

COVID-19 Prevention Program (CPP)

San Pasqual Union Elementary School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 1/30/21

Authority and Responsibility

Mark Burroughs 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.
- 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 and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

All employees are educated in the signs, symptoms, and prevention of COVID-19. Employees are instructed to isolate individuals displaying symptoms of COVID-19 and seek immediate assistance from the District's COVID liaisons. As with all workplace hazards, employees are instructed to immediately report safety concerns to their supervisor(s).

Employee Screening

We screen our employees by:

Prior to leaving home, all staff is directed to self-screen (both temperature and symptom assessment). Staff should avoid coming to school if sick (i.e., cough, fever) and immediately notify a supervisor.

Immediately upon arriving at campus and prior to entering any buildings, all staff must wear a facial covering and directly report to their designated area for a symptom checking and temperature screening. In addition to temperature screening via non-contact thermometers, each staff member is be asked the following questions:

Do you have a new cough, nasal congestion, or runny nose?

Are you experiencing shortness of breath or difficulty breathing?

Are you having new muscle pain or fatigue?

Do you have a headache (that is not normal for you)?

Do you have a sore throat?

Are you experiencing a new loss of taste or smell?

Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?

Do you have a new rash?

Have you taken acetaminophen (i.e., Tylenol), ibuprofen (i.e., Advil, Motrin), or any other fever-reducing medication today?

Have you been exposed to anyone who has been tested positive for COVID-19 in the last two weeks? For more information, consult: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Staff with a temperature of 100 degrees or more and/or exhibiting/reporting COVID-19 symptoms is sent home and recommended for follow-up testing/treatment.

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:

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction. Follow-up measures are taken to ensure timely correction.

Controls of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Controlling and reducing the number of visitors, staff, and students in the office.

Affixing physical cues to floors, walls, and windows to indicate proper spacing and path of travel.

Staggered student dismissal with multiple, assigned locations for student dismissal.

Altered school day schedule to lessen the number of students on break, including the elimination of on-campus lunch.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

All staff is provided with face coverings. The District maintains an ample supply of disposable facial coverings, distributing them to students, staff, and visitors as needed and upon request.

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

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

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Physical barriers are installed in classrooms, office spaces, and other areas where six feet of physical distancing cannot be maintained.

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

Staff are encouraged to introduce fresh outdoor air as much as possible by bringing air in from the outside where practicable and allowing opportunities for outdoor learning opportunities. HVAC settings are utilized to filter and introduce fresh air from the outside. Air filters and air filtration systems are checked and replaced every three months to ensure optimal air quality. Consistent with CDPH guidance, all air filters were upgraded to meet MERV-13 standards.

All classrooms are equipped with medical-grade Hathaspace air purification systems that replace the air in classrooms every hour, removing 99% of common air pollutants like pollen, mold, dust, bacteria, and viruses.

Cleaning and disinfecting

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

The District has secured sufficient, safe, and school-appropriate cleaning equipment and supplies to disinfect the school site, including classrooms, common areas, and busses, at least daily. Specifically, the District purchased three (3) electrostatic sprayers that are used daily by trained custodial staff following CDC guidelines. Cleaning and sanitation schedules and completed rotations are posted and updated daily in classrooms, bathrooms, and other common areas.

Teachers, drivers, and other staff members are provided with appropriate supplies to support disinfection of frequently touched surfaces during the day. Specifically, the District procured two (2) Lotus Pro High Capacity Cleaning Systems to provide a safe and effective method to sanitize learning areas, workspaces, and common areas frequently throughout each day. Additionally, teachers check out clean microfiber cleaning cloths at the beginning of each day and return them at the end of the day for washing. Further, nearly all classrooms are equipped with sinks, running water, and soap. All classrooms are equipped with paper towels, hand sanitizer, and disinfectant wipes.

The high-touch surfaces necessitating frequently cleaning and sanitizing throughout the day include, but are not limited to:

Door handles

Light switches

Sink handles

Bathroom surfaces

Tables

Student Desks

Chairs

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

During the school day, any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility. SPUSD COVID-19 Liaisons will assist with arrangements for safe transport home or to a healthcare facility, as appropriate. For serious injury or illness, 9-1-1 will be called without delay. Medical attention will be sought if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and additional details regarding COVID-19 symptoms are available on CDC's webpage.

Upon notification of a positive case of COVID-19 within the school community, a SPU COVID-19 Liaison will contact local health officials for guidance regarding appropriate notifications. Areas used by that person(s) will be closed off and not used prior to appropriate cleaning and disinfection. To reduce risk of exposure, cleaning crews will typically wait 24 hours (or as long as practicable) before cleaning and disinfecting exposed areas. Cleaning crews will use appropriate disinfectants and follow guidance on the appropriate use of personal protective equipment and ventilation. The affected areas will remain closed and exposed individuals quarantined as directed by local health officials. The SPU-19 COVID-19 Liaison will conduct an investigation to gather information for contact tracing and share that information with local health officials.

Shared tools, equipment and personal protective equipment (PPE)

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

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

Students are encouraged to only bring necessary personal items to school and will store backpacks in a manner to prevent contact with other backpacks. Necessary personal belongings will be taken home each day to be cleaned.

