



Salida Union School District

COVID-19 PREVENTION PLAN

AS MANDATED BY:
CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

**Salida Union School District
COVID-19 Safety Plan**

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Cohorting: The District ensures that students are kept in small, 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 cohort.

- Each cohort/class will remain together with fixed membership that stay together for all activities and minimize/avoid contact with other students that are not part of the cohort.
- Arrival and dismissal times have been staggered to avoid large gatherings and mixing of cohorts. Parents are encouraged to remain in their car when picking up children to avoid further exposure and mixing.

Classroom Cohorting Protocols

- Classrooms have been redesigned to have all desks facing one direction and/or separated to the greatest extent possible when grouped together.
- Classroom routines have been revised to support social distancing.
- Students will have assigned seating and individual classroom supplies.
- Students will be given an identified area to keep their belongings, so they do not mix with others.
 - Utilize digital work and materials whenever possible to minimize exchange of materials
 - Backpacks and coats will be stored to avoid co-mingling
- Assign Chromebooks for single student use throughout the year
- Shared spaces will be minimized
- Hand wash/sanitize upon entry to classroom and before snack time or lunch
- Deep cleaning and sanitizing of classrooms are done each night.

Restroom Cohorting Protocols

- Restrooms will be deep cleaned and sanitized at end of each day.
- Students will sanitize hands before entering and wash hands before exiting.
- Students will be reminded to maintain social distancing.
- All restrooms will be checked for appropriate supplies.

Recess Cohorting Protocols

- Classes will adhere to a staggered recess schedule with one cohort on each play yard at a time or designated play area.
- Areas have been identified for each grade level to play outside to avoid mixing with other grade levels. Classes within the grade level will stay separate to the greatest extent possible.
- Students will be reminded of social distancing practices.
- Outdoor equipment, such as balls and play structures will be sanitized at the end of the day.
- All students will return to class in a scheduled fashion to avoid congestion in the exterior hallways.
- All students will be required to wash hands or use hand sanitizer before and after recess.

Transportation Cohorting Protocols

- Windows will remain open to the greatest extent practicable.
- Students and drivers will wear facemasks while on the bus.
- Busses will have extra new unused face coverings for students that forget to wear one.

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Cafeteria Cohorting Protocols

- Lunch schedules are staggered to reduce the number of students being served at one time.
- Designated tables indoors and outdoors will be used for breakfast and lunch to avoid mixing cohorts. Seating charts utilized.

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

- Students and staff wash their hands or use hand sanitizer as they enter or exit any area. Hand sanitizer is available in front of the school, in every building and in every classroom.
- Volunteers are not allowed on campus until the County Health Officer approves their participation to avoid social mixing.
- Parents who attend a conference with their child will go through a self-check health screening. The parent must wear a mask and maintain social distancing.
- Outdoor space will be utilized when practicable.
- Signage is in place to ensure 6ft distancing while waiting to enter facilities.
- Transition times will be altered to avoid congestion in the hallways.

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Face Coverings and Other Essential Protective Gear: CDPH's face covering requirements will be satisfied and enforced.

Salida Union School District adheres to the California Department of Public Health face coverings regulations.

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 nd grade	Yes, unless exempt
3 rd grade – 5 th grade	Yes, unless exempt

SUSD will provide face coverings for all staff and students who do not bring their own:

- Disposable masks are available for staff and students.
- Face Shields are provided to all staff upon request and must be worn with drapes.
- All staff are required to wear a face covering unless they are instructing students in a way where their mouth needs to be visible (speech, special education, ELD, language lessons, beginning reading instruction, working with young children), in which case, they can wear a face shield with drape, but must observe social distancing. Once instruction is over they must return to using a face covering.
- Following CDPH Guidance, students who are not exempt from wearing a mask and choose not to wear a mask will be referred to the Independent Study Program.
- Masks can be removed for eating, drinking and for outdoor recreation.
- Students riding the bus must wear a mask during transport.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

In addition to the above essential protective gear, the following will also be provided:

- Provided gloves for food service workers, health care staff and maintenance and operations workers.
- Provided synthetic gloves for use with disinfectant spray and paper towels in each classroom.

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Health Screenings for Students: Students will be screened for symptoms of COVID-19 and ill students will be separated from others and sent home immediately.

