



COVID-19 SAFETY PLAN

Approved Effective: 1/27/2021

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COVID-19 SAFETY PLAN

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INTRODUCTION

Since the outbreak of COVID-19, the Clovis Unified School District (District) Governing Board and staff have taken and continues to take actions to address and respond to its impacts while continuing to provide a quality education for our students amidst the unprecedented challenges. The Board and District administration take seriously the safety and wellbeing of students and employees of the District and the community.

On January 27, 2021, the Board adopted Resolution No. 3802, approving the District's COVID-19 Safety Plan to comply with: (1) the COVID-19 Prevention Emergency Temporary Standards (Cal/OSHA Regulations) approved by the California Division of Occupational Safety and Health (Cal/OSHA) effective on November 30, 2020; and (2) the Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (CDPH Guidance) that the California Department of Public Health (CDPH) issued on January 14, 2021. The Cal/OSHA Regulations set forth health and safety standards for employees relating to COVID-19. The CDPH Guidance sets forth health and safety standards for K-12 schools in responding to the pandemic.

On April 7, 2021, the Board adopted Resolution No. 3811 and approved an amended COVID-19 Safety Plan. This amended COVID-19 Safety Plan reflected the changes to the CDPH Guidance as updated on March 20, 2021. It also contains provisions to comply, as applicable, with other applicable laws, including but not limited to, the American Rescue Plan Act of 2021 (ARP), signed by President Biden on March 11, 2021, as it relates to the development and implementation of public health protocols and a plan for the safe return to in-person instruction and continuity of services. The amended COVID-19 Safety Plan contained certain modifications regarding physical distancing for the District's schools and other facilities, taking into consideration the guidance by the Centers for Disease Control and Prevention (CDC), CDPH, and Fresno County Department of Public Health (FCDPH). This amended COVID-19 Safety Plan was effective April 6, 2021 and remained in effect until June 4, 2021 when the 2020-2021 school year ended.

Pursuant to Resolution No. 3811, the Board authorized the District's Superintendent to modify the COVID-19 Safety Plan when a modification is required by any governmental bodies that are authorized to review/approve the COVID-19 Safety Plan or a modification is necessary to comply with applicable laws and regulations; orders, directives, and/or guidance of state and/or local health officers; and/or orders or directives of the Division of Occupational Safety and Health (Cal/OSHA) or other federal, state, or local authorities.

Subsequent to the Board's adoption of Resolution No. 3811 on April 7, 2021, there were modifications to regulations, orders, and guidance at the federal and state level that impact the District's COVID-19 Safety Plan. Due to these recent changes and pursuant to the authority granted by the Board in Resolution No. 3811, the Superintendent hereby amends the District's COVID-19 Safety Plan. This amended COVID-19 Safety Plan consists of two parts: (1) COVID-19 Prevention Program: Employees, which meets the requirements in California Code of Regulations, Title 8, Section 3205 et seq. (Cal/OSHA Regulations); and (2) the Plan for Safe Return to In-Person Instruction and Continuity of Services, which meets the requirements under the ARP and the Interim Final Requirements. In addition, the provisions in this amended COVID-19 Safety Plan relating to masks set forth the District's protocols on masking requirements and enforcement.

This amended COVID-19 Safety Plan shall be effective __, 2021 and shall remain in effect until such time as there is no requirement to maintain a COVID-19 safety plan or it is modified by the Superintendent as authorized in Board Resolution No. 3811 or is modified or rescinded by the

Board. If there is a conflict between any provision in this amended COVID-19 Safety Plan and any provision in applicable laws or regulations and/or public health orders, directives, or mandates, the provision in applicable laws or regulations and/or public health orders, directives, and mandates shall prevail and govern. This amended COVID-19 Safety Plan is subject to change in order to comply with applicable laws and regulations, and public health orders, directives, or mandates.

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ATTACHMENT 1

SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES

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**PLAN FOR SAFE RETURN TO IN-PERSON INSTRUCTION
AND CONTINUITY OF SERVICES**

2021 – 2022 SCHOOL YEAR

AS MANDATED BY:

American Rescue Plan Act of 2021

COVID-19 Public Health Guidance for K-12 Schools in California, 2021-2022 School Year, issued by California Department of Public Health Department, July 12, 2021

Updated: __/__/2021

PLAN FOR SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES

INTRODUCTION

Students are at risk of missing out on critical building blocks in their education without in-person instruction. It is for this reason that the District, in consultation with the Fresno County Department of Public Health (FCDPH), the local medical community, parents, students and staff, has developed and implemented this Plan for Safe Return to In-Person Instruction and Continuity of Services (Safe Return Plan).

The District recognizes the importance of in-person instruction to student academic achievements and social, emotional, and physical health and well-being. This is the reason that the District brought students back to in-person instruction as soon as it was allowed to do so during the 2020-2021 school year.

