

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening:

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Sheila Garvey, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state Local Health Jurisdiction) _____. Local Health Jurisdiction has certified and approved the CSP on this date:

_____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. ****Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.**

1. Stable group structures (site specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

All students are assigned to one classroom teacher.

Each classroom will be a stable group and will not mingle with other stable groups during the school day.

All stable groups will wear masks and maintain a minimum of 6 feet of distance from any other stable group.

The daily schedule for students will either be an AM/PM schedule with one stable group attending in the morning and another stable group attending in the afternoon OR we will have an AA/BB schedule where one stable group attends Monday and Tuesday and another stable group attends Thursday and Friday. All students will be offered distance learning on Wednesdays to allow for thorough cleaning and disinfecting.

B. For regular classes, how many students and staff will be in each planned stable, group structure:

Each stable group will have no more than 13 students and two staff members.

C. If you have departmentalized classes, how you will organize staff and students in stable groups:

N/A

D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:

N/A

E. Other considerations – After school programs, special education, therapies, carpooling, etc.:

Daily movement logs will be maintained by the education specialists for students who are pulled out for special education services.

There are 8 students who require specialized academic instruction (SAI), and 15 who require speech and language services.

Academic support students will receive SAI in small groups with other members of their stable group.

Speech and language services will be delivered in small groups with other members of their stable group or via teleconference.

Students will be in no more than two stable groups while at school.

Students will maintain six feet of distance from others, and will wear masks.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

A. Essential visitor / vendor policy - log-in/out list:

Signage at the entrances

There is a visitor log maintained in the school office for all visitors who come onto campus.

When possible, staff are notified in advance that an essential visitor will be on campus.

All essential visitors, including vendors, are required to wear masks, the duration of their visit is limited to time necessary to conduct their essential business, and none will enter classrooms while students are present.

B. Policy for limiting non-essential visitors:

Non-essential visitors are currently not allowed on campus.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

A. Describe drop-off procedure / policy for parents onsite:

School start times will be staggered to prevent overcrowding. Times are 8:30 am, 8:40 am, 8:50 am.

Wilson School is located on Bodega Ave in Petaluma with no adjoining sidewalks. Therefore, all students arrive at school in private vehicles.

Students will be dropped off in the drop off lane with their masks on and health screening checklist or app in hand.

Parents/guardians will stay in their vehicles.

There will be a staff member facilitating drop off. Students are to stay in the vehicle until the staff facilitator signals or tells them to exit.

Students (or parent on student's behalf) must show either a completed screening checklist or app prior to being allowed to advance to the school gate.

There will be another staff member at the school gate to collect screening checklists or verify screening via app and taking temperatures with a no-touch thermometer.

Students will then walk directly to their classroom following a specific route and using a specific entrance for their stable group. All students will sanitize their hands upon entering the classroom. Hand sanitizer dispensers have been installed at the entrance to each classroom.

No loitering or mingling of students is allowed.

B. Describe plan to minimize mixing of cohorts on arrival to school:

Start times will be staggered to avoid crowding.

When students exit their vehicles they will be directed to a line.

There will be markers on the walkways to guide students to maintain distancing as they wait in line and walk through the school gate toward their classroom.

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

Staff requirement to complete either a health screening checklist or the SoCo Check app will continue.

Students will be required to have either a health screening checklist or a health screening app to show as they exit their vehicles.

D. How school/district plans to encourage a zero-mingling policy before school:

Parents / guardians will be directed to stay in their vehicles during drop off.

Parents / guardians will be made aware of the zero-mingling policy via written communication prior to reopening.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

Students will be in stable groups by classroom.

Restrooms will be assigned to specific stable groups, and students in that stable group will use only their assigned restroom.

One student per restroom at a time.

Playgrounds will be divided into clearly defined zones and assigned to stable groups to avoid mixing of cohorts.

Recess times will be staggered.

Indoor hallways will be one way. There will be directional signs / arrows. There will be markings on the floor to guide students to maintain distancing while walking in the hallways.

Outdoor walkways will be divided into one-way lanes. There will be directional signs / arrows. There will be markings on the floor to guide students to maintain distancing while walking in the outdoor walkways.

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

A. Describe pick-up procedure / policy for parents onsite:

There will be two pick-up locations, which will be assigned to families – the front parking lot off of Bodega Ave and the back parking lot off of Middle Two Rock Road.
Parents/guardians are to stay in their vehicle, and students will walk to them.

B. Plan to minimize mixing of cohorts on departure:

Dismissal times will be staggered to avoid crowding.
Students will be required to walk in single file lines while adhering to distancing rules.
Parents / guardians will wait in their vehicles and students will walk to them.

C. How school/district plans to encourage a zero-mingling policy after school:

Parents / guardians will be directed to stay in their vehicles during pick up.
Parents /guardians will be made aware of the zero-mingling policy via written communication prior to reopening.

6. Face Coverings / Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

A. Please provide complete policy for face coverings:

All students and staff will be required to wear well fitting (no gaps) face masks to cover their nose and mouth at all times while on campus except while eating. Vented masks are not permitted.
Face masks will be worn both indoors and outdoors (except when eating).

Proper use of face coverings will be shared with students, their families, and school staff and will continue to be shared throughout the school year.

Approved types of face coverings will be communicated to students, families, and staff. (Approved: double layer cloth masks and disposable 2 or3- ply medical face masks only. Not approved: gaiters, bandanas, single layer cloth masks)
A supply of reusable and disposable face masks available in the school office for students or staff who forget their masks.

Classrooms will have a supply of disposable face masks available in the event a student needs a replacement mask during the school day.

In the case of students refusing to comply with the requirement to wear a mask on campus, administration will work with the individual student and parent/guardian to rectify the behavior. If interventions are not followed, and the student repeatedly refuses to comply with directives, the student will be excluded from campus and will be offered distance learning.

Students who may be exempt from wearing face masks due to a medical condition, as confirmed by the school and therapists, must use a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits.

B. Describe specifications on type of face coverings allowed (ie: no valves, ≥ 2 ply, no bandanas, etc):

Allowed face coverings include:

- Double layer cloth masks
- 2 or 3 ply disposable “medical” type masks

Not allowed face coverings include:

- Gaiters
- Bandanas
- Single layer cloth or disposable masks

Students who are particular about face masks should bring a spare mask from home in a sealed plastic bag.

C. Where will extra masks be available if needed?

Extra double layer cloth masks and multiple layer disposable masks for staff and students are available in the school office.
A small supply of extra double layer cloth masks and multiple layer disposable masks for staff and students will be available in each classroom.

D. Describe plan for refusal to wear face coverings:

In the case of individuals refusing to comply with the requirement to wear a mask on campus, administration will work with the individual (and parent/guardian, if the individual is a student) to rectify the behavior.

If interventions are not followed, and the individual repeatedly refuses to comply with directives, the administration will refuse access to district facilities to the individual.

If the individual is a student, distance learning will be offered.

7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

A. Details of at-home screening plan:

Parents will be required to complete an at-home daily health screening using the Sonoma County Office of Education COVID-19 Screening Tool or by completing the daily health screening using an app.

As students exit the parent/guardian vehicle, the facilitating staff member must see proof that the daily health screening was completed.

B. Support available for individuals staying home:

Individuals staying home for health reasons will be advised to contact their primary care provider for guidance.

If feasible, staff will be allowed to work from home on a case-by-case basis.

Students will be offered distance learning for the duration of their stay-at-home period.

Staff and students will be supported in staying home if ill without concern of repercussions to employment or their grade.

C. Screening criteria/procedure onsite for staff:

The following daily health screening protocol is in place with staff:

All staff must complete one of the following each day they come to campus:

- A paper copy of the SCOE COVID-19 Screening Tool. Printed copies for home have been distributed and copies are available in the office.

OR

- The *SoCo Check* through the mobile app.

Before going to their classroom or workspace, all staff must check in at the school office to sign in and either turn in their checklist or show office staff the *SoCo Check* screen.

D. Immediate protocol in case of a sick staff/faculty member:

If a staff member becomes sick while at school they will be required to leave campus immediately, and contact their primary care provider for guidance.

The staff member's immediate work area will be closed for 24 hours, if feasible, as well as any area where the staff member spent significant time.

After 24 hours the staff member's immediate work area will be cleaned and disinfected, as well as any area where the staff member spent significant time.

If the sick staff member is a teacher working with students, the stable cohort will be moved to a new space.

The affected staff member will be required to provide a note from their primary care provider clearing them to return to work prior to being allowed back on campus.

E. Screening criteria/procedure onsite for students:

Students will need to provide proof (either a paper checklist or a screen from a checklist app) as they exit their parent/guardian vehicle.

All students will have their temperature checked with a no touch thermometer as they arrive at school.

F. Immediate protocol in case of a sick student:

Actions will follow the guidance outlined in the Sonoma County Department of Health Services *Scenario-based COVID-19 Guidance for Schools, Childcares, and Programs for Children and Youth* and CDPH guidance for schools.

If a student becomes sick while at school, or exhibits symptoms of COVID-19, the student will be immediately placed in the isolation area.

Parent/guardian will be contacted and required to pick up the student immediately.

Recommend contacting primary care provider and COVID-19 testing.

Student will be allowed to return to campus with written clearance from their primary care provider.

Student will be allowed time necessary for make-up work and academic tests if necessary.

G. Symptom monitoring procedures throughout day:

As during a typical school day, staff monitor students for symptoms of illness.

The COVID-19 Screening Tool Checklist will be posted in classrooms.

H. Screening of essential visitors/vendors:

All essential visitors and vendors to campus receive an electronic copy of the SCOE COVID-19 Screening Tool prior to their visit to our campus.

They are required to verify in writing or via a compatible health check app that they have completed the daily screening.

We conduct a temperature check with a touchless thermometer.

We keep a log of all visitors and vendors.

8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

A. Plan to routinely test staff by tier:

The District will enter into an agreement with Valencia Labs for testing kits and test processing services.

Staff may choose to use the Valencia Labs COVID-19 test, or they may get tested through their primary care provider, or through a community based testing service.

