

## LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Mae L. Feaster Charter School

Option for ensuring safe in-person instruction and continuity of services:

☐

has developed a plan

☒

will amend its plan

1. Please choose one:

☒

The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

**NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.**

☐

The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

**NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.**

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

<https://www.cvesd.org/news/covid-19-info-center/covid-19-safety-plan>

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services. Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners
4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan. Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

In addition, the LEA provides the following assurances:

- ☒ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

o Please insert link to the plan:

<https://www.cvesd.org/news/covid-19info-center/covid-19safetyplan>

- ☒ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
- ☒ The LEA will periodically review and, as appropriate revise its plan, at least every six months.
- ☒ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
- ☒ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- ☒ The LEA has created its plan in an understandable and uniform format.
- ☒ The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.

- ☒ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Anthony Carlton, Executive Director of Facilities/Planning, Risk Management and Legal Services  
84 East J Street, Chula Vista, CA 91910  
(619) 425-9600, Ext. 1352

Sherry Stone, Emergency Preparedness and Security Manager  
84 East J Street, Chula Vista, CA 91910  
(619) 425-9600, Ext. 1327



# Injury and Illness Prevention Plan

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## With COVID PREVENTION PROGRAM (CPP)

**Revised: March 8, 2021**  
See "Record of Revisions" for updates

**Chula Vista Elementary School District**  
**84 East J Street**  
**Chula Vista, CA 91910**

School District Name and Address

**Anthony Carlton, ARM**  
**Executive Director of Facilities/Planning, Risk Management and Legal Services**

Name and Contact Information for Individual Completing this form

**ASSIGNMENT OF RESPONSIBILITY** (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Anthony Carlton  
Executive Director of Facilities/Planning, Risk Management and Legal Services  
84 East J Street  
Chula Vista, CA 91910  
619-425-9600, Ext. 1352

IIPP Administrator's Name, Job Title, and Contact Information (address, phone numbers)

(Optional) Our school district's co-administrator for our IIPP is:

Sherry Stone  
Emergency Preparedness and Security Manager  
84 East J Street  
Chula Vista, CA 91910  
619-425-9600, Ext. 1327

Co-Administrator's Name, Job Title, and Contact Information (address, phone numbers)

☒ This IIPP applies to all schools in our district.

☒ Each school in our district has been assigned a safety supervisor. School-site safety supervisors are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety supervisor has a copy of this IIPP. A list of all the district's school-site safety supervisors who will implement and maintain the IIPP at their school sites is attached as Form A.

The master copy of this IIPP can be found at: 84 East J Street, Chula Vista, CA 91910

Other copies of the IIPP can be found at: All School Sites

## HAZARD ASSESSMENT/INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

- ☒ School-site safety supervisors in their school sites
- ☒ Our district's IIPP Administrator(s)/SASH Coordinator(s)
- ☒ Other: San Diego County Schools Joint Powers Authority Loss Control

Periodic inspections are always performed according to the following schedule:

- ☒ When we initially established our IIPP.
- ☒ Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- ☒ Whenever new, previously unidentified hazards are recognized.
- ☒ Whenever occupational injuries and illnesses occur.
- ☒ Whenever workplace conditions warrant an inspection.
- ☒ When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- ☐ Other times: \_\_\_\_\_

## ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by: Anthony Carlton, Executive Director of Facilities/Planning, Risk Management and Legal Services and Direct Supervisors of an employee after a workplace accident, hazardous substance exposure or near accident.

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- ☒ Visiting the scene as soon as possible.
- ☒ Interviewing injured employees and witnesses.
- ☒ Determining the cause of the accident/exposure.
- ☒ Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- ☒ Taking corrective action to prevent the accident/exposure from reoccurring.
- ☒ Recording the findings and actions taken.
- ☐ Other: \_\_\_\_\_

## HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- ☒ When observed or discovered; and
- ☒ When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

## COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes all of the following checked items:

- A. ☒ New employee orientation including a discussion of safety and health policies and procedures.
- ☒ Follow-through by supervisors to ensure effectiveness.
- ☒ Worksite-specific health and safety training.
- ☒ Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: See Maintenance, Transportation and Child Nutrition schedules.
- ☒ Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- ☒ Posted or distributed safety information.
- ☒ A system for employees to anonymously inform administration about workplace hazards. This system involves: Submitting a comment through the "Let's Talk" platform. (This allows employees to remain anonymous.)

