

# Model COVID-19 Prevention Program (CPP)

This document contains information that requires font color attributes to be turned on in screen reader settings. This is a fillable template that the employer may complete to ensure compliance with the COVID-19 Emergency Temporary Standard. Instructions in red font enclosed in brackets indicate where to enter workplace-specific information. Additional editing will be warranted, as needed, to ensure the written program is customized to actual workplace conditions and characteristics. There are four Additional Considerations at the end of the document that may need to be incorporated into the CPP, where applicable.

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - o 3205, COVID-19 Prevention
  - o 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
  - o 3205.2, Major COVID-19 Outbreaks
  - o 3205.3, Prevention in Employer-Provided Housing
  - o 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
  - o The four Additional Considerations provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

**This guidance is a public health directive that applies to all public and private schools operating in California. Under operative executive orders and provisions of the California Health and Safety Code, schools must comply with orders and guidance issued by the California Department of Public Health and relevant local health departments (LHDs) to limit the spread of COVID-19 and protect public health.**

# COVID-19 Prevention Program (CPP) for Grenada Elementary School District

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

**Date: 1/29/21**

## Authority and Responsibility

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

## Employee participation

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

- Forms are available in the schools Google shared drive
- Copies available in the main office near the copy machine
- Union representatives have been given a copy of the form.
- All staff are encouraged to report any hazards to the main office.

## Employee screening

We screen our employees by having employees self-screen according to CDPH guidelines utilizing non-contact thermometers and symptom checklists. Employees will document daily and submit completed Employee Screening and Temperature Form to the main office.

## 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:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## Control of COVID-19 Hazards

### Physical Distancing

#### STUDENTS

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

- a. Students will maintain 6 feet physical distance from each other when practical.
  - i. Desks will be placed 6 feet apart when practical and at no time less than 4 feet. Space will be utilized to the maximum extent practicable.
  - ii. Seating arrangements outside will be 6 feet apart at all times.
- b. Campus is closed to all visitors and volunteers. If you are on campus, please remain at least 6 feet from anyone not living in your household.
- c. All rallies, assemblies etc have been put on hold at this time.

**SIGNAGE** Signage will be placed on the bus and throughout the offices and school. **Signage will provide visual cues such as signs and floor markings to indicate where employees, students and others should be located or their direction and path of travel.**

#### SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. GESD employees and students will stay approximately 6 feet away from others and eliminate contact with others to the extent feasible. All groups will be in strict cohort groups consisting of the classroom teacher, one additional support staff and students in that class only. Class size ranges from 8 - 25 students. Groups **will not** interact with each other or share common spaces, including at before school, recess and lunch, with the exception of bus transportation and in a very limited fashion during SAFE. Breakfast and lunch will be in the classroom or outside while still maintaining cohort groups. Arrival and departure protocols are in place to minimize interaction between cohorts.

- TK -5 Self-contained classrooms cohorts will consist of students in that room, one teacher and one classified employee.
- 6-8 Departmentalized cohorts will consist of students in that grade level, one teacher, one classified employee for recess and lunch period and one intervention teacher. Students will move in a predetermined path between class period and rooms will be cleaned in between.

#### STUDENT AND TEACHER GROUPINGS

GESD will encourage students to practice physical distancing at all times.

1. In the classroom student desks are six feet apart when possible and no less than 4 feet.
2. GESD has planned for more frequent hand washing and/or hand sanitizing throughout the day.
3. All classrooms will have open doors/windows in order to increase airflow from the outdoors.

#### PERSONAL WORKSPACE/CLASSROOM

GESD staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

#### SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. GESD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The GESD Custodial Team will clean all workspaces at their designated cleaning time. *Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

1. **Capacity** – GESD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
2. **Conference Rooms** – Conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school during Tier 1 and encouraged in Tier 2, 3 & 4.
3. **Breakrooms or Teacher Lounge/Multipurpose Room** –These spaces could be closed for use at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
4. **Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

## ENTRY AND EXIT

In order to effectively monitor and screen all students, GES has placed the following protocols in place for entering campus:

- **DROP OFF:** GES has assigned the following drop off points: All gates/door will be open from 8:00 - 8:30. All students will be screened by a GES staff member prior to entering campus
  - The school bus will drop off students at the Gym Gate
  - **TK PARKING LOT GATE**, near front office, For **TK DROP OFF**
  - **LOWER LOBBY DOORS** as the entrance for **K-3 STUDENTS**
  - **MAIN ENTRANCE GATE** as the **GATE FOR 3 - 8** for student entry/exit..
- **PICK UP: MAIN ENTRANCE GATE** as the **ONLY GATE** open on campus for student exit.
- At all other times and for all other individuals, people must enter through the Main Office.
- When picking up students, please call the Main Office at 436-2233 and the student will be called to the office.

