

COVID-19 Prevention Program (CPP)

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.



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Introduction

Panama-Buena Vista Union School District (the District) is committed to providing a safe and healthy workplace for all our employees. The District has developed the following COVID-19 Prevention Plan (CPP), which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with [OSHA's COVID-19 Emergency Temporary Standard \(ETS\)](#).

Authority and Responsibility:

Jennifer Irvin, Assistant Superintendent of Educational Services has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

All of the elements that may be required in the following CCR, Title 8 sections:

- [3205, COVID-19 Prevention](#)
- [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
- [3205.2, Major COVID-19 Outbreaks](#)
- [3205.3, Prevention in Employer-Provided Housing](#)
- [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)

Additional guidance and resources are available at www.dir.ca.gov/dosh/coronavirus/

Identification and Evaluation of COVID-19 Hazards

The District will implement the following in our workplace:

- Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form and responses to Google Forms through [Staff COVID-19 Reporting Google Form](#).
- 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 regarding COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct inspections using **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards through labor and management meetings or by contacting the Director of Health, Safety and Wellness.

Employee Screening

- Employees are encouraged to complete a [Daily COVID-19 Wellness Check](#) prior to reporting to work.
- An employee who has any of the listed symptoms in the previous 24 hours or has been exposed to someone who has been diagnosed with COVID-19 will be directed to complete the [Staff COVID-19 Reporting Google Form](#).
- Employees should report COVID-19 symptoms, possible close contacts, or positive COVID-19 test results to the HSW Department without fear of reprisal.
- An HSW representative will evaluate the employee's potential workplace exposures to all persons at, or who may enter, a District workplace.
- The Assistant Superintendent or the Director of the Human Resource Department and the Director of HSW will conduct Interactive Process meetings with employees and their representatives when the employee indicates they have medical or other conditions putting them at increased risk of severe COVID-19 illness.
- Every effort is made to accommodate an employee to ensure they are working in a safe environment.
- Privacy rights of all employees are respected and protected. Information regarding their health concerns is not shared with other District staff members outside of the HSW / HR Department.

Workplace-Specific COVID-19 Hazards

In a state public health officer order from October 13, 2022, CDPH revised its definition of "close contact" so that it is now defined as follows:

- In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane), close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures) during an infected person's infectious period.
- In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.
- Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) are considered distinct indoor airspaces.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures will be documented on **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazards. After correction, the department supervisor shall update its worksite-specific plan as soon as practicable. This correction will incorporate changes to workplace practices and procedures in conformance with the identified corrections. All employees will be provided with a copy of the updated plan and trained on any corrected practices and procedures.

Control of COVID-19 Hazards

Face Coverings

On February 28, 22 the Governor of California released new [guidance](#) for the use of masks as well as the timeline for several settings including schools and childcare facilities. Cal/OSHA has aligned staff requirements with the Governor's guidance. After March 11, 2022, at midnight, masks will no longer be required in schools or childcare facilities for students and staff but will be strongly recommended.

Divisions and departments in District buildings will continue to provide all employees with access to face coverings for use as requested.

Effective September 23, 2022, masking guidance shifts from a strong recommendation for the general population in all indoor settings at all times to the use of [CDC Community Levels](#) to help inform masking recommendations, which is consistent with [August 11th CDC updated recommendations](#). Recommendations tied to CDC COVID-19 Community Levels are classified as low, medium and high. Under the Updated CDPH Masking Guidance, this would mean that everyone should "consider" wearing a mask in indoor public places.

The Panama-Buena Vista Union School District will continue to provide clean, undamaged face coverings as mask-wearing is still strongly recommended by the state and is an option for staff and students who wish to wear one at any time. Staff and students can wear masks/face coverings at work regardless of their vaccination status as retaliation by the employer is prohibited by law.

The district will provide respirators specifically, N95 masks for all staff at no cost to all employees. Employees may request an N95 mask at their school site office or the Health, Safety and Wellness office during operating hours without fear of retaliation. Upon receiving the N95 mask the employee will receive [instructions for wearing an N95 mask](#).