--OR--

- B. ☐ Our district elects to use a labor/management health and safety committee to meet all the requirements of Title 8 CCR §3203(c)(1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3).
- C. ☐ Other methods we use to ensure communication with and involvement of employees include: \_\_\_\_\_

## TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- ☒ When our IIPP was first established.
- ☒ To all new employees.
- ☒ To all employees given new job assignments for which training has not previously provided.

- ☒ Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.
- ☒ Whenever anyone is made aware of a new or previously unrecognized hazard.
- ☒ To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- ☒ To all employees about the hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - stacking goods in an unstable manner
  - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

## **EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES** (Title 8 CCR §3203(a)(2))

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- ☒ Informing employees of the provisions of our IIPP.
- ☒ Evaluating the safety performance of all employees.
- ☒ Providing training to employees whose safety performance is deficient.
- ☒ Recognizing employees who perform safe and healthful work practices.
- ☐ Other systems we have in place to ensure compliance with safety practices: \_\_\_\_\_

## **RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))**

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP (optional):

- ☒ Documentation of our safety and health training.

# Form A

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The following school-site safety supervisors are responsible for maintaining our district's Injury and Illness Prevention Program and communicating with employees about our IIPP at their sites:

|                                                           |                                          |
|-----------------------------------------------------------|------------------------------------------|
| Ella B. Allen Elementary School<br>School Site            | John Greenwell<br>Name of Supervisor     |
| Arroyo Vista Charter School<br>School Site                | Juan Ricoy<br>Name of Supervisor         |
| Bayfront Charter High School<br>School Site               | Ryan Santos<br>Name of Supervisor        |
| Enrique S. Camarena Elementary School<br>School Site      | Debra McLaren<br>Name of Supervisor      |
| Joseph Casillas Elementary School<br>School Site          | Nicole Walker<br>Name of Supervisor      |
| Castle Park Elementary School<br>School Site              | Pat Roth (Interim)<br>Name of Supervisor |
| Chula Vista Hills Elementary School<br>School Site        | Vanessa Lerma<br>Name of Supervisor      |
| Chula Vista Learning Community Charter<br>School Site     | Jorge Ramirez<br>Name of Supervisor      |
| Clear View Elementary School<br>School Site               | Ray Devore<br>Name of Supervisor         |
| Hazel Goes Cook Elementary School<br>School Site          | Gabriela Llamas<br>Name of Supervisor    |
| Daly Academy<br>School Site                               | Joseph Prosapio<br>Name of Supervisor    |
| Discovery Charter School<br>School Site                   | Neil MacGaffey<br>Name of Supervisor     |
| Eastlake Elementary School<br>School Site                 | Eric Banatao<br>Name of Supervisor       |
| Feaster Charter School<br>School Site                     | Sarah Motsinger<br>Name of Supervisor    |
| Myrtle S. Finney Elementary School<br>School Site         | Beverly Prange<br>Name of Supervisor     |
| Halecrest Elementary School<br>School Site                | Amber MacDonald<br>Name of Supervisor    |
| Harborside Elementary School<br>School Site               | Lisa Forehand<br>Name of Supervisor      |
| Anne & William Hedenkamp Elementary School<br>School Site | Gina Mazeau<br>Name of Supervisor        |
| Heritage Elementary School<br>School Site                 | Ruth Diaz De Leon<br>Name of Supervisor  |
| Hilltop Drive Elementary School<br>School Site            | Bill Willis<br>Name of Supervisor        |
| Juarez-Lincoln Elementary School<br>School Site           | Robert Pollack<br>Name of Supervisor     |
| Karl H. Kellogg Elementary School<br>School Site          | Brandi Sheppy<br>Name of Supervisor      |
| Calvin J. Lauderbach Elementary School<br>School Site     | Melody Belcher<br>Name of Supervisor     |
| Liberty Elementary School<br>School Site                  | Charles Grisier<br>Name of Supervisor    |