Staff are required to be tested every four weeks, or more often if requested by the staff member.

At least 25% of staff will be tested every two weeks.

This is our plan for asymptomatic testing while in all color tiers.

B. Plan to routinely test students by tier:

Per CDPH recommendations as outlined in the *Guidance for K-12 Schools*:

Symptomatic and response testing will be offered while in all tiers.

Students will be offered COVID-19 testing every two weeks while in purple tier with case rates between 7 and 13.9 per 100K.

Students will be offered COVID-19 testing every two weeks while in red tier.

Students will be offered symptomatic and response testing COVID-19 testing while in orange tier.

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

A. Bus/Transport/Carpools:

N/A

B. Classrooms:

Students desks will be spaced to allow for six feet of distancing between student and others.

Student desks will all face the same direction.

Teacher desk will be spaced to allow for six feet of distancing between teacher and others.

Floors will be marked to indicate where desks need to be placed.

Hallways outside classrooms will have floor markings to help students maintain distancing while entering the classroom.

Students will be dismissed by staff at intervals to help students maintain distancing.

C. Hallways:

Indoor hallways will be one way with entrance doors and exit doors on opposite ends of the building.

Floors will be marked to help students maintain distancing while walking in the hallway.

Arrival, dismissal, recess, and lunch times will be staggered to avoid crowding.

D. Student lockers:

N/A

E. Bathrooms:

One student per restroom at a time.

Access to restrooms may be limited due to the above.

Signage and information will be provided to educate staff and students on the safe use of restrooms.

Windows will be left open at all times, and doors will be left open to the extent feasible.

F. Locker rooms:

N/A

G. Gymnasium:

N/A

H. Playground / fields:

Clearly defined zones will divide playgrounds and fields.

Stable groups will be assigned to a zone for recess.

Play structures do not need to be cleaned between use if students clean hands before and after.

I. Staff break rooms:

Staff break times will be staggered to avoid crowding.

When and where feasible, available classrooms will be used for staff breaks.

Staff break rooms are limited to 1 or 2 at a time.

We recommend that staff do not eat in the staff break rooms.

J. Other: Meetings

Staff meetings will continue to be conducted virtually whenever possible.

K. Plan for specific situations when distancing is >6 ft is not possible:

When circumstances arise where a six foot distance is not possible, all parties will maintain mask wearing, and the interaction will last for less than 15 minutes.

10. Healthy Hygiene practices

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.

A. Plan to encourage healthy hygiene/handwashing routines:

In order to implement effective hand sanitizing procedures, we:

Have installed hand sanitizer dispensers at the entrance/exit in every classroom and workspace.

Have sinks, soap, paper towels, and hand sanitizer in all classrooms.

Ensure all handwashing stations have the proper supplies in sufficient quantities.

Encourage and allow time for employee hand washing, encouraging employees to wash their hands for at least 20 seconds each time.

Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

Students will be reminded of or taught proper handwashing through educational videos and in person demonstrations.

Students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times: upon arrival at school (use hand sanitizer if there is no sink in the classroom), after being outside for physical activity; before and after break and lunch; prior to leaving school for home and; after sneezing, coughing, or nose blowing.

Hand washing/hygiene signs will be placed in all school bathrooms, to promote proper hand washing by students and staff.

Staff handling or serving food must use gloves in addition to face coverings.

Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:

All drinking fountains have been closed or turned off.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

A. General high-touch surfaces:

Thoroughly cleaned by custodial staff at least once per day, and cleaned throughout the day by custodial and staff.

B. Classrooms:

All surfaces and high touch areas will be cleaned daily and between cohorts.

Soap, paper towel and hand sanitizer dispensers will be checked daily and refilled as needed.

Sinks cleaned daily.

C. Bathrooms:

All surfaces and high touch areas will be cleaned daily and between stable group use.

Soap, paper towel and hand sanitizer dispensers will be checked daily and refilled as needed.

Sinks and toilets cleaned throughout the day and at the end of each school day.

D. Cafeteria:

All surfaces and high touch areas will be cleaned daily and between stable group use.

Soap, paper towel and hand sanitizer dispensers will be checked daily and refilled as needed.

Bag lunches will be distributed to classrooms.

E. Playgrounds:

If daily disinfection is required, play structures will be closed to student use.

Use of playground balls and play equipment will be limited.

Students will wash or sanitize hands before and after recess.

F. Offices:

All surfaces and high touch areas will be cleaned.

Soap, paper towel and hand sanitizer dispensers will be checked daily and refilled as needed.

Sinks cleaned daily.

Office staff will clean their own equipment (computers, phones, desks)

G. Hallways:

Floors will be cleaned daily and as needed.

Door handles and other high touch surfaces will be cleaned / disinfected throughout the day.

H. Locker rooms:

N/A

I. Gymnasium:

N/A

J. Other:

N/A

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

A. Classroom / Office supplies:

Students and staff will have their own supplies to the extent possible.

Any shared supplies will be disinfected in between uses.

B. Toys / Play equipment:

Use of shared toys and play equipment will be minimized.

Any shared toys and play equipment will be disinfected in between uses.

C. Electronics equipment:

Use of shared electronics equipment will be minimized.
Any shared electronics will be disinfected in between uses.

D. Tools:

Use of shared tools will be minimized.
Any shared tools will be disinfected in between uses.

E. Other:

N/A

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

A. Plan/location for Isolation room / area:

Weather permitting, the isolation area will be located at the picnic tables near the childcare room. Supervision will be provided by our school nurse, or tech coordinator (due to his first aid training). Signage will indicate no admittance, and that the area is an isolation area. During inclement weather, the music room or childcare room will serve as our isolation room. Any students exhibiting symptoms will be relocated to the isolation room/area. Parents / guardians will be contacted for immediate pick up. The room/area will be cleaned and disinfected when the student is picked up.

B. PPE available for staff providing care in Isolation area:

2 or 3 ply disposable medical type masks
N95 masks if needed
Gloves

C. Staff trained to provide care in Isolation area:

School nurse
Tech coordinator (due to his first aid training, and flexible schedule)

D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:

School nurse and tech coordinator are trained to seal-check N95 respirator.

E. Protocol for immediate removal and relocation of ill individual:

Ill students will walk with a distanced staff escort to the isolation area where they will remain until a parent / guardian arrives to pick them up.
Ill staff members will walk to their own vehicle. If unable to walk on their own, they will be isolated and 911 will be called.
The immediate area where the ill individual was located will be vacated until it can be cleaned and disinfected.
If an entire stable cohort needs to be moved, they will first utilize outdoor spaces, weather permitting. Other available spaces for relocating include the school library, the computer lab, the multi-purpose room, and the childcare room.

F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
Allow room (if indoor room is used) to air out.
Disinfect area where sick person was and all high touch surfaces.

G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):

Contact primary care provider for guidance.
Recommend testing.
Require clearance from primary care provider before returning to campus.

H. Plan for testing symptomatic individuals:

Recommend contacting their primary care provider for guidance.
Test kits will be available at school through Valencia Labs.

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

A. Designated COVID Coordinator(s) and corresponding duties:

The superintendent / principal, Sheila Garvey, is the designated COVID coordinator. Duties include the following:

- Coordinate notification of staff, students/parents (following Public Health Guidelines) when there has been a COVID-19 exposure at a school site or other district worksite.
- Collect and report data to the Sonoma County Public Health Office.
- Be a single point of contact for concerns and questions from staff, parents, and students via telephone, email or video conferencing during the day.
- Provide Contact Tracing in conjunction with Public Health guidelines.
- Provide for the dissemination of related communications.
- Set up COVID-19 related training for students, parents, and staff.

B. Plan for confirmed COVID-19 case reporting:

Per the *Scenario-based COVID-19 Guidance for Schools, Childcares, and Programs for Children and Youth*:

Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior):

Call (707) 565-4566 or e-mail Phnurse@sonoma-county.org

- Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for >24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved.
- If no symptoms, keep home for 10 days since the day they were tested.
- Identify close contacts, which likely includes the entire cohort of the person with COVID-19.
- Instruct to quarantine for 14 days after the last exposure.
- It is strongly recommended that exposed persons get tested for COVID-19 10-12 days after the last exposure, or sooner if symptoms develop.
- Clean and disinfect spaces where the person with COVID-19 spent significant time.
- Cohort should be CLOSED for 14 days after last exposure. Non-exposed cohorts may remain open.

C. Plan for "Close Contact" identification:

Students and staff will be assigned to a stable group.

Close contacts will be members of the stable group.

Staff not assigned to work with students will not mix with student stable groups.

D. Plan for Exposure testing for staff:

Staff will be referred to their primary care provider or a community testing site for testing.

COVID-19 test kits will be available at school, likely from Valencia Labs.

Testing should take place 8 to 10 days after exposure.

E. Plan for Exposure testing for students:

Parents will be referred to their primary care provider or a community testing site for testing.

COVID-19 test kits will be available at school, likely from Valencia Labs.

Testing should take place 8 to 10 days after exposure.

F. Support for staff in Isolation/Quarantine:

Individuals staying home for health reasons will be advised to contact their primary care provider for guidance.

Any staff or students who become ill will need to provide a note from a medical professional clearing them to return to campus.

If feasible, staff will be allowed to work from home on a case-by-case basis.

Students will be offered distance learning for the duration of their stay-at-home period.

G. Support for students in Isolation/Quarantine:

Individuals staying home for health reasons will be advised to contact their primary care provider for guidance.

Any staff or students who become ill will need to provide a note from a medical professional clearing them to return to campus.

Students will be offered distance learning for the duration of their stay-at-home period.

F. Return to school criteria for COVID-19 positive individual:

Per the *Scenario-based COVID-19 Guidance for Schools, Childcares, and Programs for Children and Youth*:

Stay home until:

- 10 days have passed since the onset of symptoms, AND
- The person has had no fever for 24 hours without the use of fever-reducing medications, AND
- Symptoms have improved
- If no symptoms, stay home until 10 days have passed since the date of the test.

A doctor's note does not override these criteria.

