

COVID-19 Prevention Program (CPP) for Eureka Union School District



5455 EUREKA ROAD
GRANITE BAY, CA 95746

This CPP is designed to control exposures to the SARS-CoV-2 virus at the District level that may occur in our workplace. Each school site has their own individualized CPP posted on their websites.

Date: Board Approved District OSHA-CPP Plan - February 8, 2021

Authority and Responsibility

Tom Janis, Superintendent, 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 EUSD COVID Risk Assessment Document.
- 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 A: COVID-19 Inspection 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.
- The district will include opportunities for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.
- Site Administrators, Cabinet, ELT, and Labor Bargaining Groups will meet regularly and hold as a standing agenda item an opportunity to discuss and collaborate on solutions to any potential problem or concern arising from COVID-19 in the workplace. This on-going communication, including Q&A documents, and shared folders with resources and procedures in place, will assist everybody to know the safety procedures and protocols in place during this time.
- The Safety Committee will also review protocols and procedures at its meetings held virtually through this time.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate, without fear of reprisal, and report to their Supervisor or Manager any of the following regarding the identification and evaluation of COVID-19 hazards by reporting:

- **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
- **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
- **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19.

Methods of Reporting:

- To Whom: School Site Principal / Director of Human Resources, or Director of Student Services
- How: Email / Phone Call / Any written correspondence
- Where: School site office or District email
- When: As soon as practicable

Employee screening

The District has implemented a process for screening employees for, and responding to employees, with COVID-19 symptoms.

Before reporting to school, staff should make sure they are in good health, completing a self-assessment. If any of the questions below answer yes, please stay home. In the past 72 hours...

- Have you experienced any of the following symptoms that you cannot contribute or attribute to another health condition? Fever, chills, cough, shortness of breath, sore throat, muscle or body aches, fatigue, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea
- Have you had a fever (100 degrees or above) or felt feverish?
- Have you come into contact recently with someone you know who has tested positive for COVID-19?

At the beginning of your workday, please take your temperature (thermometer will be provided), You should complete the Wellness Screening Form daily if working on campus, and if you answer "Yes" to any of the questions, please contact your principal or supervisor immediately.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented, and corrected in a timely manner based on the severity of the hazard, as follows:

Recording hazards – If there are concerns regarding safety in any workplace in EUSD, those concerns should be expressed to a site supervisor or the Director of Human Resources, the Director of Student Services, the Chief Business Officer, or the Superintendent so an investigation can occur regarding those concerns.

Correcting hazards – If a hazard is verified to be occurring, Cabinet will work with the site administrator to determine a new process, procedure, or need to remedy the problem to the extent available and feasible for the District.

Tracking completion of hazard correction-The Superintendent will assign someone to oversee the concern and investigation. That individual will also be responsible for tracking the completion of the concern in as timely of a manner as possible.

Control of COVID-19 Hazards

Physical Distancing

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

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

The District's policies and procedures to protect employees from COVID-19 hazards in the workplace are located within the IIPP COVID-19 Addendum, in the EUSD COVID-19 Staff Handbook, and they include:

Physical distancing as an effective method to help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice social distancing of 6 feet of distance from others, including, but not limited to the following:

- When working indoors or in outdoor areas
- Coming and going from vehicles
- Limit or restrict riding in the same vehicle (i.e. carpooling)
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools and shared equipment
- When using a shared restroom

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. This should be for less than 15 minutes of cumulative time in a 24-hour period as much as practicable for your assignment.

Face Coverings

We provide a variety of 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.

Additionally, by Board direction, all employees, visitors, and students are required to wear a face covering, unless a medical exemption is provided, and then an alternate face covering will be discussed, therefore, the District will:

- Comply with all public health orders regarding face coverings
- Provide face coverings, in a variety of options, to all employees as needed
- Ensure they are worn by employees over the nose and mouth when;
 - indoors,
 - when outdoors and less than six feet away from another person,
 - and where required by orders from the CDPH or local health department.
- Ensure face coverings are clean and undamaged.
- Provide face coverings if lost, damaged, dirty, or forgotten for use at any time while on campus.
- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.