- Parents will be responsible to assist their student to complete a daily health checklist screening, provided by the district, for COVID-19 symptoms each day before coming to school.
 - Parents will be provided the health checklist screening tool.
- All students have been instructed to stay home if they are sick, have been directly exposed to a person with COVID-19 or have any symptoms of COVID-19, including if they have a fever of 100 or higher. As of July 2020 COVID-19 symptoms include shortness of breath, chills, fatigue, muscle pain, headache, sore throat, runny nose, congestion, nausea, diarrhea and new loss of taste or smell.
- Parents and students who enter campus for an appointment must also have their temperature taken and verbal health screening.
- If a child becomes sick or exhibits symptoms of COVID-19 while on campus they are taken to an identified sick area to reduce possible further exposure and their parent is contacted to pick them up immediately. The nurse and student will continue to wear their face masks.
- The nurse maintains a record of all illnesses and COVID related incidents for students. The Superintendent maintains all records of illness and COVID related incidents for staff.
- If any student is confirmed to have the virus, the entire school community will be notified, and the County Health Officer will direct next steps for that respective department or student population.

Healthy Hygiene Practices: Handwashing stations and hand sanitizer is promoted and incorporated into routines.

- Teachers will provide foundational lessons on hygiene & the impact of COVID during the first two weeks of school and regularly reinforce the routines
- Health and hygiene practices will be followed in accordance with the COVID-19 Industry Guidance: Schools and School-Based Programs published by California Department of Public Health (CDPH) section 2, on promoting healthy hygiene practices
- Routine hand washing times will be scheduled throughout the day for students
- Hand sanitizer is available in all buildings. Students will wash their hands or use hand sanitizer as they enter and exit the classroom
- All classrooms are stocked with disinfectant spray bottles to clean surfaces quickly and easily
- Staff will continually monitor and educate students on the importance of social distancing
- Teachers will frequently review hand washing and sanitizing lessons from the first two weeks of school
- Resources will be shared with families for proper handwashing procedures

<https://www.cdc.gov/handwashing/index.html>

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Cleaning and Disinfection: The District will ensure that shared surfaces are regularly cleaned and disinfected and how use of shared items will be minimized.

- Frequently touched surfaces such as door handles, light switches, copiers, sinks, tables, and desks are cleaned frequently throughout the day by trained custodians and staff members. Restrooms are sanitized at the end of each day.
- Water fountains have been turned off and students are encouraged to bring water bottles. Water bottle filling stations will be available.
- Buses will be cleaned and disinfected regularly. Students and drivers will use hand sanitizer when boarding and exiting the bus. Drivers have been provided gloves and EPA approved cleaning/disinfecting materials. Masks are mandatory for all students and drivers and bus windows are kept down.
- Individual supplies have been purchased in place of class sets to avoid sharing of objects to the extent practicable.
- Ample cleaning and disinfecting supplies have been ordered that are approved for use against COVID-19 and are included on the Environmental Protection Agency (EPA) approved list.
- Hand sanitizer stations are located throughout campus and in every building and classroom.
- Disposable masks, gloves, touchless thermometers, and disinfecting materials have been placed in every classroom.
- Doors and windows will be opened to introduce fresh air as much as possible on good air quality days.
- All air filters were changed on August 9 – August 13, 2021 for added efficiency. Air filters will be changed 3 times per year.

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Identification and Tracing:

- SUSD will consult with Stanislaus County Public Health on topics including but not limited to tracing all close contacts of confirmed cases and instructing those individuals to quarantine or temporarily closing the workplace and quarantining all employees.
- SUSD will participate in providing data updates to the contact tracing database created by Stanislaus County Public Health
- SUSD will conduct contact tracing and quarantining of close contacts of confirmed cases in the workplace.
 - Confirmed staff and student cases will be documented in a spreadsheet by the site and district
 - SUSD will provide information to the Stanislaus County Health Department on the confirmed COVID-19 case employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and departments worked while infectious.
 - Establish interview practices, of the cases to determine their close contacts.
 - Close contacts, should be instructed to quarantine at home for 10 days from their last known contact with the employee with COVID-19. Close contacts should be tested for COVID-19
 - A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.
 - Interview employees with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the departments they worked during their infectious period, and to identify other employees with whom they had close contact during their infectious period.
 - While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
- Salida Union School District contact person:
For employee and student cases: Assistant Superintendent (209) 543-3113
- SUSD Site Contacts:
 - Dena Boer Elementary Principal (209) 543-8163
 - Mildred Perkins/ICS Principal (209) 545-4415
 - Salida Elementary Principal (209) 545-9394
 - Sisk Elementary Principal (209) 545-1671
 - Salida Middle School Principal (209) 545-1633

