GUIDELINES

- **Isolation:** Separates those infected with COVID-19 from people who are not infected in order to protect others and limit transmission.
- **Quarantine:** Separates the persons who were exposed to COVID-19 (known as close contacts) from others in case they become infected.

ISOLATION GUIDELINES (FOR POSTIVE CASES OF COVID-19)

If you test positive for COVID-19, *regardless of vaccination status, previous infection, or lack of symptoms*, you must isolate. Isolation gives you time to recover and helps ensure you are not actively spreading the disease to others, so we can all stay a little healthier, and help end the pandemic.

Once you test positive, isolation should begin immediately. Isolate in your home or in a location where you have little-to-no contact with others.

Notify individuals you were in close contact with during the two (2) days before you developed symptoms (or were tested for COVID-19, if you do not have symptoms) and you tested positive. Close contacts, including household contacts, should follow quarantine instructions outlined below. *Your supervisor or a representative from HESD will work with you to identify and notify all work-related close contacts, including students. Do not notify students or their families on your own.*

If you need to see a doctor, CALL AHEAD for instructions. If you have trouble breathing or other symptoms become severe, call 9-1-1. Isolation may be broken if further medical attention is required.

Employees Who Test Positive for COVID-19 (Isolation)	Action
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	<ul style="list-style-type: none"> • Isolate for at least 5 days. • Isolation can end after day 5 if symptoms are not present or are resolving and a RAPID Antigen test collected on day 5 or later tests negative. • HESD offers free COVID-19 testing. Talk to your supervisor for more information. • If RAPID antigen test is positive, continue to isolate for 10 days. • A negative test is not required to end isolation after 10 days. • If fever is present, isolation should be continued until fever resolves. • If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10. • If released from isolation early, continue to wear a well-fitting mask around others and closely monitor for a total of 10 days.

QUARANTINE GUIDELINES (FOR CLOSE CONTACTS)

Quarantine applies to close contacts of a COVID-19 positive individual. If you are identified as a close contact to someone with COVID-19, you will need to take steps to protect others in case you become infected.

What is a close contact?

A close contact is someone who was within 6 feet of a COVID-19 positive person for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).

Which quarantine guidelines should I follow?

Quarantine guidelines are based on vaccination status and symptoms since you are less likely to spread COVID-19 if you are vaccinated and may be more likely to spread it if you are symptomatic. Risk of transmission and/or severe disease is also based on individual health history and is not the same for every person. Quarantine helps protect the most vulnerable people in our community from getting the virus and helps lower overall community transmission to keep hospital services available for all, and schools and businesses open.

Employees Who are Exposed to Someone with COVID-19 (Quarantine)	Action
<ul style="list-style-type: none"> • Unvaccinated; OR • Vaccinated and booster-eligible but have not yet received their booster dose.** <p>Pfizer/Moderna - it has been more than 6 months since second dose.</p> <p>Johnson and Johnson - it has been more than 2 months since single dose.</p>	<ul style="list-style-type: none"> • Quarantine for at least 5 days, after your last contact* with a person who has COVID-19. • Test on day 5. • HESD offers free COVID-19 testing. Talk to your supervisor for more information. • Quarantine can end after day 5 if symptoms are not present and a COVID-19 test collected on day 5 or later tests negative. • Continue to wear a well-fitting mask around others and closely monitor for a total of 10 days. • Strongly encouraged to get vaccinated or boosted. • If testing positive, follow isolation recommendations above. • If symptoms develop, test and stay home.

**Asymptomatic employees in this category are not required to stay home from work if:

- Employee continues to have no symptoms.
- Employee continue to wear a well-fitting mask around others and closely monitors for 10 days.
- A negative COVID-19 test is obtained within 3-5 days after last exposure to a case.

*For quarantine situations in the home: If unable to isolate, “last date of contact” is considered the day the COVID-19 positive person in the home ends isolation. If multiple members of the household test positive, the “last date of contact” is based on the last person who tests positive. If able to isolate, “last date of contact” is considered the last day of contact with the COVID-19 positive person before they begin to isolate.

Employees Who are Exposed to Someone with COVID-19 (No Quarantine Required)	Action
<ul style="list-style-type: none"> • Boosted; OR • Vaccinated, but not yet booster-eligible. <p>Pfizer/Moderna – vaccinated in last 6 months.</p> <p>Johnson and Johnson – vaccinated in last 2 months.</p>	<ul style="list-style-type: none"> • Test on day 5. • HESD offers free COVID-19 testing. Talk to your supervisor for more information. • Continue to wear a well-fitting mask around others and closely monitor for 10 days. • If testing positive, follow isolation recommendations above. • If symptoms develop, test and stay home.

Employees Who are Exposed to Someone with COVID-19 (No Quarantine Required)	Action
<ul style="list-style-type: none"> • Employee tested positive in the last 90 days. 	<ul style="list-style-type: none"> • If symptoms develop, consult your doctor on appropriate next steps.