Because of the District's careful planning and preparation, District office and site office staff have been back to work in person since June 22, 2020, teachers have been on school campuses providing online instruction since August 10, 2020 and providing in-person instruction to students, students with special needs received in-person instruction in small cohorts starting in September 2020, and, starting in November 2020, approximately half of the District's students were on campus and receiving in-person instruction. District office staff has remained on site throughout the summer and school site staff and teachers will be returning to campus for the 2021-2022 school year.

For the 2021 – 2022 school year, all students will be engaged in in-person instruction. The District will make independent study available for those students who wish to receive instruction through an alternative education program. Independent study will be provided through the District's Enterprise Alternative School. Students may also receive non-classroom-based instruction from Clovis Online Charter School, a charter school authorized by the District's Governing Board. Please see the District's website for alternative education programs.

Because the District has already held in-person instruction for students during the 2020-2021 school year, this Safe Return Plan continues many of the health and safety measures that have been in place with modifications to reflect changes in federal, state, and local laws, regulations, orders, and guidance. This Safe Return Plan shall be in effect for the 2021 - 2022 School Year, subject to modifications as the District may from time to time make in order to comply with federal and state laws and regulations, and orders, directives, and mandates of federal, state, and local public health officials. .

In updating this Safe Return Plan for the 2021-2022 school year, the District considered applicable laws, regulations, orders, and mandates set forth in guidance, including, but not limited to, the following:

1. Federal Government and CDC: Pursuant to the ARP, which President Biden signed on March 11, 2021, a local educational agency (LEA) that receives Elementary and Secondary Emergency Relief (ESSER) funds under the ARP must develop and make publicly available on the LEA's website a plan for the safe return to in-person instruction and continuity of services. An LEA that developed a school reopening and continuity of services plan prior to March 11, 2021 and that meets the requirements for public comment will be deemed in compliance but, within no more than six months, the LEA must review

and, if necessary, revise the plan to meet the requirements of the interim final requirements (Interim Final Requirements) issued on April 22, 2021. Because the District adopted its COVID-19 Safety Plan in January 2021 and amended it in April 2021, the District has a plan that complies with the ARP. This amended COVID-19 Safety Plan meets the interim final requirements.

Under the Interim Final Requirements, an LEA plan for safe return to in-person instruction and continuity of services must describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the prevention and mitigation strategies recommended by the Centers for Disease Control and Prevention (CDC). The plan must also describe how an LEA will ensure continuity of services, which must address students' academic needs and students' and staff social, emotional, mental health, and other needs, and which may include student health and food services. In addition, the LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services, and must seek and take public input into account in determining whether and what revisions are necessary.

Pursuant to the ARP and the Interim Final Requirements, a revised plan for safe return to in-person instruction and continuity of services must address CDC recommendations for K-12 schools on COVID-19. The Interim Final Requirements, however, do not mandate that an LEA adopt the CDC guidance but only require that the LEA describe in its plan for safe return to in-person instruction and continuity of services the extent to which the LEA has adopted the key prevention and mitigation strategies identified in the CDC guidance.

On July 12, 2021, the CDC updated its guidance for K-12 schools, Guidance for COVID-19 Prevention in K-12 Schools. The guidance sets forth recommendations for mitigation measures for COVID-19. In its guidance, CDC states: "This CDC guidance is meant to supplement – not replace – any federal, state, local, territorial, or tribal health and safety laws, rules, and regulations with which schools must comply. The adoption and implementation of this guidance should be done in collaboration with regulatory agencies and state, local, territorial, and tribal public health departments, and in compliance with state and local policies and practices."

2. Governor Newsom and CDPH: Governor Newsom and the CDPH modified many of the requirements related to COVID-19 as a result of increased vaccination and a decrease in the number of COVID-19 cases, and to align California guidance with those of CDC. In particular, on June 15, 2021, Governor Newsom terminated the executive orders that impose a stay home order and the Blueprint for a Safer Economy. He also phased out the majority of executive actions that have been in effect since March 2020 as part of the pandemic response.

On June 11, 2021, the CDPH issued a State Public Health Officer Order. This order requires, amongst other items, that: (1) "All individuals must follow the requirements in the Guidance for the Use of Face Covering issued by the California Department of Public Health" and (2) "All individuals must continue to follow the requirements in the current COVID-19 Public Health Guidance for K-12 Schools in California"

CDPH's Guidance for the Use of Face Coverings (CDPH Face Covering Guidance) was updated on June 24, 2021. It requires face coverings indoors for K-12 schools regardless of vaccination status.

CDPH's COVID-19 Public Health Guidance for K-12 Schools in California, 2021-2022 School Year (CDPH K-12 Guidance) was updated on July 12, 2021. As updated, the CDPH K-12 Guidance requires masks indoors for students and for school staff when they are sharing indoor spaces with students. It also requires schools to develop and implement local protocols to enforce the mask requirements. The provisions in this amended COVID-19 Safety Plan relating to mask requirements and enforcement as well as other documents the District may develop and actions the District may take constitute the District's protocols. These protocols include but are not limited to mask requirement infographics and other communications, and the Student Mask Exemption Form.

