

COVID-19 Prevention Program (CPP)

Freshwater Elementary School District

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

Date: 4/27/21

Authority and Responsibility

Superintendent/Principal 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 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.

Staff will receive training on healthy hygiene practices which will include:

Enhanced sanitation practices

Physical distancing guidelines and their importance

Proper use of face coverings and their importance

Screening practices and procedures

COVID-19 specific symptom identification

Receive online training and webinars that address COVID-19 including:

CDC guidelines for using face coverings, cleaning and disinfecting the workplace, managing stress and anxiety, preparing your household, transitioning to a remote workplace, and IPM Training.

Teach and reinforce washing hands, create hand washing routines and schedules for their classrooms. For example in primary grades, use bathroom time as an opportunity to reinforce healthy habits and monitor proper hand washing. Instruct and model avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

Teach students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. Teach and enforce a "foam in" and "foam out" practice for using hand sanitizer when entering and exiting the classroom

Employee Participation

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

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

District formed a school safety committee to review safety components of opening school during COVID-19 and to problem solve challenges that may arise. Bi-weekly staff meetings are held and the staff reviews, identifies, and evaluates COVID-19 hazards and engages in ongoing dialogue regarding updated COVID-19 information.

Employee Screening

We screen our employees by:

All staff members take an online self screening daily.

Screening Checklist

Please enter temperature at the time of completing this questionnaire.

If it is greater than 100.4, notify the office and do not report to campus. Humboldt County Public Health considers over 100.4 a fever using a contact thermometer.

Are you exhibiting any of the following symptoms:

Fever and/or chills

Shortness of breath/difficulty breathing

Cough, congestion, sore throat, and/or runny nose

Fatigue and/or headache

Muscle aches

Nausea, vomiting, and/or diarrhea

New loss of taste or smell

Do you or anyone living with you have any of the above symptoms of COVID-19 that can't be explained due to allergies, typical personal bodily functions, etc?

Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms?

Contact is being 6 feet or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).

Within the past 14 days, have you or someone who you have direct contact with traveled outside of Humboldt County to an area with moderate to high COVID risk levels for reason other than essential work or medical appointments?

If the answer is yes to any of the above questions, please alert the front office staff and do not come on campus.

In the classroom, teachers are vigilant for signs of illness in students by conducting visual screenings for signs of illness in students throughout the day, and follow school protocols when a child becomes ill.

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:

Unsafe or unhealthy work conditions, practices or procedures will be immediately reported to the employee's immediate supervisor for investigation. Incidents will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards.

The Superintendent/Principal will be the first person to respond to COVID-19-related questions and concerns. He will work with the Vice Principal and District Secretary to analyze data, and will notify CDPH promptly in case of exposure.

This team will work with the Public Health Department if necessary to notify families about potential exposure. Staff and families will be able to call the front office and speak with the District Secretary to confidentially report symptoms.

Families can also use their Daily Symptom Checker to confidentially report symptoms. Freshwater School will consult with CDPH if they plan to employ routine testing of staff.

If students are at high risk for severe illness or cannot safely distance from household contacts at higher risk, Freshwater School will provide the option of continuing to learn from home.

If staff is at high risk for severe illness or cannot safely distance from household contacts at higher risk, Freshwater School will attempt to find an appropriate alternative to their current position. This will be considered on a case by-case basis.

Controls of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

TK through eighth grade students will have their class cohort size reduced by 50% through a blended schedule. For families who request it, we will also offer a distance learning model separate from the Cohort class schedule. Families may elect to change from distance learning to hybrid model at the end of each trimester, but can switch to distance learning at any time.

As CDPH guidance is updated, cohorts can be combined when feasible based on enrollment number and classroom spacing.

Cohorts of students will stay with their teachers throughout the entirety of their day excluding when an aide supervises them at breaks and lunch. The students will stay in their cohort for outside breaks and the same aide will be assigned to their cohorts.

Teachers not assigned as the primary cohort teacher may use virtual methods of interacting with the student cohort, when appropriate (e.g. music instruction, speech and language instruction, and reading intervention).

Classrooms will be arranged with spaces between desks, and students will be instructed on how to be safe in their classroom environment.

Teachers will arrange their lessons and choice time activities to facilitate space between students. Teachers will instruct students to turn assignments in as they leave the classroom.

For middle school, single classroom cohorts are used as practicable and school-wide mixing of students and staff will be avoided.

Space students at least three feet apart, in existing facilities. Where practicable, desks are arranged facing forward to minimize face-to-face proximity between students.

Distancing of 3 feet is acceptable in classrooms if all other safety measures are in place as specified in this document. Strict social distancing is prioritized in older children and when cohorting cannot be implemented.

Middle school staff members are permitted to visit and instruct more than one classroom cohort, strictly following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.

