



VALLEJO CITY

UNIFIED SCHOOL DISTRICT

COVID-19 Prevention Program (CPP)

Governing Board Approved April 26, 2023

An Addendum to the Injury and Illness Program: In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention

The District's Prevention Program has been developed in accordance with the issued guidance from the State of California Department of Public Health (CDPH) and Cal/OSHA:

1. The CDPH [K-12 Schools COVID Guidance for the 2022-2023 School Year](#); March 20th, 2023.
2. [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations](#); Feb. 3, 2023

Authority and Responsibility

William Spalding, Superintendent, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. Designated to lead this authority are the Assistant Superintendents of Human Resources and Operations.

This CPP is developed and submitted on behalf of all school sites and is a component of, and will be attached to, the Comprehensive Site Safety Plan for each site. 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.

The CPP is a living document and will be revised as necessary and in accordance with all applicable guidance and orders, as well as local implementation evaluations, observations and feedback.

William Spalding, Superintendent

April 27, 2023

Date

1. Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations to identify and respond to COVID-19 hazards
- Document the vaccination status of our employees which is maintained as a confidential medical record.
- Evaluate employees' potential workplace close contacts to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures, as identified in this document, 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
- 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 as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

VCUSD may utilize the following forms in this effort:

- Appendix A: VCUSD Identification of COVID-19 Hazards Form
- Appendix B: VCUSD Employee Report of COVID 19 Hazards Form
- Appendix C: VCUSD COVID-19 Inspections Form

(a) Employee Participation

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

- Reading the VCUSD COVID Prevention Program (CPP) Addendum and providing feedback
- Attending and completing all information and training sessions related to the CPP and COVID 19 updates.
- Upon determination of any hazard mitigation implementation concern or upon discovery of additional hazard, all employees are to:
 1. notify the immediate supervisor who will then be responsible for submitting Appendix B: Employee Report of COVID-19 Hazard Form
 2. directly submit Appendix B: Employee Report of COVID-19 Hazard Form

(b) Employee and Student Screening

All District staff are required to self-screen for symptoms.

All parents/guardians are asked to screen their children daily for COVID-19 symptoms, and any student must remain home if there is any affirmative response to self-screening and are encouraged to obtain a COVID-19 test.

Any staff members exhibiting symptoms while at work is to immediately isolate, notify administration, go home and are encouraged to obtain a COVID-19 test.

Any student exhibiting symptoms will be isolated to a pre-identified isolation room, the family will be called to pick them up promptly, and are encouraged to obtain a COVID-19 test.

2. Correction of COVID-19 Hazards

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

- All inspection forms, and all VCUSD Identification of COVID-19 Hazards as submitted by employees, are to be immediately reviewed by the Human Resources / Operations team.
- For confirmed hazards, work orders are to be created and coded "Urgent - COVID 19 Hazard" and are to be scheduled for remedy at the earliest but no later than 48 hours after identification.
- All inspection form submissions are to be appropriately coded and retained.

3. Control of COVID-19 Hazards

(a) Physical Distancing

CDPH recommends focusing on other mitigation strategies provided in this guidance rather than implementing minimum physical distancing requirements for routine classroom instruction, however, we encourage all sites, employees and students to maintain personal space wherever practicable:

- In personal interactions with staff and with students
- In workplace settings and classrooms
- In all student and staff indoor common areas such as break rooms, restrooms, auditoriums, gymnasiums, libraries, lobbies, and lunchrooms, although we should arrange for eating outdoors as much as possible
- In all work and student transportation vehicles
- All school site drop off / pick up locations
- All employee and student paths of travel
- Student restroom use should be monitored by site staff to avoid exceeding capacity

(b) Face Coverings

Staff, students and visitors in all VCUSD facilities are strongly encouraged to wear appropriate face coverings indoors or when directed by the Superintendent in response to the ebb and flow of the pandemic, including on all district buses and in all district vehicles regardless of vaccination status. All employees have access to KN95 and disposable masks as needed.

(c) Ventilation Systems

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems except when the United States Environmental Protection Agency (EPA) Air Quality Index (AQI) 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 excessive heat or cold.

VCUSD actions include:

- Keeping doors and windows open wherever and whenever practicable
- Setting all HVAC systems for maximum external air flow
- Replacement of all HVAC system filters to MERV14, to be changed per industry standard
- Disengaging centralized ventilation controls between the hours of 7 am to 7 pm to provide full site based control
- Increase inspection of all units to ensure optimal performance
- Needed repairs are to be completed immediately; if additional time for repair is required and supplemental ventilation and filtration is not an option, employees and/or students will be

- temporarily relocated to locations where primary and supplemental systems are operational.
- Installation of supplemental portable air filtration units in all classrooms less than 1500 sq ft or in other locations less than 1500 sq ft where we have multiple employees and students occupying the location at the same time.
- Certain activities that involve increased and forceful exhalation can pose increased risk for getting and spreading COVID-19, particularly if conducted indoors, in poorly ventilated settings, and/or without the use of masks. Accordingly, schools may consider implementing additional measures to mitigate transmission in these settings, including masking, screening testing and vaccination, particularly during COVID-19 outbreaks or surges.