3. Cal/OSHA: On June 17, 2021, Cal/OSHA amended regulations that set forth safety measures relating to COVID-19 for employees. The amended Cal/OSHA regulations continue to require that employers establish, implement, and maintain a COVID-19 Prevention Program, which is a part of the District's COVID-19 Safety Plan.

This Safe Return Plan, as initially developed in October 2020 in the form of the School Reopening Plan, used input and feedback collected in District, area, and school site meetings with parents and staff; surveys; employee and parent forums with members of the medical community; meetings with the District's employee groups Faculty Senate (teachers), CSEA (operations unit) and Classified Unit Business Support Senate (CUBSS), and multiple public meetings at which the District's Governing Board received updates and discussed plans for on-site instruction. In addition, from May to July 2020, a task force of close to 100 employees from all sectors of the District worked to process and develop a return to campus plan, which forms the basis for the initial plan. Information about the process for development of the initial plan and opportunities for feedback were also shared with the District's community by email, text, push notifications in the District's app, websites, social media channels (including Facebook, Instagram and Twitter), video blogs, CUSD Today mailed into every staff and parent household, and the local media.

As the knowledge regarding COVID-19 has evolved, we have continuously monitored and adjusted our response in accordance with applicable laws, regulations, orders, and guidance at the federal, state, and local levels. Updates to this Safe Return Plan are for the purpose of complying with such laws, regulations, orders, and guidance and for the health and safety of our staff and students.

**PLAN FOR SAFE RETURN TO IN-PERSON INSTRUCTION
AND CONTINUITY OF SERVICES**

LEA Name: Clovis Unified School District (District)

Option for ensuring safe in-person instruction and continuity of services:

- Has developed a plan Will amend its plan

1. Please choose one:

- The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

- The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds: [The District has a compliant plan, which can be accessed on the District's website: https://www.cusd.com/2021-22SchoolYear.aspx.](https://www.cusd.com/2021-22SchoolYear.aspx)

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

[See Addendum – Safe Return to In-Person and Continuity of Services](#)

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

See Addendum – Safe Return to In-Person and Continuity of Services

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

Feedback was collected through numerous site-based and district-wide in-person and online meetings, online comment forms available through the District and school websites, and through public comment at Governing Board meetings. Parents/guardians, staff and employee groups, students, healthcare providers, and the community were all provided opportunity through these avenues to provide feedback for consideration.

In addition, the LEA provides the following assurances:

- a. The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.
 - o Please insert link to the plan: <https://www.cusd.com/2021-22SchoolYear.aspx>.
- b. The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
- c. The LEA will periodically review and, as appropriate revise its plan, at least every six months. The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
- d. If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- e. The LEA has created its plan in an understandable and uniform format.
- f. The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.

- g. The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan. Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Barry Jager
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1450 Herndon Ave.
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Fresno County

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ADDENDUM TO
SAFE RETURN TO IN-PERSON AND CONTINUITY OF SERVICES

1. FACE COVERING/MASKS

Unless federal or state laws, regulations, orders, or directives require otherwise or the Fresno County Department of Public Health (FCDPH) issues any orders or directives requiring otherwise, the following shall apply regarding face coverings:

1.1 District Employees: All employees shall wear face coverings in accordance with Section 4.1 of the District's COVID-19 Prevention Program (see Attachment 2).

1.2 District Students: All students shall wear face coverings as required by CDPH guidance.

Measures that are in place for students to require and enforce face coverings include the following:

- Posters containing infographics of the face covering requirements will be posted throughout each school, including hallways, classrooms, multi-purpose building, gyms, and other facilities. A health and safety website will be maintained that includes information about face covering requirements.
- Students are taught the appropriate use and handling of face coverings while wearing or storing the coverings (e.g. during meals).
- Students use face coverings provided from home. District sites will provide face coverings from their supply of face coverings for students who are unable to or forget to bring their own face coverings.
- Additional PPE is available at each site, when necessary.

1.3 Parents/Guardians and Visitors: All parents/guardians and visitors shall wear face coverings as required by CDPH guidance.

1.4 Face Covering Exemptions: As defined in CDPH guidance, exemptions for face covering requirements will be granted if a child has a medical condition, mental health condition, or disability that prevents wearing a mask. (This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.)

The process for obtaining an exemption for the aforementioned reasons is outlined on the District's website. Exemption forms are maintained in the office of the school nurse.

The Superintendent or designee shall provide information regarding the face covering requirements that are in effect and the exemption process to parents/guardians, students, District employees, and visitors. When face covering requirements change, the Superintendent or designee shall provide information regarding the change. Such communications may include, but are not limited to, one or more of the following: posting

information on the District's website, emailing such information, and/or sending such communication in writing.

2 PHYSICAL DISTANCING

2.1 Physical Distancing Space

Unless required by applicable laws, regulations, orders, directives, or guidance, physical distancing is not required. The District reserves the right to require physical distancing in certain situations, including, but not limited to, the following: (1) indoors during eating and/or drinking when face coverings cannot be worn; (2) indoors and inside school busses when one or more students and/or District staff are exempt from wearing face coverings pursuant to federal or state laws, regulations, orders, directives, or guidance; and (3) indoors during gatherings or events where ventilation may be limited.

