



**Anderson Valley Unified**  
*Empowering our Students to Succeed!*

## **Anderson Valley Unified School District**

**Updated: 7/21/2022**

# **COVID Safety Plan/ Ca/OSHA CPP Plan**

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## Section 1: CDPH Guidance Action Plan (2022-2023 School Year)

The following guidance is from the June 30, 2022 [COVID-19 Public Health Guidance for K–12 Schools to Support Safe In-Person Learning, 2022–2023 School Year](#) and serves as section 1 of our COVID Safety Plan.

<b>Mitigation Strategies</b>	<ul style="list-style-type: none"><li>● Encourage families to <a href="#">get vaccinated against COVID-19</a> and <a href="#">remain up-to-date</a> to protect oneself and reduce transmission of the virus.</li><li>● Review statutory requirements for vaccination requirements for entry into K–12 schools and visit <a href="#">Shots for School</a> for information.</li></ul>
<b>Optimizing Indoor Air Quality</b>	<ul style="list-style-type: none"><li>● Follow <a href="#">CDPH recommendations to improve indoor air quality</a> to mitigate against COVID-19 in K–12 schools. Facility maintenance staff may also review <a href="#">technical considerations</a> (PDF).</li><li>● In circumstances where outdoor air quality is poor (such as from wildfire smoke), schools are encouraged to confer with local health officials to determine the best approach forward</li></ul>
<b>Using Facemasks</b>	<ul style="list-style-type: none"><li>● No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard (e.g., watersports).</li><li>● Provide masks to students who inadvertently fail to bring a face covering to school and desire to use one.</li><li>● Unless otherwise directed by local health departments or local educational agencies, students and staff should follow CDPH masking guidance for the general public, as well as masking guidance for specific situations referenced below (e.g., when having symptoms, being infected, or exposed)</li></ul>
<b>Getting Tested for COVID-19</b>	<ul style="list-style-type: none"><li>● Follow the state or local requirements for getting tested for COVID-19.</li></ul>
<b>Maintaining Clean Hands</b>	<ul style="list-style-type: none"><li>● Teach and reinforce proper <a href="#">handwashing</a> to lower the risk of spreading viruses, including the virus that causes COVID-19.</li><li>● Ensure adequate supplies to support hand hygiene behaviors, including soap, tissues, no-touch trashcans, and hand sanitizers with at least 60 percent alcohol for staff and children who can safely use hand sanitizer. Hand sanitizers should be stored up, away, and out of sight of younger children and should be used only with adult supervision for children ages 5 years and younger.</li><li>● Teach and reinforce covering <a href="#">coughs and sneezes</a> to help keep individuals from getting and spreading infectious diseases, including COVID-19.</li></ul>
<b>Managing Individuals with Symptoms</b>	<ul style="list-style-type: none"><li>● California requires employers to provide <a href="#">COVID-19 supplemental paid sick leave</a> for most workers through September 30, 2022. This includes circumstances in which workers are experiencing symptoms of COVID-19 and seeking a medical diagnosis, attending a vaccine appointment for themselves or for a family member, and/or if a worker's child is isolating due to COVID-19 infection.</li></ul>