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Physical Distancing

The district has made the following efforts to maximize available classroom space for Social Distancing:

- SUSD has instructed staff to use face coverings and maintain physical distancing from each other in order to reduce transmission between adults
- Spacing for room arrangement will be maximized as feasible to maintain separation.
- Teachers have been instructed to remove any personal belongings that infringe on available school or classroom space.
- Physical markers will be placed outside of any areas where students may need to line up.
- Choir will temporarily be suspended from practice due to the increased risk for transmission through the exhaling of contaminated droplets.
- Doors and windows will be opened whenever feasible to maximize air flow and keep air circulating.
- Field trips, assemblies, and other large group gatherings will follow CDPH Guidelines, masking and maximizing physical distancing as much as practical.
- Site visitors and volunteers will be temporarily suspended.

Triggers for Switching to Distance Learning: The Superintendent will determine when to physically close the school and prohibit in-person instruction due to a rise in cases.

- If there is an exposure in a classroom – the class may be quarantined for 10 days and move back to distance learning during this time.
- If 5 % of the total school/District population is positive, or if there are multiple cases in multiple cohorts, the entire school could be closed for in person learning for 10 days.
- All of this would be done with the assistance of, and in consultation with, the County Public Health Department.

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Communication Plans

In coordination with the County Public Health Officer, SUSD will use Aeries Communication to immediately communicate to affected stakeholders of potential virus exposures. This communication will be consistent with legal counsel guidance regarding the Family Educational Rights and Privacy Act.

- SUSD Human Resources Director will communicate with affected employees directly.
- Site administrators will communicate with student families of affected cohorts.
- SUSD will consult with County Public Health on topics including but not limited to tracing all close contacts of confirmed cases and instructing those individuals to quarantine or temporarily closing the workplace or classroom and quarantining all employees or cohorts of students.
- SUSD will conduct employee and student contact tracing and quarantining of close contacts of confirmed cases in the district.
 - SUSD will provide information to the Stanislaus County Public Health Department on the confirmed COVID-19 case employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and departments worked while infectious.
 - SUSD will provide information to the Stanislaus County Public Health Department on the confirmed COVID-19 case students on campus, including cohort membership.
 - SUSD will conduct interviews of the cases to determine their close contacts.
 - Close contacts should be instructed to quarantine at home for 10 days from their last known contact with the employee with COVID-19.
 - A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.
 - Interview employees with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the departments they worked during their infectious period, and to identify other employees with whom they had close contact during their infectious period.
 - Use employment records to verify areas worked during the infectious period and other employees who may have worked closely with them during that time period.
 - While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
- SUSD must maintain confidentiality of employees and students with suspected or confirmed COVID-19 infection when communicating with others.
 - SUSD should notify all employees or students who were potentially exposed to the individuals with COVID-19.
 - Close contacts of cases will be given instructions on home quarantine 10 days from exposure and symptom monitoring. SUSD will also recommended that employees that have a close contact to someone with a positive COVID-19 case be tested between 5 to 7 days and again 11 to 14 days from the date of exposure.
 - Provide any employees who are sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and district policies, return-to-work requirements, etc.).

School District COVID-19 Prevention Program (CPP)

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

I. Authority and Responsibility

The Superintendent has the overall authority and responsibility for implementing the provisions of this CPP at the School District. In addition, all Principals, managers, and supervisors are responsible for implementing and maintaining the CPP at the school sites and for ensuring employees receive answers to questions about the Covid-19 Prevention Program.