To mitigate against the spread of COVID-19, the District will maximize physical distancing where feasible to do so:

- All classroom and office spaces, arrange furniture to maximize desk spacing and physical distancing.
- Hallways and walking paths, have directional signage and spacing markers as appropriate.
- Outside activities are to be conducted in accordance with applicable public health orders and guidance and the District's COVID-19 Safety Plan.
- Proper spacing routines and common cohort/group meeting spaces will be designated for classes where appropriate.
- Use of all facility space (MPRs, Libraries, etc.) may be accessed as needed to expand the "walls" of the physical classroom to maximize physical distancing of students where appropriate.

2.2 Routines: Moreover, certain routines, including the following have been implemented:

- Arrival and dismissal routines and times exist to eliminate long lines entering or exiting buildings.
- Parent pick up and drop off areas are designated, and parents are not allowed to come onto campus to drop off students.

3. HANDWASHING AND RESPIRATORY ETIQUETTE

Healthy hygiene practices are implemented, including the following:

- Every classroom and office space are equipped with a supply of hand sanitizer. Hand sanitizer must be used upon entering the space.

- Regular hand washing is scheduled into the school day, and classrooms without in-room sinks are provided hand sanitizer.
- Soap and hand sanitizer are restocked regularly in classrooms, bathrooms and common areas.
- Signage are placed throughout campuses promoting healthy hand hygiene and hand-washing practices.
- Students are educated on proper hand-washing and healthy hand hygiene in an age-appropriate manner. District teachers and staff have received training regarding proper hand-washing and healthy hand hygiene.

4. CLEANING AND MAINTAINING HEALTH FACILITIES/VENTILATION

Cleaning and disinfecting of surfaces and shared items will be implemented, including the following:

- Schools will be cleaned four times a day using a disinfectant approved by the EPA that kills COVID-19.
- High-use surfaces will be sprayed and wiped down at regular intervals by custodians, and classrooms and offices will be fogged with a deep disinfectant treatment each evening.
- Teachers will be provided hand sanitizer and disinfectant for their classrooms. Anyone entering a classroom will be required to sanitize his or her hands. Any shared classroom surfaces that students use will be disinfected by the teacher as needed.
- Each student will have their own designated space in the classroom and will have their own materials and supplies to use throughout the day.
- Any shared supplies will be sanitized between use.
- Shared facilities will be cleaned and sanitized regularly throughout the day.

4. CONTACT TRACING, ISOLATION, AND QUARANTINE

4.1 Contact Tracing

Staff: All District staff are required each workday to state the location(s) where they will be working and whether and what, if any, COVID-19 symptoms they may have. This allows for contract tracing of possible COVID-19 spread.

Student: Contact tracing shall be coordinated in close cooperation with District nursing staff and site staff, and the FCDPH as appropriate.

Each site's health office staff has been trained by the FCDPH in contact tracing and are designated as COVID-19 liaisons to act as the communication point for all COVID-

19 concerns. Responsibilities include managing and supporting contact tracing; assisting the site principal in notifying exposed persons; creating and maintaining a database of exposed students and staff; and communicating with and submitting lists of exposed students and staff to the FCDPH.

4.2 Isolation and Quarantine

Students and District staff shall isolate and quarantine in accordance with the requirements that are in effect. The Superintendent or designee shall provide information regarding the isolation and quarantine requirements that are in effect to parents/guardians, students, and District employees. When isolation and quarantine requirements change, the Superintendent or designee shall provide information regarding the change. Such communications may include, but are not limited to, one or more of the following: posting information on the District's website, emailing such information, and/or sending such communication in writing.

4.3 Communication After COVID Case Occurs

In addition to following standard contact tracing and quarantine guidelines, if the District is notified of an employee or student who has tested positive, employees are notified on a site or department level that a positive case has been reported. Template notifications have been developed that comply with FERPA and HIPAA and distribution as identified through contact tracing protocols are coordinated through the District's Human Resources and Nursing Services offices. Additionally, a dashboard available to the public through the District's website includes up-to-date reports on the number of positive COVID-19 tests reported to the District involving staff or students by location. This information is updated at the point such reports are submitted to FCDPH by the District's contact tracing team.

The following process occurs in the case of a positive COVID test of a District employee:

- The employee with a positive COVID test or symptoms contacts their immediate supervisor. The employee should be sent home and advised to submit a FFCRA leave request through the District website [Human Resources page, https://www.cusd.com/HumanResources.aspx](https://www.cusd.com/HumanResources.aspx).
- The supervisor and employee identify those in close contact with the employee in the last 48 hours. (Refer to [COVID-19 Quarantine Guidelines](https://www.cusd.com/COVID-19NursingandHealthService.aspx) chart, <https://www.cusd.com/COVID-19NursingandHealthService.aspx>.)
- The supervisor contacts Plant Operations to request disinfection of the identified location by the District sanitation disinfection team.
- The supervisor contacts Nursing Department or site School Nurse for contact tracing to determine appropriate isolation period for employee and determine if any staff needs notification of close contact exposure.
- Director or principal sends communication:

1. To staff members that may have had close contact exposure as determined by contact tracing.
2. All site/department employees are informed through the District's COVID-19 Online Dashboard.

