

COVID-19 Safety Plan (CSP)

A Summary of Safety Plans, Protocols, and Related Health and Safety Measures
to Mitigate the Impact and Spread of COVID-19



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TABLE OF CONTENTS

Introduction	2
Purpose and Scope	2
Mask/Face Coverings	2
Wellness Check	3
Return-to-School Criteria	3
Cleaning and Disinfecting Procedures	4
Health and Safety Protocols	5
Vaccine Verification for Employees in Schools	6
Investigating and Responding to COVID-19 Cases	6
Exclusion of COVID-19 Cases	8
COVID Testing & Reporting	8
Identification and Reporting of Cases	9
Return-to-Work/Isolation Guidelines for Employees	10
System for Communication	12
Movement Within the School And Visitors On Campus	13
Healthy Hygiene Practices	13
Training and Instruction	14
Staff Training and Family Education	14

Introduction

Panama-Buena Vista Union School District's COVID-19 Safety Plan (CSP) is designed with safety and health provisions to keep our students, staff, and community safe and control exposures to the COVID-19 pandemic.

Responsibility:

As a Panama-Buena Vista Union School District employee, we all share a responsibility for the well-being of our community.

- All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.
- All managers and supervisors are responsible for implementing the CSP in their assigned work areas and for ensuring employees receive answers to questions about the program.

Guiding Health and Safety Principles for the 2022-2023 School Year:

- COVID-19 Mitigation Strategies aligned with local and state guidelines from CDC, CDPH and Cal OSHA
- Collaboration, clear, timely and transparent communication
- Safety of students and staff
- Social and emotional wellbeing of our students and staff
- Access and Equity for all students to a safe, healthy and rigorous learning environment

Purpose and Scope

Purpose and Scope of CSP:

Plans, protocols, and guidance are designed to mitigate and reduce the spread of COVID-19 within our schools. As long as COVID-19 is present in our community, we cannot completely prevent it from existing in our schools, but we must act to mitigate the spread and risk with strict adherence to health and safety protocols.

This comprehensive document will outline all details of the requirements, changes in practice, schedules, and safety protocols needed to maximize the safety of our students and staff while minimizing the spread of COVID-19.

Our District health and safety measures will be aligned with the [COVID-19 Public Health Guidance for K-12 Schools in California, 2022-23 School Year](#), along with COVID-19 mitigation measures as required by CDPH, [OSHA's COVID-19 Emergency Temporary Standard \(ETS\)](#) and any related provisions of state law.

Mask/Face Coverings

Employees and Students:

Effective September 23, 2022, masking guidance shifts from a strong recommendation for the general population in all indoor settings at all times to 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 a free clean, undamaged face coverings as an option for staff and students who wish to wear one. 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's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation and at no cost to employees.

Divisions and departments in District buildings will continue to provide all employees with access to free face coverings upon request.

Wellness Check

To decrease opportunities for COVID-19 exposure and keep our students, staff and community safe the District will adhere to the following:

- Parents will be provided with educational information
- Parents are also encouraged to conduct a [Daily COVID-19 Wellness Check](#) regarding COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has any symptoms of COVID-19. If symptoms are reported or the child has been exposed to a person who has tested positive for COVID-19 the parent is encouraged to have their child tested.
- Students who have, or have had, any of the listed symptoms in the previous 24 hours, or have been exposed to someone who has been diagnosed with COVID-19 will be directed to have the parent/guardian contact the school site office as soon as possible.
 - Students who have, or have had, any of the listed symptoms, including:
 - Fever (100.4°F, 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
- Students, while on a school site who demonstrate COVID related symptoms will be escorted to an isolation area until they can be picked up and transported home as soon as possible.
- Office staff will exclude the student for COVID-19 related symptoms and communicate with the parent/caregiver of any student exhibiting 1 or more symptoms of COVID-19 and refer to the student's health history and/or emergency card.
- Staff are strongly encouraged to utilize the [Daily COVID-19 Wellness Check](#) prior to arriving or entering a school site or district building.
 - Staff members who have, or have had, any of the listed symptoms in the previous 24 hours, or has been exposed to someone who has been diagnosed with COVID-19 must [complete the Staff COVID Survey](#).