H. Return to school criteria for exposed close contacts:

Per the Scenario-based COVID-19 Guidance for Schools, Childcares, and Programs for Children and Youth:

- Send home with instructions to quarantine for 14 days after the last exposure.
- Recommend testing prior to returning, at least 10-12 days after last exposure (sooner if symptoms develop).
- Cohort remains OPEN.

I. Outbreak response plan:

In the event of an exposure due to an outbreak at school:

Testing of the entire student and staff population will be administered at our campus locations.

While awaiting test results in the case of an outbreak, students will be required to quarantine and participate in Distance Learning.

Identification and Reporting of Cases:

At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Sonoma County Department of Health Services reporting requirements.

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

A. Provide plan for communications with families and staff after an onsite exposure:

Follow actions and communications (including sample letters) in the *Scenario-based COVID-19 Guidance for Schools, Childcares, and Programs for Children and Youth* published by the Sonoma County Department of Health Services. Notify staff and families of children who are close contacts using the "Close Contact Advisory" sample letter template. Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template. All of the above to be done in compliance with FERPA/HIPAA and state law related to privacy of educational records.

16. Staff training

How staff will be trained on the application and enforcement of the plan

A. Provide plan for training staff on new COVID-19 Safety plan:

Staff has been provided with a condensed and bulleted version of this plan. Entire plan will be reviewed with staff the week prior to opening.

B. Provide plan for enforcing COVID-19 Safety plan with staff:

This plan has been developed in cooperation with staff. Staff will be reminded by administration and by peers about plan requirements as needed.

C. Provide plan to remain current on guidelines and best practices:

Continue to read updates from the Sonoma County Office of Education and participate in all informational meetings and webinars.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

- A. Provide plan for educating families on new COVID-19 Safety plan:**
Parents have been provided with a condensed and bulleted version of this plan.
The entire plan will be presented to parents no later than the week prior to opening.
The plan will be posted on the school website and a link sent to all parents / guardians.
- B. Provide plan for enforcing COVID-19 Safety plan with students/families:**
Teachers will be the first level of intervention with students who do not following the Safety plan.
If further intervention is required, administration will work with the students and family on a resolution.
If student / family continue to be non-compliant, student will be offered distance learning model.
- C. Provide plan for continuing communication/education as guidelines change:**
Regular weekly communication newsletters from the superintendent/principal will be used to inform staff and families of any changes or adjustments.

18. Engineering controls (site specific)

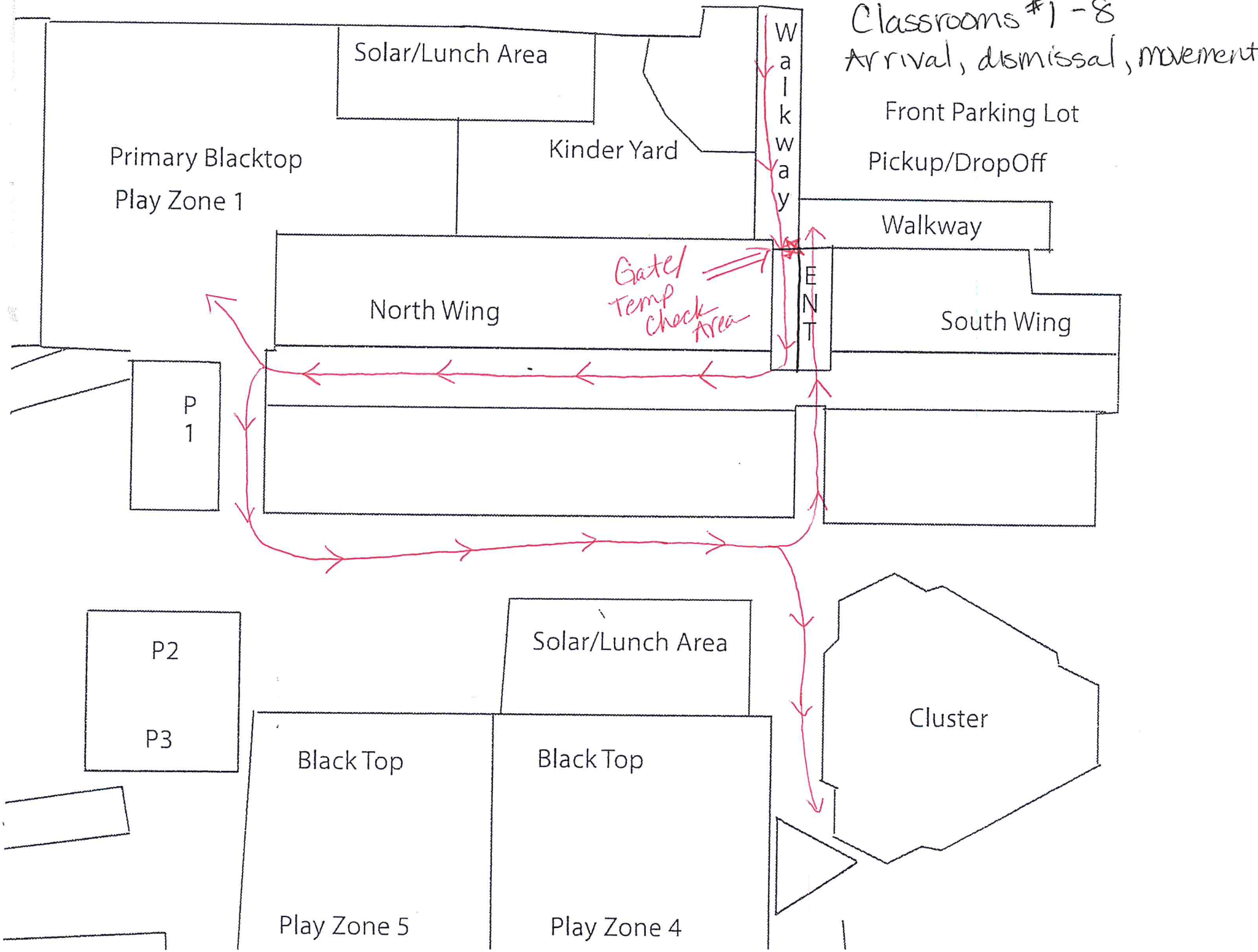
How each specific school site plans to optimize ventilation, air filtration for indoor spaces

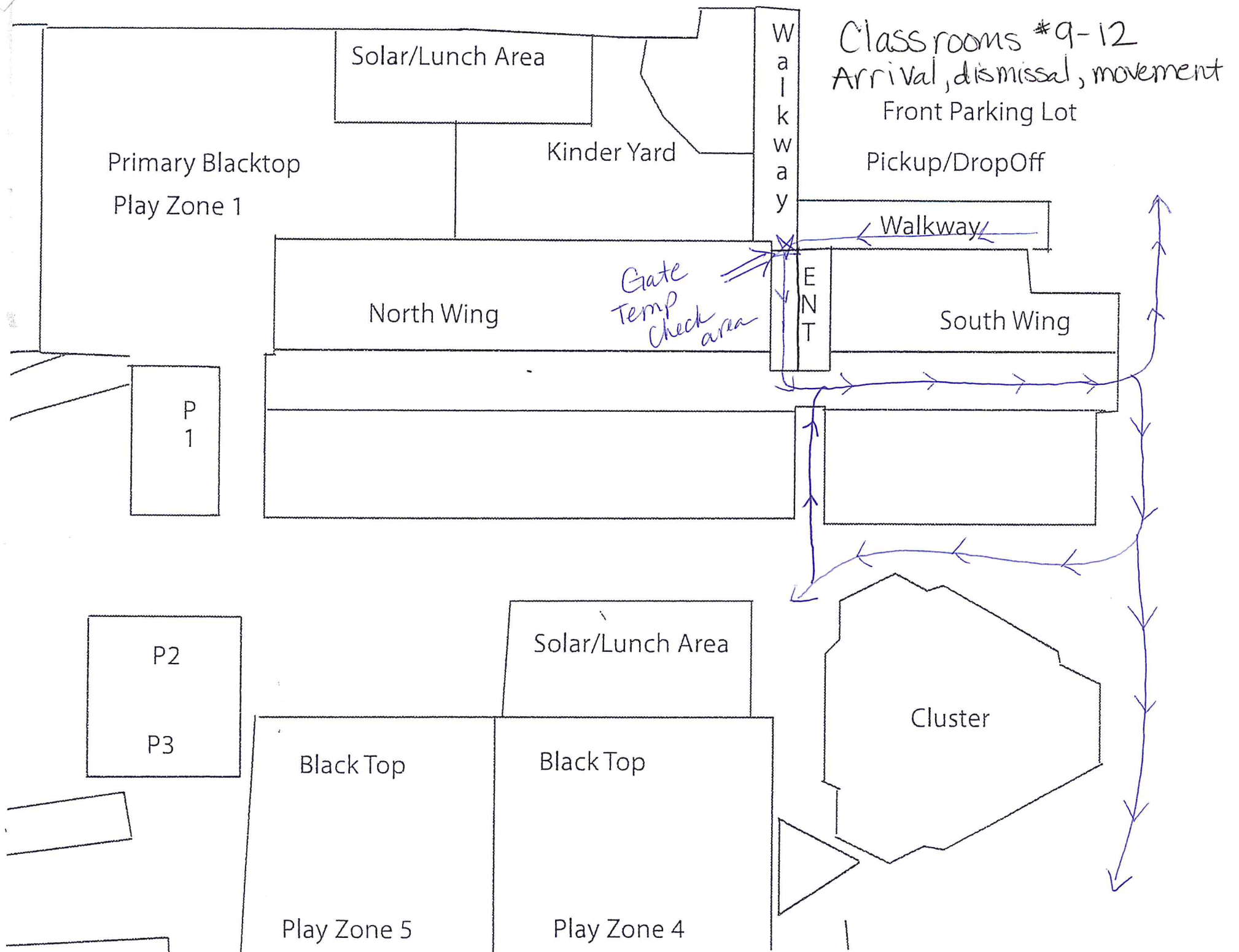
- A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:**
Wilson Elementary school is fortunate in that all classrooms have windows that open to allow fresh airflow.
Windows and doors will be kept open as much as possible to allow fresh air flow.
MERV-13 HVAC filters will be used in all units.
All HVAC units are in good working order.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