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 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 unless the unmasked employee is tested at least twice weekly for COVID-19.

NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. COVID-19 testing cannot be used as an alternative to face coverings when face coverings are otherwise required.

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

The District implemented the following measures to communicate to non-employees the face coverings requirements on their premises:

- Meetings and trainings were held with staff in Town Hall meetings, and through Board meeting discussions.
- The REST and SOFT teams discussed the importance of masking for students and staff alike.
- Site administrators sent written and verbal information regarding masks to all staff in preparation of returning from Distance Learning and remote work to on-site work where masks would be required.
- A variety of different types of masks have been provided for staff and students if needed.

The District has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public. The policies include:

- Signage and protective barriers in high visiting locations.
- Staff have been encouraging parents and others to do as much business as possible through email or pdf.
- Staff lounges are closed for groups to have lunch or eat together when masks are not able to be worn.
- Masks are provided for those not wearing on any of school premises.

Engineering controls

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

Partitions - At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the District will install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

Maximize Outdoor Air - For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

In addition, EUSD has taken guidance from CDC for Maintaining a Healthy Work Environment they posted in November of 2020 including the following:

- *Increase ventilation rates.*
- *Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.*
- *Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.*
- *Disable demand-controlled ventilation (DCV).*
- *Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.*
- *Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.*
- *Check filters to ensure they are within service life and appropriately installed.*
- *Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.*

EUSD has also been continuously working to improve and enhance our air conditioning filters. We have moved from MERV 8 filters to MERV 11 as the MERV 13 filters have been on back order due to the high demand for the product. As of February 2021 all filters have been successfully upgraded to MERV 13 filters.

Cleaning and disinfecting

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

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The District will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
- Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
- Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees. See Group 2 and Group 16 of the General Industry Safety Orders for further information.

After a reported positive COVID-19 case in our workplace, we will implement the following procedures:

Training was provided to all custodial staff on the safe methods for cleaning and disinfecting a room where there was a positive individual. Ideally the location will be closed for access for 24 hours or as long as possible. Using the appropriate District purchased materials and supplies the staff will clean the spaces following the manufacturer instructions or protocols for proper use. Staff will don the appropriate PPE when cleaning these spaces and discard of them safely when completed.

Handwashing Facilities

- To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

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 use. Cleaning materials will be provided and training provided on how to clean through our COVID training video was provided to all staff.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure hand washing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure hand washing supplies are re-stocked regularly
- Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings.
- Sanitize frequently using appropriate hand sanitizer provided by the District.
- Encourage and teach washing for 20 seconds or longer.
- Added additional hand washing stations at a site with limited sink access.
- Encourage and schedule classroom and staff hand washing breaks throughout the day.

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.

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. This is done through the use of goggles, shields, and barriers in rooms with special education students where this could potentially occur.

Investigating and Responding to COVID-19 Cases

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

The district has developed 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 of COVID-19 in the workplace.

- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms, persistent cough, chills or a fever Eureka Union School District will do the following:

Provide resources including how to seek medical care information.

If the employee begins to feel ill while at work, the employee should notify supervisor immediately, go to the front office to the isolation room, and the employee will be sent home. It is recommended if an employee is experiencing symptoms for the employee to go to a testing center for a COVID test.

- If the employee is well enough to work remotely during this time, the employee may do so.
- If informed an employee tests positive for COVID-19 Eureka Union School District will provide notice to health officials in the county/city in which they are working to thus provide Eureka Union School District with further guidance. Information includes but is not limited to:

The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked for by the health officials.

All employees are obligated to report immediately if they know or learn that they have been directly exposed to anyone who has tested positive for COVID-19.