|                                                     |                                         |
|-----------------------------------------------------|-----------------------------------------|
| Loma Verde Elementary School<br>School Site         | Bree Watson<br>Name of Supervisor       |
| Los Altos Elementary School<br>School Site          | Nestor Espinoza<br>Name of Supervisor   |
| Thurgood Marshall Elementary School<br>School Site  | Monica Loyce<br>Name of Supervisor      |
| Corky McMillin Elementary School<br>School Site     | Cynthia Orr<br>Name of Supervisor       |
| John J. Montgomery Elementary School<br>School Site | Lydia Burgos<br>Name of Supervisor      |
| Robert L. Mueller Charter School<br>School Site     | Maureen DeLuca<br>Name of Supervisor    |
| Saburo Muraoka Elementary School<br>School Site     | Erin Mahoney<br>Name of Supervisor      |
| Olympic View Elementary School<br>School Site       | Lisa Lines<br>Name of Supervisor        |
| Otay Elementary School<br>School Site               | Veronica Delgado<br>Name of Supervisor  |
| Palomar Elementary School<br>School Site            | Patricia Magana<br>Name of Supervisor   |
| Parkview Elementary School<br>School Site           | Shawna Codrington<br>Name of Supervisor |
| Lillian J. Rice Elementary School<br>School Site    | Veronica Konkoly<br>Name of Supervisor  |
| Greg Rogers Elementary School<br>School Site        | Janette Ridgels<br>Name of Supervisor   |
| Fred H. Rohr Elementary School<br>School Site       | Erin Williamson<br>Name of Supervisor   |
| Rosebank Elementary School<br>School Site           | Aaron Magnan<br>Name of Supervisor      |
| Salt Creek Elementary School<br>School Site         | Chris Houck<br>Name of Supervisor       |
| Silver Wing Elementary School<br>School Site        | Theresa Corona<br>Name of Supervisor    |
| Sunnyside Elementary School<br>School Site          | Delia Arancibia<br>Name of Supervisor   |
| Burton C. Tiffany Elementary School<br>School Site  | Crystal Sutton<br>Name of Supervisor    |
| Valle Lindo Elementary School<br>School Site        | Ashley Vasquez<br>Name of Supervisor    |
| Valley Vista Elementary School<br>School Site       | Carmen Emery<br>Name of Supervisor      |
| Veterans Elementary School<br>School Site           | Angela Rosendale<br>Name of Supervisor  |
| Vista Square Elementary School<br>School Site       | Marissa Allan<br>Name of Supervisor     |
| Wolf Canyon Elementary School<br>School Site        | *****<br>Name of Supervisor             |

# IIPP COVID-19 ADDENDUM

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## WHAT IS CORONAVIRUS DISEASE 2019 (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming of new human infectious diseases.<sup>1</sup>

## CORONAVIRUS DISEASE 2019 (COVID-19) - HOW DOES THE VIRUS SPREAD?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another.<sup>2</sup>

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.<sup>2</sup>

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.<sup>2</sup>

## INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.<sup>3</sup>

The Chula Vista Elementary School District has developed a COVID-19 Prevention Program (CPP) to identify the processes and procedures to assessing, reporting and communicating the impact of COVID-19 to our employees.

## **INTRODUCTION**

The Chula Vista Elementary School District (District), through its administration and management, is committed to the safety and health of all employees, including volunteers, and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

This addendum to the District's Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols that are outlined in this document are a phased approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and District operations.

The addendum is not applicable to non-volunteer parents, students, and third-parties that may enter or conduct business at Chula Vista Elementary School District facilities.

## **ESSENTIAL INFECTION PREVENTION MEASURES – GENERAL STATEMENT**

1. The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 3 feet between persons, whenever possible.<sup>8</sup>
2. The District supports the creation and distribution of informational signage that specifies appropriate physical distance, facial coverings and other preventative measures.

## **ESSENTIAL INFECTION PREVENTION MEASURES – DISTRICT STRATEGIES**

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace.

1. Encourage sick employees to stay home.<sup>3</sup>
2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.<sup>3</sup>
3. Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines, which recommends but does not mandate 3 feet.
4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.<sup>3</sup>
5. Encourage employees to use face coverings. Face coverings (cloth face cover; face shield; mask) should be worn whenever a District employee is 1) not vaccinated and indoors 2) is outside or 3) inside when students are present (regardless of vaccination status).<sup>8</sup> The face covering requirement does not apply to employees who have a medical or mental health condition that prevents the use of a face covering.<sup>4</sup>

Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.<sup>3</sup>

6. Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.