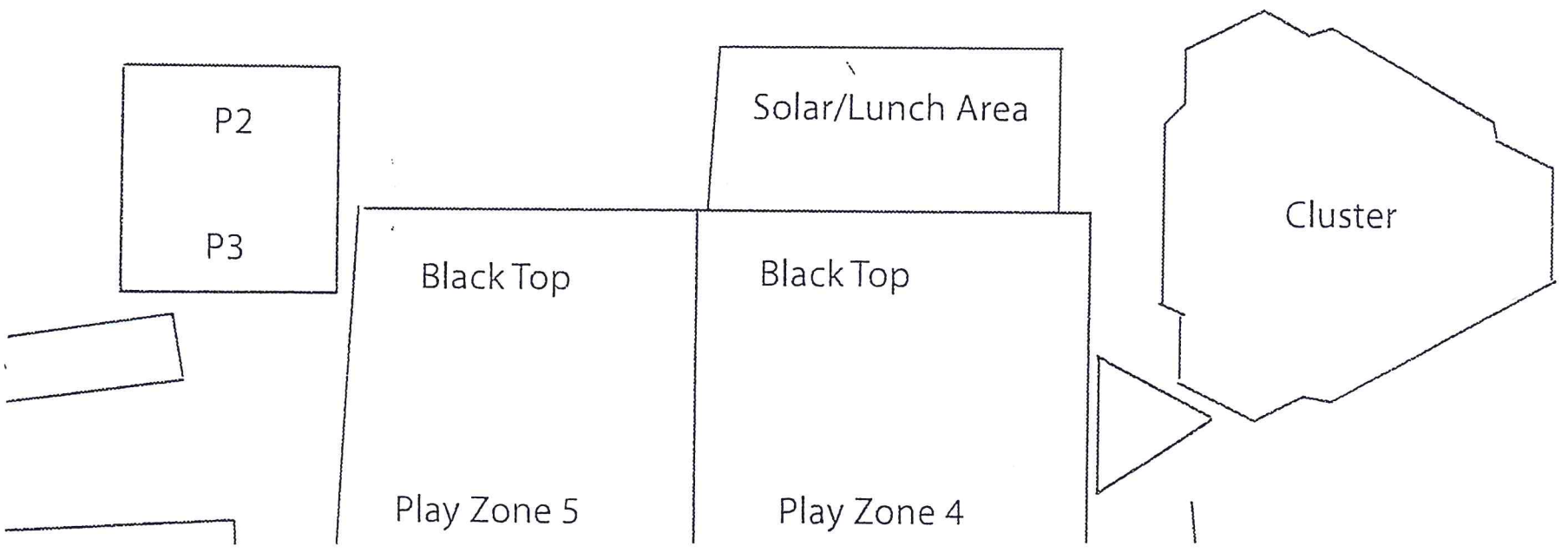
- A. Labor organization(s) and date(s) consulted:**
(If no labor organization represents staff at the school, please describe the process for consultation with school staff)
Two members of the Wilmar Teachers Association, Emily Novoa and Lisa Pologeorgis, were on the Planning Team the developed this safety plan. Meetings have been held at least weekly since December 4, 2020.
A bulleted and condensed version was made available to all staff on February 15, 2021 for comments and questions.
- B. Parent / Community Organization(s) and date(s) consulted:**
Wilson's *COVID-19 Safety Plan at a Glance* (a bulleted and condensed version of this document) was sent to all parents/guardians on February 11, 2021.
- C. Other:**
Staff and families can address concerns related to this CSP and how it is being implemented to the superintendent/principal.

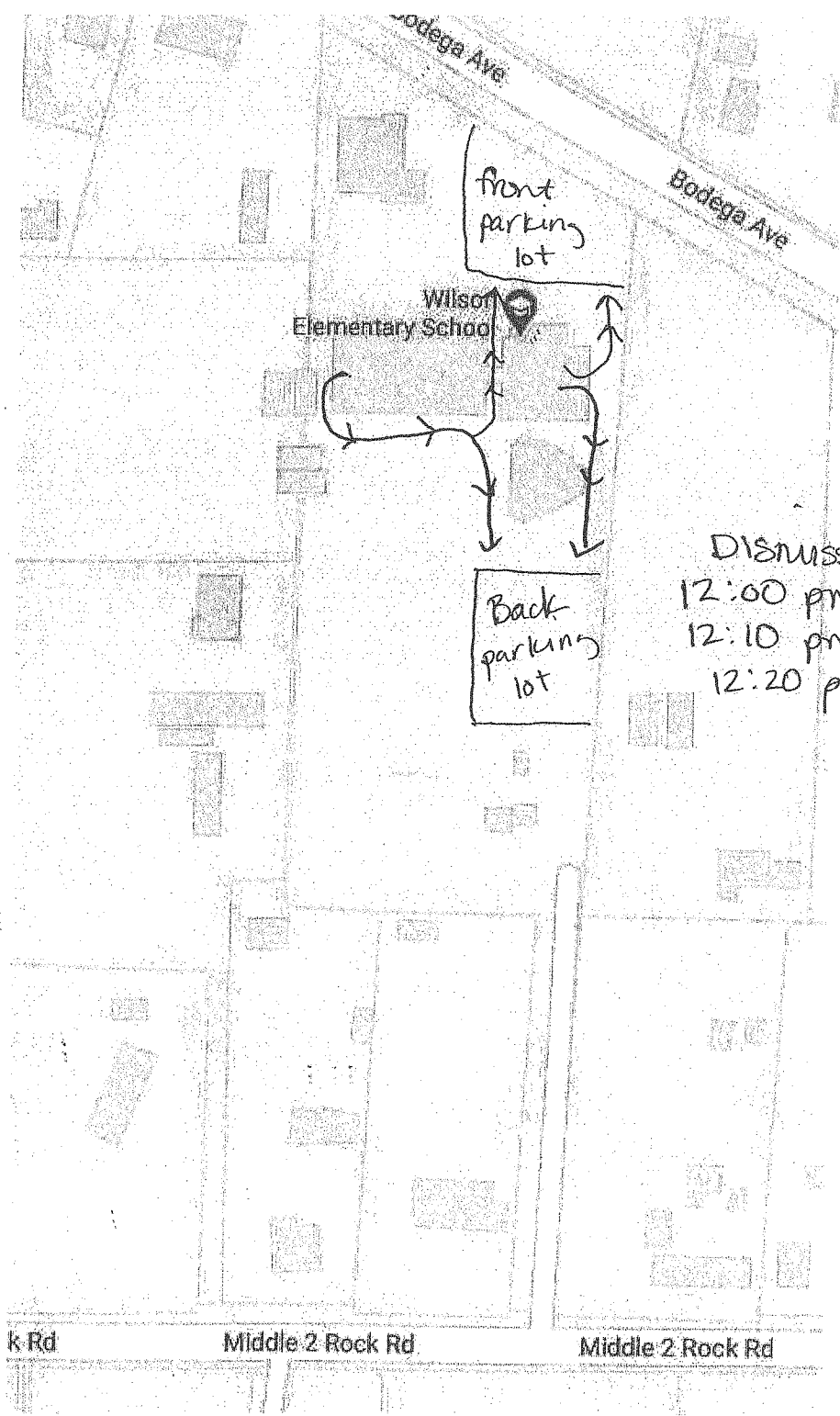






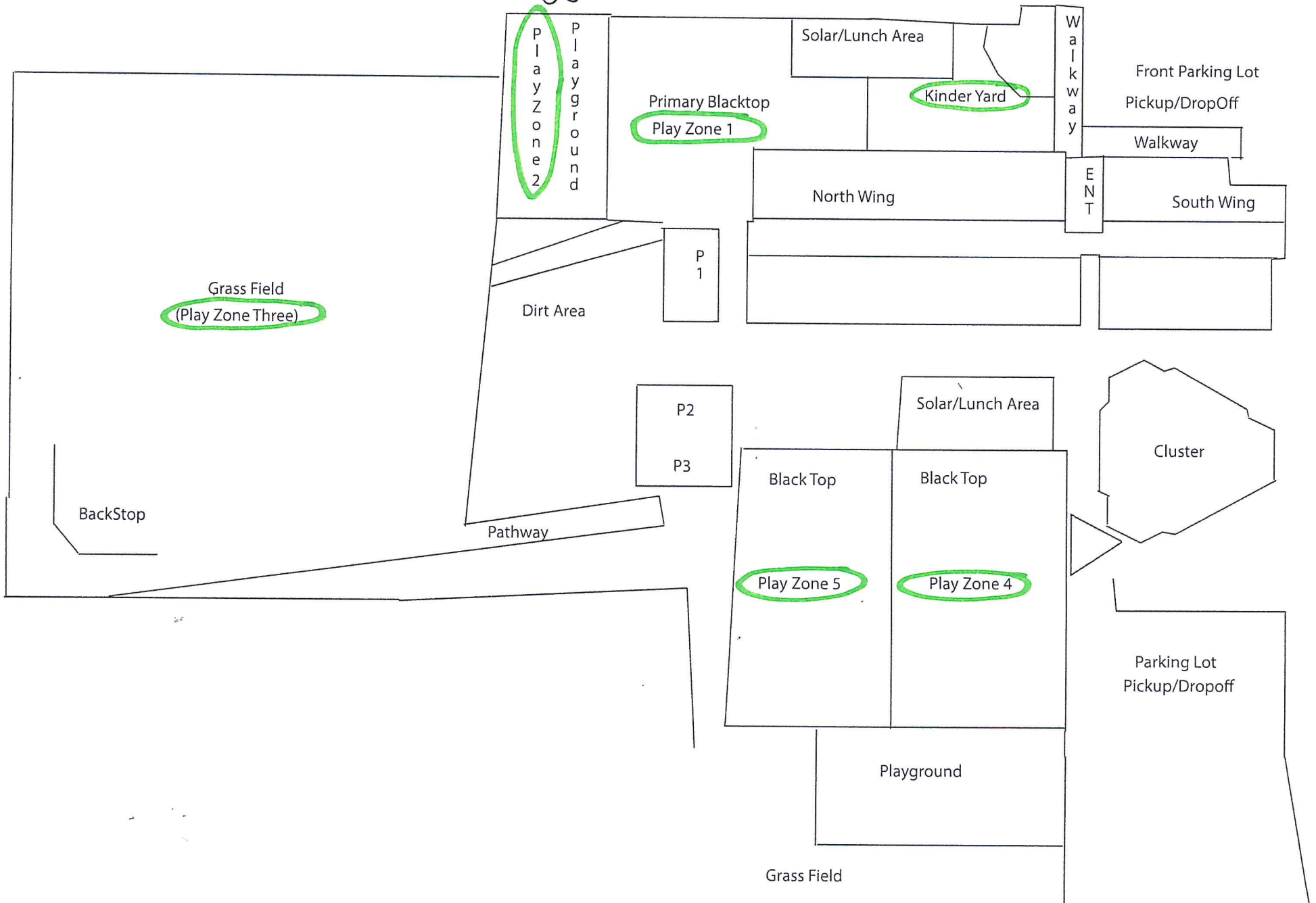
Kinder Arrival
& Dismissal
(staggered
schedule)