Return-to-School Criteria

Students 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

Students may return to school when they meet the *CDPH criteria to discontinue home isolation*:

- At least 24 hours with no fever (without the use of fever-reducing medication **AND**
- other symptoms have cleared or improved or are due to a non-infectious cause (e.g.,

- allergies). This includes waiting until 24 hours have passed **AND**
- proof of a negative COVID-19 test

Isolation Protocol - All students who test positive for COVID-19, regardless of vaccination status

Students must isolate for a total of 5-10 days and may return early on day 6-9 of isolation only if:

- No fever, AND
- Symptoms are improving, AND
- Provide a negative COVID-19 test on or after day 5, AND
- It is ***strongly recommended the student*** wear a tight-fitting (surgical, N95, KN95, KN94) mask for the duration of the 10-day isolation at school
- If unable to test or symptoms do not improve, isolate for 10 days and return on day 11

Students who continue to test positive, cannot or choose not to test, or are unable to wear a mask at school must remain at home for the entire 10 days of isolation and return on day 11.

All students exposed to someone with COVID-19 AT SCHOOL or IN THE HOME/OUT OF SCHOOL

- **NO** quarantine needed as long as **symptom free**
- Testing on day 3-5 after last exposure is **strongly recommended**
- **All symptom free** exposed students, regardless of their COVID-19 vaccination status, may continue to take part in all aspects of in person learning including sports, band and/or other extracurricular activities, unless they develop symptoms or test positive for COVID-19.
- ***It is strongly recommended*** that exposed students wear a tight-fitting mask indoors around others for at least 10 days following the date of their last exposure, if they are not already doing so.

Exposed students who develop symptoms or students who receive a positive test result must follow isolation protocols (see above).

At-home Rapid Antigen or PCR tests are acceptable for all isolation/COVID-19 related symptom purposes and must be verified by the school by completing ONE of the following:

- Parents may review In-home COVID-19 test protocols and submit their student's negative test results at pbvUSD.info/sitelink. Parents must be logged into their student's P-BVUSD Gmail Account in order to access the Google form.
- Complete the *Parent Self Certification of a Negative COVID-19 Test Result* form at your school office or access the form pbvUSD.info/self-cert.

Cleaning and Disinfecting Procedures

Key factors in limiting the spread of COVID-19 have been training and observance of individual hygiene practices and the sanitization of workspaces.

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

- Custodial Staff conduct a daily cleaning and disinfection of restrooms and high touch surfaces.
- Staff are encouraged to 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.

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.

Health and Safety Protocols

Face Coverings:

- The District encourages everyone to [“Get The Most Out Of Masking”](#) by reviewing this updated information from CDPH.
- All adults and students are encouraged to wear masks.
- Masks are available for all staff and students upon request.

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.

Transportation:

District transportation services are essential for many of our students to access their education program. In the interest of student safety regarding the COVID-19 pandemic, it is necessary to put in place operational procedures to successfully transport students who require our services.

The District currently provides home to school transportation service to students who have transportation as a required service in their Individualized Educational Program (IEP).

Below are the guidelines that will allow the District to provide transportation services to student’s safety:

- All District drivers and staff must perform a Daily [COVID-19 Wellness Check](#).
- Staff will be provided all appropriate PPE necessary to perform duties safely.
- Buses will be cleaned and sanitized regularly.
- Parents/guardians are responsible for completing their student’s [Daily COVID-19 Wellness Check](#) prior to a student entering the school bus and to assure the student’s temperature is below 100.4°F.
- Students, staff and visitors with COVID-19 symptoms must provide a negative COVID-19 test (antigen test preferred) prior to entering any district site or location regardless of vaccination status or previous COVID-19 infection.
- A parent/guardian may be required to pick up any symptomatic student from the school site.

Bus procedures:

- Masks should be considered by staff and students regardless of vaccination status.
- If choosing to wear a mask, masks must be over the nose and mouth before entering the bus and may be removed after exiting the bus.
- Two bus windows shall be open at a minimum, as practicable to ensure ventilation.

Personal Protective Equipment (PPE):

- The District will provide each employee with masks upon request.
- The District will provide disposable masks for staff members who forget to bring their masks. Masks can be ordered by each site as needed.
- Masks will be made available for students who are unable to provide their own or for those who may not have remembered their mask that day upon request.