## STUDENT ARRIVAL AND DISMISSAL

Gates will open at 8:00 am. Students who arrive by car or walk will enter through the main gate. Parents/guardians **WILL NOT** be able to leave their cars, come on campus or enter the building without wearing a mask. We ask that parents make appointments in advance with the Main Office if possible and if necessary, return at a time when students and staff are inside the classrooms. Staff and students will use masks upon entry and at all times throughout the day except as noted below. (as determined by the governor's executive order). At dismissal, students will be staggered in groups to holding locations or taken to buses in stages to decrease the risk of potential crowding outside at dismissal time. Parents who wish to pick up their student after the end of the school day at 1:20 will need to call the SAFE phone at 530-436-1088 so students can be sent or accompanied to parent vehicles upon arrival.

## VISITORS

The safety of our staff and students remains the district's primary concern. GESD will strictly limit normal visitation to our campuses at this time. The Main Office is open for parents and families to drop off or pick up paperwork etc. All individuals entering the Main Office will be required to wear face coverings (as determined by the Governor's executive order). Individuals proceeding beyond the reception area in the Main Office for meetings will be subject to the following guidelines:

- visitors will be screened,
- virtual meetings will be available whenever possible,
- visitors and staff will maintain physical distancing for any meetings. Participation is important to help us take precautionary measures to protect you and everyone in the building. GESD will restrict visits to the school to only those essential to school operations. **VISITOR SELF-SCREENING FORM / Self Declaration by Visitor**

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

# HANDOUT: SELF-SCREENING PROTOCOL

Parents must ensure they do not send their student to school if the child has any COVID19 symptoms, a fever of 100.4 without fever reducing medicine, is lab-confirmed with COVID19 or if their child has had close contact with an individual who is lab-confirmed with COVID19. Students will immediately be placed in Distance Learning for a minimum of 10 days + 72 hours symptom free per SPH guidelines until the conditions for re-entry have been met. If a staff or student who has been ill is cleared to come back early (i.e. COVID 19 test (-) and another reason is found for the symptoms), their Health Care Provider can contact the PHD. If they have **clearance from the PHD (in writing)**, they may return to school earlier than the 10 day isolation period. This clearance will be done on a case by case basis in consultation with Dr. Stutz. Private providers cannot clear staff or students to come back early.

## BEFORE COMING ONTO CAMPUSES OR BUSES

Every day, GESD staff will screen students to determine if (a) they have the COVID-19 symptoms; or (b) they have had close contact with an individual who is lab-confirmed with COVID-19 and (c) take their temperature using a Touchless Thermometer. Screening is accomplished by asking questions by phone, electronically, or in person. If the parent is dropping off or picking up a student, the screening questions will be asked to the parent. GESD is permitted to prevent any individuals who fail the screening criteria from being admitted to the campus or the bus until they meet any of the criteria for re-entry to the campus.

## EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

### SECTION 1: Symptoms

**Symptoms:** Any student or school staff member with a temperature of 100.4 0F or greater, regardless of other symptoms will be excluded from the school site until they either present proof of a negative COVID 19 test, or 10 days have passed since the fever or other symptoms began, and at least 3 days have passed without a fever (without the use of fever reducing medications) and respiratory symptoms (coughing, shortness of breath) have resolved.

School staff or students who are in close contact with anyone who is COVID 19 positive or has a fever of 100.4, even if not tested will be excluded from school for 10 days from their last exposure to the ill person. Persons living in the same household will be excluded from school for 10 additional days after the ill person has recovered.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a self-screening which includes staff taking their own temperature; reading and answering a set of questions related to COVID-19 symptoms including:

- fever of 100.4 F or higher
- chills
- congestion or runny nose
- cough
- shortness of breath or difficulty breathing
- nausea, vomiting, or diarrhea
- fatigue
- headache
- sore throat



- muscle or body aches
- new loss of taste or smell

#### Signs and Symptoms of MIS-C

- Rash
- Red eyes
- Cracked/swollen lips
- Red/swollen tongue
- Swelling hands/feet
- Stomach pain

#### **SECTION 2: Close Contact/Potential Exposure**

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
- Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open.