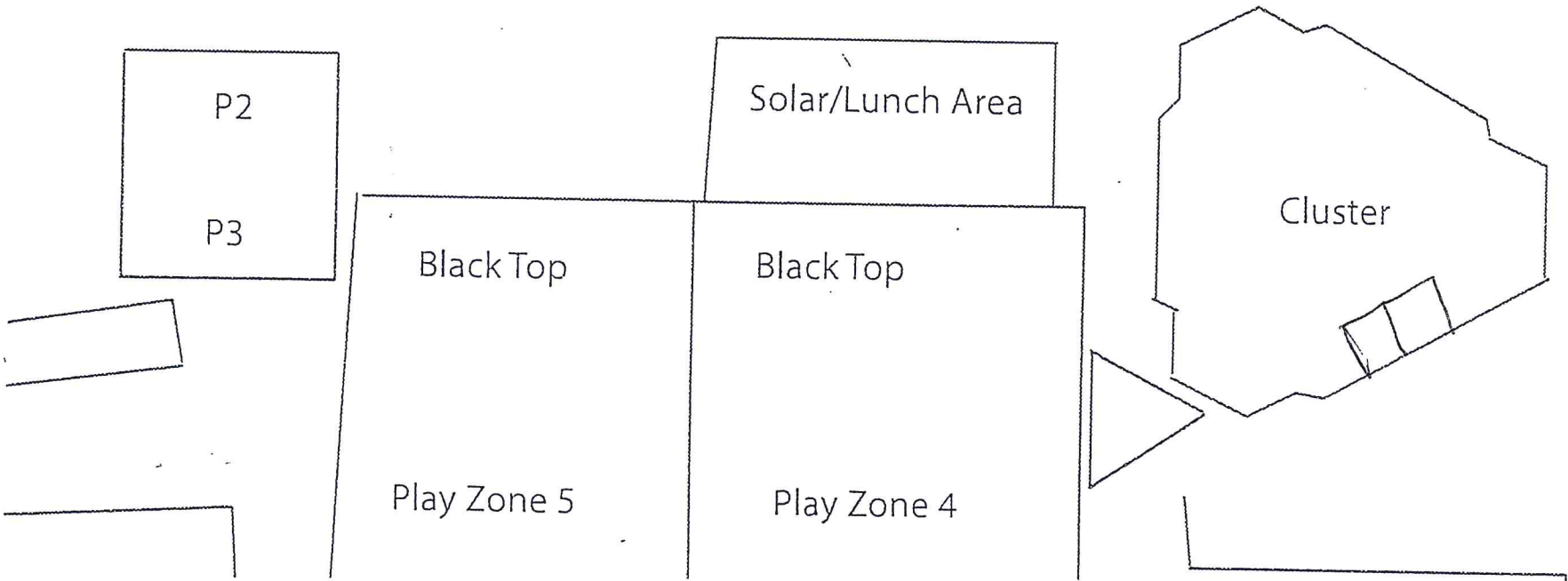
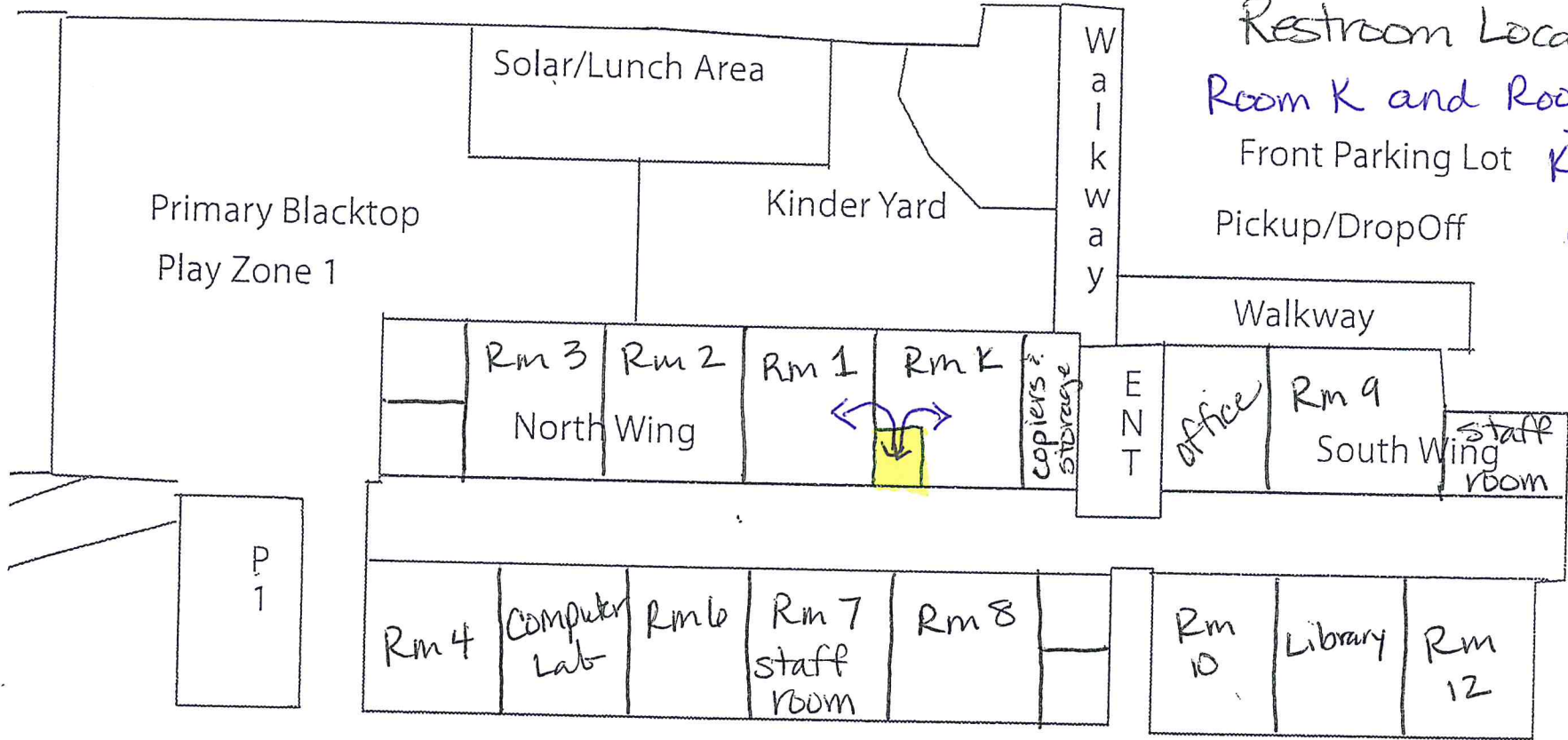


