

COVID-19 Prevention Program (CPP) for Cucamonga School District

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

Date: January 29, 2021

Authority and Responsibility

Assistant Superintendent of Personnel 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:

- The Site Safety Committee will conduct monthly workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- The Site Administrator or Supervisor will 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 to the site administrator or supervisor via phone call, email or in-person.

Employees may also contact Risk Services in the Business Department to report identified COVID-19 hazards.

Employee Screening

Employees are expected to screen themselves before leaving home for work each day. If an employee has a temperature of 100.4 degrees Fahrenheit or greater and/or is displaying symptoms consistent with COVID-19 or the employee has been in close contact with a person who has tested positive for COVID-19, the employee must stay home from work and contact their supervisor for guidance. Upon arrival to work, the employee must be wearing a face covering, check their temperature with a non-contact thermometer, and respond to a work wellness questionnaire. If the employee has a temperature of 100.4 or greater then they must immediately go to our designated isolation room and wait for guidance from their supervisor. If an employee indicates a "Yes" to any of the health screening questions indicating COVID symptoms or exposure to COVID then they must immediately leave the building and contact their supervisor.

Correction of COVID-19 Hazards

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

Site Safety Committees meet monthly. The committee will conduct an initial assessment to identify any COVID-19 related potential hazards and will use Appendix A: Identification of COVID-19 Hazards form for documentation. Each site administrator or supervisor will identify the reported hazard, determine the severity and provide corrective action. Regularly, site administrators and supervisors will evaluate district established safe and healthy practices and procedures to ensure adherence by all employees and use Appendix B: COVID-19 Inspections form for documentation. All documentation of reported hazards and inspections will be maintained by the administrator or supervisor at the site.

Control of COVID-19 Hazards

Physical Distancing: Limited face-to-face contact with others is the best way to stop the spread of COVID-19. Social distancing is also called “physical distancing” and means keeping space between you and other people. Where possible, we ensure at least six feet of physical distancing at all times in our site facility by:

- Allowing employees to work remotely from home, if possible.
- Reducing the number of employees in an area at one time, including visitors.
- Posting visual cues such as signs and floor markings to indicate where employees and others should be located.
- Providing staggered arrival, departure, work, and break times, if possible.
- Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- Removing unnecessary furniture to limit the number of individuals in communal areas (ie. staff lunch/workroom).
- Providing plexiglass desk shields for all work stations and student desks. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved and wearing a face covering will be required at all times.

Face Coverings

All employees are required to wear a face covering before entering and while at a district facility during the COVID-19 pandemic and as required by Local, State or Federal mandates or regulations. A face covering may consist of a paper mask, cloth mask or a face shield. If an individual must wear a face shield instead of a mask, the face shield must wrap around the sides of the face and extend below the chin or the face shield must have a drape along the bottom edge. Upon request, the District provides clean, undamaged face coverings and ensures they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees should immediately report to their administrator any individual at the district facility who is not wearing a face covering. 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, 2 or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Engineering Controls

Each district facility implements the following measures for situations where we cannot maintain at least six feet between individuals:

- Minimize the need to congregate employees.
- Conduct necessary meetings and trainings virtually and/or outdoors where employees may properly practice physical distancing.
- Install safety partitions, where necessary.

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

- Increasing circulation of outdoor air as much as possible by opening windows and doors if doing so does not pose a safety or health risk to individuals.
- Increased HVAC filtration efficiency to MERV 13.
- Regular inspection of HVAC systems to ensure they are operating properly

Cleaning and Disinfecting

Cleaning and disinfecting COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, cleaning, sanitizing, and disinfection are important. All employees are responsible to ensure their workspaces are maintained and sanitized throughout the day. All District employees have sanitizing spray, gloves and paper towels available for use, as needed. School site custodians and other designated employees clean frequently populated areas, including high touch areas, throughout the workday.

All District employees are required to complete the Annual Staff Notification which includes a video training on the proper use of sanitizer in the workplace. Should a positive COVID-19 case be determined in the workplace, the District will close the infected location for a minimum of 24 hours. Trained district staff will thoroughly disinfect the contaminated location through the use of electro-static disinfecting machines.

Shared tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., masks, 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 with sanitizing spray, gloves and paper towels that are readily available to employees at all District facilities.

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

Hand Sanitizing

Employees are instructed to wash hands often with soap and water for at least 20 seconds, especially after nose blowing, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If handwashing is not feasible, the use of an alcohol-based hand sanitizer with at least 60% alcohol may be used. Signage is displayed at district facilities reminding employees of the importance of hand sanitizing. All district facilities are equipped with restrooms, soap, paper towels, and hand sanitizer.

Personal Protective Equipment (PPE) used to control employees' exposure to COVID-19

The District evaluates the need for PPE as required by CCR Title 8, section 3380, and provide district facilities such PPE, as needed. The District provides the following PPE to employees as needed: face mask, face shield, gloves, disposable gowns, desk safety shields, soap, hand sanitizer, sanitizing spray, paper towels, tissue. When it comes to respiratory protection, the District evaluates the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. The District provides and ensures the use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

When an employee believes they have COVID or has a confirmed COVID test result, the employee, a site administrator, or supervisor will notify the Personnel Department. The Personnel Department will initiate the Districts contact Tracing form Appendix C: When a District employee has been exposed in the workplace to an individual who has tested positive for COVID-19 the following steps will be taken:

Immediately remove the employee from the workplace or direct the employee not to report to work.

Require employee to quarantine for 14 days from the first date of exposure.

Provide employee with an email from the Personnel Department that provides guidance for monitoring COVID-19 symptoms, a recommendation to test for COVID-19, local county testing locations, criteria that must be met before safely returning to the workplace to be around others, a return to work date, and COVID paid administrative leave information.

