



COVID-19 SAFETY PLAN

COVID-19 SAFETY PLAN

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INTRODUCTION

Since the outbreak of COVID-19, the Clovis Unified School District (District) Governing Board and staff have taken and continues to take actions to address and respond to its impacts while continuing to provide a quality education for our children amidst the unprecedented challenges.

Throughout the first half of the 2020 – 2021 school year, the District opened for in-person instruction in accordance with the elementary school waiver and requirements for schools under the red tier of California's Blueprint for a Safer Economy. The elementary waiver was approved on or about October 14, 2020. On October 9, 2020, the District offered all families of grades TK-6 the option of in-person or online instruction and subsequently began returning students to classrooms at all elementary schools. On October 23, 2020, families of students in grades 7-12 were offered the opportunity for in-person instruction and subsequently the District began returning students to classrooms and programs, and building schedules based on parent responses to this offer. On October 27, 2020, the District Superintendent submitted to the Fresno County Department of Public Health an Attestation affirming that all District schools TK-12 were open and serving some students for in-person instruction. The District further continued to offer students the opportunity to participate in small group cohorts on campus. In order to return to campus all students opting for in-person instruction including the remaining students who wish to do so, the District developed a phased-in plan tailored for each school site and commenced implementing the plan at all school sites beginning in October 2020. The District, thus, has been opened for in-person instruction.

As knowledge regarding COVID-19 has developed, the District's responses as well as the responses of federal, state, and local governments have evolved. The result has been new laws and regulations, executive orders issued by the Governor, and orders, directives, and guidance by state and local agencies, including state and local public health officers.

On January 14, 2021, the California Department of Public Health (CDPH) issued the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (CDPH Guidance). Pursuant to the CDPH Guidance, all school districts in California are required to develop and maintain a COVID-19 Safety Plan.

The District's COVID-19 Safety Plan has been developed in accordance with the CDPH Guidance. As required by the CDPH Guidance, the District's COVID-19 Safety Plan contains two parts: (1) COVID-19 Prevention Program consistent with the requirements in California Code of Regulations, Title 8, Section 3205 et seq.; (Cal/OSHA Emergency Temporary Standards) and (2) the 2021 COVID-19 School Guidance Checklist.

The COVID-19 Safety Plan shall be effective when approved by the District's Governing Board and, as may be applicable, is reviewed/approved by other government body(ies). It is subject to change in order to comply with applicable laws and public health orders and guidance.

ATTACHMENT 1

COVID-19 PREVENTION PROGRAM

CLOVIS UNIFIED SCHOOL DISTRICT

COVID-19 PREVENTION PROGRAM

AS MANDATED BY:
California Code of Regulations, Title 8,
Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

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Clovis Unified School District
COVID-19 Prevention Program (CPP)

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus (COVID-19) that may occur in the workplace. This CCP is hereby established and will be implemented and maintained pursuant to Title 8 of the California Code of Regulations (CCR) sections 3205 et seq. Terms used in this CCP shall have the same meaning as defined in 8 CCR § 3205, see Appendix G - Definitions.

This CCP shall be effective when approved by the District's Governing Board and, as may be applicable, is reviewed/approved by other government bodies. It is subject to change in order to comply with applicable laws and public health orders and guidance.

1. Authority and Responsibility

The Superintendent and designees stated below have the overall authority and responsibility for implementing the provisions of this CPP at the Clovis Unified School District (District). In addition, all principals, managers, and supervisors are responsible for implementing and maintaining this CPP at their assigned work areas and for ensuring employees receive answers to questions about this CCP.

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

Barry Jager, Associate Superintendent Human Resources
barryjager@cusd.com
559-327-9308

Shareen Crosby, Benefits Analyst
shareencrosby@cusd.com
559-327-9124

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

The District's COVID-19 policies and procedures shall include the COVID-19 Safety Plan (which includes this CCP) and other District documents setting forth requirements and procedures to implement the COVID-19 Safety Plan, applicable laws, and state and local public health officer orders and guidance. If there is a conflict between any provision in this CCP and any provision in other District documents, the provision in this CCP shall govern.

2. Identification and Evaluation of COVID-19 Hazards (8 CCR § 3205(c)(2))

2.1 Identification and Evaluation Strategies. The District will implement the following identification and evaluation strategies:

- a. Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- b. Evaluate employees' potential workplace exposures to all persons at or who may enter a District facility.
- c. Review applicable orders and general and industry-specific guidance from the State of

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California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.

- d. Evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- e. 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 the District's COVID-19 policies and procedures.

2.2 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 the principal at the school site. In addition, District Administration may also be contacted at the District Office.

2.3 Employee screening

- a. Each work day, each employee must submit an electronic 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.
- b. Employees must check their own temperature each day prior to coming to work. Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.
- c. Daily Electronic Assessment forms will be utilized.

3. Correction of COVID-19 Hazards (8 CCR § 3205(c)(4))

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:

- a. The severity of the hazard will be assessed and correction time frames assigned, accordingly. Appropriate work orders, procedures, or other mitigation strategies will be implemented within the assigned time frames.
- b. The CPP Officer designated by the Superintendent is responsible for timely correction.
- c. Follow-up measures will be taken by the CPP Officer or designee to determine if the mitigation strategies have been effective.

4. Control of COVID-19 Hazards

4.1 Physical Distancing (8 CCR § 3205(c)(6))

Where possible, the District will ensure at least six feet of physical distancing at all times at the workplace by:

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- a. Requiring all District employees, sub-contractors, vendors or anybody else making contact at any District site to be checked in daily by a District representative (manager or designee).
- b. Providing a single point of entrance at all sites. Employees must maintain 6 feet minimum physical distancing when entering any District sites.
- c. Posting signage throughout District buildings and work areas to raise awareness regarding the 6 feet physical distancing.
- d. Minimizing the number of employees working within a certain area (6 feet of physical distance to be maintained at all times).
- e. Using daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
- f. Using shift-work, if necessary, to minimize the number of employees working within certain areas.
- g. Staggering break and lunch time to avoid employees gathering in one location.
- h. No gatherings of employees of more than 10 people, including: breaks, lunch, and meetings. If more than ten employees are involved in a meeting, procedures must be followed to minimize contact.
 - Seats placed at least 6 feet apart in all directions.
 - Handwipes provided
 - Each employee assigned a place to sit.
 - Handwashing encouraged and sanitizer provided.
 - Gloves available.
 - Masks or faces shields provided and required while inside the building.
- i. Rotating work schedules will be considered when appropriate. Appropriate schedules could include:
 - Staggered start and ending times
 - AM/PM schedule
 - Alternating days
- j. Encouraging all meetings be call-in/video conference; this includes both office and field meetings. Any meeting or training session attended by employees must provide for physical distancing of 6 feet.
- k. Minimizing the number of employees at a work location based on the size of the work location. No more than five (5) people per 1000 square feet inside a building.
- l. Encouraging employees not to carpool unless they are members of the same household.
- m. Prohibiting physical greetings such as a handshake or hug.

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- n. Encouraging personnel to use the stairs, not the elevator (if applicable).

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

4.2 Face Coverings (8 CCR § 3205(c)(7))

- a. Each District site shall provide clean, undamaged face coverings and ensure they are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the District site. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- b. The following are exceptions to the face coverings requirement in the workplace:
 - i. When an employee is alone in a room.
 - ii. While eating and drinking at the workplace, provided employees are at least six feet apart and, if indoor, outside air supply to the area has been maximized to the extent possible.
 - iii. Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other Title 8 safety orders.
 - iv. 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. Exempted employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. Alternatives will be considered on a case-by-case basis.
 - v. Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least 6 feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
- c. Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.
- d. The District has developed measures to communicate to non-employees regarding the face coverings requirement for all District sites, including signage at the entrance of each site.

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4.3 Engineering Controls (8 CCR § 3205(c)(8)(A),(B))

- a. The following measures will be implemented for situations where the District cannot maintain at least six feet between individuals: Use of partitions or barriers.
- b. To the extent feasible, the District will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:
 - i. For indoor locations, the 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.
 - ii. If the amount of outside air needs to be minimized due to other hazards, such as heat, cold, or wildfire smoke, outside air vents and windows will be closed.
 - iii. For buildings with mechanical or natural ventilation, or both, the 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.
 - iv. The HVAC system will be properly maintained and adjusted by the District maintenance staff and HVAC technician(s).
 - v. The highest MERV filters will be utilized to insure adequate air filtration.
 - vi. Employees are encouraged to open windows or doors when outside conditions are favorable.

4.4 Cleaning and Disinfecting (8 CCR § 3205(c)(8)(C))

The following cleaning and disinfection measures for frequently touched surfaces and objects will be implemented:

- a. The site administrator or the Director of Plant Operations will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly will be provided.
- b. The site administrator or supervisor will direct the custodians in the frequency and scope of cleaning and disinfection and inform employees and authorized employee representatives of cleaning protocols.

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

- a. PPE will be worn by employees performing disinfection tasks.
 - Disposable gloves- Ex: Latex or Nitrile.
 - Mask- Ex: Disposable face mask.
 - Eye covering, for example safety glasses, safety goggles, or face shield

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- b. 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 Safety Data Sheets (SDS) for the chemical to be used and follow all label directions.
 - The surface must stay wet 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.

4.5 Shared Tools, Equipment, and Personal Protective Equipment (PPE) (8 CCR § 3205(c)(8)(C))

The following shall apply regarding the sharing of tools, equipment, and personal protective equipment (PPE):

- a. PPE must not be shared, e.g., gloves, goggles and face shields.
- b. 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, sharing shall be minimized and such items and equipment must be disinfected between uses by different people with the District approved disinfecting product.
- c. 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.

4.6 Hand sanitizing (8 CCR § 3205(c)(8)(D))

- a. To protect employees from COVID-19 hazards, the 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. The District encourages employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- b. 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, and before and after each break.
- c. 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.

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d. Avoid touching your eyes, nose, and mouth especially with unwashed hands.

4.7 Personal Protective Equipment (PPE) (8 CCR § 3205(c)(8)(E))

The District shall evaluate the need for PPE (such as gloves, goggles, and face shields) to prevent exposure to COVID-19 hazards as required by CCR Title 8, section 3380, and shall provide such PPE as needed.

The District shall evaluate the need for respiratory protection in accordance with CCR Title 8 section 5144 when the physical distancing requirements CCR Title 8 Section 3205(c)(6) are not feasible or are not maintained.

The District shall provide and ensure use of respirators in accordance with CCR Title 8 Section 5144 when deemed necessary by Cal/OSHA through the issuance of Order to Take Special Action, in accordance with CCR Title 8, Section 332.3.

The District shall 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.

5. Investigating and Responding to COVID-19 Cases (8 CCR § 3205(c)(3))

The District shall investigate and respond to COVID-19 cases by using the Appendix C: Investigating COVID-19 Cases.

The District shall 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

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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 District'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.

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 District under CCR Title 8 sections 3205 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

Unredacted information on COVID-19 cases shall be provided to the local health department, the California Department of Public Health, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

6. System for Communicating (8 CCR § 3205(c)(1))

The District goal is to ensure effective two-way communication with employees and that it includes the following information:

- a. Employees are to report to the District, without fear or reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace to their supervisor.
- b. District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- c. Provide information about access to COVID-19 testing. Employees may access COVID-19 voluntary testing available through health plans or local testing centers. If testing is required to be provided because of a workplace exposure or outbreak, the District will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- d. Information about COVID-19 hazards and the District's COVID-19 policies and procedures to employees and other employers, persons, and entities within or in contact with the employer's workplace.

7. Training and Instruction (8 CCR § 3205(c)(5))

The District shall provide effective training and instruction that includes:

- a. COVID-19 policies and procedures to protect employees from COVID-19 hazards.

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- b. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- c. The fact that:
 - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches his/her eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- d. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- e. 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.
- f. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- g. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- h. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- i. Training will be documented by a completed Training Verification Form provided during the training. Alternatively, a training log may be utilized. See **Appendix D: COVID-19 Training Roster**.

8. Exclusion of COVID-19 Cases (8 CCR § 3205(c)(10))

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

- a. Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in Section 10 below are met.
- b. Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- c. For employees excluded from work under CCR Title 8 Section 3205(c)(10) and otherwise able and available to work, continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits. The foregoing provision does not apply to any period of time during which the employee is unable to

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work for reasons other than protecting persons at the workplace from possible COVID-19 transmission. It also does not apply where the District demonstrates that the COVID-19 exposure is not work related.

- d. Providing employees, at the time of exclusion, with information on available benefits. Employees who have not been excluded or isolated by the local health department need not be excluded by the District, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements under Section 10 below are met.

9. Reporting, Recordkeeping, and Access (8 CCR § 3205(c)(9))

The District, through the District's CPP Officer, shall:

- a. 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.
- b. 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.
- c. Maintain records of the steps taken to implement this CCP in accordance with CCR Title 8 section 3203(b).
- d. Make this CCP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- e. Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. Medical information shall be kept confidential in accordance with CCR Title 8 section 3205(c)(3)(C) and 3205(c)(3)(D). The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

10. Return-to-Work Criteria (8 CCR § 3205(c)(11))

- a. 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.
- b. COVID-19 cases who tested positive but never developed COVID-19 symptoms 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.

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- c. A negative COVID-19 test shall not be required for an employee to return to work.
- d. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be:
 - 10 days from the time the order to isolate was effective, or
 - 10 days from the time the order to quarantine was effective.

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APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS
 (8 CCR § 3205(c)(2))

Section 3205(c)(2) requires the District to conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. The District shall use this appendix to conduct such an identification.

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 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, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times when people may congregate or come in contact with one another	Employees' potential workplace exposure for COVID-19 to all persons at the workplace or who may enter the workplace, including coworkers, members of the public, employees of other employers, and independent contractors	Existing and/or additional COVID-19 prevention controls

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Interaction, area, activity, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times when people may congregate or come in contact with one another	Employees' potential workplace exposure for COVID-19 to all persons at the workplace or who may enter the workplace, including coworkers, members of the public, employees of other employers, and independent contractors	Existing and/or additional COVID-19 prevention controls

NOTE: If additional spaces are needed, add additional pages.

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APPENDIX B: COVID-19 INSPECTIONS

Section 3205(c)(2)(H) requires the District to conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District’s COVID-19 policies and procedures. The District shall use this appendix to conduct such periodic inspections.

Work location inspected: _____

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

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

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APPENDIX C: INVESTIGATING COVID-19 CASES

Date Investigation Initiated: _____

Name of person conducting the investigation: _____

Name(s) of staff Involved in the Investigation: _____

1. Employee (or non-employee) name: _____

Address: _____ Phone: _____

2. Occupation/Position (if non-employee, why he/she was in the workplace): _____

3. Location where employee worked (or non-employee was present): _____

4. Date and time the COVID-19 case was last present in the workplace: _____

5. Date the COVID-19 case first had one or more COVID-19 symptoms: _____

6. Was COVID-19 test offered? Yes No

7. Date of the positive or negative test and/or diagnosis: _____

8. Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

9. 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:

10. 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 who were notified: _____

11. Independent contractors and other employers present at the workplace during the high-risk exposure period: _____

Names of individuals who were notified: _____ Date: _____

12. What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? _____

13. What could be done to reduce exposure to COVID-19? _____

14. Was the local health department notified: Yes No If notified, date: _____

For definitions of terms, see Appendix G. Attach additional pages if extra spaces needed.

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CONFIDENTIALITY OF INFORMATION/MEDICAL RECORDS

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.

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APPENDIX D: COVID-19 TRAINING ROSTER

Date of Training: _____

Name of person conducting the training: _____

Description of Training: _____

Employee Name (print)	Signature

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APPENDIX E: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS
(8 CCR § 3205.1)

If a District school site or workplace is identified by a local health department as the location of a COVID-19 outbreak, or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period, this appendix shall apply until there are no new COVID-19 cases detected in the school site or workplace for a 14-day period.

1. COVID-19 Testing

- a. The District shall provide COVID-19 testing to all employees at the 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 under CCR Title 8 section 3205.1(a), as applicable. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- b. COVID-19 testing consists of the following:
 - i. All employees in the exposed workplace shall be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - ii. After the first two COVID-19 tests referenced above, the District shall provide continuous 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 the workplace for a 14-day period.
 - iii. The District shall provide additional testing when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with CCR Title 8 section 332.3.

2. Exclusion of COVID-19 Cases

The District shall ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with this CPP (see Section 8 - Exclusion of COVID-19 Cases and Section 10 - Return to Work Criteria requirements), and local health officer orders, if applicable.

3. Investigation of Workplace COVID-19 Illness

The District shall immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with this CPP (see Section 5 - Investigating and Responding to COVID-19 Cases).

4. COVID-19 Investigation, Review, and Hazard Correction

In addition to the CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the District shall 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.

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The investigation and review shall be documented and include:

- a. Investigation of new or unabated COVID-19 hazards including:
 - The District's leave policies and practices and whether employees are discouraged from remaining home when sick.
 - The District's COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- b. 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.
- c. Implementing changes to reduce the transmission of COVID-19 based on the investigation and review set forth above. The following shall be considered by the District:
 - 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.
 - Other applicable controls.

5. Notifications to the Local Health Department

The District, through the CCP Officer, shall:

- a. Immediately, but no longer than 48 hours after the District knows, or with diligent inquiry would have known, of three or more COVID-19 cases in the workplace, the CCP Officer shall contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- b. The CPP Officer shall 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. The CPP Officer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- c. Starting January 1, 2021, the CPP Officer shall provide all information to the local health department required by Labor Code section 6409.6.

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APPENDIX F: MAJOR COVID-19 OUTBREAK
(8 CCR § 3205.2)

If a District school site or workplace experiences 20 or more COVID-19 cases in an exposed workplace within a 30-day period, this appendix will apply until there are no new COVID-19 cases detected in the school site or workplace for a 14-day period.

- 1. COVID-19 Testing:** The District shall provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing shall be provided at no cost to employees during employees' working hours.
- 2. Exclusion of COVID-19 Cases:** The District shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the CPP (see Section 8 - Exclusion of COVID-19 Cases and Section 10 - Return to Work Criteria), and any relevant local health department orders.
- 3. Investigation of Workplace COVID-19 Illnesses:** The District shall comply with the requirements of the CPP (see Section 5 - Investigating and Responding to COVID-19 Cases).
- 4. COVID-19 Hazard Correction:** In addition to the requirements of the CPP (see Section 3 - Correction of COVID-19 Hazards), the District shall take the following actions:
 - a. In buildings or structures with mechanical ventilation, the District shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the District will use filters with the highest compatible filtering efficiency. The District shall 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.
 - b. The District shall 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.
 - c. The District shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
 - d. The District shall implement any other control measures deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with CCR Title 8 section 332.3.
- 5. Notifications to the Local Health Department:** The District will comply with the requirements of Appendix E - Multiple COVID-19 Infections and COVID-19 Outbreaks, Section 5 Notifications to the Local Health Department.

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APPENDIX G: DEFINITIONS
(8 CCR § 3205(b))

The following definitions, as set forth in CCR Title 8 Section 3205, shall apply to this CCP:

1. "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
2. "COVID-19 case"
 - a. Means a person who: (1) has a positive "COVID-19 test" as defined in this section; (2) is subject to a COVID-19-related order to isolate issued by a local or state health official; or (3) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
 - b. A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH or the local health department.
3. "COVID-19 exposure" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.
4. "COVID-19 hazard" means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
5. "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
6. "COVID-19 test" means a viral test for SARS-CoV-2 that is:
 - a. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
 - b. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

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7. "Exposed workplace" means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).
8. "Face covering" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
9. "High-risk exposure period" means the following time period:
 - a. For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
 - b. For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Doc# 46893-6, 01/2021

ATTACHMENT 2

2021 COVID-19 SCHOOL GUIDANCE CHECKLIST

Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

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

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

K12csp@cdph.ca.gov

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

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

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

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

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

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

Please provide specific information regarding:

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

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

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

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

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

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

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

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

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

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

Maximum: _____ feet

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

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

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

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

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

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

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

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

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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

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

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

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)