5. Egress Campus map

Defined play areas staggered recess

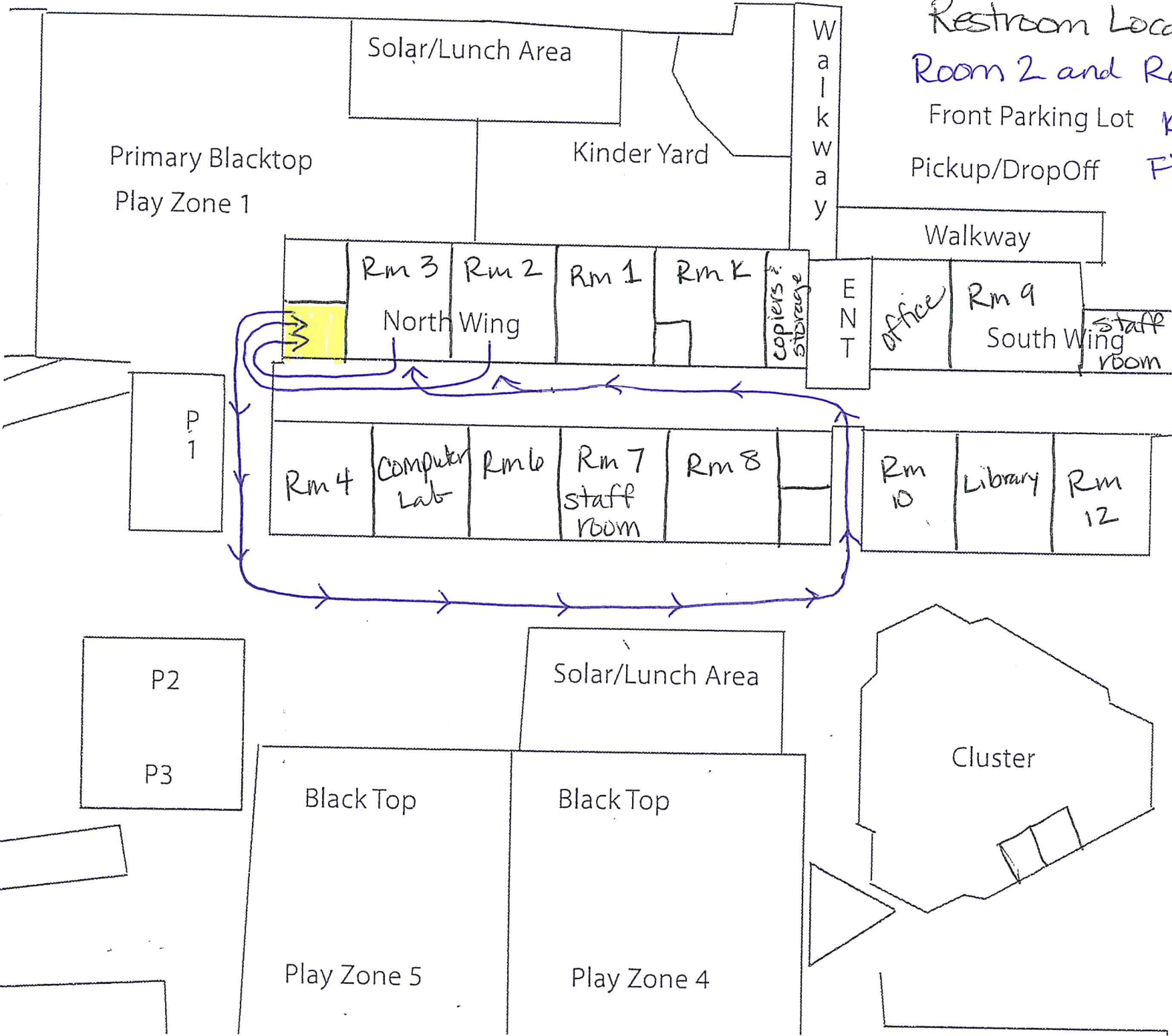


Restroom Locations
 Room K and Room 1
 Front Parking Lot
 Pickup/DropOff
 Kindergarten

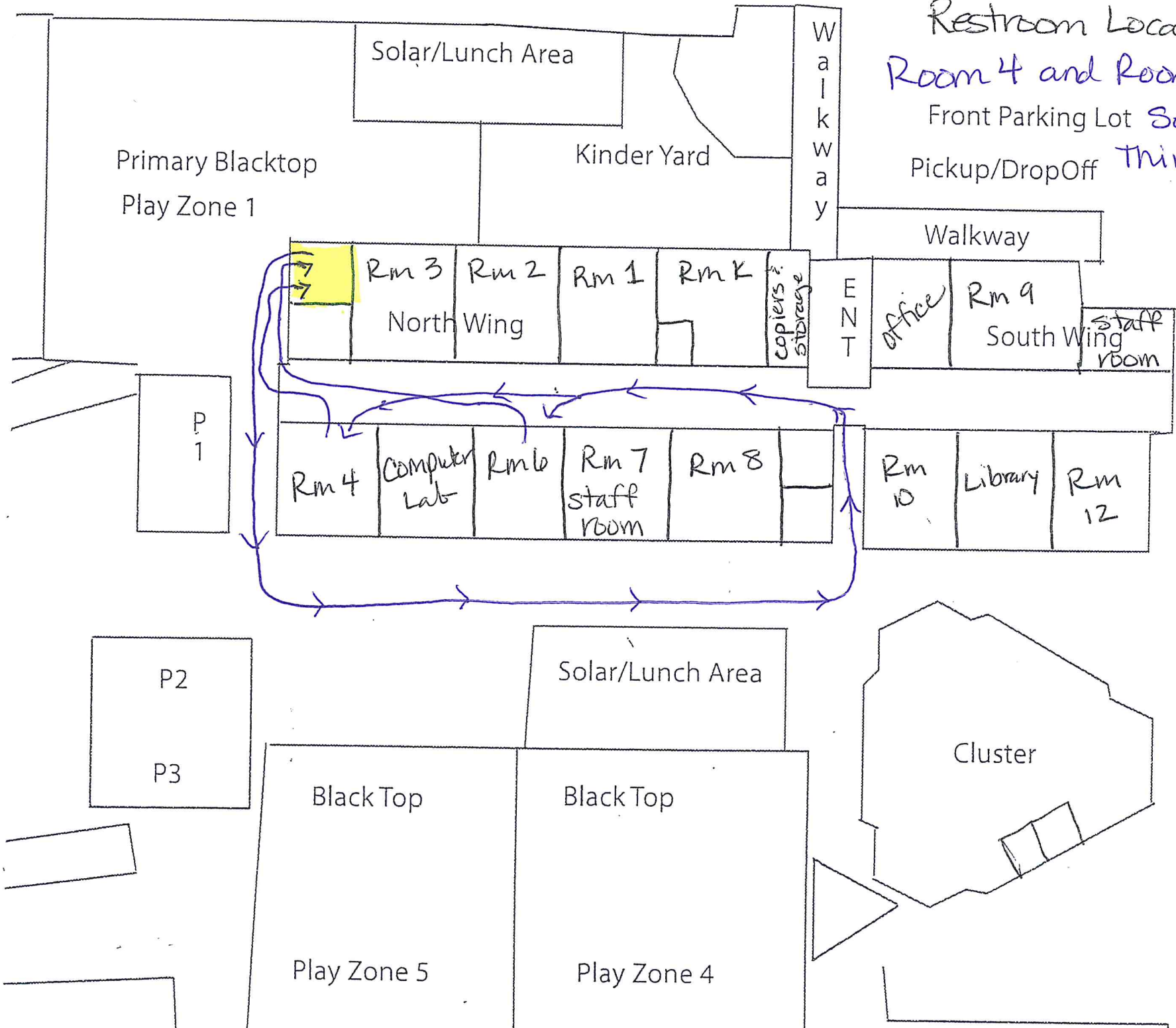


Restroom Locations Room 2 and Room 3

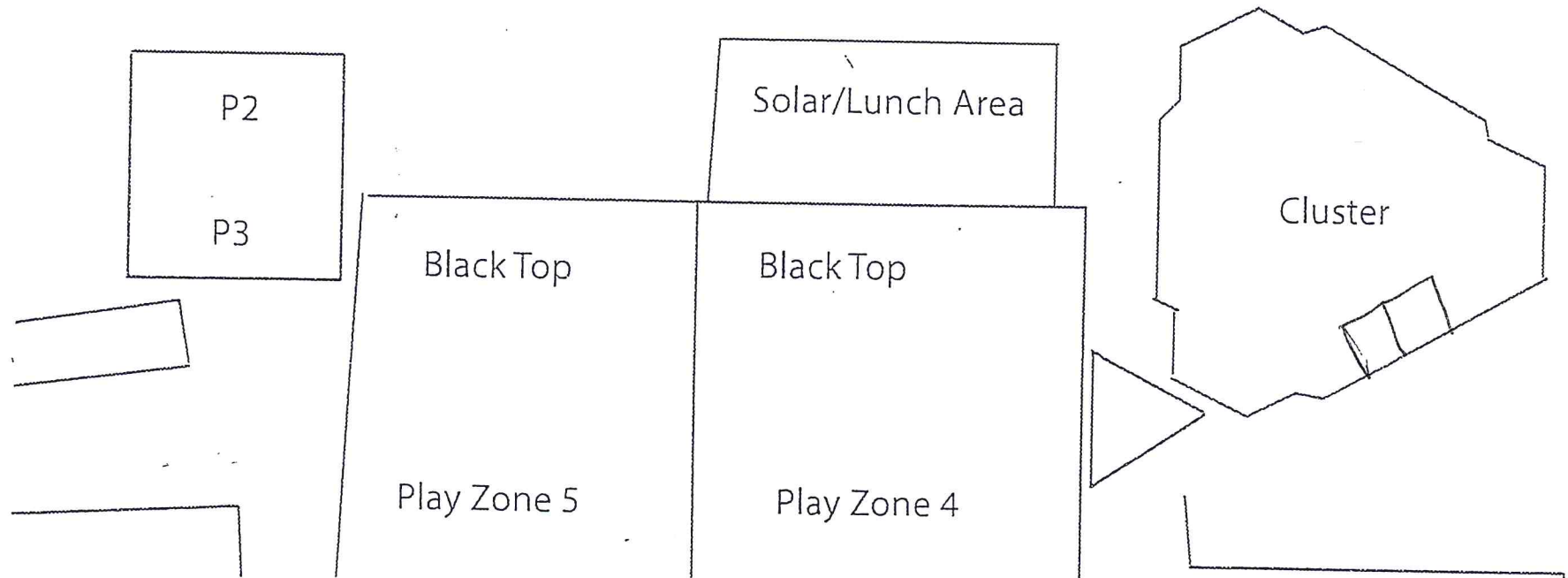
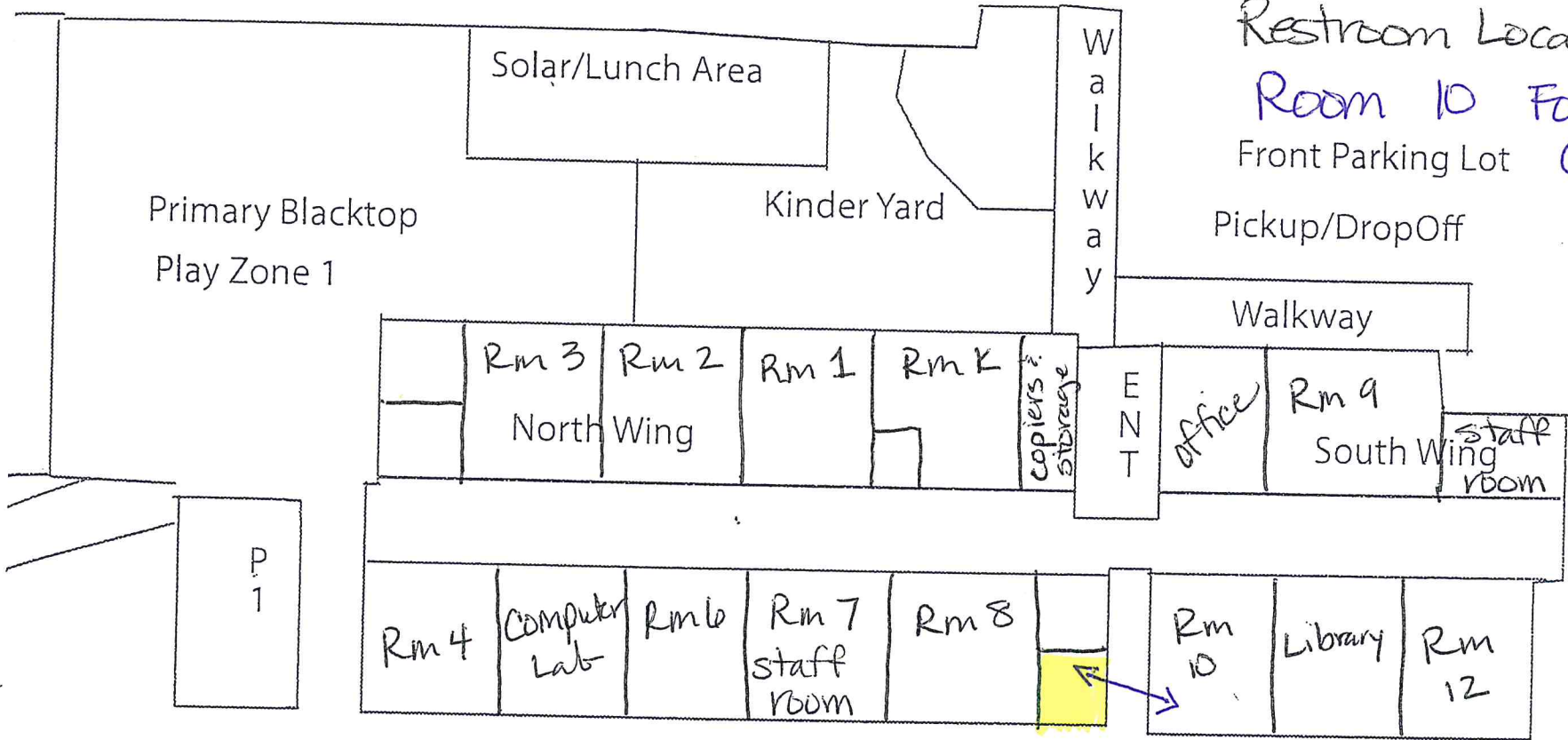
Front Parking Lot *Kindergarten*
Pickup/DropOff *First Grade*