Vaccine Verification for Employees in Schools

The September 17, 2022 [State Public Health Officer Order](#) was rescinded; the state will no longer require public school systems to verify if workers are fully vaccinated or tested regularly. The California Department of Public Health announced the following:

To better align state COVID-19 guidance with the most current federal recommendations, the California Department of Public Health (CDPH) is ending COVID-19 policies that require weekly COVID-19 testing for unvaccinated individuals in high-risk workplaces and schools. Health care facilities, other congregate settings and schools will no longer be required to administer weekly COVID-19 testing of unvaccinated and under vaccinated workers.

In addition, parents and volunteers may also enter school sites and attend indoor events without showing proof of vaccination or a recent test.

Investigating and Responding to COVID-19 Cases

Per AB 86 (2021) and California Code Title 17, section 250 the District reports all COVID-19 cases to the local public health department. The District will adhere to the following in identifying and responding to COVID cases:

All personal identifying information of COVID-19 cases or symptoms are kept confidential. All COVID-19 testing or related medical services provided by the district 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 instructions regarding 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) will be responsible for outbreak investigation.

Employees determined to be a potential COVID-19 exposure will be:

- Notified by the HSW Department via email as soon as practicable.
- Provided with instructions and testing options at no cost to the employee. Excluded from the workplace.

- 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](#).

Designated staff to take action and support contact tracing:

- Jennifer Irvin, Assistant Superintendent of Educational Services
- Nancy Gordon, Director, Health, Safety and Wellness Director
- Marisela Sanchez, Assistant Director, Health, Safety and Wellness Department
- Susie Ayon, Safety Manager
- Heminee Salinas, Safety Manager
- Brook McNight, Director, Information, Technology and Support
- Neff Perez, Director, Transportation
- Jenn Adebawale, Director of SELPA
- Kristi Sepsey, Director of Nutrition
- Mike Buckey, Director of Maintenance, Operations and Grounds
- Renae Roundy, Director, Purchasing Manager, Warehouse
- Paul Johnson, Director, Facilities
- Valerie Park, Director, Curriculum, Assessment and Technology
- Pat Spears, Principal, Actis
- Amy Mensing, Principal, Berkshire
- Daniel Hansford, Principal, Buena Vista
- Adam Straw, Principal, Castle
- Daryl Newton, Principal, Hart
- Stephen Johnson, Principal, Highgate
- Robert Machado, Principal, Laurel Glen
- Jared Copolla, Principal, Loudon
- Shawna Manning, Principal, Lum
- Jennifer Payne, Principal, McAuliffe
- Dan Bickham, Principal, Miller
- Kathy Josephson, Principal, Old River
- Shelly Tiffin, Alternative Education Administrator

- Brian Malavar, Principal, Panama
- Matt Kennedy, Principal, Reagan
- Morgan Hicks, Principal, Sandrini
- Rebecca Stambook, Principal, Seibert
- Monica Hicks, Principal, Stine
- Matthew Merickel, Principal, Stockdale
- Katrina Wilson, Principal, Stonecreek
- Paul Coon, Principal, Tevis
- Michael Brasier, Principal, Thompson
- Trina Lovio, Principal, Van Horn
- Darryl Pope, Principal, Warren
- Lisa Beasley, Principal, Whitley
- Dion Lovio, Principal, Williams

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 return-to-work requirements are met.
 - Staff 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, they 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.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated the COVID-19 exposure is work related. This will be accomplished using mandated leave entitlements through accrued Paid Sick Leave, other accrued paid time off as permitted or other leaves available as required by law when not covered by Workers' Compensation.
- Providing employees at the time of exclusion with information on available benefits by referring them to Human Resources or the Payroll Department.

COVID Testing & Reporting

Panama-Buena Vista Union School District has partnered with Abbot BinaxNOW and Primary.Health for the 2022-23 school year to provide testing options at no cost to the employee. Primary.Health provides a user-friendly interface, which works on any smartphone, tablet or computer and is fully HIPAA compliant. BinaxNow tests are provided through Primary.Health and are authorized for use under an Emergency Use Authorization (EUA) for testing individuals.

Staff Testing:

Any employee regardless of vaccine status is welcome to an at-home test kit or be tested at our district provided testing site during work hours at no cost. Please coordinate with your site or department supervisor to plan for your COVID-19 testing. COVID-19 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. Beginning October 24, 2022, COVID-19 testing will be available on Tuesdays and Thursdays from 7:30 a.m. - 4:00 p.m (closed 10:30 - 11:30 am). at the HSW Office (located North of the Payroll). Employees experiencing COVID-19 symptoms must click [HERE](#) 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 who tested positive for COVID-19 within the prior 90 days **do not** need to test unless symptoms develop.

