

Model COVID-19 Prevention Procedures (CPP)

In California, all employers are required to establish, implement, and maintain an effective, written Injury and Illness Prevention (IIPP) program that meets the requirements of California Code of Regulations (CCR), Title 8, section 3203. COVID-19 is considered a workplace hazard and most employers must address COVID-19 prevention under their workplace IIPP. COVID-19 prevention procedures must be addressed either in the written IIPP or maintained in a separate document.

Cal/OSHA has developed this model COVID-19 CPP to assist employers that choose to address their written COVID-19 hazard control procedures in a document separate from their IIPP. Employers are not required to use this CPP. Instead, they may create their own or use another CPP template. Cal/OSHA encourages employers to engage with employees in the design, implementation, and evolution of their CPP.

Using this model alone does not ensure compliance with the Cal/OSHA COVID-19 Prevention standard. To use this model CPP effectively, and ensure it meets the COVID-19 standard requirements, the person(s) responsible for implementing the CPP should carefully review:

- Elements that may be required in the following CCR, Title 8 sections:
 - **3205, COVID-19 Prevention**
 - **3205.1, COVID-19 Outbreaks**
 - **3205.2, COVID-19 Prevention in Employer-Provided Housing**
 - **3205.3, COVID-19 Prevention in Employer-Provided Transportation**
 - The three **Additional Considerations** provided at the end of this CPP to see if they are applicable to their workplace.
- Additional guidance and resources are available at www.dir.ca.gov/dosh/coronavirus/

CCR, Title 8 sections 3205 through 3205.3 apply until two years after February 3, 2023, except for the recordkeeping subsections 3205(j)(2) through (3), which apply until three years after February 3, 2023.



Cal/OSHA Publications Unit

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BOARD APPROVED

2/20/24

COVID-19 Prevention Procedures (CPP) for

Arvin Union School District

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

This guidance provides considerations for various settings in the district, including, but not limited to the following:

- Early childhood education sites including preschool
- K-8 schools
- Before and after school programs
- Summer school/Winter/intersession programs

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The virus spreads easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can be inhaled or land in the nose, mouth, or eyes of someone nearby and cause illness. COVID-19 is also considered airborne, meaning small particles of infectious virus remain suspended in the air and can infect people hours after the sick person has left the area.

Some of the symptoms of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. **As with common practice used with other respiratory viruses;** avoiding crowded indoor spaces, improving indoor ventilation, staying at least six (6) feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

Date plan reviewed:

February 5, 2024

Authority and Responsibility

The District Superintendent 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 procedures 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.

As with the state, we continue to move away from more restrictive measures, while keeping in mind that the emergence of a strong variant or possible future surges may prompt the need to reinstate the more restrictive public health disease control and prevention measures. Following guidance from the California Department of Public Health, current prevention efforts build upon a multi-layer strategy to manage COVID-19 as well as multiple types of infection including COVID-19, influenza, RSV, and norovirus.

Application of the **Arvin Union School District** Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our CPP/IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:

We consider all persons in our workplace to be potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results and we periodically evaluate our workplace and operations to identify tasks that may cause exposure to COVID-19. COVID-19 is treated as an airborne infectious disease. Applicable State of California and **Kern County Public Health** orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards.

The district considers a hierarchy to control exposures to hazards in the workplace which is vital to protecting workers. The hierarchy of controls has five levels of actions to reduce or remove hazards.

The preferred order of action based on general effectiveness is:

- i. Elimination – physically remove the hazard.
- ii. Substitution – replace the hazard
- iii. Engineering controls – Isolate people from the hazard
- iv. Administrative controls – change the way people work
- v. PPE – Protect the worker with Personal Protective Equipment

COVID-19 prevention controls include:

1. Remote work - if able to complete duties essential to district able to be completed at home /upon approval of District Superintendent or Assistant Superintendent
2. Physical distancing.
3. Reducing population density indoors.
4. Moving indoor tasks outside.
5. Implementing separate shifts and/or break times.
6. Restricting access to work areas.
7. Utilization of PPE
8. Policies and procedures focused on protecting those most at risk for serious illness, while minimizing the disruptive impact in schools and workplaces.
(based on statement from Public Health Office Dr. Tomás Aragón)

2. Training and instruction on COVID-19 prevention is provided:

- When this CPP was first established.
- To new employees.
- To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
- Whenever new COVID-19 hazards are introduced.
- When we are made aware of new or previously unrecognized COVID-19 hazards.
- For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
- When the procedures are updated

Appendix A COVID-19 **Training Roster**, or similar documentation, will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:

- a. Reviewing current California Department of Public Health (CDPH) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- b. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms.