- Employees with a positive test result must quarantine for 10 days after the specimen collection date.
- Employees who have been exposed to a positive case and were identified as a close contact (less than 6 ft for more than 15 cumulative minutes of time in a 24-hour period) must quarantine for the full 14 days, Testing is accessible and recommended for staff in this scenario.
- Employees who are out with fever, COVID like symptoms, or acute respiratory symptoms are prohibited from reporting to work earlier than the full 14 day quarantine until the following occur:
 1. They are free of all symptoms for at least 24 hours, without the use of fever reducing or other symptom altering medicines. (e.g. cough suppressants, Tylenol, or other prescribed or over the counter remedies.)
 2. There has not been exposure to an individual who tested positive for COVID.
 3. Have had a negative COVID test result or a doctor's note to return to work.
- If the employee is well enough to work remotely during this time, and it is feasible for the staff to perform job functions remotely, the employee may do so.

Procedure to investigate COVID-19 cases in the workplace

This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

Response to a COVID-19 case in the workplace:

The District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.

4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

If an employee begins to feel ill while at work, the employee should notify supervisor immediately, go to the front office to the isolation room, and the employee will be screened for symptoms, and sent home. It is recommended if an employee is experiencing symptoms for the employee to go to a free employee testing center for a COVID test.

If you are experiencing symptoms of COVID [*Fever (100.4 degrees or above), cough, difficulty breathing, loss of taste or smell, (cannot contribute or attribute to another health condition)*], you should:

1. If with students-find another adult to supervise right away, and report to the designated area for a symptom check.
2. Staff will walk you through a symptom check and provide guidance. [Staff and Student Flowchart - Sept. 30 2020](#)
3. If symptoms are confirmed **you will be provided with paperwork** to go to a [school testing site location](#). You will also be provided with resources regarding steps to take and about quarantine. Your site supervisor will support you through this process.
4. If you were in close contact (within 6 ft for 15 minutes or more) with someone who tested positive for COVID, [follow guidance](#), and contact your supervisor for testing information.
5. If test results are positive for COVID, [follow guidance](#), and HR will be in contact with you regarding your leave options.

Links: [Placer County Response Scenarios V3-Public](#)

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to If there are concerns regarding safety in any workplace in EUSD.
- 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.
- How employees can access COVID-19 testing.
- 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.
- 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.
- Within 24-hours of any business day an individual has reported to EUSD staff they have tested positive, any close contacts are notified with letters accordingly, and all staff across the District are emailed a letter of their non-close contact status and the potential for exposure at one of our sites with the day(s) of possible exposure.

Training and Instruction

We continue to 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.

Health and Safety Training

Required Training	Topics Covered	Targeted Staff	Options for Staff
COVID-19 Health and Safety Protocols: In Person Special Education Services	Beginning of Day Protocols Temperature Checks During the Day Protocols Handling Emergent Cases: Students PPE Based on Risk How to Use & Care for PPE Training Presentation	Principals* Special Education Teachers* Special Education Paraeducators* Service Providers* Secretaries* Health Assistants* Bus Drivers <i>*Phases 1 and 2</i>	September 22 (12:00-1:00) Completed September 23 (10:00-11:00) Completed September 29 (12:00-1:00) Completed September 30 (1:00-2:00) Completed Or, View Recorded Training Password: 5u!Ey%a7 No Touch Thermometer Demo How to Put on and Take off PPE
COVID-19 Health and Safety Protocols: School Staff	Beginning of Day Protocols Temperature Checks During the Day Protocols Handling Emergent Cases: Students Handling Emergent Cases: Staff PPE Based on Risk How to Use & Care for PPE Training Presentation	Principals Certificated staff not in phase 1 or 2 Secretaries Health Assistants Custodians	October 14 (ALL Staff TK-8): 1:00-2:30 Completed Q&A Via Shared Document Afterwards View Recorded Training Passcode: Mp7!&NV2
COVID-19 Health and Safety Protocols: Non School Staff	Handling Emergent Cases: Staff PPE Based on Risk How to Use & Care for PPE	District Office staff Maintenance Bus Drivers	