## **ESSENTIAL INFECTION PREVENTION MEASURES – EMPLOYEE RESPONSIBILITY**

During the 2021-22 school year, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the coronavirus disease (COVID-19).

- Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. An employee should stay home if they are sick or have any of the COVID-19 symptoms, follow public health agency guidelines, and contact their administrator or supervisor.
2. Employees who are exhibiting any of the COVID-19 symptoms and who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.
  3. Employees who test positive for the COVID-19 virus should not return to work until the following occurs:
    - At least 24 hours pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
    - At least 10 days pass since the symptoms first appeared<sup>3</sup>; and
  4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.<sup>3</sup>
  5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and work to maintain a distance of 3 feet between persons when possible.<sup>3</sup>
  6. Employees should limit shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible.<sup>3</sup>
  7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.<sup>3</sup>
  8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.<sup>3</sup>
  9. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).<sup>3</sup>
  10. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.
  11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Facilities Department.

## **DISTRICT RESPONSE - CONFIRMED OR SUSPECTED COVID-19 CASE**

The District will consult with the CDC, California Department of Public Health, and the San Diego County Health and Human Services Agency to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

### **Confirmed COVID-19 Case**

The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days (see table below). Recent public health orders written by the San Diego County Health and Human Services agency allows for a reduction of quarantine to 10 days under certain circumstances.

If an employee is confirmed by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).<sup>3</sup>

### **Suspected COVID-19 Exposure**

In a case where an employee knew that they have been in close contact with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person. (This quarantine period may be reduced to 10 days in accordance with public health guidelines.)

Close contact refers to any person who has been within 6 feet of a potential infectious COVID-19 person for 15 minutes or more (within a 24-hour period). The employee suspected of being exposed to the COVID-19 infection should, as soon as practical, corroborate the COVID-19 exposure by medical verification.

# References

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1. *Coronavirus Disease 2019 Basics*. Centers for Disease Control and Prevention (May 12, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics>
2. *How Does the Virus Spread?* Centers for Disease Control and Prevention (March 23, 2020). <https://faq.coronavirus.gov/spread/how-does-the-virus-spread/>
3. *Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19*. State of California – Department of Industrial Relations (May 14, 2020). <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
4. *Public Health Recommendations for Community-Related Exposure*. Centers for Disease Control and Prevention (March 30, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
5. *CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again*. Centers for Disease Control and Prevention (May 2020). <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45>
6. *Cleaning and Disinfection for Community Facilities*. Centers for Disease Control and Prevention (May 27, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
7. *COVID-19 Industry Guidance: Office Workspaces*. California Department of Public Health (May 12, 2020). <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>
8. *COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year*. California Department of Public Health (July 12, 2021). <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>



# COVID-19 Prevention Program (CPP)

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

## AUTHORITY AND RESPONSIBILITY

Anthony Carlton, Executive Director of Facilities/Planning, Risk Management and Legal Services 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, when necessary, using the **Appendix A: Identification of COVID-19 Hazard Form**. The risk assessments, which includes hazards, vulnerabilities, and risks, for each school site can be found in the Comprehensive School Safety Plan.
- 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 the 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:

- Notifying their direct supervisor of hazards or violations of established procedures.
- Submit a "Let's Talk" dialogue either anonymously or with their contact information. This form can be found at [https://www.cvesd.org/contact\\_us](https://www.cvesd.org/contact_us).

## Employee screening

- Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. An employee should stay home if they are sick or have any of the COVID-19 symptoms, follow public health agency guidelines, and contact their administrator or supervisor.

## **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:

- Analyze the severity of the hazard and determine appropriate steps up to and including stopping operations at a particular site(s).
- Assign individuals to correct hazards identified and determine the amount of resources and timing necessary to complete the task.

## **CONTROL OF COVID-19 HAZARDS**

### **Physical Distancing**

Employees are encouraged to maintain three feet of physical distancing in our workplace by:

- Reducing the number of persons in an area at one time.
- 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 and departure areas as well as lunch and break times.