5. DIAGNOSTIC AND SCREENING TESTING

Screenings for COVID-19 include the following:

- All students are screened for symptoms each day before entering school grounds.
- Staff complete a daily screening tool on their computers or other devices to identify COVID-19 symptoms. Staff with any identified COVID-19 symptoms and/or a temperature of 100.4° F or higher are sent home immediately until testing and/or medical evaluation has been conducted.
- Students are to have symptom screening performed at home, and a second screening. Contactless thermometers are available for screening teams and cleaned regularly. Staff are to follow safety guidelines as outlined when taking student temperatures.
- All school sites have an identified isolation area with a separate entrance and staff in appropriate PPE to separate any student presenting with symptoms while on campus.
- Students with any identified COVID-19 symptoms and/or a temperature of 100.4° F or higher will be sent home immediately for quarantine in accordance with requirements that are in effect. Students in the same household of a student shall follow applicable requirements related to quarantining. Parents will be immediately notified if a student presents with symptoms while on campus and be required to pick up the child within 30 minutes, or sooner when possible. Students sent home with symptoms must meet the criteria for return-to-school.

District staff and students who have symptoms of COVID-19 will be encouraged to seek guidance from their healthcare provider and follow their guidance for testing.

The Superintendent or designee shall provide information regarding the District's process for diagnostic and screening testing and the criteria to return to school to parents/guardians, students, and District employees. When these requirements change, the Superintendent or designee shall provide information regarding the change. Such communications may include, but are not limited to, one or more of the following: posting information on the District's website, emailing such information, and/or sending such communication in writing.

6. SUPPORT AND ENCOURAGEMENT OF VACCINATION

District staff have, and will continue to, encourage vaccinations for all eligible employees, students, and community members. District staff have also provided multiple vaccination opportunities through partnerships with local health agencies and District health personnel.

Additional vaccination opportunities facilitated by the District for the community and students will be promoted throughout the school year.

7. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Services for students with disabilities shall be provided in accordance with their individualized educational plan.

8. COORDINATION WITH STATE AND LOCAL HEALTH OFFICIALS

District staff will continue to work closely with all new guidance and regulations that come from State and local health officials. Attendance at all local meetings with state and local health officials will keep the District updated on the most current information.

Identification and Reporting of Positive Cases. The District reports information about COVID-19 cases, and provides related information as requested, to the FCDPH and other governmental agencies, including Cal/OSHA, as required by law.

9. OTHER PREVENTIVE AND SAFETY MEASURES

10.1 Clear Rules on Classroom Instruction

Classroom instruction and arrangement will include the following:

- Students are spaced to maximize social distancing as practicable.
- Class sizes are based on the capacity of the room.
- Each student has his/her own designated space in the classroom.
- Seating charts are in place to minimize contact with other students.
- A long-term independent study option is available for students who request at an alternative school site.

Schools should limit nonessential visitors, volunteers, and activities in the classroom involving people who are not fully vaccinated.

10.2 Entrance, Egress, and Movement Within School

a. Campus Logistics

Measures are in place to manage movement of students, staff, and parents and avoid close contact and/or mixing of cohorts/groups, including the following:

- Safety and daily health screening reminders are posted in all buildings and at all entrances.

Social distancing as recommended and as feasible in common areas such as lunchrooms, gyms, and amphitheaters.

b. Visitor and Substitute Protocol for Arrival at District Site

To minimize the amount of exposure among staff and students, procedures are in place for arrival of visitors and substitutes to District sites, including the following:

- Volunteers in classrooms are limited at this time and should account for people who are fully vaccinated.
- All visitors must enter the main building entrance when visiting a District school site.
- Visitors are highly encouraged to schedule appointments in advance of arrival; walk-in visitors are seen based on availability and at the discretion of the school.
- All visitors and substitutes are expected to self-certify their health status before entering a school campus. All visitors who are not fully vaccinated or are in the presence of students indoors must wear a face covering as required by CDPH orders and guidance when entering and moving about District facilities.
- Before entering any District building or school site, visitors are expected to answer the health questions posted at main entrances.
- The front reception contacts the District staff prior to allowing visitors to enter a work area.

10.4 Staff Training and Family Education

A complete communication plan related to educating staff and families on the District's plan for a healthy return to campus included and will continue to use multiple communication channels and messages. Video messages are translated into Hmong, Spanish, Arabic and American Sign Language, and printed documents are also available in translated versions. The District's websites are also available in multiple languages.

The District has continued to provide information to parents and District staff regarding school reopening and the health and safety measures that are in place relating to COVID-19.