When to Seek Care

Persons in self-isolation or self-quarantine should seek medical assistance:

- If new symptoms develop or their symptoms worsen.
- If the infected or exposed person is going to a medical office, emergency room, or urgent care center, the facility should be notified ahead of time that the person is infected with or has been exposed to COVID-19; the person should wear a mask for the clinical visit.
- Any one of the following emergency warning signs signal a need to call 911 and get medical attention immediately:
 - Trouble breathing.
 - Bluish lips or face.
 - Persistent pain or pressure in the chest.
 - New confusion or inability to arouse.
 - New numbness or tingling in the extremities.
 - Other serious symptoms

COVID-19 Health Screening Checklist

All employees reporting to a Hanford Elementary School District work site are required to consider their current health condition and “self-certify” prior to entering their assigned work location.

Please review, sign, and submit this form to your immediate supervisor (one time only). Keep a copy at home to remind yourself to **self-check DAILY**.

1. Do you have any of the following symptoms of COVID -19? Yes No

- | | |
|--|---|
| <ul style="list-style-type: none"> • Fever (100.4 degrees or higher) or Chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches | <ul style="list-style-type: none"> • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea |
|--|---|

IF YOU ANSWERED “YES” TO QUESTION #1, STAY HOME. YOU MAY RETURN TO WORK ONCE YOU HAVE MET THE CONDITIONS OUTLINED IN THE TABLE BELOW.

You may return to work when you have completed all steps in one of the columns below.

1. Fever free for 24 hours without the use of fever reducing medication. 2. Provide a copy of a negative COVID-19 test result and specimen was taken after the onset of symptoms.	OR	1. Fever free for 24 hours without the use of fever reducing medication. 2. Doctor's note dated after onset of symptoms stating symptoms are from a documented known health condition and not COVID-19.	OR	Fever free for 24 hours without the use of fever reducing medication. 2. Your symptoms are improving. 3. It has been at least 10 days since the onset of symptoms.
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As always, please seek the advice of your medical provider for any other symptoms that are severe or concerning to you or for any other medical concerns and questions.

I agree to continue self-screening daily and to notify my supervisor immediately should I experience symptoms.

Name (print): _____ **Date:** _____

Position/Department: _____

Signature: _____

Appendix F: Documentation of Employee COVID-19 Vaccination Status

Employee Name	Fully or Partially Vaccinated ¹	Method of Documentation ²

¹Update, accordingly and maintain as confidential medical record

²Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care documents showing vaccination status) and employer maintains a copy.

Appendix G: Hanford Elementary School District COVID-19 Testing Program

Hanford Elementary School District (HESD) weekly COVID-19 Testing Program begins the week of October 11th.

Pursuant to the State Public Health Officer Order issued on August 11, 2021, all HESD Employees who are **not** considered “fully vaccinated” must submit to weekly COVID-19 Testing.

For more information go to:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Vaccine-Verification-for-Workers-in-Schools.aspx>

As a reminder, employees are considered fully vaccinated for COVID-19:

Two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna)

or

Two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

Employees who have previously tested positive for COVID-19 are exempt from testing for 90 days. Weekly COVID-19 testing must resume on the 91st day after testing positive for COVID-19. Proof of a positive test will be required.

Testing will be held every Wednesday at each school site for HESD employees who are assigned to a school. Employees should test at their assigned school site. If an employee has questions on where to test, they should see their supervisor for more information.

Employees who are assigned to the District Office or District Services Facility will coordinate testing with their supervisor. For more information, see your supervisor.

Testing will be performed via nasal self-swab through “color” (same testing program that has been offered on Wednesdays).

For more information go to:

<https://www.color.com/k-12> or <https://www.color.com/k-12-privacy>

Employees may also elect to participate in the free COVID-19 testing provided by the Kings County Department of Public Health or another medical facility. All COVID-19 tests must have an Emergency Authorization from the US Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Employees must provide proof of testing on a weekly basis if done outside of an HESD operated testing location. HESD will not be responsible for any costs associated with testing

performed through outside locations. Likewise, employees choosing to use outside locations for testing will do so on their own time, not during work hours.

At home tests will not be accepted at this time.

Employees must also provide proof of results, once received, to their supervisor whether testing at an HESD testing location or outside location.

Employees who do not meet the weekly testing requirement will not be allowed to report to work until the weekly testing requirement has been met. Employees' personal leave will be docked accordingly.

Employees who miss the weekly COVID-19 testing at their designated location must immediately make arrangements with their supervisor to:

- Test on a different day at an HESD testing location
- or
- Seek testing on their own as described above.

Please use the QR code below to register for the HESD Weekly COVID-19 Testing Program ASAP. You do not need to enter insurance information. Registration is only required for the first time you test.



For additional questions related to the HESD Weekly COVID—19 Testing Program, contact your supervisor.