### **Face Coverings**

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

The Chula Vista Elementary School District has purchased disposable cloth masks and reusable cloth masks for each site. In addition, face shields with drape and face shields without drape have been purchased and are available for employees. Employees who witness individuals (employees, volunteers, visitors, students, etc.) not wearing face coverings while students are on site shall immediately notify their site supervisor.

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. It is recommended that employees maintain a physical distance from others when eating and drinking, especially when inside.
- 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.
- Employees who are vaccinated and students are not present in the room.

### **Engineering controls**

The District has optional measures for situations where it is difficult to maintain physical distance:

- Install solid partitions between workspaces that cannot be separated.
- Ensure appropriate face coverings are used by employees, students and visitors.

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

- When possible based on system design and specifications the District will:
  - Increase outside air ratio into the Heating, Ventilation and Air Condition (HVAC) system
  - Upgrade filters to MERV-13
- Utilizing HEPA Air Purifiers in classrooms, office space, shared use spaces.

## **Cleaning and disinfecting**

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

District sites will ensure areas are cleaned on a regular schedule. Disinfecting will take place when a COVID-19 case has been identified. The spaces where the case spent a large portion of their time (e.g., classroom or office) will be disinfected.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

### **Cleaning and Disinfecting – Confirmed COVID-19 Case**

1. Temporarily close the general area where the infected individual worked until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected individual worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.
4. District custodian cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

## **Shared tools, equipment and personal protective equipment (PPE)**

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

It is also recommended that items employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools not be shared, to the extent feasible. Cleaning and disinfecting supplies are available at each site for individuals who would like to clean or disinfect shared items.

## Hand sanitizing

In order to implement effective hand sanitizing procedures, the District will:

- Encourage employees to wash their hands for at least 20 seconds each time. (Preferred method of hand hygiene)
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

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

The District evaluates 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.

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, gowns, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

## Investigating and Responding to COVID-19 Cases

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

1. Notified if there was a COVID-19 positive individual onsite and provided one of two possible notifications (while maintaining the confidentiality of the individual):
  - a. Close Contact Notification – This correspondence will be provided to employees who have been identified as a close contact. In addition, the employee will be notified of their requirements to quarantine and provided a link to local COVID-19 testing locations.
  - b. Non-Close Contact Notification – Employees who were onsite when an individual was infectious with COVID-19 but did not have close contact as defined by CDC guidelines will receive notification.
2. Reminded of precautions to help reduce exposure including physical distancing, face coverings, washing/sanitizing hands and remaining home when sick or exhibiting any symptoms associated with COVID-19.

Employees who test positive for COVID-19 will be:

1. Notified to isolate in accordance with local public health orders and CDC guidelines.
2. Contacted to determine any individuals who they may have had close contact with during their infectious period. The infectious period begins two days prior to symptoms beginning. For asymptomatic cases, the infectious period is two days prior to the COVID-19 test collection.
3. Provided information regarding leaves including those provided under state and federal law.

## SYSTEM FOR COMMUNICATING

Communication between employees and the Chula Vista Elementary School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the Executive Director of Facilities/Planning, Risk Management and Legal Services and the Emergency Preparedness and Security Manager that is intended to accomplish clear and concise exchange of information for administrators and supervisors.

- All District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace. Employees may also submit concerns through the “Let’s Talk” communication platform.
- Employees can report symptoms and hazards without fear of reprisal.
- Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the Executive Director of Facilities/Planning, Risk Management and Legal Services or Emergency Preparedness and Security Manager who will triage the report and notify essential District personnel for an appropriate response.

**Executive Director of Facilities/Planning, Risk Management and Legal Services**  
**(619) 425-9600, Ext. 1352**

**Emergency Preparedness and Security Manager**  
**(619) 425-9600, Ext. 1327**

- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can contact the Human Resources Department at 619-425-9600, Ext. 1340 to discuss possible accommodations.
- Testing is not required, however, employees can access COVID-19 testing through one of the following resources:
  - Listing of San Diego County HHSA Testing Locations
  - Testing at schools throughout the district, based on school site testing schedule.
  - Option to contact medical provider and request a test
- In the event we are required to provide testing because of a workplace exposure or outbreak, employees will be provided the opportunity to either 1) test at a district location or 2) test at a county location or with medical provider during work hours. The district will communicate the plan for providing testing if at district site and inform affected employees of the reason for the testing and the possible consequences of a positive test (including the need to isolate in accordance with public health orders).
- 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.