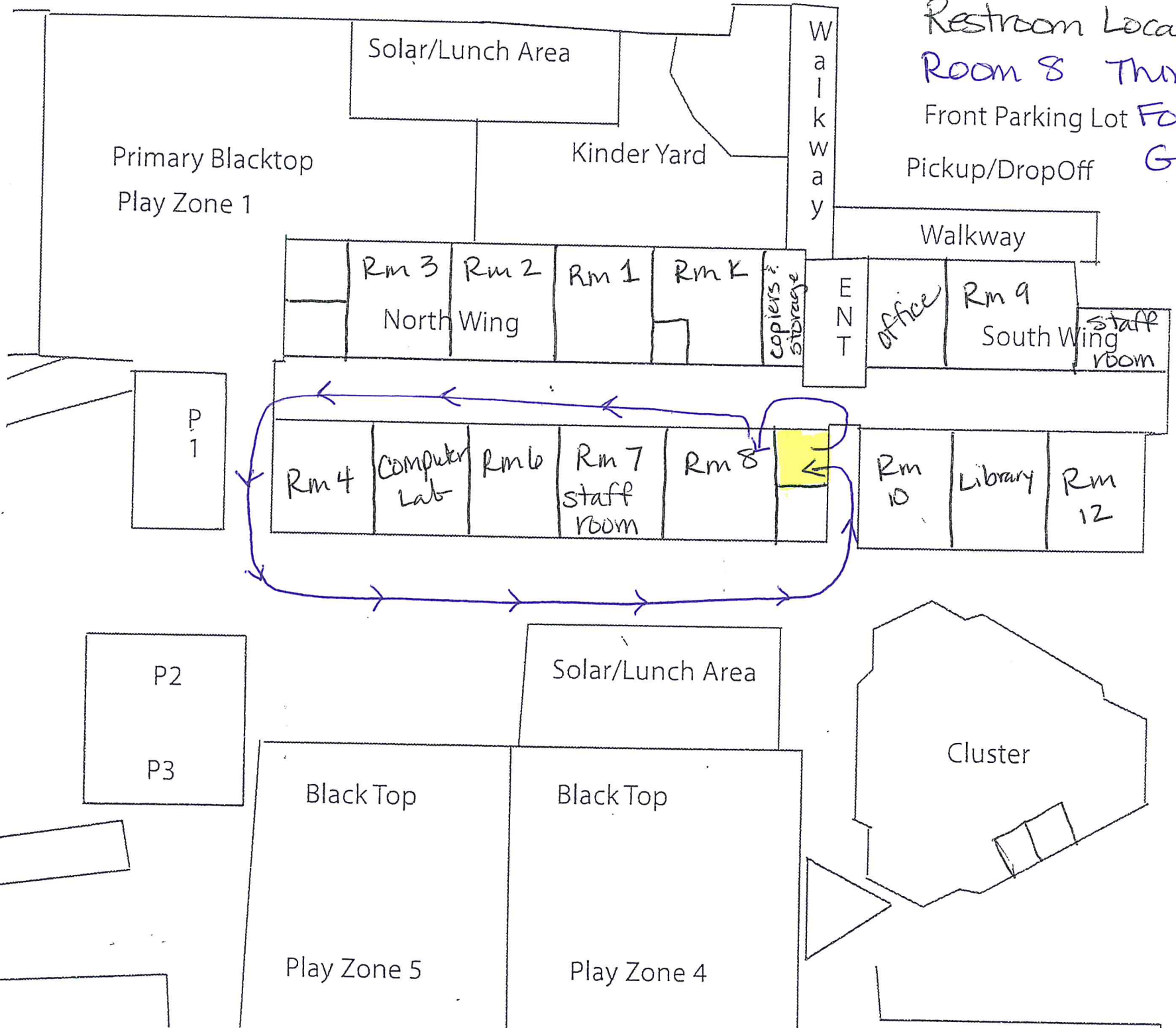
Restroom Locations
Room 4 and Room 6
Front Parking Lot Second &
Pickup/DropOff Third Grades



Restroom Locations
Room 10 Fourth
Front Parking Lot Grade

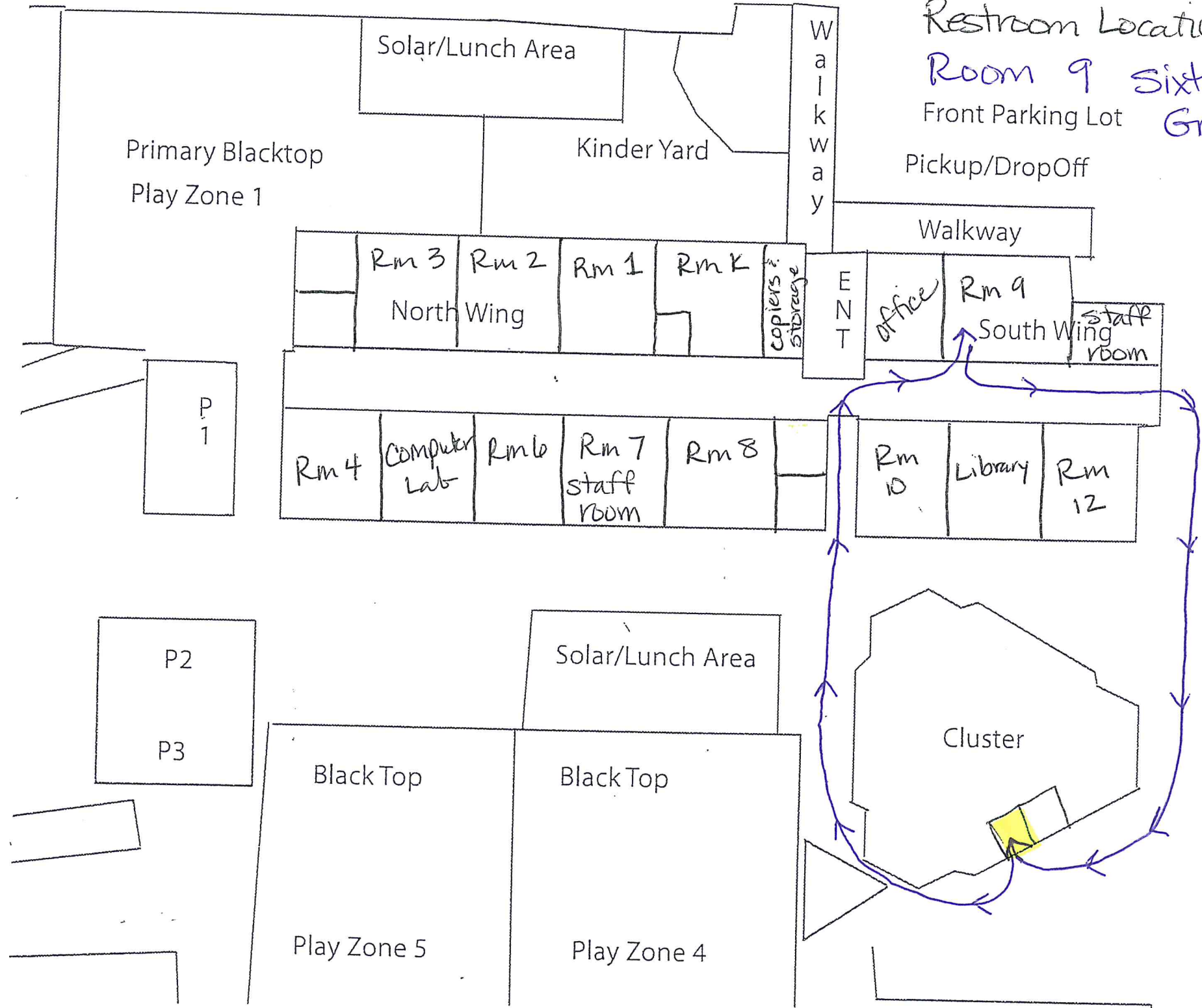


Restroom Locations
Room 8 Third and
Front Parking Lot Fourth
Pickup/DropOff Grades