Appendix B Investigating COVID-19 Cases will be used to document this information.

- c. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace.
 - i. The district continues to provide COVID 19 testing kits at no cost to all employees with new COVID-19 symptoms.
 - ii. Employees should contact their direct supervisor to report COVID-19 symptoms, possible close contact and hazards through phone, text, or email so long as the message is confirmed as having been received immediately. The site nurse and HR Director are to be notified as soon as possible.
 - iii. School site nurses are responsible for gathering information and providing notifications to employees at the work site.
 1. Employers must notify all employees, independent contractors, and employers with an employee who had close contact with a COVID-19 case.
 - iv. Recommending immediate contact with a health care professional as soon as a positive case is confirmed. CDPH notes the availability of antiviral medications for COVID -19 and that these medications work best when taken as soon as possible.
- d. Encouraging employees to report COVID-19 symptoms and to stay home when ill.
 - v. General messaging encourages staff to report symptoms to direct supervisors and to remain home when exhibiting a fever and moderate to severe symptoms.
 - vi. When an employee exhibits symptoms, they are encouraged to take a COVID-19 test and to remain home when exhibiting a fever and moderate to severe symptoms.

4. Effective procedures for responding to COVID-19 cases at the workplace include:

- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:

Important changes to definitions

"Infectious period" for the purpose of cases the Cal/OSHA COVID-19 Prevention Non-Emergency Standards, is now defined as:

- o For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:

COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND their symptoms are mild and improving.

- o For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply

ISOLATION GUIDANCE

Effective procedures for responding to COVID -19 cases at the workplace include:

Recommendations for people who test positive

Stay home if you have COVID-19 symptoms, until you have not had a fever for 24 hours without using fever reducing medication AND other COVID-19 symptoms are mild and improving.

- If you do not have symptoms, you should follow the recommendations below to reduce exposure to others.

Mask when you are around other people indoors for the 10 days* after you become sick or test positive (if no symptoms). You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart. Day 0 is symptom onset date or positive test date.

Avoid contact with people at higher-risk for severe COVID-19 for 10 days*. Higher-risk individuals include the elderly, those who live in congregate care facilities, those who have immunocompromising conditions, and that put them at higher risk for serious illness.

Seek Treatment. If you have symptoms, particularly if you are at higher risk for severe COVID-19, speak with a healthcare provider as soon as you test positive. You may be eligible for antiviral medicines or other treatments for COVID-19. COVID-19 antiviral medicines work best if taken as soon as possible, and within 5-7 days from when symptoms start.

- Call 1-833-422-4255 if you are unable to contact a healthcare provider, or use the [treatment options](#) to find one.

*The potential infectious period is 2 days before the date of symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date).

Recommendation for close contacts of cases

- **If you have new COVID-19 symptoms**, you should test and mask right away. Testing is no longer recommended for all close contacts.
- **If you do not have symptoms**, and are at higher risk of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
- **If you do not have symptoms** and have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people. For further details, see [CDPH COVID-19 testing guidance](#).

- b. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.

- i. Ensuring that COVID-19 cases are excluded from the workplace until return to work requirements are met.
- ii. Encouraging utilization of Personal Protective Equipment
- iii. Encourage implementation of social distancing

- c. If an order to isolate, quarantine, or exclude 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.

d. If removal of an employee would create undue risk to a community's health, **Arvin Union School District** may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion.

- In such a case, employees would be assigned an isolated work station, be expected to wear an N-95 mask, or to utilize a workspace that is not utilized by other staff during their work time that would be sanitized after use. Common use items such as phones or printers would be sanitized after the work period. Work of this manner must be approved by the Superintendent in coordination with the MOT department for sanitizing of the workspace.

e. Upon excluding an employee from the workplace based on COVID-19, Arvin Union School District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Arvin Union School District leave policies and leave guaranteed by contract.