A comprehensive Return to School Health and Safety Plan has been developed (available: <https://www.cusd.com/BacktoSchool2020-21.aspx>) and was communicated by email, the District and school sites apps and websites, video messages from the Superintendent delivered by email, website, local media and app push notifications, and individual site-based meetings for staff members and parents. The Plan discusses: (1) instructional options for families, (2) campus safety, (3) student and staff health, (4) preschool and before/after school programs, (5) school meals, (6) transportation, (7) a healthy workplace, and (8) students with special needs. The information in the Return to School Health and Safety Plan is continuously updated to reflect changing conditions and developments.

Throughout the pandemic, videos outlining the health and safety guidelines students and staff were produced and disseminated using the above-referenced channels. Each school site also presented customized presentations for parent communities specific to the school in which parents and students were trained on the implementation of health and safety protocols on campus. The video and presentations will be updated and disseminated for the 2021-2022 school year, and will be made available to the community and updated as needed.

CUSD Staff

- COVID-19 Online trainings - All District staff have been required to and completed the following three trainings regarding COVID-19 during the 2020-2021 school year. They will be required to complete these same training for the 2021-2022 school year.
 - How to Protect Yourself and Others.
 - How to Clean and Disinfect Your School.
 - Employee Acknowledgement - 2020-21 Return to School Health and Safety Plan.
- Self-monitoring health screening occurs upon entry to all District facilities and must be completed by each District staff daily on their computers or other devices.
- Temperature checks are conducted at school sites prior to students entering the campus.
- Staff are trained and supported by site and District administration on the enforcement of health and safety guidelines such as proper use of PPE, face coverings, the wearing of face coverings by students, and parents keeping their children home if they are exhibiting symptoms of illness.

10.5 Communication to Parents and Students Before Start of 2021-2022 School Year

Since July 16, 2020, the District has maintained and updated a portion of its website solely devoted to its Return to School Health and Safety Plan in place to mitigate the spread of COVID-19 (<https://www.cusd.com/BacktoSchool2020-21.aspx>). This website is continually updated and will include this Safe Return Plan. It has been and will again be shared with all staff and families by email, video message, and through the District's social media channels. In addition, issues of CUSD Today (a community newspaper mailed monthly into the households of every employee and family of the District) and 2 Minutes Today (a video blog emailed and posted online) have been devoted to the topic.

After each meeting of the District's Governing Board at which health and safety plans are discussed, updates are sent to all employees, with parents receiving messages from Superintendent Eimear O'Farrell with updates and resources. At any point that evolving direction from state or local health officials impacts the District's COVID-19 Safety Plan, staff and parents are updated by email, with reminders and updates also sent via app push notifications and the District's social media channels.

Plans include descriptions of how the District is meeting health and safety guidelines, what schedules look like, and how contact tracing, isolation of ill students/staff, and notification systems would work in the event of a positive case on a campus.

Open meetings of the District's Governing Board are broadcast via the District's YouTube channel. Additionally, every school site has held and will disseminate information through presentations to local neighborhood school communities for staff and families. Recordings of the Governing Board's meetings are also available afterward for anyone who missed the original meetings.

10. ENSURING CONTINUITY OF SERVICES

As we enter the second school year under the cloud of the COVID-19 pandemic, the District recognizes the importance of not only continuing existing services but developing strategies and action plans to make sure students come out of the pandemic stronger and are prepared for the outside world. The District's plan includes, but is not limited to, the following:

- a. Independent Study: Governor Newsom signed Assembly Bill (AB) 130 into law on July 9, 2021, making changes to independent study for students. For the 2021–22 school year, AB 130 requires school districts and county offices of education offer independent study as an educational option. (Education Code section 51745). The District's Governing Board has adopted Administrative Regulation No. 6258.1 – Independent Study to implement independent study for students during the 2021-2022 school year. Independent study will be provided through the District's Enterprise Alternative School.
- b. Clovis Online Charter School: Students may also obtain remote learning from Clovis Online Charter School, a charter school authorized by the District's Governing Board.

In addition, the District will be providing increase access to mental health check-in and support, increased access and opportunities for academic intervention, continue to provide free meals to students, implement re-engagement strategies for students on independent study, and increased access to counselors for academic, social, and emotional support.

ATTACHMENT 2

COVID-19 PREVENTION PROGRAM: EMPLOYEES

DRAFT



COVID-19 PREVENTION PROGRAM: EMPLOYEES

AS MANDATED BY:
California Code of Regulations, Title 8,
Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

Approved Effective: 1/27/2021
Amended Effective: 4/6/2021
Amended Effective: __/__/2021

COVID-19 PREVENTION PROGRAM: EMPLOYEES

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COVID -19 PREVENTION PROGRAM: EMPLOYEES

Throughout the 2020-21 school year, employees of Clovis Unified School District (District) remained dedicated and worked to educate students despite all of the challenges and uncertainties of the COVID-19 pandemic. We expect that District employees will have the same dedication and continue their work in educating students during the 2021-2022 school year. To carry out these critical tasks, the Governing Board and District administration recognize the importance of maintaining a safe work environment.