Staff members will wash hands thoroughly and change face coverings between classroom cohorts.

Congregate movement through hallways will be minimized as much as practicable.

Cohorts will be on staggered arrival, dismissal, and break schedules. Hallways are marked for spacing between individuals.

Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.

Freshwater School has two points of entry. Students will be assigned one of the two entrance gates based on families/cohort. Due to staggered arrival times, congregation at entries will be minimized.

ARRIVAL AND DEPARTURE:

Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.

Stagger arrival and drop off-times and use locations as consistently as practicable as to minimize scheduling challenges for families.

Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.

There will be two points of arrival and departure:

TK-3: Gym parking lot

4-8: Front of School

Students will not be allowed on campus prior to their scheduled drop off time and must be picked up at their release time in the same designated area.

There will be no before or after school program

There will be no transportation provided by the school.

Parents/Guardians will not walk their children to class.

Face coverings are to be worn in order to adhere to state and county guidelines.

Large gatherings (i.e., school assemblies) are currently prohibited.

The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.

Non-Classroom spaces:

Limit nonessential visitors, volunteers and activities involving other groups at the same time.

Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.

Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.

Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.

Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals.

Avoid sharing of foods and utensils and buffet or family-style meals.

Hold recess activities in separated areas designated by class.

Freshwater School has suspended all outside Facilities Use Permits, even when these activities would take place after school hours.

Freshwater School has suspended class and program volunteers, other than student teachers. University fieldwork students will be evaluated on a case by case basis to determine possible risk factors.

Classes will have access to outdoor spaces during non-recess times. These areas can also be used as outdoor learning spaces.

Use of Play Structures will be limited in favor of physical activities that require less contact with surfaces.

Hallways will have clear entry and exit spaces to encourage students to move through them in one direction where practicable.

Students will spend break times with their teacher/aide and cohort.

Students will enter and exit the campus through two different points, depending on their grade spans. Staggered times will be assigned to families for arrival and departure.

If students are eating in their classrooms, staff will bring a prepackaged lunch to them, rather than having students go to the cafeteria. Outside tables will also be available for students to use in their cohorts.

Schedules for arrival/dismissal and recess/lunch will be shared with staff and families. This plan also details what areas of the campus are available to cohorts at different times of the day.

Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.

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

Limit Sharing:

Suspend or modify the use of site resources that necessitate sharing or touching items.

Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable.

Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.

Suspend the use of drinking fountains and instead encourage the use of reusable water bottles.

Keep each child's belongings separated and in individually labeled storage containers.

Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses if practicable.

Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

Each child will have a designated cubby/space for his/her belongings.

Students will have personal supply tubs for classroom use. These will contain items such as pencils, crayons, glue, scissors, and basic math/ELA manipulatives. The tubs will be labeled with each child's name. Tubs will be stored at individual student desks if applicable, or in a designated space in the classroom.

Art supplies will be provided to students, and teachers will sanitize them after each use.

Students will have access to their own Chromebooks and headphones in order to limit sharing. Students will be instructed on how to wipe down their Chromebook.

Mealtimes:

Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

Students will eat breakfast and lunch in their classrooms or outside and be spread out with assigned seats to ensure adequate spacing between children.

Children and staff should practice proper hand washing before and after eating.

Use paper goods and disposable utensils when possible and follow CDC and CDPH COVID-19 food handling guidelines. Avoid cafeteria-style meals and have staff handle utensils and keep food covered to avoid contamination. Immediately clean and disinfect trays and tables after each meal.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and 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.

Face coverings are to be worn in order to adhere to state and county guidelines.

Freshwater School provides clean, undamaged face coverings and ensures they are properly worn by employees over the nose and mouth when indoors, and 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.

Face coverings shall be worn by all staff and students as recommended by the most recent guidance from Public Health except when eating. Information will be provided to all staff and families on proper use, removal and washing of cloth face coverings. Disposable face masks will be made available through the office for anyone in need. Signage stating "No Mask No Entry" shall be posted at school entrances

Additional PPE such as face shields and sneeze guards will be made available for staff by request. Employees who encounter non-employees that are not wearing face coverings will report this to the Superintendent/Principal. Non masked individuals will be asked to leave campus.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and 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 possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Proper mask wearing.

Increase ventilation in the room.

Provide forward facing seating so students are not facing each other and utilize partitions between students where necessary.

Redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.

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

Utilizing fresh air intakes into all classrooms.

Purchased HEPA filters for all rooms.

HVAC filters will be checked for cleanliness regularly and replaced as needed.

Leaving doors and windows open whenever possible.

Ensure proper ventilation during cleaning and disinfecting.

Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.

If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize outside air, and filtration for HVAC systems.

Cleaning and disinfecting

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

Plans are implemented for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces. Schools are directed to use EPA-approved disinfectants for COVID-19.