#### **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.

**Summary: Facial Coverings:** This includes masks, neck gaiters, face shields, etc..

- a. All staff are required to wear facial coverings at all times.
- b. All students in grades TK - 8 are required to wear some sort of facial covering including face shields.
- c. Students may remove masks if eating, drinking, or changing their masks outdoors or in classrooms once seated and facing forward, under the explicit direction of supervising staff as long as all other safety strategies are implemented
- d. All individuals above the age of 2, while on campus at any time, are required to wear facial coverings. This includes parents, family members, delivery services, contracted services etc.
- e. We will have disposable masks available for anyone who needs them, but we encourage you to provide your own. In order to keep masks clean we recommend that students have at least 3 masks daily.
- f. The district has a supply of reusable, cloth masks for students to keep as their own. We also have a limited supply of face shields with drapes. Inquire in the main office.
- g. A system will be in place for distributing, storing and disposal of all disposable masks and face shields that the district provides.
- h. If anyone is on any part of campus without a face covering, employees are encouraged to remind them of the school policy and provide them with a disposable mask. The employee may refer them to the main office for a mask if they do not have one available. If the individual refuses to comply, the employee will report the incident to the main office immediately.

#### **PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID19 SPREAD INSIDE THE SCHOOL**

- GESD will have hand sanitizer and/or hand washing stations with soap and water in classrooms.
- Students, staff, and office visitors will be required to sanitize and/or wash hands frequently.
- GES has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
- GES has a supply of gloves and other protective gear

- Touchless thermometers are on-site for employee and student screening
- Students, staff, and visitors are required to sanitize and/or wash hands frequently. GESD encourages supervision of younger students as students engage in handwashing for at least 20 seconds two times a day, in addition to washing hands after using the restroom and before eating, and transitioning to and from any outdoor activity to indoors (recess).

### Cleaning and Sanitation:

- Hand washing and hand sanitizing stations will be readily available at key points throughout campus.
- PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID19 SPREAD INSIDE THE SCHOOL
- GESD will have hand sanitizer and/or hand washing stations with soap and water in classrooms.
- Students, staff, and office visitors will be required to sanitize and/or wash hands frequently.
- GES has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
- GES has a supply of gloves and other protective gear
- Touchless thermometers are on-site for employee and student screening
- Students, staff, and visitors are required to sanitize and/or wash hands frequently.
- GES encourages supervision of younger students as students engage in handwashing for at least 20 seconds two times a day, in addition to washing hands after using the restroom and before eating, and transitioning to and from any outdoor activity to indoors (recess).
- Teachers will provide lessons for students on proper handwashing.
- Signage will be posted through campus

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE is needed to limit certain exposures.



**Face Coverings** are an important part of staff and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Schools are required to comply with the governor's executive order regarding the wearing of masks. **(refer to the CDPH guidance for information on exemptions from this requirement):**

### STUDENTS

- Face coverings are required for students in grades TK-12,; may be removed for eating, drinking and changing masks if at least six feet of physical distance is maintained.
- It is recommended that students have 3 masks per day so they can put on a clean one every time they remove their mask or if they feel the need to change them. IT is not required.
- We recommend that you provide your own personal cloth face coverings. IF you don't have any and would like some cloth masks, contact the main office and we will be happy to provide them.
- GES will provide disposable masks to any student or adult on campus as needed.

### STAFF:

- Face coverings are required for all staff at all times except when eating or drinking. May be removed when alone in a classroom or outside without students present.
- Face shields that wrap around the face and extend below the wearer's chin, with a cloth drape attached to the bottom and tucked into the wearers clothing may be worn by a teacher in limited situations where the student(s) for pedagogical or development reasons to assist in communication. Physical distance of at least six feet must be maintained where possible. The wearer must return to wearing a face covering when outside of the classroom.
- We will provide masks for staff as needed. Staff MAY provide their own personal face masks or facial coverings.
- It may not be developmentally appropriate for some other students, including some students with disabilities, to wear masks. A doctor's note is required for any exemptions.