## 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 and the importance of combining physical distancing with the wearing of facecoverings.
  - 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.
  - Provide information regarding public health orders and regarding isolating and quarantining when contracting COVID-19 or being exposed to an individual with COVID-19.

**The District will maintain appropriate training records through our learning management system. We utilize the [www.jpalearninglibrary.com](http://www.jpalearninglibrary.com) website to train our employees and monitor completion of training courses.**

## **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 10-14 days after the last known COVID-19 exposure to a COVID-19 case (in accordance with local Public Health Orders, the quarantine may be reduced to 10 days in certain circumstances.).
- 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 notifying employees of their rights and benefits including:
  - Paid Sick Leave in accordance with Collective Bargaining Agreements or Board Policy.
  - Provide employees access to additional leaves provided under State or Federal law.
  - In accordance with collective bargaining agreements, we shall follow all procedures in maintaining employees' seniority, salary and benefits.
- Providing employees at the time of exclusion with information on available benefits.

## **REPORTING, RECORDKEEPING, AND ACCESS**

The Chula Vista Elementary School District will maintain records in compliance with applicable regulations

and maintain and provide access utilizing the following methods:

- 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 **COVID-19 Case Tracker** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## RETURN-TO-WORK CRITERIA

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - 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 they originally tested positive for the virus.
- 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 10-14 days from the time the order to quarantine was effective (in accordance with local Public Health Orders, the quarantine may be reduced to 10 days in certain circumstances).

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## Multiple COVID-19 Infections and COVID-19 Outbreaks

*This section of CPP is in effect if a district site experiences three (3) COVID cases within a 14 day period, until there are no new COVID-19 cases detected at the site for a 14-day period.*

### COVID-19 testing

- We will provide COVID-19 testing to all employees in or near our exposed workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours at a district location or through the county testing sites. Employees are also encouraged to use other testing locations as needed or desired, including county locations and healthcare provider locations.
- COVID-19 testing consists of the following:

- All employees in our exposed workplace will be encouraged to be tested as soon as possible and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- We will provide additional testing when deemed necessary by Cal/OSHA.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review 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 outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - Increase communication regarding policies and procedures.

## Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## Major COVID-19 Outbreaks

*This section of CPP will be in effect if there are 20 or more COVID-19 cases within a 30-day period at one district site until there are no new COVID-19 cases detected in our workplace for a 14-day period.*

### COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our **CPP Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

### Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our **CPP Investigating and Responding to COVID-19 Cases**.

### COVID-19 hazard correction

In addition to the requirements of our **CPP Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will 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, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

## **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

## 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 evaluation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:**

---

| Hazard Assessment Site | Assessor name | Assessment date | Review date |
|------------------------|---------------|-----------------|-------------|
|                        |               |                 |             |

| Ref | Tasks, Issue, Hazards | Responsible Party | Safety Measures |
|-----|-----------------------|-------------------|-----------------|
| (a) |                       |                   |                 |
| (b) |                       |                   |                 |
| (c) |                       |                   |                 |
| (d) |                       |                   |                 |
| (e) |                       |                   |                 |
| (f) |                       |                   |                 |

## Appendix B: COVID-19 Inspections

Person conducting inspection: \_\_\_\_\_ Date: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

| Exposure Controls                                                                              | Status | Person Assigned to Correct | Date Corrected |
|------------------------------------------------------------------------------------------------|--------|----------------------------|----------------|
| Engineering                                                                                    |        |                            |                |
| Barriers/partitions                                                                            |        |                            |                |
| Ventilation                                                                                    |        |                            |                |
| Additional room air filtration                                                                 |        |                            |                |
| Administrative                                                                                 |        |                            |                |
| Physical distancing                                                                            |        |                            |                |
| Surface cleaning and disinfection<br>(frequently enough and adequate supplies)                 |        |                            |                |
| Hand washing facilities (adequate numbers and supplies)                                        |        |                            |                |
| Disinfecting and hand sanitizing solutions being<br>used according to manufacture instructions |        |                            |                |
| Shared Use rooms utilizing appropriate safeguards<br>(bathroom, lounge, etc.)                  |        |                            |                |
| PPE (not shared, available and being worn)                                                     |        |                            |                |
| Face coverings (cleaned sufficiently often)                                                    |        |                            |                |
| Gloves                                                                                         |        |                            |                |
| Face Shields                                                                                   |        |                            |                |
| Other: _____                                                                                   |        |                            |                |

