



**Victor Elementary School District**

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

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

**2023-2024**

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## Introduction

### What is COVID-19?

A disease “Virus” that is causing the 2019 novel coronavirus outbreak. 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 disease caused by a coronavirus that has not previously been seen in humans.

Coronaviruses are a family of viruses that can cause illnesses such as the common cold, severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). In 2019, COVID-19 was identified as the cause of a disease outbreak that originated in China. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it’s important that you practice preventative measures.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. Infections range from mild to deadly.

California employers are required to establish and implement a COVID-19 Prevention Plan “CPP” to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19).

Due to the widespread of COVID-19 in the community, Victor Elementary School District has implemented infection control measures as highlighted in this document, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

The purpose of this document is to create a single, user-friendly manual combining the multitude of different guidelines and requirements released by the San Bernardino County Department of Public Health (DPH), the California Department of Public Health, the Centers for Disease Control (CDC), and the California Division of Occupational Safety and Health (Cal-OSHA). Specific district practice is identified and shall be followed by all district employees.

The document primarily addresses steps the district has taken to assess COVID-19 safety and prevention in the workplace. It is designed to be used as a guide by all employees in the district, whether at a school site or support facility. This document will be made available to all employees and will be updated regularly as guidelines are updated from the aforementioned government agencies.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have

COVID-19:

- Cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Fever and/or flu like symptoms
- Chills
- Extreme tiredness
- Muscle pain
- Sore throat

# **COVID-19 Prevention Program (CPP)**

## **Victor Elementary School District**

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

**Date:** August 2023

### **Authority and Responsibility**

The VESD Cabinet has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all principals, directors, 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**

The following has been implemented in our workplace:

- Conducted workplace-specific evaluations to identify potential hazards in the spring of 2020.
- Evaluated employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Reviewed and implemented applicable orders of general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluated existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections 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.
- Contracted with LEAF to perform a full COVID Readiness Inspection and a report on all district facilities. (December 2020)
- Attached district letter to employees on how to prevent the spread of COVID-19.

### **Employee Participation**

All employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards and are encouraged to report any COVID-19 hazards to their supervisor so that corrections can be made as soon as possible.

## **Employee Screening**

We strongly recommend that all employees stay home if they are sick.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices, or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Employees are encouraged to share any hazards with their supervisor. Minor hazards can be corrected by site employees and supervisors, while greater concerns will be entered into the work order system and addressed by the district's maintenance and operations department. The appropriate supervisor will follow up to ensure that hazards have been corrected in a timely and appropriate manner.

Types of hazards may include, but are not limited to:

- Lack of Personal Protective Equipment (PPE). (established a bi-weekly spreadsheet for ordering PPE)
- Lack of hand sanitizer, soap, and paper towels.
- Lack of disinfecting solution for general employee use.
- Insufficient distance (minimum of six feet) between employee work stations.
- Failure of employees to wear face coverings when interacting with other employees or the public.
- Failure of employees to maintain six feet of distance when interacting with other employees or the public.
- Insufficient COVID-19 precautionary signage at entrances and throughout the facility. Employees are assured that they will not face retaliation for reporting any COVID-19 hazard at the facility.

## **Social Distancing - Avoid Close Contact**

Physical distancing may be implemented in spaces such as offices, classrooms, or general use as an additional mitigation layer against the spread of COVID. As feasible, physical distancing recommendations are for at least three (3) feet between students and at least six (6) feet between adults and between adults and students.

Students will be given specific directions if distancing protocols are established for any environments in their specific school setting.

## **Face Coverings**

Face coverings are optional for students, staff and visitors in all environments during school or during any school-sponsored activities occurring in a district facility. We provide clean, undamaged face coverings for any students and/or employees that wish to wear them.

## **Engineering Controls**

The following measures were implemented for situations where we cannot maintain at least six feet between individuals:

- Ground markers are placed at areas where individuals are likely to form lines, and will indicate the flow of traffic.

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

- Installed the highest possible rated air filtration that systems can accommodate.
- Replacement of air filters every (4) months.
- Installed bipolar ionization air purifiers for all HVAC units.
- Adjusted HVAC timers to begin the recirculation of air two hours before and after the conclusion of the work day.
- Adjusted HVAC units to introduce the greatest possible amount of fresh air relative to outdoor weather and health conditions while sustaining good indoor temperatures.