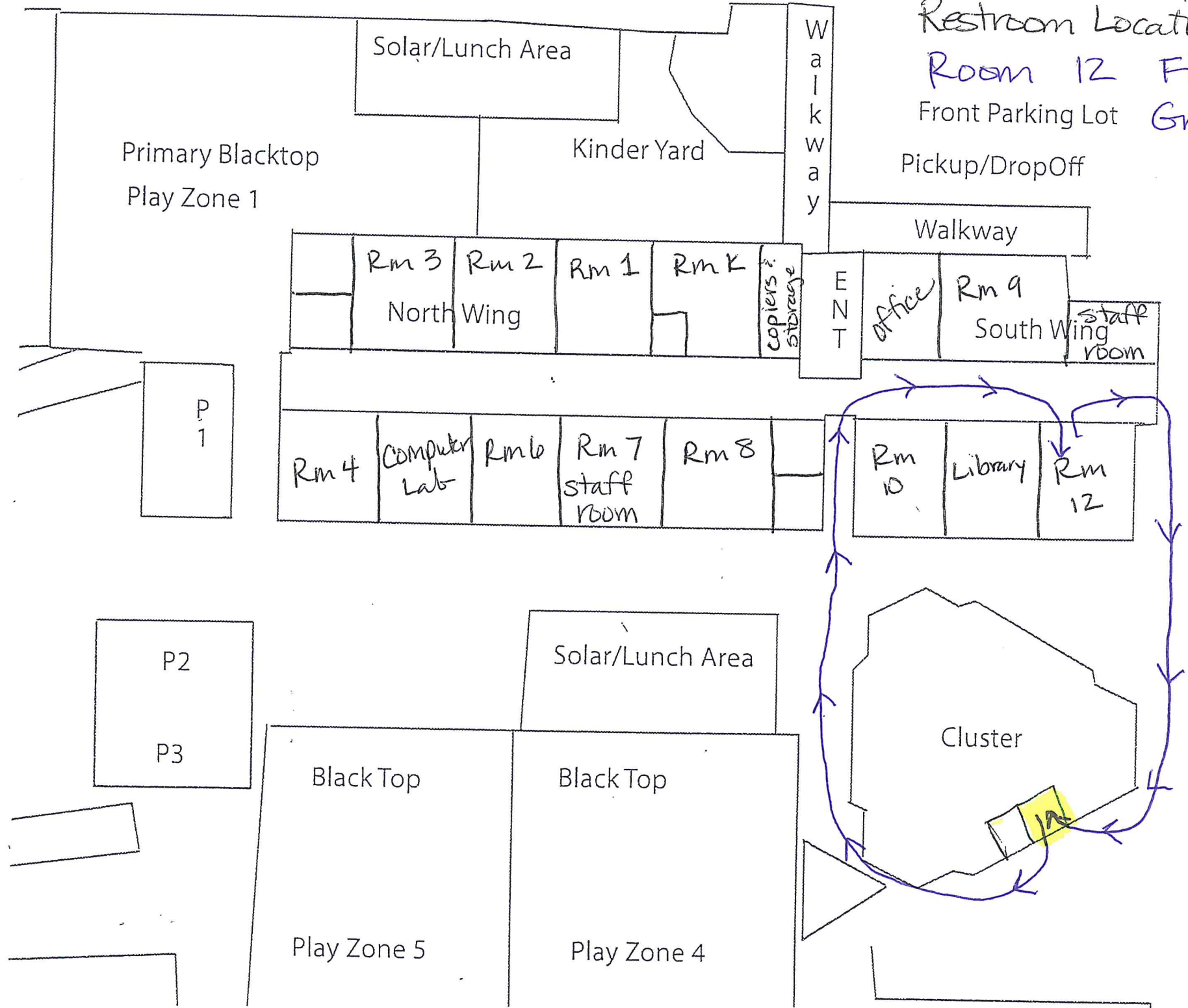


Restroom Locations

Room 9 Sixth Grade
Front Parking Lot
Grade



Restroom Locations
Room 12 Fifth
Front Parking Lot Grade



Model COVID-19 Prevention Program (CPP)

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:
 - 3205, COVID-19 Prevention
 - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
 - 3205.2, Major COVID-19 Outbreaks
 - 3205.3, Prevention in Employer-Provided Housing
 - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
 - 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/



November 2020

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

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

Date: January 14, 2020

Authority and Responsibility

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

Employee participation

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

Face Coverings: Ensuring that they, their colleagues, students and parents wear a face covering as required

Social Distancing: Ensuring that they, their colleagues, students and parents maintain the required social distance

Hand Sanitation: Ensuring that they and their students wash and/or sanitize hands frequently and report any work stations or restrooms when they run out of hand soap and sanitizer

Boundaries: Respecting the boundaries of others by not entering their work spaces without permission

Hazards: Report to their principal any hazards such as uncleanly work spaces, windows that don't open, HVAC systems that don't appear to be working properly

Self-Quarantining when required

Employee screening

We screen our employees by: Requiring self-screening as a condition of working on campus.

Employees self-screen prior arrival at work to verify that they do not have any symptoms or exposure.

They sign in at the office each time they are on campus.

Face coverings are used during screening of students by employees and, non-contact thermometers are used.

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. This may be done in collaboration with other staff members. Depending on the hazard identified, it may be corrected immediately. If a hazard is identified that requires longer to correct, and alternative work site may be assigned to all affected employees, or employees may be given the option to work from home.

The superintendent / principal is responsible for timely correction.

The superintendent / principal will follow up to ensure timely correction that includes a sign off and date on Appendix B that the correction has been made.

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:

- **Allowing workers to telework if possible.**
- **Restricting the number of persons in an area at one time.**
- **Scheduling time for employees to use shared workspaces.**
- **Restricting non-essential visitors.**
- **Signs reminding workers about physical distancing as well as other COVID-19 related safety measures.**

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

Face Coverings

If needed, we provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. **Face coverings are available to employees in the school office. Any employee seen without a face covering is reminded that they are required.**

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.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: **Ensuring that all parties are wearing face coverings and limiting the time that individuals are less than six feet apart to less than 15 minutes.**

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

- **Ensuring that the windows open properly. For circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, filters will be changed as needed.**
- **The ventilation system is properly maintained and adjusted.**

Cleaning and disinfecting

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

- **Ensuring adequate supplies and adequate time for daily cleaning and disinfecting to be done properly.**

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

- The workspace of the affected employee will be shut for at least 24 hours.
- Disinfectant will be used to sanitize the affected area, the furniture and equipment will be cleaned, and disinfected again after cleaning.
- PPE is available and will be worn by the worker completing the cleaning and disinfecting.

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 **providing the employees with the supplies and materials to disinfect between uses.**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- **Evaluate handwashing facilities to ensure they are clean and contain the proper supplies in sufficient quantities.**
- **Encourage and allow time for employee handwashing.**
- **Provide employees with an effective hand sanitizer, and prohibit 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. **[reference section 3205(c)(E) for details on required respirator and eye protection use.]**

We provide and ensure use of eye protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material.

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 their working hours either through their healthcare provider, or through a County sponsored testing site.**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.**

System for Communicating

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

- Employees should report COVID-19 symptoms and possible hazards to the superintendent / principal. Reports can be made verbally, but should be followed up with a written report.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing **through their health plans or through a County sponsored testing site.**
- 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 any COVID-19 hazards that 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.
- **When there is a work exposure, possibly affected employees will be notified via the letter in Appendix E which will be emailed to them. They may also receive a phone call and or text.**

Training and Instruction

We will provide effective training, instruction, and/or information that includes:

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

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

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by **employee accessing employer-provided employee sick leave benefits, providing guidance about payments from public sources or other means of maintaining earnings.**
- 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.



January 14, 2021

Superintendent / Principal

Date

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

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 | | | |
| | | | |
| | | | |
| 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 | | | |
| | | | |
| | | | |
| PPE (not shared, available and being worn) | | | |
| Face coverings | | | |
| Gloves | | | |
| Face shields/goggles | | | |
| | | | |
| | | | |

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

| | | | |
|---|--|---|--|
| 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.

Appendix D: COVID-19 Training Roster

Date: [enter date]

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

| Employee Name | Signature |
|---------------|-----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Appendix E: Notification of Exposure Letter

[LETTERHEAD]

CONFIDENTIAL INFORMATION ENCLOSED
DO NOT DISSEMINATE

[Date]

Via Email

Attn.: [Name of Labor Relations Representative]

Bargaining Unit: [i.e. CSEA or CTA]

Email: [insert email address]

Re: AB 685 Notice to Labor Union Within One Day of Employee Incident Report for Potential Exposure to COVID-19

Dear [Name of Labor Relations Representative]:

In accordance with California Labor Code section 6409.6, this shall serve as the [District's/COE's] notice of potential COVID-19 exposure of one or more bargaining unit members. As required by law, the following information is provided to the extent it is known. **This notice contains confidential health information of one or more employees and must be kept confidential to the extent required by law.**

Employee's name:

Job title:

Date of injury or onset of illness: [i.e. date of specimen collection resulting in positive test]

Where the event occurred: [e.g., "Unknown," "Room 210," etc.]

Most serious result for employee: [e.g., Quarantine order, symptoms of COVID-19, death, etc.]

Number of days employee was away: [e.g. "Quarantine order for 14 days," "Quarantined for unknown period of time.]"

Classification of Injury or Illness:

Death Absence from Work Job Transfer "Other recordable cases"

Number of days injured employee was:

Unable to Work: _____ Working on restricted basis _____

Thank you for your attention to this matter.

[Signature]

[Name, Title]

Encl.: Notice of Available Benefits; Disinfection and Safety Plan

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your 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 your 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 your 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**.