Kinds of face coverings, masks, and respirators: **There are many kinds of face coverings, masks, and respirators. See this [chart](#) for a summary.**

- Face Covering website: <https://covid19.ca.gov/masks-and-ppe/and>
- State's Face Covering Mandate Guidance: [tinyurl.com/CAFaceCovering](https://www.tinyurl.com/CAFaceCovering)

**In addition to using PPE, please remember to:**

1. Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
2. Avoid touching your eyes, nose, and mouth
3. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.



## SAFETY SUPPLIES

The district has purchased several safety items: (We will order more as needed.)

1. **Touchless Forehead Thermometers - 12**
2. **Face masks - 2 boxes of each size in reserve at all times.**
3. **Hand Sanitizer - 2 Boxes/bottles in reserve at all times**
4. **Reusable Face Shields for staff - 36**
5. **Gloves - 2 boxes in reserve at all times**

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

## Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by implementing the following:

### Ventilation:

- a. All rooms have HEPA filters in the HVAC units and all units adjusted for maximum outdoor air intake.
- b. Windows and/or doors will be opened to create cross ventilation whenever possible.
- c. Each space is equipped with an Air Purifier, Humidifier, fans to increase ventilation and AQI is monitored by a CO2 Sensor.
- d. Staff is encouraged to conduct activities and lessons outside as long as students maintain distances from each other and at least 20 feet from any other cohort group.
- e. In the event of wildfire smoke or inclement weather prohibiting outdoor activities and ventilation, doors and windows will be closed or minimally opened depending on the AQI, all other strategies employed and AQI closely monitored.
- f. Staff will report any concerns or issues with equipment in a timely manner.
- g. Our maintenance team will routinely check all equipment and make repairs as necessary.

## Cleaning and disinfecting

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

## Cleaning and Sanitation:

- a. Hand washing and hand sanitizing stations will be readily available.
- b. All rooms, restrooms and buses will be cleaned and sanitized daily.
- c. All cleaning supplies meet CDC guidelines.
- d. The Head of Maintenance will ensure adequate supplies and adequate time for it to be done properly. A reserve of supplies will be kept on hand at all times.
- e. Daily cleaning schedules and protocols will inform employees of the frequency and scope of cleaning and disinfection.

## FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>WORKSPACES</b>	Classrooms, Offices	At the end of each use/day
<b>APPLIANCES</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>ELECTRONIC EQUIPMENT</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>GENERAL USED OBJECTS</b>	Handles, light switches, sinks, restrooms	Daily
<b>BUSES</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>COMMON AREAS</b>	Cafeteria, Library, Conference rooms, Gyms, CLassrooms, Common Areas	At the end of each use/day; between groups

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical.

1. GESD will close off areas that were heavily used by the individual with the lab-confirmed case (student or staff) until the non-porous surfaces in those areas can be disinfected,
2. Notification: GESD will notify all staff and families of all students in a school if a lab-confirmed COVID19 case is identified among students, teachers or staff who participate in any on-campus activities.

### What cleaning and disinfection protocols will we be following?

Continue with your normal cleaning, sanitizing, and disinfecting procedures throughout the day following licensing guidance, but increasing the frequency of cleaning/disinfecting high touch surfaces.

Conduct thorough cleaning and disinfection of high touch surfaces each night after the children leave. Current guidance for environmental cleaning and disinfection can be found on the CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

This guidance specifies that disinfectants used should be registered by the EPA for emerging pathogens <https://www.epa.gov/newsreleases/epa-releases-list-disinfectants-use-against-covid-19>

- Or, if a bleach water mixture is used, the disinfectant (green label) should be mixed at a concentration of 4 teaspoons per quart. This higher level of bleach disinfecting solution can replace the normal diapering/bathroom solution at this time. The disinfectant should be used on high touch surfaces throughout the day when children are not in the immediate area and when proper ventilation can be ensured. Surfaces must remain wet for at least 1 minute. The University of Washington has developed a handout with options for safer cleaning and disinfecting products effective against COVID-19.
- Always follow cleaning and disinfectant product label instructions and use products only in well ventilated spaces.
- Keep all chemical products out of reach of children and do not use them when children/youth are present. Allow adequate time for indoor spaces to air out before allowing children back in.
- Custodial staff are on site to assist with disinfection of high-touch surfaces.
- Utilizing the *Victory Sprayer Model VP300ESK* or other similar equipment.
- More information on cleaning and disinfecting can be found in the CHDH guidance.