Employees are advised of the proper use of face coverings. 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.

Transportation staff received a [Safety Refresher Training](#) in December 2021 regarding how to properly wear a respirator and perform a seal check.

Engineering Controls

The District implements the following measures as requested by employees:

- Provide and install Plexiglass barriers and shields for office areas and teacher desks
- Movable stand-alone Plexiglass units have been customized on an as-needed basis

- Provide sanitation stations for employees in offices, classrooms and common areas

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

- All HVAC units District-wide have been equipped with GPS Ionizers to remove particulates, microbes and odors from the air. These air ionizers make the air in a room healthier for people to breathe.
- The Maintenance Department follows a strict schedule to change HVAC unit filters every 3 months (4 times a year).
- The District's Maintenance Department uses a MERV 13-level filter effective in capturing harmful allergens, bacteria and viruses without negatively affecting airflow. Using this level of filter helps limit the spread of the SARS-CoV-2 coronavirus, which causes the COVID-19 disease.

Cleaning and disinfecting

Key factors in limiting the spread of COVID-19 have been training and observance of individual hygiene practices and the sanitization of workspaces. In order to maintain a safe working environment for employees, consistent cleaning practices have been developed and implemented in the cleaning of workstations and other high-traffic areas (i.e., doors, break rooms, lunchrooms and bathrooms) at regular intervals throughout the day.

The District implements the following cleaning and disinfection measures for frequently touched surfaces:

- Custodial Staff will conduct a daily cleaning and disinfection of restrooms and frequently used and touched surfaces and common areas i.e. Highly trafficked door knobs and handles, handrails, push bars, all fixtures, sinks, toilets, urinals, keyboards, phones, and countertops.
- Ensure adequate supplies and adequate time for cleaning / disinfecting to be done properly.
- Inform all employee representatives of the frequency and scope of cleaning and disinfection.
- Thorough cleaning of high-traffic areas such as break rooms, lunch areas and areas of ingress and egress including stairways, stairwells, handrails and push bars on doors.
- Frequent disinfecting of commonly used surfaces including doorknobs, light switches, toilets and hand washing areas.
- Avoid sharing phones, other work supplies, or office equipment whenever possible. Never share PPE.
- Hand sanitizer dispensers are located at the entrances and exits of buildings.

Should we have a COVID-19 case in our workplace within 24 hours, the affected area(s) will be disinfected using a sprayer.

Training for proper cleaning and disinfecting is provided through the Deep Cleaning Procedural Training for Viruses, Germs, Bacteria, and General Cleaning Purposes and COVID-19 Health Awareness and Illness Prevention courses. In addition, the Virus Response Cleaning Protocol is available on the District website.

Shared tools, equipment and personal protective equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items 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 person who last

- used the item using the proper cleaning products approved for use against COVID-19.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the District will:

- Train all employees and allow time for employee hand washing or hand sanitizing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers containing methanol (i.e. methyl alcohol).
- Hand sanitizing dispensers are located at the entrance and exits of buildings.
- Encourage employees to wash their hands for at least 20 seconds each time.
- Training on proper hand washing and using hand sanitizer is provided through the Good Hand Hygiene course.
- Signage on hand washing is posted in various locations throughout the District and school sites.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

The District evaluates the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provides such PPE as needed.

When it comes to respiratory protection, the District evaluates the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

The District provides and ensures the use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures aerosolizing potentially infectious material such as saliva or respiratory tract fluids.

Testing of employees

We make COVID-19 testing available at no cost, during paid time, to all employees:

- Who had close contact in the workplace; or
- Who have COVID-19 symptoms, and
- During outbreaks and major outbreaks (see below for further details).