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus (COVID-19) that may occur in the workplace. This CPP is hereby established and will be implemented and maintained pursuant to Title 8 of the California Code of Regulations (CCR) sections 3205 et seq. (Cal/OSHA Regulations) Terms used in this CPP shall have the same meaning as defined in 8 CCR § 3205, see Appendix G - Definitions. Except as specifically stated, all references in this CPP to regulations are to Title 8 of the California Code of Regulations.

The Clovis Unified School District's (District) Governing Board approved this CPP as part of the District's COVID-19 Safety Plan through the adoption of Board Resolution No. 3802 on January 27, 2021. The Governing Board amended this CPP as part of the District's amended COVID-19 Safety Plan through the adoption of Board Resolution No. 3811 on April 7, 2021. As authorized by Board Resolution No. 3811, the District's Superintendent amends this CPP effective August __, 2021 to reflect amendments to the Cal/OSHA Regulations that became effective on June 17, 2021. This CPP is subject to change in order to comply with applicable laws and regulations, and public health orders, directives, and/or guidance.

1. Authority and Responsibility

The Superintendent and designees stated below have the overall authority and responsibility for implementing the provisions of this CPP at the District. In addition, all principals, managers, and supervisors are responsible for implementing and maintaining this CPP at their assigned work areas and for ensuring employees receive answers to questions about this CPP.

The Superintendent has designated a CPP Officer for the specific implementation of the elements of this CPP. The CPP Officer for the District is:

Barry Jager
Associate Superintendent Human Resources
barryjager@cusd.com
559-327-9308

All employees are responsible for using safe work practices, following all directives and policies, and assisting in maintaining a safe work environment.

The District's COVID-19 policies and procedures shall include the COVID-19 Safety Plan (which includes this CPP) and other District documents setting forth requirements and procedures to implement the COVID-19 Safety Plan, applicable laws and regulations, and requirements under federal, state, and local public health officer orders and guidance. If there is a conflict between any provision in this CPP and any provision in other District documents, the provision in this CPP shall govern as to District employees. If there is any conflict between any provision of this CPP and any provision in the Cal/OSHA Regulations, the provision in the Cal/OSHA Regulations

shall govern and apply as to District employees.

2. Identification and Evaluation of COVID-19 Hazards (8 CCR § 3205(c)(2))

2.1 Identification and Evaluation Strategies. The District shall implement the following identification and evaluation strategies:

- a. Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- b. Evaluate employees' potential workplace exposures to all persons at or who may enter a District facility.
- c. Review applicable orders and general and industry-specific guidance from the State of California, Division of Occupational Safety and Health (Cal/OSHA), and the local health department related to COVID-19 hazards and prevention.
- d. Evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- e. 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 the District's COVID-19 policies and procedures.

2.2 Employee participation: Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or the principal at the school site. In addition, District Administration may also be contacted at the District Office.

2.3 Employee screening

- a. Each workday, each employee must submit an electronic wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
- b. Employees must check their own temperature each day prior to coming to work. Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.
- c. Daily Electronic Assessment forms will be utilized.

2.4 Ventilation: The District evaluated how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

3. Correction of COVID-19 Hazards (8 CCR § 3205(c)(4))

Unsafe or unhealthy work conditions, work practices, policies, and/or procedures will be documented on the Appendix B: COVID-19 Inspection form and corrected in a timely manner

based on the severity of the hazards, as follows:

- a. The severity of the hazard will be assessed and correction time frames assigned, accordingly. Appropriate work orders, procedures, or other mitigation strategies will be implemented within the assigned time frames.
- b. The CPP Officer designated by the Superintendent is responsible for timely correction.
- c. Follow-up measures will be taken by the CPP Officer or designee to determine if the mitigation strategies have been effective.

4. Control of COVID-19 Hazards

4.1 Face Coverings (8 CCR § 3205(c)(6))

- a. Each District site shall provide face coverings and ensure they are worn when indoors or in vehicles. Face covering must be worn in accordance with 8 CCR § 3205(c)(6) unless required otherwise by other laws, regulations, orders, directives, or requirements of federal, state, or local governments or public health officials. Face coverings must be clean and undamaged and be worn over the nose and mouth. Employees may provide their own face coverings. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- b. When employees are required to wear face coverings under the Cal/OSHA Regulations, the following exceptions apply:
 - i. When an employee is alone in a room or vehicle.
 - ii. While eating or drinking at the workplace, provided employees are at least 6 feet apart and, if indoor, outside air supply to the area, if indoors, has been maximized to the extent feasible.
 - iii. Employees wearing respirators required by the District and used in compliance with 8 CCR § 5144.
 - iv. 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 may complete an exemption process. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. Alternatives will be considered on a case-by-case basis.
 - v. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

- c. Any employee not wearing a face covering pursuant to the exceptions in Title 8 CCR § 3205(c)(6)(E), shall be at least 6 feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.
- d. Any employee, regardless of vaccination status, may wear face coverings if he/she elects to do so, unless wearing face coverings would create a safety hazard, such as interfering with the safe operation of equipment.
- e. Upon request, the District will provide face coverings for employees regardless of vaccination status.
- d. The District has developed measures to communicate to non-employees regarding the face coverings requirement for all District sites, including signage at the entrance of each site.