The Superintendent has designated a CPP Officer for the specific implementation of the elements of this plan. The CPP Officer for the School District is:

Twila Tosh, Superintendent
ttosh@salida.k12.ca.us
(209) 543-3119

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

II. Identification and Evaluation of COVID-19 Hazards

The School District will provide implement the following identification and evaluation strategies:

1. Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
2. Document the vaccination status of School District employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
3. Evaluate employees' potential workplace exposures to all persons at, or who may enter, a school district facility.
4. The School District has developed policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
5. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
6. Determine who may have been in an exposed group. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
Note: exclusion requirements for employees with COVID-19 exposure.
 - a. Employees who were not present at the workplace during the relevant 14-day period(s).
 - b. Employees who were fully vaccinated before sub section 17 became applicable to the workplace and who do not have COVID-19 symptoms.
 - c. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
7. Give notice of the potential COVID-19 exposure, within **one (1)** business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and *their* authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
8. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on School District benefits, as appropriate.

School District COVID-19 Prevention Program (CPP)

9. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards. The person assigned to investigate shall utilize Appendix D: COVID-19 Inspection Form.
10. 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.
11. Evaluate existing COVID-19 prevention controls and the need for different or additional controls.
12. 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 COVID-19 policies and procedures.
13. 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.
14. Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
15. Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with School District COVID-19 policies and procedures.
16. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the School District throughout the COVID-19 Prevention Plan shall be provided in a manner that ensures the confidentiality of employees, and only after the employee has given their consent to share the information with the School District.

EXCEPTION: Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or Principal at the school site. In addition, School District Administration may also be contacted at the District Office.

Employee screening

1. Each day each employee must submit a wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
2. Employees will be required to check their own temperature each and every day prior to coming to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.**
3. Temperature of employees may be taken by staff with non-contact thermometers. Both screeners and employees who are not fully vaccinated will wear face coverings during screening indoors.
4. Daily Assessment forms or the District Smartphone App may will be utilized. Employees will self-screen according to CDPH guidelines
5. COVID-19 testing. The School District shall make COVID-19 testing to all employees available at no cost to its employees with the exposed group, during employees' paid time, except:
 - a. Employees who were not present at the workplace during the relevant 14-day period(s)
 - b. Employees who were fully vaccinated and who do not have COVID-19 symptoms.
 - c. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

**School District
COVID-19 Prevention Program (CPP)**

6. COVID-19 testing shall consist of the following:
 - a. Immediately upon being covered by this section, testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - b. After the first two COVID-19 tests, the School District shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department.
 - c. The School District shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

The School District will provide maintain these confidential documents for one (1) year.

III. Correction of COVID-19 Hazards

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

1. The severity of the hazard will be assessed. Appropriate work orders, procedures, or other mitigation strategies will be implemented within 3 working days.
2. The CPP Officer, designated by the Superintendent is responsible for timely correction.
3. Follow-up measures will be taken to determine if the mitigation strategies have been effective.

IV. Control of COVID-19 Hazards **General Controls**

1. All the School District employees, sub-contractors, vendors or anybody else making contact at any School District site are required to be checked in daily with the School District representative (manager or designee).
2. Conduct a daily health assessment. Daily Assessment forms or the District Smartphone App may will be utilized. Employees will self-screen according to CDPH guidelines
3. Any individual that appears to be unwell will NOT be granted access to the site or allowed to start work.
4. Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for the School District, subcontractors, designers, consultants, etc.)
5. Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms
6. Hand Sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary.
7. Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
8. Signage will be posted throughout District buildings and work areas to raise awareness.
9. Minimize the number of employees working within a certain area of a (6' of physical distance to be maintained at all times).
10. Use of daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
11. Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
12. Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.

School District COVID-19 Prevention Program (CPP)

13. Use of shift-work to minimize the number of employees working within certain areas.
14. Stagger break and lunch time to avoid employees from gathering in one location.
15. Rotating work schedules may be considered when appropriate. Appropriate schedules could include:
 - Staggered start and ending times
 - AM/PM schedule
 - Alternating days
16. Encourage employees not to carpool unless they are members of the same house hold.
17. No physical greetings such as a handshake or hug.
18. Encourage personnel to use the stairs, not the elevator (if applicable).