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

- All staff and families will be notified within 24 hours.
- SCOE and SPH will be notified within 24 hours.
- All areas and rooms where the individual inhabited will be thoroughly cleaned per VHDH guidelines as well as closed to the public for 3 days (72 hours)
- All custodial/maintenance employees are properly equipped per OSHA guidelines and trained by Keenan and Associates

**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

- Daily cleaning performed by trained custodial/maintenance staff
- Providing the employees with the materials and training to conduct routine cleaning themselves

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

**TRANSPORTATION SAFETY PROTOCOLS**

Sanitation logs will be turned in to the Transportation Director after completing the last route for the day. All surfaces must be cleaned with a disinfectant solution. Bus drivers are required to wear masks or shields at all times. The driver's temperature must be checked and documented before the start of each route.

**BUS DRIVERS/BUS PROTOCOLS; OTHER DISTRICT VEHICLES**

A. Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 14 days. GESD will place hand sanitizer at the entry of all buses. When possible, windows

will be opened to allow outside air to circulate the bus. Parents are encouraged to drop students off, carpool, or walk their student to school to reduce possible virus exposure on buses.

B. All other district vehicles will be cleaned after each use.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures hand washing and hand sanitizing stations will be readily available.

- **We have evaluated hand washing facilities.**
- **Determined the need for additional hand sanitizing stations and placed the hand sanitizer in easily accessible locations as well as entrances and in each classroom.**
- **Encouraging and allowing time for employee and student handwashing.**
- **Provide employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).**
- **Encourage employees to wash their hands for at least 20 seconds each time.**

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by 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. [Delete if not applicable to your workplace.]

## **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:

- **Offered COVID-19 testing at no cost during or after their working hours.**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.**

## **System for Communicating COVID-19 Cases**

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 the Main Office, the Superintendent/Principal or CBO
- 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 are to offer tele-commuting as practicable.

## **STAFF TESTING PROTOCOLS & SCHEDULE**

1. All staff must be tested prior to school starting and then on a rotating basis.
2. Please check coverage with your insurance prior to getting tested. We have been informed that some insurance companies are not covering the cost of testing or will not cover the cost until your deductible has been met. If your insurance does not provide coverage, then we are directing you to be tested at Fairchild Medical. If your insurance does not cover the cost of testing, return the bill to FCM and they will cover the charges. Scheduling an appointment and getting tested at the FMC is very easy. In any case, the district will cover the complete cost of all testing for any current school district employee.

3. North Coast COVID testing. Employees should present their medical card for COVID-19 testing not their RX card.
4. After school starts, the following schedule will be in place for In-person Learning and Distance Learning.
  - a. IF Siskiyou County is on Level 1 of MILD or Level 2 of MODERATE, we will follow the every other week schedule outlined below.
  - b. IF Siskiyou County has an increase in community spread as determined by the State TIER 2: SUBSTANTIAL or TIER 1: WIDESPREAD, then the testing schedule frequency will increase from once every two months to every month. Holidays are not exempt for the testing schedule.
  - c. See: Blueprint for a Safer Economy at ca.gov for more information regarding opening.

## 5. ACCELERATED TESTING SCHEDULE: EVERYONE EVERY MONTH

TIMELINE	DUE DATES FOR EVERY OTHER WEEK	STAFF
WEEK (1)	11/6, 12/7, 1/4, 2/1, 3/1	
WEEK (2)	11/16, 12/14, 1/11, 2/8, 3/8	
WEEK (3)	11/23, 12/21, 1/18, 2/15, 3/15	
WEEK (4)	11/30, 12/28, 1/25, 2/22, 3/22	

## SISKIYOU COUNTY COVID-19 TESTING SITES

### North County Locations

- Fairchild Medical Center-PCR & Antibody testing for all residents. (530) 842-4121
- ANAV Tribal Health Clinic. (530) 468-4470
- Karuk Tribal Health Clinics. (530) 842-9200
- Yreka Immediate Care Clinic. (530) 842-0606
- Swenson Medical Practice. (530) 842-2062