	<ul style="list-style-type: none"> <li>● Follow state and local criteria for managing students who develop symptoms of infectious diseases, including COVID-19. If criteria does not exist the following will be used: <ul style="list-style-type: none"> <li>○ Any student who develops new, unexplained symptoms should not return to campus until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies). This includes waiting until 24 hours have passed since resolution of fever without the use of fever-reducing medications.</li> <li>○ If <a href="#">symptoms</a> are concerning for COVID-19, it is strongly recommended that students wear a mask and get tested immediately. Students should also follow <a href="#">CDPH recommendations</a> for retesting and/or isolating if results are positive.</li> <li>○ Avoid policies that incentivize coming to school while sick</li> </ul> </li> </ul>
<b>Reporting COVID-19 disease burden to local health authorities</b>	<ul style="list-style-type: none"> <li>● Refer to California Code of Regulations (CCR) Title 17, <a href="#">§2500</a> and <a href="#">§2508</a> for reporting requirements. Note that 17 CCR §2500 has been temporarily modified by the <a href="#">State Public Health Officer Order of February 10th, 2022</a>.</li> <li>● As workplaces, schools are subject to COVID-19 workplace outbreak reporting requirements stipulated in <a href="#">AB 685</a> and <a href="#">Cal/OSHA Emergency Temporary Standards</a>.</li> </ul>
<b>Managing Students Diagnosed with COVID-19</b>	<ul style="list-style-type: none"> <li>● Students diagnosed with COVID-19 should follow recommendations listed in <a href="#">Table 1 (Persons with COVID-19)</a> of CDPH's guidance for the general public, including staying home for at least 5 days and wearing a well-fitting mask around others for a total of 10 days, especially in indoor settings.</li> </ul>
<b>Managing Students Exposed to COVID-19</b>	<ul style="list-style-type: none"> <li>● It is recommended that families notify schools if their child has COVID-19 and was on school grounds during their <a href="#">infectious period</a>, and that schools in turn notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their infectious period..</li> <li>● In lieu of individual exposure notifications, schools should consider providing a general notification to the entire school community during times of elevated <a href="#">community transmission</a> of COVID-19. This communication can alert all to the increased potential of being exposed to COVID-19 due to a rise in cases among school and community members, and remind all to monitor for symptoms and get tested.</li> <li>● All students with known exposure to persons with COVID-19 should follow recommendations listed in <a href="#">Table 2 (Asymptomatic Persons Who are Exposed to Someone with COVID-19)</a> of CDPH's guidance for the general public. If they remain without symptoms, students may continue to take part in all aspects of K–12 schooling including sports and extracurricular activities. As recommended in <a href="#">Table 2</a>, they are to should wear a well-fitting mask around others for a total of 10 days and get tested 3–5 days after last exposure.</li> </ul>
<b>Managing COVID-19 Outbreaks</b>	<ul style="list-style-type: none"> <li>● Broad disruptions to in-person learning, such as temporary school or classroom closures, due to COVID-19 should remain a last resort and</li> </ul>

	<p>considered only after all available resources have been exhausted, and only after conferring with local health officials.</p> <ul style="list-style-type: none"> <li>Local public health officials are encouraged to contact CDPH to learn more about consultation, testing and vaccination resources to support management of COVID-19 outbreaks.</li> </ul>
<b>Cleaning Facilities</b>	<ul style="list-style-type: none"> <li>Routine cleaning is enough to sufficiently remove the virus that causes COVID-19 from surfaces. If disinfectants are used, use asthma-safer products.</li> <li>Drinking fountains may be open and used by students and staff. Routine cleaning is recommended.</li> </ul>
<b>Students with Disabilities</b>	<ul style="list-style-type: none"> <li>Carefully consider how to address the legal requirements related to provision of a free appropriate public education and requirements to reasonably accommodate disabilities, which continue to apply. For additional recommendations for students with disabilities or other health care needs, refer to guidance provided by the <a href="#">American Academy of Pediatrics</a>.</li> <li>Accommodations are documented in each student's IEP. Students needing accommodations with respect to health and safety needs will be addressed on an individual basis.</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>Particularly during surges of COVID-19, school dances, large assemblies, and other school-based crowded events, especially those held indoors, all have the potential to cause substantial spread of COVID-19 within and beyond the school community. Prior to hosting large events, schools are encouraged to review the <a href="#">Safe and SMART Events Playbook</a> (PDF) for mitigation strategies that should be considered.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>Schools should not limit access for essential direct service providers who comply with school visitor policies due to a concern about mitigating spread of COVID-19.</li> </ul>

## Section 2: Safe Return to In-Person Instruction LEA Plan (ESSER III)

American Rescue Plan Act. Elementary and Secondary School Relief Fund (ESSER III)

**LEA Name:** Anderson Valley Unified School District

**Option for ensuring safe in-person instruction and continuity of services:** will amend its plan  
 The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

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

- The original plan was submitted and amended during the 2021-2022 school year. This document serves as the updated 2022-2023 COVID Safety Plan which includes the “Safe Return to In-Person Instruction LEA Plan”

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

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

**(a) Universal and correct wearing of masks.**

- See “Using Facemasks” in section 1
- See “Face Coverings” in section 3.