Student Testing

FDA approved COVID-19 tests are acceptable, including PCR/NAAT and antigen tests or at-home COVID-19 tests (rapid antigen or PCR) when the parent-self certification form is submitted with a negative COVID-19 test.

Kern County Public Health also offers a map of free local COVID-19 [testing centers](#).

Health Insurance Portability and Accountability Act (HIPAA):

The HIPAA Privacy Rule recognizes the legitimate need for public health authorities and others responsible for ensuring public health and safety to have access to protected health information to carry out their public health mission. The Rule also recognizes that public health reports made by covered entities are an important means of identifying threats to the health and safety of the public at large, as well as individuals. Accordingly, the Rule permits covered entities to disclose protected health information without authorization for specified public health purposes. In addition, if a covered entity engages a business associate to assist in a specified public health activity, the business associate's written agreement with the covered entity should identify these activities, and the business associate may make the disclosure for public health reasons in accordance with its written agreement.

The Office of Civil Rights (OCR) Issues Guidance on HIPAA, Health Information Exchanges, and Disclosures of Protected Health Information for Public Health Purposes and has issued guidance on how the Health Insurance Portability and Accountability Act of 1996:

- (HIPAA) permits covered entities and their business associates to use health information exchanges (HIEs) to disclose protected health information (PHI) for the public health activities of a public health authority (PHA). The guidance provides examples relevant to the COVID-19 public health emergency on how HIPAA permits covered entities and their business associates to disclose PHI to an HIE for reporting to a PHA conducting public health activities. Guidance on HIPAA, Health Information Exchanges, and Disclosures of Protected Health.

Identification and Reporting of Cases

Per AB 86 (2021) and California Code Title 17, section 250 the District reports all COVID-19 cases to the local public health department. The District will adhere to the following in identifying and reporting of cases:

- 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).
- Ensure our written COVID-19 Prevention Program is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Ensure our written COVID-19 Prevention Program is available on the District's Website.

Employees:

- To report COVID-19 symptoms, COVID-19 Exposure Outside of Work or Positive COVID-19 Case complete the questionnaire: bit.ly/P-BVCOVID-19.
- Procedural steps:
 - [COVID-19 Staff Isolation Guidelines](#)
 - [COVID-19 Symptoms](#)
 - [Positive COVID-19 Case](#)

Return-to-Work/Isolation Guidelines for Employees

Staff experiencing COVID-19 symptoms:

- 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
 - At least 10 days have passed since symptom onset
- If symptoms are contributed to a chronic medical condition, staff should complete this form: pbvusd.info/chronicmedform. Completed form should be submitted to sayon@pbvusd.k12.ca.us

Staff who test positive for COVID-19, regardless of vaccination status:

- Staff 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, they 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 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)

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), a 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), a 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.

Please complete the P-BVUSD COVID-19 Questionnaire if you test positive for COVID-19, are experiencing COVID-19 symptoms or exposed outside of work: pbvusd.info/STAFFCOVID-19

Any [FDA](https://www.fda.gov/) approved COVID-19 test is acceptable, including PCR/NAAT and antigen tests COVID-19 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. Beginning October 24, 2022, COVID-19 testing will be available on Tuesdays and Thursdays from 7:30 a.m. - 4:00 p.m (closed 10:30 - 11:30 am). at the HSW Office (located North of the Payroll). Employees experiencing COVID-19 symptoms must click [HERE](#) 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.**