Offer the employee COVID-19 testing at no cost during regular work hours.

System for Communicating

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

- Employees are expected to report COVID-19 symptoms and possible hazards at the workplace to their site administrator, supervisor, or the Director of Personnel via phone call, email or in-person.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at an increased of severe COVID-19 illness will be informed of District procedures and policies relating to workplace accommodations. Any employee with medical documentation that may require workplace restrictions and/or accommodations must contact the Personnel Department.
- Access to voluntary employee COVID-19 testing. Employees can access the San Bernardino County local COVID-19 testing locations from a link posted on the district website and via a link in the District's Safe and Healthy Learning and Work Environments guidelines.
- When a workplace exposure or outbreak occurs, the District will offer COVID-19 testing for all affected employees. The District will communicate to the affected employees the reason for testing and the potential impacts 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 as documented in the District's Safe and Healthy Learning and Work Environments guidelines.

Training and Instruction

We will provide effective training and instruction that includes:

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

Exclusion of COVID-19 Cases

When a District facility has a COVID-19 case in the workplace, District will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until all return-to-work requirements are met.
- Removing 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 the District has demonstrated that the COVID-19 exposure is work related. When a workplace exposure occurs, any employees affected will receive notification from the Personnel Department. The employee will be informed that they may work remotely. If remote work is not feasible, the employee will be placed on Administrative Paid Leave, receiving their regular compensation and any accrued sick leave will not be affected.
- Providing employees at the time of exclusion with information on available benefits

Reporting, Recordkeeping, and Access

It is our policy to:

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

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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**Richard Dahlin, Superintendent
Cucamonga School District**

Appendix B: COVID-19 Inspections

Date: **January 27, 2021**

Name of person conducting the inspection: Site or Location Admin

Work location evaluated: **Principal and Management personnel**

Exposure Controls (Engineering / Administrative PPE)	Status YES OR NO	Clean YES OR NO	Person Assigned to Correct	Date Corrected
Are all HVAC thermostat controls properly working?				
Are HVAC systems and MERV 13 filters inspected and repaired on a regular basis?				
Ventilation (amount of fresh air and filtration maximized) on each HVAC system?				
Are barriers / partitions on student desks?				
Are barriers / partitions on staff desks?				
Are barriers / partitions on work stations?				
Are facility windows and doors able to be open when safe to do so?				
Is appropriate signage posted throughout site facility for employees, students and visitors regarding COVID-19 safety measures (ie. Face masks, social distancing, hand washing, etc.)?				
Are ground markings displayed to indicate hallway traffic patterns and social distancing?				
Are safety partitions used when physical distancing is less than 6 feet?				
Are necessary meetings and trainings being conducted virtually and/or outdoors where employees may properly practice physical distancing?				
Do all employees have access to an adequate supply of sanitizing spray and paper towels for regularly cleaning of workspaces?				
Are all employees regularly sanitizing their workspace at the beginning and end of the work day?				
Do all employees have access to clean restroom facilities for handwashing?				

Exposure Controls (Engineering / Administrative PPE)	Status YES OR NO	Clean YES OR NO	Person Assigned to Correct	Date Corrected
Do all employees have access to an adequate supply of soap, paper towels and hand sanitizer?				
Do all employees complete the health screening process upon arrival to workplace?				
Do all employees, students and visitors properly wear a face covering at all times?				
Are PPE supplies (face masks/shields, gloves, gowns) readily available to employees, students and visitors, as needed?				
Only when required, is respiratory protection (N95 masks) made available for employees?				
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions?				
Are all high touch surfaces (common areas) cleaned frequently throughout the day?				
Are the high touch surfaces (common areas) clean during your inspection?				

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: January 27, 2021

Name of person conducting the investigation: Bruce La Vallee, Assistant Superintendent of Personnel

CUCAMONGA SCHOOL DISTRICT Human Resources

CONTACT TRACING FORM

Employee Name: _____

Date: _____

Site: _____ Phone # _____

Current Position / Classification: _____

Symptoms:

- When did you start feeling symptomatic (date)? _____
- What are the symptoms? _____
- Date you were last on campus or district property? _____

READ THE FOLLOWING GUIDELINES TO BE APPLIED WITH QUESTIONS 1-4.

Definition of close contact within last 48 hrs.

- Spent prolonged time (15 min.+)
- Direct physical contact (touch)
- Shared food/drink

- In contact with respiratory secretions (e.g., cough, sneeze)
- Per CDC Guidelines: A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

What employees of the CSD did you come in close contact with? Name(s):

1. _____

- Close Contact? ___Yes ___ No
- Mask on? ___Yes ___ No
- Social distancing? ___ Yes ___ No

2. _____

- Close Contact? ___Yes ___ No
- Mask on? ___Yes ___ No
- Social distancing? ___ Yes ___ No

3. _____

- Close Contact? ___Yes ___ No
- Mask on? ___Yes ___ No
- Social distancing? ___ Yes ___ No

4. _____

- Close Contact? ___Yes ___ No
- Mask on? ___Yes ___ No
- Social distancing? ___ Yes ___ No

Have you been tested? _____ Date of Test _____

RESULTS:

- Positive
- Negative

Do you live with someone who has COVID? _____

Do you live with someone being tested for COVID? _____

What District location(s) have you visited in the last 14 days?

1. _____ 2. _____

3. _____

Anything I have not asked that is relevant for you to share? _____

Additional Comments: _____

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

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

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

The District will refer to this section if a district facility is identified by the local health department as the location of a COVID-19 outbreak. An outbreak is when there are three or more COVID-19 cases in your workplace within a 14-day period.

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

The District will refer to this section if a district facility is identified by the local health department as the location of a COVID-19 outbreak with 20 or more COVID-19 cases within a 30 day period.

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**.