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):

## RECORD OF REVISION

The following revisions have been approved by the Office of Risk Management and Office of Emergency Preparedness and Security in concert with all appropriate stakeholders:

| Section and<br>Summary of Changes                                                                                                                                | Date of<br>Revision | Revision<br>Number | Revision Made By    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|---------------------|
| Added IIPP COVID-19 Addendum and COVID Prevention Program                                                                                                        | 1/1/2021            | 1                  | Anthony Carlton     |
| Added "Multiple COVID-19 Infections and COVID-19 Outbreaks" and "Major COVID-19 Outbreaks" sections.                                                             | 2/20/2021           | 2                  | Sherry Colgan Stone |
| Added language regarding bi-weekly testing cadence during red tier. Updated new supervisors. Updated format style of IIPP to match other safety/emergency plans. | 3/8/2021            | 3                  | Sherry Colgan Stone |
| Updated new supervisor (Feaster)                                                                                                                                 | 3/19/2021           | 4                  | Sherry Colgan Stone |
| Updated CPP regarding masks, physical distancing, hygiene and cleaning and health screening per updated guidance from CDPH. Updated new supervisor               | 7/13/2021           | 5                  | Sherry Colgan Stone |
|                                                                                                                                                                  |                     |                    |                     |
|                                                                                                                                                                  |                     |                    |                     |

## **Chula Vista Elementary School District**

### **COVID-19 Safety Plan**

#### **Addendum #1**

The COVID-19 Safety Plan addendum #1 has incorporated elements required by the Elementary and Secondary School Emergency Relief (ESSER III) Fund. This document has been incorporated with the COVID-19 Prevention Plan (CPP), School Safety Checklist and the ESSER III Re-Opening Safety template to create the Chula Vista Elementary School District's COVID-19 Safety Plan.

1. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

The Chula Vista Elementary School District has diligently worked with local public health officials from the San Diego County Health and Human Services Agency (HHSA) to ensure compliance with current public health orders. In addition, the District utilizes guidance provided by the Centers for Disease Control and Prevention (CDC) as well as the California Department of Public Health (CDPH) to ensure our decision-making aligns with local educational agencies throughout the state and provides health and safety requirements that safeguard our students, staff and community.

The District has maintained a COVID-19 Prevention Plan in accordance with regulations provided by the California Occupational Health and Safety Administration (CALOSHA). In addition, the District has created a "Reopening Playbook for Parents" that ensures the most recent public health guidelines are provided to our parents/caregivers. This playbook can be found on the District website at [www.cvesd.org](http://www.cvesd.org).

Current health conditions in San Diego County have improved based on the guidance from the CDPH when it revised its restrictions on June 15, 2021. On July, 12, 2021 the CDPH in collaboration

from recent revision by the CDC has produced guidelines for the 2021-2022 school year. The District will monitor changes in the local health orders, community spread and additional resources to ensure we revise our procedures and guidance appropriately.

2. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services. Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

The Chula Vista Elementary School District has added additional resources to provide social, emotional and mental health resources to our students by:

- Hiring additional counselors, social workers, and psychologists.
- Increasing our staff and resources related to Multi-Tiered Systems of Support (MTSS)
- Hiring Impact Teachers for each site to ensure homeless, foster, and English learners receive individualized instructional support in literacy and English language development.

Our District has also partnered with Mental Health of America to provide individual therapy for employees and support groups to assist our employees through the pandemic and events in their lives.

In accordance with State and Federal mandates, during the 2021 – 2022 school year food service will be provided to all students at no-cost to them or their families.