## **Cleaning**

We implemented the following cleaning measures using [Waxie-Green 243 Neutral All-Purpose Cleaner](#) for frequently touched surfaces:

- Established routine schedules for day custodians (with assistance from other classified staff as needed) at each location to clean high frequency touchpoints every two hours including, but not limited to: door handles, light switches, drinking fountains (if open), handrails, bathroom surfaces, sink handles, counters, copy machines.
- Day custodians ensure adequate supplies are stocked and available.
- Adequate time is provided to custodial staff to ensure thorough cleaning.
- Night custodians clean common spaces (offices, lounge, restrooms, etc.) and any classrooms used by staff at the end of each day.
- Employees will follow the district's approved cleaning procedures when using cleaning products.

If there is a COVID-19 case in the workplace, protocols have been established based on CDC guidance and include:

- Custodians will wear face covering, gown, eye protection, and gloves when cleaning and disinfecting.
- Close off areas used by the sick person and wait 24 hours, if feasible, or as long as practical.
- Open outside doors and windows to increase air circulation in the area.
- Cleaning and disinfecting activities start farthest from the entry door of the area.
- All disinfecting products will be recommended by the EPA and approved on the "N" list for COVID-19.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared electronic equipment like Chromebooks, tablets, touch screens, keyboards, and remote controls.

- Always wash hands immediately after removing gloves and after contact with a sick person.
- Isolation areas have the same protocols for cleaning/disinfecting.
- If more than (7) days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfecting.

### **Shared Tools, Equipment, Vehicles and Personal Protective Equipment (PPE)**

- PPE (gloves, masks, gowns, face shields, goggles) inventory and needs were evaluated and stocked to ensure access to PPE as needed.
- PPE must not be shared (e.g. gloves, goggles and face shields).
- PPE will be provided to staff and visitors as needed.
- PPE supplies are replenished using a bi-weekly needs spreadsheet reviewed by the safety and purchasing departments.

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 following our guidelines and disinfecting SOP.

Sharing of vehicles will be minimized to the extent feasible, and high touch points (for example, steering wheels, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

All vehicles are sanitized at the beginning and end of each shift. As much as possible there is one person assigned to each vehicle. If it is required for two employees to ride together, masks are required. Ionize purifiers have been installed in the vehicles.

### **Hand Hygiene and Supplies**

To prevent the spread of COVID-19 from one person to the next, frequent hand washing is recommended. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers. Rinse hands with water and dry thoroughly with a paper towel. Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels. Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol). Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which soap and water should be used. Hand sanitizer should be strategically placed to ensure easy access.

In order to implement effective hand sanitizing procedures:

- Soap and paper towels are available at all sinks.



- The warehouse has been stocked with ethanol-based hand sanitizer.
- Classrooms without sinks have been stocked with hand sanitizer, sanitizing wipes and baby wipes.
- Hand sanitizer is available in all classrooms, offices, custodial and nutritional service areas.
- Signage has been placed throughout the district showing correct hand washing procedures and reminding individuals to wash their hands frequently for at least 20 seconds.
- All restrooms are inspected every two hours to ensure all soap and paper towels are available.
- Distancing signage will be posted in restrooms and hallways where applicable. Hand sanitizing stations have also been purchased to reduce lines.

### **Personal Protective Equipment (PPE) Used To Control Employees' Exposure To COVID-19**

We evaluated the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, Section 3380. The district's warehouse was stocked accordingly and PPE has been provided to staff as needed.

When it comes to respiratory protection, we evaluated the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

The district conducted a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. The district identified potential COVID-19 workplace hazards and provided potentially exposed employees with appropriate and properly fitting PPE that will effectively protect them. The district stresses hand hygiene before and after handling all PPE.

### **System for Communicating**

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

- Employees should report violations of COVID-19 related protocols to their direct supervisor without fear of retaliation.
- Employees have been provided information regarding procedures for accommodating employees with medical or other conditions that put them at increased risk of COVID-19 illness.
- While testing is not required, employees can access COVID-19 testing through county websites.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will:
  - Communicate the plan for providing testing.
  - Inform affected employees of the reason for the testing and the possible

outcome of a positive test.

- Arrangements will be made with local facilities in correlation with district insurance providers to provide such tests at no cost to the employee.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the following actions:

- Updates are provided on a regular basis by the superintendent and/or other cabinet members with changes to COVID regulations, compliance updates, and other COVID related concerns and issues.
- Provide exposure notification if employee is symptomatic at work.
- If an employee notifies supervisor of a positive test, the supervisor should the assistant superintendent of personnel services.
- All appropriate local measures will be followed

### **Training and Instruction**

We have provided effective training and instruction to employees:

- Our COVID-19 Prevention Program has been shared with all district employees.
- Our IIPP training with infectious disease section was updated and the COVID-19 Addendum has been added and shared with all employees, which includes the fact that COVID-19:
  - is an infectious disease that can be spread through the air,
  - may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth,
  - and an infectious person may have no symptoms and still be contagious.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- We have created COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Training was provided to all custodial staff on proper disinfection procedures.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and hand sanitizer does not work if the hands are soiled.
- Our Face Covering policy was shared with all employees.
- Proper use of face coverings and knowledge that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- The importance of obtaining a COVID-19 test and not coming to work if the

- employee has COVID-19 symptoms.
- Attached district letter to employees on how to prevent the spread of COVID-19.
- Training and communication will be completed through several different types of media, website, online training, written processes and procedures and newsletters.
- All training will be documented with attendance rosters (Appendix “D”).