(d) Cleaning and Disinfecting

In general, routine cleaning is usually enough to sufficiently remove viruses that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

VCUSD cleaning and disinfecting procedures are as follows:

- Custodians receive training in cleaning and disinfection including updates and are provided with all necessary supplies
- Disinfection of frequently touched surfaces occurs at least once per day, but more frequently if possible; frequently touched surfaces include: tables, desks, handrails, door handles, light switches, countertops, phones, keyboards, toilets, faucets, hydration stations, sinks, etc.
- Bus drivers receive training in cleaning and disinfection including updates, and are responsible for cleaning and disinfecting assigned buses, including when students rotate on/off the bus and at the end of the day.
- While cleaning and disinfecting our facilities/buses, custodians and drivers are required to wash and/or sanitize hands frequently and to wear appropriate PPE at all times.
- All employees have access to disinfectant spray and paper towels for at will employee use
- All sites are provided with a minimum 30-day inventory of cleaning and disinfecting supplies; additional supply requests are submitted one week prior to inventory depletion, and are delivered to sites within the week.
- All cleaning and disinfecting products are approved for general school use and more particularly for use against COVID-19 per Environmental Protection Agency (EPA) List N.
- Electrostatic sprayers are assigned to every custodian and bus driver to provide efficient and comprehensive disinfecting as needed; replacements are provided upon request.

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

- As soon as possible, all known locations, including buses, occupied by “case” are to be cleaned and disinfected including all frequently touched surfaces, equipment, etc., using appropriate equipment and supplies as possible
- As applicable, doors and windows are to be opened, and fans or HVAC are to be turned on to increase air circulation in the area.
- Floors are to be mopped or vacuumed
- Custodians are to wear full PPE including masks, face shields and gloves. Tyvek suits are available but not required

(e) Personal Protective Equipment (PPE)

The District has evaluated the need for PPE to prevent close contact to COVID-19 hazards, and all applicable PPE including gloves, masks, respirators, face shields, gowns, etc. have been purchased

and is distributed for required and on demand use. PPE supply is maintained with replenishment protocols in place. PPE is not to be shared and is to be used per specifications.

Current district PPE needs, supply and distribution includes:

- KN95, N95, and disposable face masks for students; sized for PreSchool-3 and 4-12.
- KN95, N95, and disposable face masks for employees.
- Respirators for employees
- Face shields and face shields with drapes for employees and students
- Nitrile gloves
- Personal hand sanitizer for employees and student as appropriate
- Free standing, touchless hand sanitizer dispensers in all locations
- Alcohol wipes and disinfectant spray for employees
- Tyvek suits for custodial and health department use as necessary
- Coveralls for custodial daily wear and laundering.

Upon request, the District shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Whenever an employer makes respirators for voluntary use available, under this section or sections 3205.1 through 3205.4, the employer shall encourage their use and shall ensure that employees are provided with a respirator of the correct size.

The District will provide and ensure use of respirators in compliance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

The District will provide and ensure use of eye protection and respiratory protection in compliance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

(f) Hand Hygiene

All employees and students are trained and encouraged to wash their hands frequently throughout the day for at least 20 seconds, especially before and after eating, after using the toilet, and after handling garbage and removing gloves. Handwashing stations are in most elementary classrooms, in all student and staff restrooms, and in all staff break rooms. All handwashing stations have been inspected to ensure proper working order; any needed repairs are to be completed within 24 hours of identification. All handwashing stations have appropriate signage with effective hand washing procedures and are equipped with individual soap and paper towel dispensers. All electric hand dryers have been disabled.

Hand sanitizer with at least 60 percent ethyl alcohol is provided and available throughout the system as a secondary hygiene option to hand washing. Free standing, touch free hand sanitizer dispensers are in all site classrooms, main offices and common spaces for all students, staff and visitors for access at will. Individual bottles of hand sanitizer are provided to all staff and students who can safely use hand sanitizer. For students 5 years and younger, hand sanitizers should be stored up, away, and out of sight of younger children and should be used only with adult supervision.

Schools should teach and reinforce etiquette for covering coughs and sneezes to help individuals from getting and spreading infectious diseases, including COVID-19.

4. Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix D: VCUSD Investigating COVID-19 Cases Form. Employees who had a close contact in our workplace will be:

- Notified immediately by the work Supervisor.
- Per updated guidance, employees are not required to quarantine due to close contact; however, they must continue to wear a mask indoors, self monitor for symptoms, hand washing and avoid crowds.
- Staff who are exposed to COVID, are recommended to take the Antigen twice weekly. Tests are offered at no cost during their working hours.
- Employees with COVID 19 must isolate, remain home for 5 days from the positive test. They may return (Without a Negative test) if no fever, or major symptoms. They must wear a mask until they test Negative. All exposed staff are required to be notified of potential exposure and offered tests weekly
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

5. System for Communicating

We recognize the importance and the need for timely and accurate communications to our community. The Superintendent and designated staff will communicate with students, staff, and parents about cases and close contacts at the school, consistent with privacy requirements such as FERPA/HIPAA.

Staff and Parent communications will occur through Parent Square, newsletter, video, or via email. Our goal is to ensure that we have effective two-way communication with our employees and families, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms to the Assistant Superintendent Human Resources (Human Resources Department) and possible hazards to the Assistant Superintendent of Operations by completing and submitting the hazard form Appendix C: Employee Report of COVID-19 Hazards Form, or by email or phone.
- Employees can report symptoms and hazards without fear of reprisal
- The District will engage in the interactive process with employees with medical or other conditions that put them at increased risk of severe COVID-19 illness (HR Department).

6. COVID-19 Testing

- Employees will be notified on a regular basis of how and where they may obtain testing, and that information will be posted online.
- The CDC and CDPH currently provide antigen test kits for all students and staff. The test kits are distributed weekly throughout the district to support voluntary testing. The District will continue to implement this testing program unless ended by CDC and/or CDPH.
- In the event of a workplace close contact, VCUSD will inform employees how they may obtain no cost testing during work hours.
- In such an event, VCUSD 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.
- VCUSD will require proof of the employee test result either positive or negative, and employees will need to forward their test result information to Human Resources.
- VCUSD will provide information on test positivity and contacts to their Insurance provider and the County Public Health Department for the purposes of contact tracing. The District will maintain confidentiality at all times in the handling and storage of records.
- VCUSD will require testing of Student Athletes and unvaccinated staff as mandated. Information will be provided to parents / staff regarding where they may obtain free testing. VCUSD has the ability to

administer and provide free antigen or PCR testing as necessary and with appropriate permissions. District health team will facilitate such testing and will train and support program managers and other staff as necessary.

- School officials will ensure that parents of students who have symptoms of COVID-19 or have had close contact to someone with COVID-19 will be informed of where they may obtain testing free of charge, including at the school site, and provided with instructions while waiting for test results.

7. 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.
- The right of employees to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal
- 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. Since COVID-19 is an airborne disease, N95s or KN95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation
- 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 along with booster shots is effective at preventing COVID-19, , protecting against both transmission and serious illness or death
- All Employees are trained on the updated version of "Coronavirus 101 What you need to know?" in Target Solutions
- Appendix E: VCUSD COVID-19 Training Roster Form and reports from Target Solutions will be used to document this training.

8. 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 unvaccinated employees who had close contact from the workplace for 10 days after

the last known close contact 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 close contact to COVID-19 is work related. This will be accomplished by employer-provided employee sick leave benefits, and maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

9. Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the District's insurance agency and 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 clusters, 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 Appendix D: VCUSD 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.

10. 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 5 days have passed since COVID-19 symptoms first appeared, with a negative Antigen test
 - COVID-19 cases who tested positive, but never developed COVID-19 symptoms will not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test and they are negative. If not, they must quarantine for an additional 5 days.
 - 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.
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Additional Consideration

Section 3205.1 COVID-19 Outbreaks

(a) Scope. This section applies until February 3, 2025.

(1) This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period at any time during a 14-day period, unless a California Department of Public Health (CDPH)

regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under CDPH's definition.

(2) This section shall apply until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

(b) COVID-19 testing.

(1) Immediately upon being covered by this section, the employer shall make COVID-19 testing available at no cost to its employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s) under subsection 3205.1(a).

(2) Employer shall then make testing available on a weekly basis to all employees in the exposed group who remain at the workplace.

(3) Employees who had close contacts shall have a negative COVID-19 test taken within three to five days after the close contact or shall be excluded and follow the return to work requirements of subsection 3205(c)(5) starting from the date of the last known close contact.

(c) Face coverings. Employees in the exposed group, regardless of vaccination status, shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(f)(2) applies.

(d) Respirators. Employers shall notify employees of their right to request and receive a respirator for voluntary use under subsection 3205(g).

(e) COVID-19 investigation, review, and hazard correction. The employer shall 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 section initially applies and periodically thereafter. The investigation, review, and changes shall be documented and shall include:

(1) Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient supply of outdoor air to indoor workplaces; insufficient air filtration; and insufficient physical distancing.

(2) The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

(3) Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include: moving indoor tasks outdoors or having them performed remotely; increasing the outdoor air supply when work is done indoors; improving air filtration; increasing physical distancing to the extent feasible; requiring respiratory protection in compliance with section 5144; and other applicable controls.