Face Coverings

1. **“Face covering”** means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering may have no visible holes or openings and must cover the nose and mouth. **A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.**
2. Each site will provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).
3. All employees, whether vaccinated or not, must wear face coverings when working with students in classrooms, cafeterias, libraries, and other locations where students may be present indoors.
4. Employees must properly wear face coverings so that they cover the entire nose and mouth at all times when the employee is required to wear a face covering.
5. Employees required to wear face coverings in the workplace may remove them under the following conditions:
 - When an employee is alone in a room or a vehicle.
 - When an employee is outside.
 - While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
 - Employees are required to wear respirators in accordance with the School District’s respirator program that meets section 5144 requirements.
 - Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
 - Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.
6. Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.
7. Any employee not wearing a face covering, pursuant to the exceptions in 8CCR 3205 (c)(6)(D)4. or 5., and not wearing a non-restrictive alternative when allowed by 8CCR 3205 (c)(6)(E), shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. Employers may not use the provisions of 8CCR 3205 (c)(6)(F) as an alternative to face coverings when face coverings are otherwise required by this section
8. Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

School District COVID-19 Prevention Program (CPP)

Engineering controls

For indoor locations, using Appendix B, The School District will provide identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with the existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

To the extent feasible, The School District will provide maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

1. For indoor locations, the School District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
2. If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
3. For buildings with mechanical or natural ventilation, or both, the School District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
4. The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).
5. The highest MERV filters will be utilized to insure adequate air filtration.
6. Employees are encouraged to open windows or doors when outside conditions are favorable.
7. Applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including **CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments** at <https://oshpd.ca.gov/interim-guidance-for-ventilation-filtration-and-air-quality-in-indoor-environments/>.

Cleaning and disinfecting

The School District will provide implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

1. The Site Principal or Supervisor will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly.
2. The Site Principal or Supervisor will direct the custodians in the frequency and scope of cleaning and disinfection.]

When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented:

1. PPE will be worn by employees performing disinfection tasks.
 - Disposable gloves- Ex: Latex or Nitrile
 - Mask- Ex: Disposable face mask
 - Eye covering- Ex: Safety glasses, Safety goggles, Face shield
2. Procedures
 - Clean the surface first, and then disinfect.
 - Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
 - Apply the district approved disinfection product. The employees should review the SDS for the chemical to be used and follow all label directions.
 - The surface must stay wet with for 10 minutes, or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or, label listed dwell time), reapply
 - Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.

School District COVID-19 Prevention Program (CPP)

3. Shared tools, equipment and personal protective equipment (PPE)
 - PPE must not be shared, e.g., gloves, goggles and face shields.
 - Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
 - Where there must be sharing, the items will be disinfected between uses by the affected employee with a School District approved disinfecting product.
 - Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
4. Hand sanitizing
 - To protect employees from COVID-19 hazards, the School District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
 - Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees MUST wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
 - The School District encourages respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
 - Avoid touching your eyes, nose, and mouth especially with unwashed hands.

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

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed.

1. The School District will provide evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators. A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training.
2. The School District will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
3. Upon request, The School District will provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees must complete **Appendix F: Request for Voluntary Use of a Respirator form** and submit to the supervisor. A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training.

Testing of symptomatic employees

The School District will make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fullyvaccinated, during employees' paid time.

**School District
COVID-19 Prevention Program (CPP)**

V. Investigating and Responding to COVID-19 Cases

The School District has developed effective procedure to investigate COVID-19 cases that include seeking information from employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases**.

The School District will also ensure the following is implemented:

1. COVID-19 testing. The School District shall make COVID-19 testing to all employees available at no cost to its employees with the exposed group, during employees' paid time, except:
 - a. Employees who were not present at the workplace during the relevant 14-day period(s)
 - b. Employees who were fully vaccinated and who do not have COVID-19 symptoms.
 - c. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms 90 days after the first positive test.
2. The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
3. Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]

Response to a COVID-19 case in the workplace:

The School District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
6. All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

School District COVID-19 Prevention Program (CPP)

VI. System for Communicating

The School District's goal is to ensure that effective two-way communication with employees, is performed and includes the following information:

1. Employees should report COVID-19 symptoms and possible hazards to their Supervisor.
2. Employees can report symptoms and hazards without fear of reprisal.
3. School District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
4. To give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work, employees may access COVID-19 voluntary testing available through health plans or local testing centers.
5. In the event testing is required to be provided because of a workplace exposure or outbreak, The School District will provide communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
6. Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and the School District's COVID-19 policies and procedures.

VII. Training and Instruction

The School District will provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and 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 handsanitizer 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.

School District COVID-19 Prevention Program (CPP)

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s 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 COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Appendix D: COVID-19 Training Roster will be used to document this training. In lieu of this roster, any training confirmation form may be used. This training may be documented electronically as long as the original training documentation form is maintained and has the employee's signature.

