

Hacienda La Puente
USD

**COVID-19
Prevention
Program
(CPP)**

Table of Contents for COVID-19 Prevention Program

Page 1	Authority and Responsibility Identification and Evaluation of COVID-19 Hazards Employee Participation
Page 2	Employee Screening Correction of COVID-19 Hazards Control of COVID-19 Hazards
Page 3	Physical Distancing Control of COVID-19 Hazards (Continued)
	Face Coverings Face Coverings (Exceptions)
Page 4	Engineering Control Cleaning and Disinfecting Workplace COVID-19 Area
Page 5	Shared Tools, Equipment and PPE (Personal Protective Equipment) Hand Sanitizing PPE (Personal Protective Equipment) used to control employee's exposure to COVID-19 Investigation and Responding to COVID-10 Cases System for Communicating
Page 6	Training and Instruction Exclusions of COVID-19 Cases Reporting, Recordkeeping and Access
Page 7	Return to Work Criteria
Page 8	Appendix A: Hacienda La Puente USD COVID-19 Exposure Management Plan
Page 10	Appendix B: Hacienda La Puente USO COVID-19 Exposure Management Plan Compliance Task Force and Contact Tracing
Page 12	Appendix C: Hacienda La Puente USO COVID-19 Contact Tracing Form
Page 13	Appendix D: Los Angeles County Department of Public Health Protocols for Office Worksites.
Page 19	Additional Consideration# 1: Multiple COVID-19 Infections and COVID-19 Outbreaks
Page 21	Additional Consideration# 2: Major COVID-19 Outbreaks

This COVID-19 Prevention Plan is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: March 9, 2021,

Updated July 26, 2021

Authority and Responsibility

The Assistant Superintendent of Human Resources has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all Administrators, Directors, Principals and Supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons who enter our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, (California/Occupational Safety and Health Administration) and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic 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.
- The District will follow all the applicable LACDPH (Los Angeles County Department of Public Health) protocols including the Protocols for Office Worksites:
 - District Office: LACDPH Protocols for Office Worksites
 - School Sites: Protocols for K12 Schools
 - School Sites: Exposure Management Plan in K12 Schools
 - All Sites and Departments: Protocols for Social Distancing.

Employee participation

- Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:
- Employees have been told not to come to work sick or if they have been exposed to a person who has tested positive for COVID19 and are unvaccinated.
- Employees understand they need to follow LACDPH guidelines for self-isolation and quarantine, if applicable.
- Workplace leave policies have been reviewed and modified to make sure employees are not penalized when home due to a COVID-19 work-related illness stay.
- Signage is posted to provide clear guidance to employees and visitors about how to maintain safety within the school site, wearing face covering. Not entering site if experiencing Covid-19 symptoms
- Signage is posted at each public entrance of school sites to inform all employees and visitors that they should:
 - Not enter the school site if they have COVID 19 symptoms.
 - Have been exposed to laboratory confirmed COVID 19 positive person unless fully vaccinated and not experiencing symptoms.
 - Currently under an isolation or quarantine order.

Employee screening

Employee screenings will be conducted before employees may enter the workspace.

- 111 These checks will be done passively before coming to campus. All employees and visitors must wear facemasks.
- 11 These checks may include a check-in concerning cough, shortness of breath, difficulty breathing and fevers or chills and whether or not the employee is currently under isolation or quarantine orders.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix 8: COVID-19 Inspections** form, and corrected based on the severity of the hazards, as follows:

- 1111 Regular cleaning and disinfection of used workspaces will be done daily Monday thru Friday and as needed during the weekend.
- 1111 Common areas will be disinfected using EPA and District approved disinfectants and following the manufacturer's instruction for use.
- 111 Frequently touched objects such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails should be done before and after use, using EPA and District approved disinfectants and following the manufacturer's instruction for use.
- 111 Disinfectant and related cleaning supplies are available to all employees in every department.
- 111 Reception areas have plastic barriers installed to limit contact between employees and visitors.

Checks will be done through signage posted at the entrance to the building stating employees and visitors with any of these symptoms should not enter the premises.