(f) Ventilation. In buildings or structures with mechanical ventilation, employers shall filter recirculated air 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, employers shall use filters with the highest compatible filtering efficiency. The employer shall use High Efficiency Particulate Air (HEPA) air 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.

(g) Major outbreaks. If 20 or more employee COVID-19 cases in an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period within a 30-day period, the employer shall do the following while section 3205.1 applies:

(1) The COVID-19 testing described in subsection 3205.1(b) shall be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department with jurisdiction over the workplace. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements of subsection 3205(c)(5).

(2) The employer shall report the outbreak to the Division. This subsection does not limit the employer's obligation to report employee deaths, serious injuries, or serious illnesses when required by subsection 342(a).

(3) The employer shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group, shall encourage their use, and shall train employees provided respirators for voluntary use, as set forth in subsection 3205(g).

(4) Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where an employer can demonstrate 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: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and 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 shall be as far apart as feasible.

Appendix A: VCUSD Identification of COVID-19 Hazards Form

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 close contact 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 employee 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 close contacts to COVID-19 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: VCUSD Employee Report of COVID-19 Hazards Form

This form is to be used to report COVID-19 Hazards for follow-up. Please identify hazards and locations and submit the form to your site/program manager.

Date:

Name / email of person submitting form:

Site/Program Name:

Site/Program Manager Name:

	IDENTIFICATION		CORRECTION	
	Identified Hazard	Location	Site Program Response	District Response
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Appendix C: VCUSD COVID-19 Inspections Form - Mitch

Date:

Location: on(s) conducting the inspection:

Name of person conducting inspection:

Exposure/ Close contact Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration: portable units installed in classrooms and other locations as appropriate			
MERV14 Filter Replacement			
Administrative			
Surface cleaning and disinfection: Room prepped, supplies distributed and adequate,, cleaning frequently enough			
Hand washing facilities (all functioning, towel dispensers installed with adequate supplies; air dryers disabled)			
Disinfecting and hand sanitizing solutions appropriately identified and used according to manufacturer instructions			
Electrostatic sprayers distributed to all site custodians			
Free standing, touchless sanitizer stands installed in all classrooms and other locations as appropriate			
Signs installed as appropriate			
Isolation rooms identified and appropriately equipped			
PPE in evidence			
Face coverings: size appropriate cloth and disposable masks distributed to all sites / classrooms for distribution to staff/students			
Nitrile gloves: distributed to all classrooms, staff, etc. as needed			
Face shields/goggles: distributed and available to all staff as needed			
Respiratory protection provided to staff as necessary			

Isolation gowns coveralls distributed to all custodians and other personnel as needed			
Hand sanitizer bottles distributed to all sites, personnel and students as appropriate			
Disinfectant spray and alcohol wipes distributed to all sites locations for staff distribution			

Appendix D: VCUSD Investigating COVID-19 Cases Form (See Next Page)

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:



COVID-19 Reporting for Positive Testing
To be completed immediately following positive test results

This report is for the confidential use of VCUSD and its Employees. Employees who receive positive test results of the Coronavirus (COVID-19) must inform their employer immediately. The employer must report to their insurance provider and County Public Health Department when the employee has tested positive or when they reasonably should know that their employee tested positive for the COVID-19 virus. Positive test results must be reported within 3 business days.

Report positive testing for COVID-19, whether or not the employee is filing a claim. No name or other personal identifiable information should be provided unless the employee asserts that COVID-19 is work-related or files a workers' compensation claim.

Failing to submit this information or intentionally submitting false or misleading information could result in a Civil Penalty of up to \$10,000.

Employee	Location Name	Location Address

Exposure Details

Date Employee Last Worked	Date Tested	Date Positive Test Result Received
Site (Ex: Gym, Cafeteria, etc.)	No. of Employees working at location address	Has location ever had an outbreak or ordered to close? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did Employee work at multiple locations? <input type="checkbox"/> Yes <input type="checkbox"/> No	(If Employee worked at multiple locations, enter the address of each location where the employee worked during the last 14 days preceding the positive test. Indicate the highest number of employees who reported to work at each location of employment in the 45 day period preceding the last day the employee who tested positive and worked at the same location.)	
Address 1	No. of Employees at Address 1	
Address 2	No. of Employees at Address 2	
Address 3	No. of Employees at Address 3	
Address 4	No. of Employees at Address 4	

Additional Details

Report completed by	Report date	Phone no.	Email address
Comments			

Please submit the completed report and positive test result by email to Assistant Superintendent of Human Resources, Gigi F. Patrick, Ed.D. at gpatrick@vcusd.org or by fax at (707) 638-3568.

Appendix E: VCUSD COVID-19 Training Roster Form

Date:

Trainer name:

Training Location:

Employee Name	Signature