**(b) Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).**

- No longer required

**(c) Handwashing and respiratory etiquette.**

- See “Maintaining Clean Hands” in section 1
- See “Hand Sanitizing” in section 3

**(d) Cleaning and maintaining healthy facilities, including improving ventilation.**

- See “Cleaning Facilities” in section 1
- See “Engineering controls” in section 3

**(e) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.**

- See “Managing Students Exposed to COVID-19” in section 1
- See “Investigating and Responding to COVID-19 Cases” in section 3

**(f) Diagnostic and screening testing.**

- See “Getting Tested for COVID-19” in section 1
- See “Testing of Employees” in section 3

**(g) Efforts to provide vaccinations to school communities.**

- See “Mitigation Strategies” in section 1

**(h) Appropriate accommodations for children with disabilities with respect to health and safety policies.**

- See “Students with Disabilities” in section 1

**(i) Coordination with State and local health officials.**

- State guidance has been used to develop section 1.
- We work with the Sonoma County Public Health Department to obtain the latest requirements for public health decisions.

**The LEA will ensure continuity of services, including but not limited to services to address students’ academic needs and students’ and staff social, emotional, mental health and other needs, which may include student health and foodservices.**

**Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.**

**Student Academic Needs:**

- See Action 1.7 “Academic Support/MTSS” under the Local Control and Accountability Plan (LCAP)
- See Action 1.10 “Students with Exceptional Needs” under the Local Control and Accountability Plan (LCAP)
- See Action 1.6 “English Learner Support” under the Local Control and Accountability Plan (LCAP)

**Social, emotional, and mental health:**

- See Action 3.4 “Social/Emotional” under the Local Control and Accountability Plan (LCAP)

**Student Health:**

- See Action 3.5 “Student Health” under the Local Control and Accountability Plan (LCAP)

**Food Services:**

- Food services will continue to serve students.

The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

- The original plan included public comment, this updated plan addresses new guidance and will be presented to the governing board with opportunity for public comment.

Describe the LEA’s policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

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

Please insert link to the plan:

- <https://www.avpanthers.org/avusd/reports>

The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

The LEA will periodically review and, as appropriate revise its plan, at least every six months.

The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

- If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- The LEA has created its plan in an understandable and uniform format.
- The LEA's plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.
- The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

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

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

**Louise Simson**  
**Superintendent**  
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**Boonville, Ca 95415**  
**(707) 895-3774**  
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## Section 3: COVID-19 Prevention Program (CPP) Cal/OSHA

### COVID-19 Prevention Program (CPP) for Anderson Valley Unified School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

**Date:** 7/21/2022

#### Authority and Responsibility

**Louise Simson** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

#### Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record. [Note: The Cal/OSHA COVID-19 Emergency Temporary Standards do not require employers to document employee vaccination status. Required protective measures in the Emergency Temporary Standards are the same regardless of the vaccination status of employees.]
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop and implement COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace
  - Employees will contact school office if COVID-19 positive
  - Contact tracing, notification and follow up will be completed as applicable and required.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention including:
  - [Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environment.](#)
  - [CDPH Face Covering Requirements.](#)
  - [CDPH Isolation and Quarantine Guidance.](#)
  - [Applicable CDPH Employees & Workplaces Guidance.](#)
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls, including maximizing the effectiveness of ventilation and air filtration.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## Employee participation

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

- Reporting the employee's presentation of COVID-19 symptoms and the employee's possible COVID-19 close contact exposures
- Reporting any identified COVID-19 hazards to their immediate supervisor
- Following all Face Covering, Physical Distancing, Sanitization and Cleaning protocols (as described below)
- Self-Quarantining when required following travel, potential exposure

## Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

- All employees shall self-screen for COVID-19 symptoms according to CDPH guidelines.
- If screening onsite is necessary due to presenting symptoms, face coverings are used during screening by both screeners and employees and, if temperatures are measured, non-contact thermometers are used
- When symptoms are suspected, temperatures check will be taken of the symptomatic person at school with a no-touch thermometer (students with a fever of 100.0 or higher should stay home or may be sent home pending symptoms).
- All employees shall wash their hands, use hand sanitizer, or clean with an alcohol wipe prior to and after touching the provided equipment (i.e. thermometer, pen, iPad, etc.).

## Correction of COVID-19 Hazards

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

- The severity of the hazard will be assessed and correction time frames assigned, accordingly, by the superintendent.
- The superintendent and principal will be responsible for ensuring timely correction typically by the maintenance staff.
- The superintendent will ensure all follow-up measures are taken to ensure timely correction.
- Appendix B:COVID-19 Inspections form will assist in ensuring who is in charge of the action and the date that it was corrected.
- Note: Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures.

## Control of COVID-19 Hazards

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees when required by orders from the [California Department of Public Health \(CDPH\)](#).

- Face Coverings will be provided to staff members as needed and located in the office and in the staff room.
- If a face covering is required, they must be worn over the nose and mouth, replaced, and cleaned as needed.
- If face coverings are required for non-employees, signage will be placed at the entrance.

- We will ensure face coverings used in the workplace will meet the section 3205(b)(8) “face covering” definition and requirements

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- When employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition does not permit it, then the employee will be tested at least weekly for COVID-19.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering will be tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### **Engineering controls**

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

**[Describe how this will be accomplished, taking into consideration:**

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant.
- How the ventilation system will be properly maintained and adjusted, whether you own and operate the building, or not.
- How to maximize, to the extent feasible, the amount of outside air and increase filtration efficiency to the highest level compatible with the existing ventilation system.
- How to implement use of portable or mounted HEPA filtration if we determine such use would reduce the risk of COVID-19 transmission.
- Applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including [CDPH’s Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).
- Information specific to your industry, location, and operations.]

### **Hand sanitizing**

To implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.

- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.]

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are working indoors or in vehicles with more than one person.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Testing of employees**

We make COVID-19 testing available at no cost, during paid time, to all employees:

- Who had close contact in the workplace; or
- Who have COVID-19 symptoms, and
- During outbreaks and major outbreaks (see below for further details).

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

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, except for returned cases as defined in 3205(b)(11).
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.
- Written notice within one business day of our knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period. These notifications will meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c).
- We consider a "close contact" that meets the definition in section 3205(b)(1), unless it is otherwise defined by CDPH; "infectious period" meets the definition in 3205(b)(9), unless it is otherwise defined by CDPH; and "worksite" meets the section 3205(b)(12) definition.]

### **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:

- Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how
  - Employees should immediately report COVID-19 symptoms and possible hazards to the district designated COVID 19 Coordinator
- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19

illness can request accommodations.

- Employees fitting this category will work with the human resources department to determine appropriate accommodations.
- Access to COVID-19 testing when testing is required.
  - All school employees have access to free testing through the District provider.
- The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
  - Confidentiality of COVID-19 cases will be maintained in accordance with district, local and state policies
- Ongoing communication and emails will be sent to employees related to COVID-19 updates and reminders.

### **Training and Instruction**

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees to request a respirator for voluntary use, as required by section 3205, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be provided with effective training and instruction according to section 5144(c)(2) requirements, including:
  - How to properly wear them; and
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
- The conditions where face coverings must be worn at the workplace.
- That employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(c)(10) are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by
  - At the time of exclusion, the District will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, the District's own leave policies, and leave guaranteed by contract.
- 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

## Return-to-Work Criteria

We will meet the following return to work criteria for COVID-19 cases and employees excluded from work:

- **COVID-19 cases, regardless of vaccination status or previous infection and who do not develop symptoms or symptoms are resolving**, cannot return to work until we can demonstrate that all of the following criteria have been met:
  - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
  - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
  - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- **COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving**, may not return to work until:
  - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and

- 10 days have passed from when the symptoms began.
- COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided”
  - Time-stamped photograph of the results
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee’s close contact or membership in an exposed group.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. [Reference section 3205(c)(10)(E) and (F) for additional guidance.]