The following COVID-19 testing options for employees include:

At-home test kits are available at no cost for all employees at each school site during operating hours and at the Health, Safety and Wellness (HSW) Office between 7:00 am - 4:30 pm. Employees may also test at no cost through Primary Health at the HSW Office on Tuesdays and Thursdays between 7:30 am - 4:00 pm (closed 10:30 - 11:30 am). Employees experiencing symptoms should click [HERE](#) or call 831-8331 Ext. 6286 to schedule a COVID-19 test appointment at the HSW Office. Employees with symptoms must call 661-831-8331 Ext. 6286 upon their arrival and **before entering the building**. Employees also have the option of [Free Kern County Testing Sites](#).

Investigating and Responding to COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms are kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner ensuring the confidentiality of employees, with the exception of unredacted information on COVID-19 cases to 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 not containing individually identifiable medical information or from which individually identifiable medical information has been removed. COVID-19 cases will be provided with their isolation date range, isolation instructions and contact tracing will be initiated.

CDPH defines a school outbreak as "Three or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases." The Health, Safety & Wellness (HSW) department will be responsible for the outbreak investigation.

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, test results and onset of symptoms to prevent or reduce the risk of transmission of COVID-19 in the workplace. This is accomplished by using the [COVID-19 Staff Reporting Google Form](#).

The Health, Safety and Wellness department will take the following actions when there has been a COVID-19 case at the place of employment:

- 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.
- Determine who may have had potential close contact. 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 infectious period.

In a state public health officer order from October 13, 2022, CDPH revised its definition of "close contact" so that it is now defined as follows:

- In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane), close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures) during an infected person's infectious period.
- In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.

- Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) are considered distinct indoor airspaces.

The Health, Safety and Wellness Department (HSW) will also provide the following to employees:

- Procedural steps to:
 - [COVID-19 Symptoms](#)
 - [Positive COVID-19 Case](#)

Updated guidance from the California Health Department of Public Health (CDPH) defines an “exposure” as sharing the same air space with a positive individual for 15 minutes or more over a 24-hour period during the individual’s infectious period.

Employees determined to be a potential COVID-19 exposure, or close contact, in our workplace will be:

- Notified by the HSW Department via email as soon as practicable.
- Provided with instructions, testing options at no cost to the employee and will be excluded from the workplace if experiencing COVID-19 symptoms.
- Employees will be advised to monitor their symptoms and seek advice from a medical provider if they develop symptoms.
- Employees will be advised to contact Human Resources and/or the Payroll regarding information on benefits or available leaves.
 - Employees may be eligible for illness or injury leave benefits such as Supplemental Paid Sick Leave (SPSL) until December 31, 2022. Sick leave as provided in the employee’s collective bargaining agreement provisions or district policy may also be applicable. They may also be eligible for workers’ compensation leaves and benefits. After review of applicable contract and policy leave provisions related to their situation, they may contact Human Resources or their union representatives with general leave and eligibility questions and Payroll with specific questions regarding compensation and leave accruals.
 - If an employee is excluded from the workplace due to COVID-19, unless the employee received disability payments or was covered by worker’s compensation and received temporary disability or if the close contact was not work-related, their earnings, wages, seniority, and all other rights and benefits, including the right to their former job status, will continue and be maintained. The employee may use sick leave for this purpose to the extent permitted by law. Wages due are subject to existing wage payment obligations and must be paid at the employee’s regular rate of pay no later than the regular payday for the pay period(s) in which the employee is excluded.
 - The [COVID-19 Supplemental Paid Sick Leave \(SPSL\) Deadline Extended Memo](#) was emailed to all staff on October 4, 2022. Additional information may also be found [HERE](#).

COVID-19 testing will also be available at no cost, during paid time, to all employees:

- Who had close contact in the workplace; or
- Who have COVID-19 symptoms, and
- During outbreaks and major outbreaks (see below for further details).