In the classroom, students limit sharing by keeping belongings separated and in individually labeled storage containers, cubbies or areas. Each classroom maintains adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable. Teachers shall consider alternate instructional methods and activities to avoid unnecessary sharing of materials. When sharing is necessary, the use of supplies and equipment shall be limited to one group of children at a time and cleaned/disinfected between uses via the Lotus Pro Aqueous Ozone cleaner. If it is not feasible to immediately clean/disinfect shared items, students should place the items in a designated bin/area to be disinfected later prior to the items being used by any others.

Student electronic devices (i.e., Chromebooks, iPads, etc.) are assigned to individual students. Students wash or sanitize hands before and after use. If sharing is necessary, the items will be cleaned and disinfected between uses.

Two-way radios (“walkie talkies”) are assigned to individual staff members as needed per their job assignments. Staff wash or sanitize hands before and after use. Where sharing is necessary, the items are cleaned and disinfected between uses. Other items accessed or used by multiple staff members (i.e., copier, refrigerator, microwaves, etc.) will be disinfected by the staff member using the item before and after each use.

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:

Consistent with CDC guidance, students and staff are reminded to:

Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

Wash their hands for 20 seconds with soap, rubbing thoroughly after application, and drying hands thoroughly.

Use hand sanitizer upon entry to campus and the classroom and when handwashing is not practicable. Non-methanol hand sanitizers are located in every classroom and in common areas on campus.

Rub sanitizer into hands until completely dry.

Additionally, all staff is encouraged to model good handwashing practices for students. In the lower grade levels, staff are encouraged to use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing. Handwashing signs are placed in all classrooms.

Portable handwashing stations were considered but not installed. San Pasqual Union School is equipped with 18 restrooms available for student use, with two (2) additional restrooms designated for “staff only” use. All restrooms are equipped with sinks and soap for handwashing. Additionally, nearly all classrooms are equipped with sinks and soap for handwashing, adding an additional 30 handwashing locations available for student use. Staff has access to 3 additional handwashing stations located in the main office, teachers’ lounge, and maintenance area, not including handwashing stations in the kitchen. In total, there are 54 handwashing locations available on campus. In lieu of additional handwashing stations, the District purchased and installed four (4) additional hand sanitizing stands to be placed at the lunch tables, kitchen, main office, and library. Additionally, all classrooms and school entrances will be equipped with hand sanitizer for student, staff, and essential visitor use.

Motion sensor faucets, toilets, and lights throughout campus reduce the risk of disease transmission. To limit students congregating in bathrooms, increase ventilation, and reduce the use of door handles, student restroom doors may be propped open so long as privacy can be maintained.

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

We 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.

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

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.

In preparation for the 2020-21 school year, the District purchased 3000 disposable face masks and hand sanitizer for all classrooms. Additionally, the District received a 60-day supply of personal protective equipment via grants from the California Governor’s Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) which includes the following:

- 1250 cloth face masks
- 1250 disposable face masks
- 14 N95 masks
- 117 face shields
- 12 gallons (114 bottles) hand sanitizer
- 4 infrared “no touch” thermometers

Investigating and Responding to COVID-19 Cases

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

Employees who had potential COVID-19 exposure in our workplace will be:

Offered COVID-19 testing at no cost during their working hours. The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

San Pasqual Union School District is committed to the health and safety of all students, staff, and visitors. To ensure the plan is both followed and updated accordingly, the following SPU COVID-19 Liaisons have been designated to receive reports, address concerns, lead training exercises, revise plans, and respond to incidents, including the coordination, documentation, communication, and tracking of possible exposure. Employees are encouraged to report COVID-19 symptoms and possible hazards by calling the main office.

SPU COVID-19 Liaisons

Mark Burroughs, Superintendent/Principal

Tammy Lee, Assistant Principal

Maria Anguiano, Health and Attendance Clerk

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

All employees are required to submit to COVID-19 testing at least every other month. Employees are directed to testing sites operated by the San Diego County Health Department.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

If exposed or possibly exposed to COVID-19, employees may access no-cost testing during work hours. The current testing location is at the California Center for the Arts Escondido, 340 North Broadway, Escondido, CA 92025.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

The District's information on what to do if exposed to, what is being done to control COVID-19 hazards, and our COVID-19 policies and procedures are found and disseminated via San Pasqual Union School's "COVID-19 School Safety Plan."

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 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- 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 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.

Prior to returning to the workplace, all staff were required to complete the "COVID-19 Information for Employees" training provided through the San Diego County Office of Education. Ongoing updates and COVID-19 training and instruction are provided at least weekly via staff bulletin and informational meetings.

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:

- 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 for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

The District provides employees sick leave benefits where permitted by law and when not covered by workers' compensation.

- 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.
- 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.

The District maintains a COVID-19 Dashboard to track and report all positive COVID-19 cases affecting staff and students. Additional notifications are immediately made to close contacts with a COVID-positive or presumed COVID-positive individual in the workplace.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 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.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- 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.
- A negative COVID-19 test will not be required for an employee to return to work.
- 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. 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.

Superintendent

1-30-2021

Title of Owner or Top Management Representative

Signature

Date

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:

Date:

Name(s) of Employees and Authorized Employee Representative that Participated:

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

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

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

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

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

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

Date:

Name of Person Conducting the Investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature