

COVID-19 Prevention Program (CPP)

Center Joint Unified School District (CJUSD)

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

Date: January 27, 2021, Latest Update: April 8, 2022

Authority and Responsibility

David Grimes, Mike Jordan, and Richard Putnam have 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

CJUSD will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. A representative of the employee group/classification will be invited to accompany supervisors/administrators during periodic inspections and provide oral and/or written feedback addressing hazards and possible solutions.

Employee screening

Rapid response antigen testing for COVID is available to all employees daily at their school site/department during regular business hours.

Correction of COVID-19 Hazards

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

One Inspection Form (Appendix B) will be used for each inspection. Members of the Inspection Team will confer when determining the status of each item.

The Status of each inspection item will be marked either with an "X" (compliant, not a current hazard), "1" (Hazard – Top priority for corrective action), or "2" Hazard – (Secondary priority for corrective action).

Dates for corrective action will be assigned by the Inspection Team according to the severity of the hazard and the extent of the actions required to bring the item into compliance. Top priority of funds and resources will be given to items marked as "1".

The individual(s) responsible for taking the corrective action will be noted on the inspection form. This could be a department head/supervisor/director, or an individual employee within the department/site. The person assigned the responsibility will be a person who has all the necessary resources to make the correction.

A copy of the inspection form will be provided to each individual responsible for any corrective action. A copy will also be provided to that individual's supervisor, if applicable. When the corrective action is completed, the form will immediately be forwarded to David Grimes, Director of Personnel and Student Services.

Copies of the inspection form will be maintained in the Personnel Office. The Personnel Director will review forms weekly and provide follow-up communications to the appropriate individuals for corrective actions not yet addressed.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged single use face coverings for all employees. The use of face coverings is strongly encouraged, but ultimately optional. Single use face coverings will be provided at each school site's front office, and through each district office department. Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.

Engineering controls

We implement the following measures: class size reduction, working from home when able to reasonably accommodate based on substantiated need and through the interactive process, moving work locations to create better spacing, masks, room partitions.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by: All window screens have been repaired and/or

replaced; all filters have been replaced with MERV 11 filters; HVAC outside air vents have been opened to 100%; HEPA air sweepers installed in all nurses offices and infirmary rooms; older HVAC systems are being replaced where feasible.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- All sites equipped with 5 min. kill time disinfectant, custodial PPE, backpack sprayers, new carpet and floor cleaners.
- Procedures are in place and time is scheduled to clean and disinfect. Battery operated backpack sprayers are used for classroom and restroom disinfecting. Restrooms are frequently disinfected throughout the day by custodians. Carpet and floor cleaners have been purchased that increase cleaning efficiency.
- All employees have access to disinfectant to disinfect frequently touched areas and learning tools throughout the day.
- All school staff has access to the following PPE: 3-ply masks, gloves, face shields, hand sanitizer, disinfectant.
- Health staff will additionally be equipped with disposable gowns, N95 masks, HEPA air sweepers, plexiglass desk sneeze guards for use as required.
- Cleaning and disinfecting schedules are available at each site.

Shared tools, equipment and personal protective equipment (PPE)

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by reducing shared items as a priority. Where this is not feasible, disinfectant in spray bottles are available to all employees for self-disinfecting of shared items. All employees have been trained in disinfectant use. Custodians clean and disinfect all work spaces regularly.

We do not share vehicles, except that bus drivers may drive different busses. Busses are cleaned thoroughly at the end of each use in accordance with COVID-19 guidelines.

Hand sanitizing:

Facilities will be inspected for sufficiency of hand-washing stations prior to opening for in-person instruction. Stations will be added if it is determined that insufficient stations are available. Soap and water will be provided at all hand-washing stations.

Employees will wash hands after each of the following:

- Before, during, and after preparing food
- Before and after eating food
- Before and after caring for someone who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet

- After changing a diaper or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

In order to implement effective hand sanitizing procedures, the district will train and encourage the following steps to wash hands the right way:

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails.
3. Scrub hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can’t Use Soap and Water:

Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. This will be provided to employees. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label. Sanitizers containing methyl alcohol will not be used.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of children and supervise their use.

How to Use Hand Sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub hands together.
- Rub the gel over all the surfaces of hands and fingers until hands are dry. This should take around 20 seconds.

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 CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [See Section 3205(c)(E).]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Facilities Response to COVID-19 in the workplace

In most cases, if an employee is suspected or confirmed to have COVID-19 infection, we will not need to shut down our facility.