- 1111 To the extent possible visitor movement into the school site is limited to designated areas such as the reception area or school lobby area, customer service area, conference or meeting rooms, and public bathrooms.
- 1111 If necessary, staff will direct visitors to meeting rooms upon entry to the office instead of having visitors congregate in lobbies or common areas.
- 111 Hand sanitizer, soap and water, tissues and trashcans are available to the public at or near the entrance of school site, in the reception area, and anywhere else inside the workplace or immediately outside where people interact..
- 111 Digital files are encouraged rather than paper formats (e.g., agendas, documentation, forms, inspections and invoices).
- 1111 Break rooms, restrooms, and other common areas are disinfected daily or more frequently when possible.

Control of COVID-19 Hazards

Physical Distancing

At least six feet of physical distancing is encouraged in our workplace by:

- 111
- 111 Alternate, staggered break schedules or shift schedules will be instituted to maximize physical distancing if needed.
- 1111 Additional protections such as shifts in job duties to allow vulnerable employees to work from home when feasible.
- 1111 Employees working in offices will be limited so employees can maintain physical distancing if unvaccinated

1111

1111

- 1111 In-person meetings are strongly discouraged in favor of virtual meetings such as Zoom. If in-person meetings are needed:
 - o All persons will wear a facemask.
 - o The meeting participants who are unvaccinated will be required to covid test weekly and provide documentation of the negative test. Testing will be free of charge and can be done on work time.
 - o
- 11 Visitors to a school must sign in a visitor log. The visitor log must include:
 - o Visitor's name
 - o Phone number
 - o Email address.
- 11 Visitors are asked to come to the school site by appointment when possible..If a visitor is accompanied by another person (e.g. for translation assistance or because the visitor is a minor, or has minor children) all information must be captured in the visitor log
- 1111 Visual cues are provided to school sites such as signs describing protocols and requirements. Visual cues are posted at the entrance to all buildings reminding everyone to wear a facemask before entering.

Reference section 3205(c)(6)

Face Coverings

We provide clean, undamaged face coverings, and advise employees to properly wear them over the nose, and mouth when indoors and when outdoors when in large groups or when others vaccination status is unknown. This includes non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- 1111 Employees who have contact with others have been offered, at no cost, an appropriate face covering that does cover the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact with others indoors or when likely to encounter others and be in close contact.
- 11 Employees who have been instructed by their medical provider to not wear a facemask should wear a face shield with a drape on the bottom edge, to comply with State directives, as long the employee's medical condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- 11 Employees do not need to wear a face covering when employee is alone in a private office.
- 1111 Employees working in cubicles, including cubicle equipped with partitions, must wear face coverings. This is a temporary measure in compliance with the temporary LACDPH Health Office Order issued on November 28, 2020. This requirement is in effect from November 30 until further notice.
- 1111 Employees have been instructed to wash their cloth face coverings daily. Disposable face coverings are preferred.
- 11 Visitors arriving at school sites are reminded to wear a face covering at all times (except while eating or drinking) while inside the building or on school grounds.
 - o This requirement applies to all adults and children over the age of two.
 - o Individuals who were instructed not to wear a face covering by their medical provider are exempt from wearing one. (see bullet point #2)
 - o To support the safety of employees and other visitors, a face covering will be made available to visitors who arrive without one.

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

- 1111 When an employee is alone in a room.
- 11 While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- 1111 Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 1111 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.

- 1111 Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Engineering controls

- 1111 Common areas (e.g., break rooms and kitchenettes) have physical distance between tables/chairs in break rooms and kitchenettes where personnel are likely to congregate and interact.
- 1111 Employees are discouraged from congregating in any area, but especially from common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.
- 1111 Physical barriers have been installed where 6 feet of distancing is not possible.
- 1111 We have maximized, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
 - o The HVAC system is maintained in good, working order, and to the maximum extent possible, ventilation has been increased.
 - o Air filters have been upgraded to the highest efficiency possible and to increase the quantity of outside air and ventilation in offices and other spaces.
 - o Air filters are being changed every 6 months.
 - o ISOAir purifiers have been installed

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- 1111 Restrooms and breakrooms are disinfected every 2 hours when possible.
- 1111 Corridor doorknobs, switches, door panic bars, etc. are disinfected every 2 hours when possible.
- 1111 Shared office items such as: timestamps, copiers, printers, hole-punchers, staplers, have disinfectant products for use by staff directly adjacent to the equipment.
- 1111 Occupied office spaces are disinfected nightly
- 1111 Employees have been informed on where additional disinfectant supplies are located.
- 1111 Employees have been informed on the frequency of disinfecting and cleaning schedules.