**Title of Owner or Top Management Representative:** Louise Simson, Superintendent

**Signature:** \_\_\_\_\_

**Date 7-21-2022**

**Section 4: CDPH COVID-19 Guidance Checklist**  
(adapted from original 2021-2022 guidance)

I, **Louise Simson**, 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):** No longer required
- Entrance, Egress, and Movement Within the School:** No longer required
- Face Coverings and Other Essential Protective Gear:** See “Face Covering” section 3 and “Using Face Cover” section 1.
- Health Screenings for Students and Staff:** See “Health Screening” in section 3 and “Managing Individuals with Symptoms” in section 1
- Healthy Hygiene Practices:** See “Maintaining Clean Hands” in section 1 and “Hand Sanitizing” in section 3
- Identification and Tracing of Contacts:** See “Managing Students Exposed to COVID-19” in section 1
- Physical Distancing:** No longer required
- Staff Training and Family Education:** The plan will be reviewed with all staff members at the beginning of the year and will be emailed to families prior to the start of the school year. (See “Training and Instruction” section 3)
- Testing of Staff:** See “Investigating and Responding to COVID-19 Cases” section 3.
- Testing of Students:** See “Getting Tested for COVID-19” in section 1
- Identification and Reporting of Cases:** See “Investigating and Responding to COVID-19 Cases” in section 3
- Communication Plans:** See “Reporting COVID-19 disease burden to local health authorities” in section 1

## 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, trainings, 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 stationary work.

Person conducting the evaluation: **[enter name(s)]** Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

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

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify the form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
<b>[Add any additional controls your workplace is using]</b>			
<b>Administrative</b>			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>[Add any additional controls your workplace is using]</b>			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
[Add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (where required; must be clean, undamaged, worn over nose/mouth)			
Gloves			
Face shields/goggles			
Respiratory protection			
[Add any additional controls your workplace is using]			
<p>*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the <a href="#">Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments</a> and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.</p>			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date:** [enter date COVID-19 case – suspected/confirmed - became known to the employer]

**Name of person conducting the investigation:** [enter name]

**Name of COVID-19 case (employee or non-employee\*) and contact information:** [enter information]

**Occupation (if non-employee\*, why they were in the workplace):** [enter information]

\*If we are made aware of a non-employee COVID-19 case in our workplace

**Names of employees/representatives involved in the investigation:** [enter information]

**Date investigation was initiated:** [enter information]

**Locations where the COVID-19 case was present in the workplace during the infectious period, and activities being performed:** [enter information]

**Date and time the COVID-19 case was last present and excluded from the workplace:** [enter information]

**Date of the positive or negative test and/or diagnosis:** [enter information]

**Date the case first had one or more COVID-19 symptoms, if any:** [enter information]

**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):** [enter information]

Summary determination of who may have had a close contact with the COVID-19 case during the infectious period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing and why they were exempt from testing.
- The names of those close contacts that were excluded per our **Exclusion of COVID-19 Cases and Employees who had a Close Contact** requirements.
- The names of those close contacts exempt from exclusion requirements and why they were exempt from exclusion.

[enter information]

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:

1. All employees who were on the premises at the same worksite as the COVID-19 case during the infectious period
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a)  
(2) and (c))

<b>Names of employees that were notified:</b>	<b>Names of their authorized representatives:</b>	<b>Date</b>

Independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period.

<b>Names of individuals that were notified:</b>	<b>Date</b>

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?  
**[enter information]**

What could be done to reduce exposure to COVID-19?  
**[enter information]**

Was local health department notified? Date?  
**[enter information]**

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