We report any outbreak of 3 or more COVID-19 positive individuals in a single classroom to the local Department of Public Health and work with them to determine the appropriate facilities response based on current guidelines.

If it has been **7 days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

When cleaning and disinfecting the area, we will follow the CDC Cleaning and Disinfection Recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Investigating and Responding to COVID-19 Cases

All employees will adhere to the California Department of Public Health's K-12 Order of 8-12-21. Before October 15, 2021, the District created a list of all employees who have been fully vaccinated for COVID-19. Further, the District requires weekly COVID-19 test results from every employee who is not fully vaccinated.

Investigation of COVID-19 cases in the workplace:

- Students and staff who are symptomatic for COVID-19 will be provided an opportunity to be tested on-site. Individuals who test positive for COVID-19 must adhere to the current Department of Public Health guidelines for isolation. Those who test negative will be advised to remain at home until symptoms resolve.
- Employees under either quarantine for exposure, or isolation for COVID-19 will be provided information outlining various leave options including possible additional paid sick leave.

Student and Staff Surveillance and Response Testing, and Response to Positive Results

Staff have been encouraged to participate in regular surveillance testing, either through their own health provider, through one of the county-provided Surveillance Testing sites, or through the roving testing clinic available within the district. Additionally, all CJUSD campuses and worksites have rapid response antigen testing available to employees and students for both surveillance and response testing purposes.

If an individual tests positive for COVID-19, the individual will then be sent home, or in a student's case, isolated in a room specifically designated and monitored for the isolation of individuals who have tested positive for COVID-19, until a parent/guardian arrives to take the student home.

System for Communicating

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

- Employees should report COVID-19 symptoms and possible hazards to their administrator/supervisor over the phone, text message, or via email. Hazards may also be reported in person.
- Employees can report symptoms and hazards without fear of reprisal.
- The Personnel Department will provide an Accommodation Request Form to an employee requesting accommodations due to a condition listed by CDC as putting them at high risk of developing serious illness in the event of contracting COVID-19. This form will include information outlining the reasons for the request, including a medical note, and suggested accommodations. Upon return of the form by the employee to Personnel, the Personnel Department will further interact with the employee to develop reasonable employee accommodations to the extent feasible to continue to meet the needs of the position and the District.
- Information and reminders will be provided to all employees regarding surveillance testing.

If testing is required in accordance with this written program, the District shall inform any affected employees of the reason for the COVID-19 testing, including if for Major COVID-19 Outbreaks (APPENDIX D), and the possible consequences of a positive test.

Positive results shall be reported to the District as soon as the employee becomes aware of the result. Individual results shall be kept confidential. A dashboard of the number of current cases by site shall be maintained on the District's webpage.

The District shall report to CSEA #610 if a classified employee has tested positive within 24 hours of when it becomes aware of the case. Such reporting shall not include the name(s) of individuals but shall be done in manner to maintain full confidentiality.

Training and Instruction

We will provide effective training and instruction that includes:

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

Appendix C: COVID-19 Training Topics Covered and Training Roster will be used to document this training.

Additionally, Community Training will be provided through the District website including information regarding:

- Symptoms of COVID-19
- Self-screening procedures and when to stay home
- Guideline on how to properly wash hands
- How to properly and safely wear and take off a face covering
- Social distancing guidelines
- Directional signs and meaning

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days without test, 7 days with negative test on or after day 5 after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished in the following manner:

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department as required by current reporting requirements, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

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

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

A negative COVID-19 test will not be required for an employee to return to work.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Approval of Plan for Center Joint Unified School District

Signature: _____

Date: _____

Signature: _____

Date: _____

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: _____

Date: _____

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

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date: _____

Name(s) of person(s) conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
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			

Maps posted at school sites with human travel patterns to maximize distancing			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Sufficient supply of PPE at each school/worksite			

Appendix C: COVID-19 Training Topics Covered:

Hand washing; Use of Face Masks; Social Distancing; COVID-19 Workplace safety; COVID-19 Cleaning and Disinfecting; COVID-19 Symptoms; What if I had COVID-19 and How long is COVID-19 contagious; Tips for managing COVID-19 at home; Help slow the spread of COVID-19; Understanding COVID-19: How to Stay Safe

Employee Attendance Roster

Date: _____

Person(s) who conducted the training: _____

Employee Name	Signature

APPENDIX D: Additional Considerations

Major COVID-19 Outbreaks

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

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