Hawthorne School District COVID-19 Prevention Program (CPP)

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

Date: April 1, 2022

Authority and Responsibility

Brian Markarian, Ed.D. - Associate Superintendent, Human Resources, 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.

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 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. These policies and procedures consist of our Employee Health and Safety Protocols and the COVID-19 Exposure Management Plan Guidance in TK-12 Schools.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any identified hazards and/or sharing any health and safety concerns with their immediate supervisor. The authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by working collaboratively with the District and sharing any concerns expressed by represented employees.

Employee Screening

All employees have been provided with a set of screening questions to be utilized to conduct a self-screening each day prior to reporting to their work location. Employees who fail to pass the screener are to refrain from reporting to work and are to contact their immediate supervisor or Human Resources.

Correction of COVID-19 Hazards

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

Once a hazard has been identified, the hazard will be corrected in as timely a manner as possible. Responsibility for the correction of the specific hazard will be determined by the nature of the hazard itself. Hazards needing to be addressed by the Maintenance and Operations (M&O) Department will be entered into the online work order system, with completion being tracked and verified by the Director of Facilities, Maintenance and Operations.

Control of COVID-19 Hazards

Face Coverings

In accordance with guidance issued by the Los Angeles County Department of Public Health (LAC DPH), it is strongly recommended that employees wear face coverings when indoors and when in outdoor environments where distancing is not possible. The District provides surgical-grade masks and/or respirators to any employee who requests them.

Engineering Controls

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

- properly maintaining and adjusting ventilation systems
- maximizing the flow of air from outside
- increasing filtration efficiency to the highest level compatible with the existing ventilation systems
- utilizing high efficiency particulate air (HEPA) filtration units in select locations
- utilizing needlepoint bipolar ionization (NPBI) systems in select locations
- installing solid partitions in front offices and select locations

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, controls, phones, headsets, and bathroom surfaces:

- ensuring adequate supplies and adequate time for cleaning and disinfecting
- utilizing cleaning products proven to be effective against COVID-19
- providing necessary training with regard to cleaning and disinfecting
- informing employees and authorized employee representatives of the frequency and scope of cleaning and disinfection through posted protocols
- utilizing equipment designed to allow for disinfecting of high-touch surfaces

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

- potentially infected areas are cleaned by custodial staff using effective cleaning agents and taking all necessary precautions, such as wearing appropriate personal protective equipment
- all necessary training is provided by the M&O Department and/or product/service vendors

Hand Sanitizing

To implement effective hand sanitizing procedures, we:

- maintain numerous available restrooms for handwashing
- stress the importance of hand sanitizing with employees through communication, protocols, and posted signage
- encourage and allow time for employee handwashing
- maintain hand sanitizer stations and dispensers in locations not near restrooms
- encourage employees to wash their hands for at least 20 seconds each time

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (e.g., gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide surgical masks and/or respirators to any employee.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

PPE must not be shared.

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 providing the employees with the materials and training to disinfect items.

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.

Testing of symptomatic employees

The District operates a centralized COVID-19 testing site where any employee can obtain a free COVID-19 test.

Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. Thisis accomplished by using the County of Los Angeles COVID-19 Case and Contact List for Education Sector.

We also ensure that the following measures are implemented:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
  - employees who were fully vaccinated before the close contact and do not have symptoms.
  - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
- The issuance of written notice within 1 day of our knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees, independent contractors, and other employers at the worksite during the high-risk exposure period.

System for Communicating

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

- who employees should report COVID-19 symptoms, possible close contacts, and possible hazards to and how
- that employees can report symptoms, possible close contacts, and hazards without fear of reprisal
- how employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations and, where testing is not required, how employees can access

COVID-19 testing
- access to COVID-19 testing when testing is required
- the COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures

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, and how to participate in the identification and evaluation of COVID-19 hazards
- information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws
- the fact that:
  - COVID-19 is an infectious disease that can be spread through the air
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth
  - an infectious person may have no symptoms
- the fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination
- 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
- the right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators
- proper use of face coverings and the fact that face coverings are not respiratory protective equipment
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms
- information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death

The online E-Learning System, provided by the Alliance of Schools for Cooperative Insurance Programs (ASCIP), will be used to document this training.

Exclusion of COVID-19 Cases

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

- ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met
- excluding employees with COVID-19 exposure from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test
- continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever an employee is excluded from work and the exposure is work related
- providing employees at the time of exclusion with information on available benefits
- ensuring contact by a member of the COVID-19 Compliance Task Force

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
- 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

Return-to-Work Criteria

- COVID-19 cases with symptoms will not return to work until all the following have occurred:
  - at least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - isolation timelines set by LAC DPH have been met
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until isolation timelines set by LAC DPH have been met
- a negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met
- persons who had a close contact may return to work when quarantine timelines set by LAC DPH have been met
- 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 or quarantine is completed or the order is lifted

Helen E. Morgan

Dr. Helen E. Morgan, Superintendent

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

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

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

Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
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			