Intensify Cleaning, Disinfection, and Ventilation

Staff should clean and disinfect frequently-touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained custodial staff.

Frequently touched surfaces in the school include, but are not limited to:

Door handles

Light switches

Sink handles

Bathroom surfaces

Tables

Student Desks

Chairs

If playground equipment is allowed on a limited basis, clean and disinfect between uses.

When choosing disinfectants, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.

All drinking fountains will be closed.

Continuously monitor cleaning, disinfection, and ventilation efforts:

Teaching staff will have a supply of soap and water as well as cleaning wipes to use throughout the day in order to disinfect frequently touched surfaces mentioned above.

Maintenance staff will clean bathrooms and surfaces in common areas at least daily and as needed throughout the day.

Administration will work with maintenance staff to select appropriate cleaning supplies. The supplies will be kept out of reach of students. Classrooms will be disinfected between student shifts, and windows will be open as much as possible.

Signage will be posted to serve as reminders to all people on campus about healthy hygiene practices.

All shared equipment and touchable surfaces are cleaned and sanitized between each use.

All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.

School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.

Staff is provided adequate time to implement cleaning practices before and after shifts.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.

Classrooms are cleaned daily, and/or between cohort use.

Restrooms will be cleaned once per hour or as practicable. Adult restrooms will be equipped with a disinfectant to be used after each use.

Bathroom and classroom doors will be left open as much as possible to avoid touching door handles. Otherwise, door handles will be cleaned hourly or as practicable. Shelving will be cleaned as necessary, depending on level of use.

Copy machines will be wiped down after each use.

Common areas will be disinfected daily.

Entry into school offices will be minimized, except by the staff members assigned to the area.

Telephones will be disinfected before and after use if the telephone is used by someone other than whom it has been assigned.

Sink handles in classrooms will be cleaned after each use, or as often as practicable.

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:

Items that employees come into 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.

Staff has been trained to properly sanitize shared items. School staff is also trained to hand sanitize upon entering and leaving shared spaces and to wipe down all touched items with a disinfecting wipe. 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.

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.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.

Hand sanitizer will be provided where indoor plumbing is not readily available.

Hand washing stations have been purchased and will be strategically placed near grade level wings.

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

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.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

Employees will be asked to immediately contact Humboldt County Public Health for information regarding prompt testing. The district office will communicate quarantine requirements as well as materials from the Centers for Disease Control and Prevention (CDC) on COVID-19, symptoms, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

Employees can request a substitute during working hours to get a COVID-19 test. Currently, testing is free. If this changes, the district will reimburse employees for the cost of a test.

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 and possible hazards to, and how:

Si Talty, Superintendent/Principal

Email: stalty@freshwatersd.org

Phone/Text: (707) 616-1688

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Free COVID-19 testing is provided by scheduling an appointment at <https://lhi.care/covidtesting>.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we 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.

Humboldt County does not currently have the capacity to test large numbers of people at the same time. In the event of a workplace exposure outbreak employees will be asked to work from home and quarantine while they await a test and test results. Tests are being performed at <https://lhi.care/covidtesting> and through physician's offices. The school nurse and the superintendent/principal can assist employees in making appointments and providing substitutes if the test is during work hours.

- Information about 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.

Humboldt County Public Health will alert the superintendent/principal of COVID-19 exposures. The superintendent/principal is responsible for informing all employees who have had any contact with the COVID-19

positive person while keeping their identity confidential. The superintendent/principal will also inform the president of the Freshwater Teachers' Association.

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.

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.

Educating employees on the facts of COVID-19:

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. Humboldt County Public Health will provide a nurse liaison to area schools for technical assistance should questions emerge as school plans are developed.

Signage is posted at each public entrance of each site to inform all students, staff and visitors that they should only enter or use the facility if you wear a mask and maintain a minimum six-foot distance from one another.

Sneeze and cough into a cloth or tissue or, if not available, into one's elbow.

Wear face coverings, as appropriate, and do not shake hands or engage in any unnecessary physical contact.

There are no shared spaces for staff to congregate on campus indoors; the copy room is limited to one person at a time and there is no common break area.

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

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 14 days 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 by

The District will follow all applicable laws and the collectively bargained Memorandum of Understanding (MOU).

Providing employees at the time of exclusion with information on available benefits.

Allowing employees to work remotely to the greatest extent possible in their position and providing a substitute for work that must be done in person.

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

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

Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Report information to the president of the Freshwater Teachers' Association.

Report information at bi-weekly staff meetings.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 99.5 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- 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.

Superintendent/Principal

Title of Owner or Top Management Representative

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 Employees 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 of Person 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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

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

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

Date:

Name of Person Conducting the Investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

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 (attach additional information):	
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

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**.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.