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

- 1111 Report the incident immediately to Supervisor
- 1111 No employee will enter the contaminated area until advised to do so by the Safety Officer or Human Resources.
- 1111 Contaminated environmental surfaces and objects will be sanitized by appropriately trained employees or left untouched for the appropriate time period dependent on the surface/material.

Shared tools, equipment and personal protective equipment (PPE)

- 1111 PPE must not be shared (e.g., gloves, goggles and face shields)
- 1111 Shared items or materials (e.g. staplers, punches, coffee mugs) have been eliminated to the extent possible.
- 1111 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 having disinfectant and related supplies available to all employees.
- 1111 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.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we will provide and/or post::

- 1111 Educational handwashing signage informing employees they should wash their hands for at least 20 seconds each time are next to every hand-washing sink.
- 1111 Allowing time for employee handwashing.
- 1111 Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- 1111 Hand washing signage is posted near every entrance.
- 1111 Determine the need for additional facilities.

Personal Protective Equipment (PPE) used to control employee exposure to COVID 19

- 1111 We will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.
- 11 When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.
- 111 We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids

Investigating and Responding to COVID-19 Cases

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

Employees who had potential COVID-19 exposure in our workplace will be reviewed according to the LACDOH protocol for COVID-19 Exposure Management Plan in K-12 Schools (Appendix T2)

Once the District has been informed that one or more employees tested positive for, or has symptoms consistent with COVID 19 (case) the District has a plan to have the employee(s):

- 11 Require the employee go home and seek medical attention. (If the person requires immediate medical attention, supervisor will call 911)
- 111 Have employee Isolate themselves at home
- 111 Require the immediate quarantine of all employees that had close contact with the confirmed COVID positive employee if unvaccinated.
- 111 The plan includes a protocol for all quarantined employees to have access or be tested for COVID 19 in order to determine whether there have been additional close contacts which may require additional COVID 19 control measures.
- 11 Employees will be offered COVID-19 testing at no cost during their working hours.
- 111 Information on benefits described in the Training, Instruction, and Exclusions of COVID-19 Cases will be provided to the affected employee.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees that they can readily understand. All employees are required to complete the Annual Notices training, which includes COVID safety, and hazard reporting.

- 1111 The District's primary means of communicating to employees is through emails. All employees should be using and frequently check their District email.
- 1111 Employees should report COVID-19 symptoms and possible hazards to their supervisor. Supervisors will discuss safety measures with the site COVID-19 compliance team as appropriate.
- 1111 Employees can report symptoms and hazards without fear of reprisal. (IIPP Section 3 Communication, page 10).
- 1111 In the event we are required to provide testing because of a workplace exposure or outbreak, we will:
 - o Communicate the plan for providing testing
 - o Inform affected employees of the reason for the testing and the possible consequences of a positive test.
- 1111 Human Resources Department personnel follow ADA (American with Disability Act) guidelines when employees with medical or other conditions that put them at increased risk of severe COVID-19 illness request accommodation.

- Information about COVID-19 hazards is provided to our employees and other individuals including what is being done to control those hazards and our COVID 19 policies and procedures.
- 11 Where testing is not required, employees can access COVID-19 testing through their personal physician or through the Los Angeles County Department of Public Health (LACDPH).

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which an employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - o COVID-19 is an infectious disease that can be spread through the air.
 - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - o An infectious person may have no symptoms.
- Methods of physical distancing and the importance of combining physical distancing with wearing of face coverings/masks
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to protect oneself and others.
- 111 COVID-19 symptoms and the importance of obtaining a COVID-19 test and **not** coming to work if the employee has COVID-19 symptoms.
- 111 Signage regarding face covering, hand washing and not entering the facility if ill, has been provided and is posted at all school sites.
- 111 All employees have been provided a copy of the District's COVID-19 Exposure Plan.

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

Exclusion of COVID-19 Cases

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

- 111 Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- 11 Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case. if unvaccinated or 10 days if test positive after symptoms begin or upon test..
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - o Utilizing any available leave or allowing the employee to work remotely, when possible.
 - 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 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.

- 1111 Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- 11 At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- 1111 At least 10 days have passed since COVID-19 symptoms first appeared for vaccinated employees, 14 days for unvaccinated employees.
- 1111 COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- 1111 A negative COVID-19 test will not be required for an employee to return to work.
- 11 If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation, quarantine is completed, or the order is lifted.
- 1111 If no period was specified, then the period will be 10 days from the time, the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