The California Department of Public Health (CDPH) has updated their guidance on July 12, 2021 and has provided additional guidance on quarantining and isolating. The District will follow State guidance in coordination with local public health orders. To ensure continuity of learning, the District will ensure students who must remain off campus are provided instruction utilizing tools available to the District including Microsoft Teams and independent study opportunities.

3. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan. Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

The Chula Vista Elementary School District has sought public input from relevant stakeholders through multiple forums including:

Consultation with Collective Bargaining Unit Representatives – District Leadership meets regularly with representatives from the Chula Vista Educators (CVE) and Chula Vista Classified Employees Organization (CVCEO) to dialogue input and concerns surrounding labor issues including working conditions during the COVID-19 pandemic.

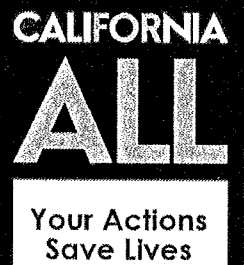
Parent/Community Town Hall Meetings – Throughout the pandemic, the District has provided updates to our parents/caregivers and community members to discuss our plans and measures for ensuring a safe environment at our schools. We also have provided a question-and-answer session during each meeting that allows parents/caregivers and community members the opportunity to address District Leadership with questions or provide input on topics related to COVID-19 safety.

Superintendent Chats for Staff – Throughout the pandemic, the Superintendent has held virtual chats with our certificated, classified and management staff to provide updates. He also provided a question-and-answer session during each chat that allowed staff members the opportunity to address the Superintendent and District Leadership with questions or provide input on topics related to COVID-19 safety.

District Advisory Committee (DAC) and District English Learner Advisory Committee (DELAC) Meetings – Parent leader representatives from our school sites meet regularly and are provided updates by District Leadership on COVID-19 protocols and have the opportunity to ask questions and provide input.

# COVID-19 School Guidance Checklist

January 14, 2021



Date: 03/11/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Chula Vista Elementary School District

Number of schools: 46

Enrollment: 28,595

Superintendent (or equivalent) Name: Francisco Escobedo, Ed.D.

Address: 84 East J Street

Phone Number: 619-425-9600

Chula Vista, CA 91910

Email: Francisco.escobedo@cvesd.org

Date of proposed reopening:  
No earlier than April 5

County: San Diego

Current Tier: Will Input Tier once in Rec  
(please indicate Purple, Red, Orange or Yellow)

Grade Level (check all that apply)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☒ 11th

☒ K ☒ 3rd ☒ 6th ☒ 9th ☒ 12th

☒ 1st ☒ 4th ☒ 7th ☒ 10th

Type of LEA: Elementary School District

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

**For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

☒ I, Francisco Escobedo, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

To the extent possible, students will remain in their own classrooms and sub-groups (counseling, after school program, etc.). Seating charts will be maintained for contact tracing purposes.

If you have departmentalized classes, how will you organize staff and students in stable groups?

N/A

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Electives such as visual and performing arts and Physical Education will follow masking and safety guidance. Teachers of electives will maintain a seating chart if indoors. High School sports at our Charter Schools will abide by any health and safety protocols as mandated by LCHS, the CDPH, Institute of Higher Education and CIF including but not limited to : any mask requirements, periodic testing for the virus, limiting spectators to sport-related activities, limiting ride-sharing and other close contacts, distancing protocols, snack/beverage

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**☒ Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**☒ Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: NA. Not required feet

Minimum: NA. Not required feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Not required under current guidance.

**☒ Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**☒ Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Not applicable, however, CVESD will make testing available at school sites and/or the district office on a regular basis until a vaccination is available to children under 12.

**☒ Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Not applicable, however, CVESD will make testing available at school sites and/or the district office on a regular basis until a vaccination is available to children under 12.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: CVE/CVCEO, Staff Chats

Date: 2020: 8/13, 11/12, 13&16, 12/11, 15, 16&17 2021: 2/8, 3/9&17,

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Parent/Community Town Hall Meetings, Parent Leadership

Name: Team, DAC/DELAC

Date: 2020: 10/5, 12/17, 2021: 2/16 & 24, 3/9, 3/23, 5/25, 7/15

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

**Additional Resources:**

Guidance on Schools

Safe Schools for All Hub