The following COVID-19 testing options for employees include:

At-home test kits are available at no cost for all employees at each school site during operating hours and at the Health, Safety and Wellness (HSW) Office between 7:00 am - 4:30 pm. Employees may also test at no cost through Primary Health at the HSW Office on Tuesdays and Thursdays between 7:30 am - 4:00 pm (closed 10:30 - 11:30 am). Employees experiencing symptoms should click [HERE](#) or call 831-8331 Ext. 6286 to schedule a COVID-19 test appointment at the HSW Office. Employees with symptoms must call 661-831-8331 Ext. 6286 upon their arrival and **before entering the building**. Employees also have the option of [Free Kern County Testing Sites](#).

System for Communicating

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

- Employees are to report COVID-19 possible hazards to their departmental supervisor or management as necessary.
- Employees are to report COVID-19 symptoms to their departmental supervisor and to the Health, Safety and Wellness Department (HSW).
- Employees can report hazards and symptoms without fear of reprisal.
- Employees may contact the department of Human Resources or the Health, Safety and Wellness department to request accommodations if they have concerns with medical or other conditions putting them at increased risk of severe COVID-19 illness. The District takes every possible precaution to ensure employee safety during the COVID-19 pandemic. The identified categories are employees age 65 or older and those with chronic health conditions or compromised immune systems. The HR and HSW Departments will engage in the interactive process with these individuals to determine the most appropriate and available temporary work accommodations. If adequate accommodations cannot be provided to the employee, the employee shall be permitted to take a leave of absence (paid or unpaid) under the current policies of the District.
- The California Department of Occupational Health and Safety Administration (CAL/OSHA) defines an outbreak as three or more COVID-19 cases among employees in an "exposed group" within a 14-day period. The HSW Department will be responsible for outbreak investigation. In the event we are required to provide testing because of an outbreak, we will provide [communication for testing](#) to inform affected employees. Affected employees will receive COVID-19 testing information at no cost to the employee. Testing will be made available immediately upon notification to all employees in the exposed group and repeated one week later. Testing will continue to be available to employees at least weekly until the workplace no longer qualifies as an outbreak.
- All potential COVID-19-exposed employees present at the same worksite within the infectious period will be provided a [written notice of exposure](#) within one business day. The same notice will also be sent to the exclusive representative of each bargaining unit. Independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period will also be notified when Health, Safety and Wellness is informed. The notice of will include information regarding any COVID-19-related benefits or leave rights under federal, state, and local laws, or pursuant to employer policy, as well as the employee's protections against retaliation and discrimination. The notice will indicate the plans for implementing and completing a disinfection and safety plan pursuant to guidelines issued by the federal Centers for Disease Control.

*"Infectious period" means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

(A) For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.

(B) For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

The District will ensure we have effective two-way communication with our families, in a form they can readily understand, and it includes the following information:

- [Positive case on campus](#)
- [COVID-19 Awareness Presentation 2022-2023](#)
- Positive case close contact

Training and Instruction

The District will provide effective training and instruction including:

- 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.
- Facts:
 - COVID-19 is an infectious disease spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The 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
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms unless the employee has provided a negative test or .
- Employee training is provided to all employees via emailing the [COVID-19 Awareness Presentation 2022-2023](#).

Exclusion of COVID-19 Cases

If a COVID-19 case is identified within our workplace, the District will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our [COVID Isolation Guidelines](#) are met.

STAFF WHO TEST POSITIVE FOR COVID-19, REGARDLESS OF VACCINATION STATUS

- Complete the P-BVUSD COVID-19 Questionnaire at [pbvusd.info/STAFFCOVID-19](#)
- Staff who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms
- Staff may return to work on day 6 **IF** they submit a **negative COVID-19 test result** to [pbvusd.info/STAFF-NEGATIVE](#) and symptoms are improving
- If symptoms are not improving, staff may **not** return to work until their symptoms are improving **OR** until after day 10 from the positive test if they are fever-free for 24 hours without the use of fever-reducing medications
- If staff have a fever, isolation must continue and staff may not return to work until 24 hours after the