<p>Universal Health Precautions</p>	<p>Recorded Trainings by EUSD Nurses: Health Video Folder First Aid and Emergencies (8 minutes) Anaphylaxis (9 minutes) AEDs (5 minutes) Snake Bites (4 minutes) Universal Precautions/Gloves Demo (4 minutes) Asthma (7 minutes) Seizure Management (9 minutes) Diabetes (8 minutes)</p>	<p>All staff benefit from reviewing trainings. Staff who support students should review all of them.</p>	<p>To Be Completed by November 15</p> <p>Options: -Provide opportunities for a few at each staff meeting to review together -Provide via email and ask to view on own -Classified staff: consider maximizing time before students are not on campus</p>
<p>COVID-19 Overview Job Specific Training Videos (Public School Works)</p>	<p>CDC Based Training for Getting Back to School Safely Including: CDC General Guidelines COVID-19 Virus and Surfaces Masks Signage Cleaning Hands Hand Washing Protocol Hand Sanitizing Protocol Ventilation Cleaning and Disinfecting Overview Proper Disinfecting Protocol PPE Removal Keyboards, Screens, Electronics Phones and Tablets & Shared Devices Frequently Touched Surfaces Key Cards and Keys Desks, Counters, Floors and other Surfaces Gloves Limit Sharing Social Distancing Reduce Gatherings Classroom Arrangements Discipline and Behaviors Symptomatic Individuals</p> <p>Bus Drivers and Custodial/Maintenance have additional customized videos for PPE / Cleaning Needs/Unique settings</p>	<p>Site Principals/Cabinet/Supervisors Teachers Health Assistant I and II Bus Drivers Mechanics Custodians Maintenance and Operations Staff District Office Staff Secretaries Office Clerks Support Providers Parents Students</p>	<p>Scheduled as a yearly virtual training August 3, 2020. Staff can view training at a time that works best for them.</p> <p>Training ranged from 15-17 minutes in length. Staff can watch again at any time by self enrolling in the course again.</p>

The District has developed a training program for all employees with instruction to employees including, but not limited to, the following:

- The District’s 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. This includes any benefits available under workers’ compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer’s own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that 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.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by following the protocols given for use from Placer County Office of Education with collaboration from the Placer County Health Department. There are four scenarios we follow with timelines and recommendations for isolation, quarantine, etc. including with or without close contacts and cohorting of students. The purpose of this section is to limit transmission of COVID-19 in the workplace.

COVID-19 Cases:

The District will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements are met. The District will exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

Earnings & Benefits while excluded:

For employees excluded from work and otherwise able and available to work, the District will continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

The District will begin by utilizing COVID sick leave as negotiated in our Memorandum of Understanding as appropriate. After December 31, 2020 the District may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. At the time of exclusion, the District will provide the employee the information on available benefits and leaves as required

Guidance from the California Department of Public Health:

[Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)

[Self-Quarantine Instructions for Individuals Exposed to COVID-19](#)

[Self-Quarantine Guidance for Individuals Exposed to COVID-19](#) These instructions are for people who have been in close contact with someone who has been diagnosed with COVID-19.

[Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19](#)

[Self-Isolation Guidance for Individuals Who Have or Likely Have COVID-19](#) These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts.

District Approval of return to work

If there are no violations of local or state health officer orders for isolation or quarantine, the District may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace. *Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.*

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 a confidential tracking sheet for Human Resources and Student Services Directors to keep a record of and track all COVID-19 cases.
- A data table is posted for all on the District website with all COVID related data across the District.
- Send the Positive COVID non-close contact letter within 24 business days of a known possible exposure at any of our sites to all employees through District mail.

Return-to-Work Criteria

- Employees with COVID-19 symptoms will not return to work any earlier than the full 14-day quarantine unless all of the following are accurate
 - The employee had no known exposure to an individual who tested positive to COVID-19.
 - 24 hours or more have past since the employee has had any symptoms.
 - The employee has had one negative COVID test.
- Employees who have been identified as a close contact with an individual who tests positive for COVID will not return to work any earlier than the full 14-day quarantine and must meet the following
 - 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.

This EUSD CPP was publicly shared with the Board on February 8, 2021, and is posted on our District website. Each site is finalizing their own individualized plans to be posted on their school site websites by March 1, 2021.

Appendix A: COVID-19 Inspections

[Add your individualized site information below for each category.]

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
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix B: 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: [enter date]		Name of person conducting the investigation: [enter name(s)]
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):			

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

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.
- [describe other applicable controls].

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**.