VIII. Exclusion of COVID-19 Cases

When a COVID-19 case is identified in the workplace, The School District will provide limit transmission by:

1. Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
2. Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
3. 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.
4. Providing employees at the time of exclusion with information on available benefits.

IX. Reporting, Recordkeeping, and Access

The School District's CPP Officer will:

1. Report information about COVID-19 cases to the local health department whenever required by law, and provide any related information requested by the local health department.
2. 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 the place of employment or in connection with any employment.
3. Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
4. Make the written COVID-19 Prevention Program (CPP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
5. Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

**School District
COVID-19 Prevention Program (CPP)**

X. Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms

1. Shall 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.
2. A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.

Persons who had a close contact may return to work as follows:

- a. Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
- b. Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
 - i. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - ii. At least 10 days have passed since the last known close contact, and
 - iii. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

If an order to isolate or quarantine an employee is issued by a local or state health official

- a. The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted per 3205(c)(10)(E) and (F) If no period was specified, then the period shall be:
 - b. 10 days from the time the order to isolate was effective, or
 - c. 14 days from the time the order to quarantine was effective.

XI. Outbreaks

Multiple COVID-19 Infections and COVID-19 Outbreaks

If three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period. Section [3205.1](#) applies

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

- The School District will provide COVID-19 testing at no cost to all employees, during paid time, in an exposed group except for:
 - Employees who were not present during the relevant 14-day period.
 - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

School District COVID-19 Prevention Program (CPP)

- COVID-19 testing consists of the following:
 - All employees in an exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, The School District will continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
 - The School District will provide additional testing when deemed necessary by Cal/OSHA.

During an outbreak, the School District will continue to comply with the applicable elements of the CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in the CPP apply).
2. The School District will give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. The School District will evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review, and hazard correction

The School District 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 includes:

- 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. The School District 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 feasible.
 - Requiring respiratory protection in compliance with section 5144.

Buildings or structures with mechanical ventilation

The School District 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, The School District will use filters with the highest compatible filtering efficiency. The School District 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, if so, implement their use to the degree feasible.

School District COVID-19 Prevention Program (CPP)

Major COVID-19 Outbreaks

If a school site or School District workplace experiences 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

During an outbreak, the School District will provide continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with the CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, The School District will provide:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where The School District will can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- In buildings or structures with mechanical ventilation, The School District will provide 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, The School District will provide use filters with the highest compatible filtering efficiency. The School District will provide 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.
- The School District 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.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

**School District
COVID-19 Prevention Program (CPP)**

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. The School District 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 COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

**School District
COVID-19 Prevention Program (CPP)**

Appendix B: COVID-19 Inspections

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Surface cleaning and disinfection (Frequently enough and adequate supplies are provided)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. The School District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Date: _____

Name of person conducting the inspection: _____

**School District
COVID-19 Prevention Program (CPP)**

Appendix C: Investigating COVID-19 Cases

Date: _____ **Name of person conducting the investigation:** _____

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. All COVID-19 testing or related medical services provided 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.
3. 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.

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present)		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms	
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			
Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

**School District
COVID-19 Prevention Program (CPP)**

Appendix E: Documentation of Employee COVID-19 Vaccination Status – **CONFIDENTIAL**

In lieu of this form, the School District may utilize a Google Form, database, or other electronic recordkeeping system

Employee Name	Fully or Partially Vaccinated ¹	Method of Documentation ²

¹Update, accordingly and maintain as confidential medical record

²Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care documents showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

**School District
COVID-19 Prevention Program (CPP)**

Appendix F: Request for Voluntary Use of a Respirator

Name _____ Date: _____

Job Title _____ Supervisor: _____

Work Location/School Site: _____

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed. **Employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person may request a respirator under this section.**

A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training. The School District will provide evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the need to utilize N95 or other tight-fitting respirators is determined. All elements of CCR Title 8 section 5144 will be implemented.

I would like to request a respirator to use voluntarily to use during these tasks of my job: Please describe:

I understand that I must remain clean shaven.

I understand that I must also submit to a medical evaluation, Fit Testing, and annual training in the proper use of a respirator.

Signature

Please provide the completed form to your Supervisor.