To submit **NEGATIVE test results** visit: pbvUSD.info/STAFF-NEGATIVE

System for Communicating

Staff Communication

The District will 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 immediately or as soon as they are advised.
- Employees are to report COVID-19 symptoms to their departmental supervisor and to the Health, Safety and Wellness Department at pbvUSD.info/STAFFCOVID-19.
- Employees can report hazards, symptoms, possible close contacts without fear of reprisal.
- Our procedures or policies accommodate employees with medical or other conditions putting them at increased risk of severe COVID-19 illness. We take 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 Human Resources (HR) and Health, Safety and Wellness Department 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 during work hours. Employees may coordinate with their department supervisor to plan for your COVID-19 testing. Employees 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.
- In addition to the requirements above, the district will exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test or are unwilling to test. The district will immediately ensure that all employees in the exposed group who remain at work are tested for COVID-19 at least twice weekly until there are fewer than three COVID-19 cases in the exposed group for a 14-day period, per section 3205.2(a)(2). We will make tests available to employees within the exposed group at least weekly, as required by section 3205.1, until there are no new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group who do not take a COVID-19 test will be excluded until the return to work requirements for COVID-19 cases are met. The district will also provide respirators to all employees in the exposed group, regardless of vaccination status, to use on a voluntary basis. Employees who do not use a respirator voluntarily must continue to use a face covering. Where respirators are not worn, separate employees in the exposed group from other persons by at least six feet except where it is not feasible and except for momentary exposure while persons are in movement. The district will determine the need for a respiratory protection program (non-voluntary, with fit testing and medical evaluation requirements), or for changes to an existing respiratory protection program under section 5144, to address COVID-19 hazards.
- All potential COVID-19 exposed employees will be provided a [written notice of exposure](#) within one business day. Employees present at the same worksite within the infectious period of the individual who tested positive will receive the notice via email. 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 directed to HR or the Payroll Department regarding available leaves and benefits during their quarantine period. 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.

Student and Family Communication

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 close contact

Movement Within the School And Visitors On Campus

Visitors are encouraged to:

- Conduct a [wellness check](#) when visiting a district site.
- Limit movement within the school site to designated areas such as offices, conference or meeting rooms to the extent feasible, in order to reduce unnecessary interaction with other students.

Healthy Hygiene Practices

We will teach and reinforce healthy hand hygiene practices among staff and students by:

- Training staff on proper hand washing and use of hand sanitizer through an online training course "Good Hand Hygiene."
- Train employees to wash their hands for at least 20 seconds.
- Posting signage regarding hand washing procedures and reminders throughout school sites and district buildings.
- Staff modeling, teaching and reinforcing proper hand washing techniques for younger students.
- Teaching students and reminding staff to cough or sneeze into their elbow and wash hands immediately after.
- Teach and reinforce students to wash hands before and after eating, outside recreation, handling a shared item and before and after using the bathroom.
- Maintain hand sanitizer dispensers at the entrance and exits of buildings.
- Order, maintain and provide supplies to support healthy hygiene behavior.

Classroom Spaces

- Hand sanitizer will be provided at every door for student and staff use.
- Doors should remain closed to maintain maximum efficiency of the [Bionic Ionizers](#) (also installed in every District building).

Ventilation

The Panama-Buena Vista Union School District has invested in air purifiers and high quality Bionic Ionizers for every classroom and building. These system upgrades provide our indoor environments with ventilation

and filtration systems that may reduce long-range airborne transmission of COVID-19 and other respiratory infections.

Non-Classroom Spaces

- Use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- School activities and sports will follow CDPH Outdoor and Indoor Youth and Adult Recreational Guidance.

Training and Instruction

The district will provide annual and ongoing training and instruction regarding:

- 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, and hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact face coverings are not respiratory protective equipment; face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Employee training is provided in an online training platform through Trakstar Learn. The Trakstar Learn program tracks all courses completed by employees. The HSW Department has developed training videos to provide training on Health Awareness and Illness Prevention, Deep Cleaning Procedural Training, Good Hand Hygiene, Health and Safety Protocols - Return of Summer Staff and District Office, Health and Safety Protocols - Return to Work at Sites.

Staff Training and Family Education

To decrease opportunities for exposure and keep our students, staff and community safe the District will provide and reinforce the following:

- Staff training is provided in the following:
 - [Handwashing](#)
 - Symptoms screening practices
 - [Daily COVID-19 Wellness Check](#)
 - COVID-19 specific symptom identification
 - [COVID-19 Awareness & Prevention](#)
 - Proper use of face coverings
 - [Putting on a Mask](#)
 - [Use of Mask](#)
 - [Taking off a Mask](#)

- [Proper use and removal of gloves](#)
 - Enhanced cleaning, disinfection and sanitizing procedures and protocols
 - [Virus Response Protocol](#)
 - [District's plan and procedures to protect staff from COVID-19 illness.](#)
- Student and Parent/Caregiver training is provided in the following ways:
 - [Handwashing](#)
 - [Primary Kids Handwashing](#)
 - [COVID-19 Parent Notification](#)