### **Exclusion of COVID-19 Cases**

Where there is 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.
- 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: **Personnel will notify the affected employee by email and/or phone to discuss options and forward appropriate paperwork to file for federal and state programs.**
- Providing employees at the time of exclusion with information on available benefits.

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19 related serious illnesses or death, as defined under CCR Title 8 Section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 Section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### **Return-to-Work Criteria**

If you have COVID-19 symptoms, regardless of vaccination status or previous infection it is recommended:

1. Stay home, self-isolate, and test as soon as possible.
2. Consider testing 3-5 days after onset of symptoms.
3. Communicate with your supervisor as you would any other type of absence.
4. You may return to work when you don't have fever and your symptoms are getting better. A medical note may be required if you are off work three or more days.

#### POSITIVE COVID TEST - STAY HOME (Recommended)

1. Contact supervisor and isolate for at least 5 days:
  - If you had no symptoms you may end isolation after day 5.
  - If you had symptoms and your symptoms are improving, you may end isolation after day 5 if: you are fever-free for 24 hours (without the use of fever-reducing medication).
  - Your symptoms are not improving, continue to isolate until your symptoms are improving and you are fever-free for 24 hours (without the use of fever-reducing medication).
2. After you have ended isolation, wear a mask through day 10.

#### Direct Exposure to COVID

1. No need to quarantine:
  - Asymptomatic
  - Test within 3-5 days after last exposure. (recommended)
  - Wear face coverings around others for 10 days after exposure. (recommended)
2. If symptoms develop it is recommended that you isolate.

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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
Main offices, breakrooms, classrooms and all other common areas and commonly used supplies and equipment (ie: copiers, printers, computers)	All School Sites All District Satellite Locations  April-May 2020	All employees, parents/guardians, vendors, delivery services, contractors, and any other community members that may come to our facilities.	Desk barriers, thermometers, hand sanitizer, PPE, COVID signage, social distancing markers, air purifiers (Bipolar Ionizers), upgraded HVAC filters (MERV 11), increased fresh air consumption, scheduled additional cleaning/disinfecting intervals, contact tracing

**Appendix B: COVID-19 Inspections**

[www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

**Date:** Ongoing

**Name of person conducting the inspection:**

**Name:** Management Team

**Facility Evaluated:** \_\_\_\_\_

**Inspections Kept in Log**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Single limited entry			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfecting (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Check in at all site "Data Stored"			
Temperature Checks at locations "Data Stored"			
<b>PPE (not shared, available, and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Double cloth and surgical masks provided			

## **Appendix C: COVID-19 Tracing**

### **Employee COVID-19 Tracing**

All COVID-19 tracing information is collected by our Personnel Department. As a case of COVID-19 is reported, the supervisor or manager reports the employee information to the Personnel Department, contact is made with the employee, and a series of questions are asked to determine if there was potential exposure to other employees. If additional exposure has been determined, the process continues with those employees. All data/information is collected and stored on Google Docs.

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

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

### **Student COVID-19 Tracing**

All student COVID-19 tracing information is collected by the District Registered Nurses. As a student case of COVID-19 or a case that could affect VESD students is reported by a school site, parent, student and/or Personnel Department, the District Registered Nurses make contact with the school site to collect clarifying information and the parent(s) of student(s) involved to ask a series of questions to determine if there was potential exposure to other students or staff members. COVID tracing guidelines are provided from the CDPH and CDC and updated and reviewed by the District. Please contact District Registered Nurses for current guidelines and procedures.