- The Human Resources department will communicate with excluded employees to provide COVID-19 related benefits as available by leaves or statute. At the time of this writing statutory COVID-19 specific leaves have expired.

Testing of Close Contacts

If a close contact to a COVID-19 case has symptoms, CDPH recommends the individual test and mask right away. When the close contact does not have symptoms but is at higher risk of severe COVID-19 infection and would benefit from treatment, CDPH recommends testing within 5 days.

Testing is no longer recommended by CDPH for all close contacts, however per OSHA regulations, COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

Notice of COVID-19 Cases & Close Contacts

1. Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified of potential exposure. Notices to employees can be posted for all employees at the same "worksite".
 - a. For the purposes of the California Department of Public Health's recommendations regarding isolation and quarantine periods for persons infected with or exposed to COVID-19, the following definitions apply.
 - i. "Close Contact" means the following:
 - In indoor spaces 400,000 or fewer cubic feet per floor, 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 for a total of 15 minutes) during an infected person's (confirmed by COVID-19 test or clinical diagnosis) infectious period.
 - In large indoor spaces greater than 400,000 cubic feet per floor, 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.
2. Arvin Union School District will provide notice to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact.

Face Coverings

Employees will be provided face coverings and it is recommended to wear them:

- When required by orders from the CDPH.
- If you are a close contact to a COVID-19 case and have symptoms.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test. Please refer to the section in this FAQ on CDPH's Isolation and Quarantine Guidance. Masking may end prior to the 10 days if 2 subsequent tests taken within one day of each other are negative.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. 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. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
 - o How to properly wear the respirator provided.
 - o How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - o The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH **Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments**. **Arvin Union School District** will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - o Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - o In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - o Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Maintain Good Hygiene

- Keeping hands clean with frequent hand washing can help prevent the spread of communicable diseases. Other good hygiene practices can also protect the health of students and staff at school.

Recommended Actions:

- Ensure adequate supplies including soap and water, tissues, and trashcans
- If used, hand sanitizer should contain at least 60% alcohol and be stored away from young children. Supervise children ages 5 and younger to avoid ingestion and eye contact.
- Handwashing with soap and water is preferred over hand sanitizer.
- Cover coughs and sneezes to help keep individuals from spreading communicable diseases.
- Discourage sharing of personal items such as cups, food, utensils, water bottles, cell phones, etc.

Reporting and Recordkeeping

Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by **Human Resources Director, Randy Flores** and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3. The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.



Georgia Rhett, Superintendent

February 9, 2024

Appendix A: COVID-19 Training Roster

Date training completed: [enter date]

Person that conducted the training: [enter name(s)]

[illegible]

Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case (suspect or confirmed) became known: **[enter information]**

Date investigation was initiated: **[enter information]**

Name of person(s) conducting the investigation: **[enter name(s)]**

COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

Summary of employees, independent contractors, and employees of other employers that came in close contact **[CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?
[enter information]

What could be done to reduce exposure to COVID-19?
[enter information]

Was local health department notified? Date?
[enter information]

Additional Consideration #1

COVID-19 Outbreaks

[This addendum will need to be added to your CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a seven-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.]

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a seven-day period.

Exclude from Work

All positive COVID-19 cases will be excluded from the workplace.

COVID-19 Testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

Employees who had close contacts and remain at work are recommended to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. There is an exception for staff who have had COVID very recently.

Employees in the exposed group, regardless of vaccination status, are highly recommended to wear face coverings when indoors, or when outdoors and less than six feet from another person.

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

Arvin Union School District will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient supply of outdoor air to indoor workplaces.
 - Insufficient air filtration.
 - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:

- o Moving indoor tasks outdoors or having them performed remotely.
- o Increasing the outdoor air supply when work is done indoors.
- o Improving air filtration.
- o Increasing physical distancing to the extent feasible.
- o Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- o Other applicable controls.

Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- Exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test.
- 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 one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
 - o Telework or other remote work arrangements.
 - o Reducing the number of persons in an area at one time, including visitors.
 - o Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
 - o Staggered arrival, departure, work, and break times.
 - o Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Transportation

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

Assignment of transportation

To the extent feasible:

- Transportation will be assigned such that cohorts travel and work together, separate from other workers.
- Employees who usually maintain a household together shall travel together.