### South County Locations

- Mercy Medical Center, Mount Shasta- COVID-19 testing for residents. (855) 407-8792.
- McCloud Healthcare Clinic. (530) 964-2389
- Dunsmuir Community Health Center. (530) 235-4138
- Shasta Valley Community Health. (530) 926-4528
- Dr. Michael Z. Staszal. (530) 926-5261
- North Star Naturopathic. (530) 925-3221
- Mossbrae Medical Group. (530) 240-4855

### Medford/Ashland

- Valley Immediate Care

**POSITIVE STAFF TEST:** If there is a positive test result for any staff member at GES, then ALL staff will get tested as soon as practicable. The goal would be to schedule the appointment as soon as possible on the same day we are notified. In this event, depending on the timing, we may change protocol and recommend the speed testing at Valley Immediate Care in Ashland/Medford. You can sign up for testing by going onto their website. You will receive the results in about 10/15 minutes. We would cover any cost not covered by insurance.

**GUIDANCE: CDPH Recommendations for testing school staff:** Guidance Once Re-Opened to In-Person Instruction

How should schools think about testing?

**Once schools are reopened to at least some in-person instruction**, it is recommended that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.

Who should be tested and how often?

School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. **Examples of recommended frequency** include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

What if a school or school district reopens to in-person instruction, but the county is later placed on the county monitoring list/more restrictive tier?

Schools should begin testing staff, or increase frequency of staff testing but are not required to close.

This information is from this document

[:https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf)

## 1. REGULAR SCHEDULE: ALL STAFF EVERY TWO MONTHS

TIMELINE	DUE DATES FOR EVERY OTHER WEEK	STAFF
WEEK 2 (1)	9/11, 11/6, 1/1, 2/26, 4/23,	
WEEK 4 (2)	9/25, 11/20, 1/15, 3/12, 5/7	
WEEK 6 (3)	10/9, 12/4, 1/29, 3/26, 5/21	
WEEK 8 (4)	10/23, 12/18, 2/12, 4/9, 6/4	

**Please call the site of your choice beforehand to get information on cost, availability and wait times for results.**

- In the event we are 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 at no cost to any current district employee during working hours, or after as determined by the employee, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- The district will provide information about COVID-19 hazards to employees (including other employers and individuals in contact with our workplace) including who may have been exposed to Covid-19, what is being done to control those hazards, and our COVID-19 policies and procedures.

## COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers are required to check their email daily.
2. All pertinent documents will be available to all employees in the district shared Google Drive.
3. Parents and guardians will be sent important notifications via REMIND
4. Parents need to check email for personal communication from classroom teachers. Each staff member's email follows this format: first.last@grenada.k12.ca.us
5. Visit our district website [www.grenada.k12.ca.us](http://www.grenada.k12.ca.us)
6. Follow our Facebook page.

7. Students will be informed via TK/K classroom website TK&K; Google Classroom Grades 1-8
8. Families will be educated about the application and enforcement of the CPS via Remind and Facebook

## COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The office must complete the **HANDOUT: Suspected COVID19 Case Form** and call the parents.
- Any individual attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The office will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The office must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee will not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the Main Office
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

### 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:
  - o COVID-19 is an infectious disease that can be spread through the air.
  - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - o 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.
- Training will be provided by Keenan and Associates:
  - o Coronavirus Awareness
  - o Coronavirus: Managing Stress and Anxiety
  - o Covid19 Employee Safety Training

**Appendix D:** Keenan will track all courses and training provided by Keen and Associate. If other training is taken, the **COVID-19 Training Roster** may 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 **employer-provided employee paid sick leave benefits, or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation or state or federal mandates.**
- 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 upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** or similar 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.

### **Return-to-Work Criteria**

- COVID-19 cases with symptoms will not return to work until all the following have occurred:
    - o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - o COVID-19 symptoms have improved.
    - o 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.
  - OR An individual is asymptomatic and tests negative after the 5th day, they may return to work on the 7th day after exposure.
  - 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.
- 

### **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.



## Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>C02 Monitor</b>			
<b>Air Purifier and Humidifiers</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities and hand sanitizer stations (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>Other:</b>			

## 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:** [enter date]

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

COVID-19 Case Investigation Information

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

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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

**Appendix D: COVID-19 Training Roster (Use if not provided by Kennan and Associates)**

Date: [enter date]

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

Employee Name	Signature

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to our CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in our workplace within a 14-day period. Reference section 3205.1 for details.]

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 will need to be added to our CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]**

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**.