- fever resolves without the use of fever-reducing medications
- Staff must wear a face covering around others for a total of 10 days
- **If staff continue to test positive, are unable or choose not to test and symptoms are improving, isolation ends on day 10 and the staff member may return to work on day 11 if they are fever-free for 24 hours without the use of fever-reducing medications**

Employees may be eligible for illness or injury leave benefits such as Supplemental Paid Sick Leave (SPSL) until December 31, 2022. Sick leave as provided in the employee’s collective bargaining agreement provisions or district policy may also be applicable. They may also be eligible for workers’ compensation leaves and benefits. After review of applicable contract and policy leave provisions related to their situation, they may contact Human Resources or their union representatives with general leave and eligibility questions and Payroll with specific questions regarding compensation and leave accruals.

If an employee is excluded from the workplace due to COVID-19, unless the employee received disability payments or was covered by worker’s compensation and received temporary disability or if the close contact was not work-related, their earnings, wages, seniority, and all other rights and benefits, including the right to their former job status, will continue and be maintained. The employee may use sick leave for this purpose to the extent permitted by law. Wages due are subject to existing wage payment obligations and must be paid at the employee’s regular rate of pay no later than the regular payday for the pay period(s) in which the employee is excluded.

The [COVID-19 Supplemental Paid Sick Leave \(SPSL\) Deadline Extended Memo](#) was emailed to all staff on October 4, 2022. Additional information may also be found [HERE](#).

The District’s anti-retaliation and anti-discrimination policies are set forth in Board Policy 4030 and Administrative Regulation 4030. These policies protect employees from adverse employment actions and treatment related to this exposure. The district will not retaliate against an employee for disclosing a positive COVID-19 test or diagnosis. Employees who believe they have been retaliated against in violation of this law may file a complaint with the California Division of Labor Standards Enforcement.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- Make our written COVID-19 Prevention Program available on the District’s Website.
- Use **Appendix C: Investigating COVID-19 Cases** to keep a record of and track all COVID-19 cases. The information will be made available to authorized District representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria/COVID-19 Isolation Guidelines

STAFF EXPERIENCING COVID-19 SYMPTOMS

Including:

Fever (100.4°F or >), Difficulty breathing, Muscle aches/Fatigue, New loss of taste or smell, Cough, Chills, Headache, Sore throat, Shortness of breath, Congestion or Runny nose, Nausea, Vomiting, or Diarrhea

- Complete the P-BVUSD COVID-19 Questionnaire at pbvUSD.info/STAFFCOVID-19
- Staff must self-monitor symptoms, remain home and may not report to any school site or district building until they:
 - Submit a **negative COVID-19 test result** to pbvUSD.info/STAFF-NEGATIVE **OR**
 - Provide a return-to-work note from their medical provider to their supervisor **OR**
 - Are symptom-free **OR**
 - At least 10 days have passed since symptom(s) onset
- If symptoms are contributed to a chronic medical condition, staff should complete this form: pbvUSD.info/chronicmedform. The completed form should be emailed to sayon@pbvUSD.k12.ca.us

STAFF WHO TEST POSITIVE FOR COVID-19, REGARDLESS OF VACCINATION STATUS

- Complete the P-BVUSD COVID-19 Questionnaire at pbvUSD.info/STAFFCOVID-19
- Staff who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms
- Staff may return to work on day 6 **IF** they submit a **negative COVID-19 test result** to pbvUSD.info/STAFF-NEGATIVE and symptoms are improving
- If symptoms are not improving, staff may **not** return to work until their symptoms are improving **OR** until after day 10 from the positive test if they are fever-free for 24 hours without the use of fever-reducing medications
- If staff have a fever, isolation must continue and staff may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications
- Staff must wear a face covering around others for a total of 10 days
- **If staff continue to test positive, are unable or choose not to test and symptoms are improving, isolation ends on day 10 and the staff member may return to work on day 11 if they are fever-free for 24 hours without the use of fever-reducing medications**

ALL STAFF WHO ARE EXPOSED TO SOMEONE WITH COVID-19 REGARDLESS OF VACCINATION STATUS regardless of AND DO NOT HAVE SYMPTOMS