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

All student medical records will also be kept confidential and not disclosed or reported with the following exceptions: (1) Unredacted medical records that will be provided to the local health department, CDPH, Cal/OSHA, the National Institute of Occupational Safety and Health (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



## VESD Student Contact Tracing

1. Email address:
2. Parent/Guardian Contacted for Report:
3. Student Name:
4. DOB: (*Example January 7, 2019*)
5. School Site:
6. Date school notified of positive test, symptomatic individual, and/or possible/confirmed exposure:
  
7. Date of possible/confirmed exposure:
8. Date of COVID-19 test:
9. Date of confirmed positive test result:
10. Did the student have symptoms on the day of or prior to COVID-19 test?
11. Date of first symptoms noticed:
12. What symptoms did you notice? (Circle all that apply)

<i>Cough</i>	<i>New loss of taste or smell</i>
<i>Chills</i>	<i>Nausea</i>
<i>Congestion or runny nose</i>	<i>Sore throat</i>
<i>Diarrhea</i>	<i>Shortness of breath or difficulty breathing</i>
<i>Fatigue</i>	<i>Vomiting (unidentified cause, unrelated to anxiety or eating)</i>
<i>Headache</i>	<i>Other</i>
13. Comments:
  
14. Last date student was on campus:
15. Classroom (teacher and room number) student was physically in during the day of symptom onset and two days prior:
  
16. Additional rooms student was physically in during the day of symptom onset and two days prior:
  
17. Additional employees that were in close contact during the day of symptom onset and two days prior (i.e. paraeducator, librarian, proctor, front office staff):
  
18. How does the student arrive at school? (Circle one below)

Parent/Guardian drop-off	Bus	Walk
--------------------------	-----	------
19. If the student rides a bus, what is the bus route?
20. List any VESD students and their school site that may be in the same household as this student:  
(*Each of these students needs to be contacted to inquire about symptoms and positive COVID-19 tes*)

**Appendix D: COVID-19 Training Roster**

Person that conducted the training: *Name:* \_\_\_\_\_ *Date:*

\_\_\_\_\_

Employee Name	Signature

## **ADDITIONAL CONSIDERATION #1**

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

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 Testing**

- We will provide COVID-19 testing to all employees in our exposed workplace, except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested 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 (30) 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.

## **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.

## **ADDITIONAL CONSIDERATION #2**

### **Major COVID-19 Outbreaks**

#### **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 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) 11 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 “E”

### Safety and Health Procedures to Prevent the Spread of COVID-19

#### To All Our Employees:

The best way to prevent infection is to avoid being exposed to this virus. Safety and health procedures to help prevent the spread of COVID-19 include:

- Stay home if you are sick, except to get medical care.
- Practice social distancing by maintaining a distance of approximately six feet from others.
- Frequently wash hands with soap and water for at least 20 seconds, use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Place used tissues in a waste basket.
- Clean and disinfect frequently touched objects and surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Avoid close contact with people who are sick.
- Pursuant to CDC recommendations, wear facial coverings and masks to help prevent the spread of the disease to others.
- Notify your supervisor if you experience symptoms of acute respiratory illness (i.e., cough, shortness of breath, fever of 100.4°F or higher) so you can be separated from other employees and be sent home immediately.
- Always wear a face mask when interacting with the public.

In addition to leaves already available to you, the District has extended the same leaves provided under Families First Coronavirus Response Act (H.R. 6201), through March 31, 2021.

The ADA permits employers to make disability-related inquiries and conduct medical exams if job-related and consistent with business necessity. Inquiries and reliable medical exams meet this standard if it is necessary to exclude employees with a medical condition that would pose a direct threat to health or safety. As such, we may conduct temperature checks, ask questions about symptoms and ask employees to complete the VESD Symptom Checker for all those entering the workplace.

**Acknowledgement:** I acknowledge that I have read VESD’s *Safety and Health Procedures to Prevent the Spread of COVID-19*. I understood it and agreed to comply with these procedures. I further acknowledge that I understand it is my responsibility to be familiar with and abide by these terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Victor Elementary School District Employee Symptom Checker**

**Employee Name:** \_\_\_\_\_

**Month:** \_\_\_\_\_

**Instructions:** Under requirement of the Victor Elementary School District, all employees must undergo a symptom check prior to entering the workspace. This chart collects COVID-19 related symptoms. Prior to coming to work, please check your symptoms at home. Please respond by checking Y=Yes and N=No. Do not record any symptoms that are normal in your daily life. Temperatures will also be taken at your work location. Keep this paper with you as you travel to and from work. If you answer yes to any of the below questions, please contact your supervisor prior to your shift for instruction. Initial this form daily as you record your symptoms. For weekends draw a vertical line through the date. If you have questions about possible symptoms, contact your primary care physician.

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Have you been exposed to someone with COVID-19? If yes, stay home	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Record your temperature. If > 100.4 stay home																															
New Loss of Smell or Taste	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fatigue	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Shortness of Breath	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Difficulty Breathing	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Nausea	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Vomiting	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Diarrhea	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Cough	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Sore Throat	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Headache	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	