- **NO** quarantine needed as long as **symptom free**
- Test on day 3-5 after last exposure. Day 0 is the last day around the person with COVID-19. Count from Day 1 (the day after last exposure). Submit a **negative COVID-19 test result** to pbvUSD.info/STAFF-NEGATIVE
- If staff had COVID-19 before and infection was within the last 90 days, staff do not need to test unless they have symptoms
- Exposed staff who receive a positive test result must follow isolation protocols (see above)
- **Staff must wear face coverings around others for a total of 10 days after exposure**
- Monitor for COVID-19 symptoms for 10 days

ALL STAFF WHO ARE EXPOSED TO SOMEONE WITH COVID-19 REGARDLESS OF VACCINATION STATUS AND HAVE SYMPTOMS

- Get tested as soon as possible and isolate while waiting for test results
- If staff are unable to test or choose not to test, isolation must continue for 10 days
- If staff test negative and return to work earlier than 10 days after the exposure, staff must wear a face covering around others for 10 days following close contact
- CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms Submit negative COVID-19 test result to pbvusd.info/STAFF-NEGATIVE
- An antigen test is preferred for symptomatic staff who tested positive within the previous 90 days
- Exposed staff who develop symptoms or receive a positive test result must follow isolation protocols (see above)

Updated guidance from the California Health Department of Public Health (CDPH) defines an “exposure” as sharing the same air space with a positive individual for 15 minutes or more over a 24-hour period during the individual's infectious period.

Any FDA-approved COVID-19 test is acceptable, including PCR/NAAT and antigen tests. At-home COVID-19 antigen tests are preferred.

At-home test kits are available at no cost for all employees at each school site during operating hours and at the Health, Safety and Wellness (HSW) Office between 7:00 am - 4:30 pm. Employees may also test at no cost through Primary Health at the HSW Office on Tuesdays and Thursdays between 7:30 am - 4:00 pm (closed 10:30 - 11:30 am). Employees experiencing symptoms should click [HERE](#) or call 831-8331 Ext. 6286 to schedule a COVID-19 test appointment at the HSW Office. Employees with symptoms must call 661-831-8331 Ext. 6286 upon their arrival and **before entering the building**. Employees also have the option of [Free Kern County Testing Sites](#).

Panama-Buena Vista Union School District

Appendix A: Identification of COVID-19 Hazards

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. The District will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Evaluations are conducted with the information provided through responses to [Staff COVID-19 Reporting Google Form](#).

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

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Appendix B: COVID-19 Inspections

Work locations will be inspected and evaluated based on information provided through [Staff COVID-19 Reporting Google Form](#).

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

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Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases, potential close contact or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner to ensure the confidentiality of employees, with the exception of unredacted information on COVID-19 cases to 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 not containing individually identifiable medical information or from which individually identifiable medical information has been removed.

Investigations and contact tracing will be conducted based on information provided through Google Forms Responses to the [Staff COVID-19 Reporting Google Form](#). The following information will be collected from each COVID-19 case: Employee's name, contact information, occupation, the location where the employee worked, the date of the last day at the workplace and the date of a positive COVID-19 test.

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Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

The District will immediately investigate and determine possible workplace-related factors contributing to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the District 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.
- Updating the review:
 - Every thirty days 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 District will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, the District will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The District will provide 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 District will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

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 our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees working hours.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

The District will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, the District will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High-Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the

risk of transmission and implement their use to the degree feasible.

- 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 our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

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

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

The District will prioritize shared transportation assignments in the following order:

- Employees working in the same crew or worksite will be transported in the same vehicle.

Screening

The District will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

The District will ensure:

- All high-contact surfaces (door handles, seat belt buckles, armrests, etc.) used by passengers are cleaned and disinfected.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seat belt buckles, door handles and shifter, are cleaned and disinfected.
- The District provides sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

The District will ensure vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

The District will provide hand sanitizer in each vehicle and ensure all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.