4.2 Engineering Controls (8 CCR § 3205(c)(7)(A))

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

- a. For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- b. If the amount of outside air needs to be minimized due to other hazards, such as heat, cold, or wildfire smoke, outside air vents and windows will be closed.
- c. For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- d. The HVAC system will be properly maintained and adjusted by the District maintenance staff and HVAC technician(s).
- e. The highest MERV filters will be utilized to insure adequate air filtration.
- f. Employees are encouraged to open windows or doors when outside conditions are favorable.

4.3 Cleaning and Disinfecting (8 CCR § 3205(c)(7)(B))

- a. The following cleaning measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels will be implemented:
 - i. The site administrator or the Director of Plant Operations will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly will be

provided.

- ii. The site administrator or supervisor will direct the custodians in the frequency and scope of cleaning and disinfection and inform employees and authorized employee representatives of cleaning protocols.
- b. When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented during the high-risk exposure period:
- i. PPE will be worn by employees performing disinfection tasks.
 - Disposable gloves - Ex: Latex or Nitrile.
 - Mask- Ex: Disposable face mask.
 - Eye covering, for example safety glasses, safety goggles, or face shield
 - ii. Procedures
 - Clean the areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case.
 - Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
 - Apply the District-approved disinfection product. The employees should review the Safety Data Sheets (SDS) for the chemical to be used and follow all label directions.
 - The surface must stay wet for 10 minutes or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or, label listed dwell time), reapply.
 - Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.

4.4 Hand sanitizing (8 CCR § 3205(c)(7)(C))

- a. To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. The District encourages employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- b. Employees are encouraged to wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees **MUST** wash hands at the beginning and end of each shift, after using the toilet, and before and after each break.
- c. Employees are encouraged to use respiratory etiquette, including covering mouth and/or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available, cough or sneeze into sleeve and not into hands.
- d. Employees are encouraged to avoid touching his/her eyes, nose, and mouth especially with unwashed hands.

4.5 Personal Protective Equipment (PPE) (8 CCR § 3205(c)(7)(D))

- a. The District shall evaluate the need for PPE (such as gloves, goggles, and face coverings) to prevent exposure to COVID-19 hazards as required by 8 CCR§ 3380, and shall provide such PPE as needed.
- b. Upon request, the District will provide respirators for voluntary use in compliance with 8 CCR § 5144(C)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees are encouraged to use the District-provided respirators.
- c. The District shall provide and ensure use of respirators in compliance with 8 CCR § 5144 when deemed necessary by Cal/OSHA through the issuance of Order to Take Special Action, in accordance with 8 CCR § 332.3.
- d. The District shall provide and ensure use of eye protection and respiratory protection in accordance with 8 CCR § 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

4.6 Testing of Symptomatic Employees (8 CCR § 3205(c)(7)(E))

COVID-19 testing is available at no cost to employees with COVID-19 symptoms who are not fully vaccinated during employees' paid time.

5. Investigating and Responding to COVID-19 Cases (8 CCR § 3205(c)(3))

- a. The District shall investigate and respond to COVID-19 cases by using the Appendix C: Investigating COVID-19 Cases.
- b. The District shall take all of the following steps in response to a COVID-19 case in the workplace:
 1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
 2. Determine who may have had a close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
 3. Within one business day of the time the District knew or should have known of a COVID-19 case, the District shall give written notice, in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:

- a. All employees at the worksite during the high-risk exposure period. If the District should reasonably know that an employee has not received the notice or has limited literacy in the language used in the notice, the District shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
 - b. Independent contractors and other employers at the worksite during the high-risk exposure period.
4. Within one business day of the time the District knew or should have known of the COVID-19 case, the District shall provide the notice required by [Labor Code section 6409.6\(a\)\(2\)](#) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.
 5. Make COVID-19 testing available at no cost during paid time to all employees who had a close contact in the workplace and provide them with the information on the benefits described in 8 CCR § 3205(c)(5)(B) and (c)(9)(C), with the following exceptions:
 - a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
 - b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
 6. Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- c. Personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by 5 CCR section 3205 or sections 3205.1 through 3205.4, shall be kept confidential unless disclosure is required or permitted by law.
 - d. Unredacted information on COVID-19 cases shall be provided to the local health department, the California Department of Public Health, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request and when required by law.

6. System for Communicating (8 CCR § 3205(c)(1))

The District goal is to ensure effective two-way communication with employees and that it includes the following information:

- a. Employees are to report to the District, without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace to their supervisor.
- b. District how accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodation.

- c. Provide information about access to COVID-19 testing as described in 8 CCR § 3205(C)(5)(I) when testing is required under 5 CCR § 3205, 3205.1, or 3205.2. Employees may access COVID-19 voluntary testing available through health plans or local testing centers.
- d. Information about COVID-19 hazards and the District's COVID-19 policies and procedures to employees and other employers, persons, and entities within or in contact with the employer's workplace.

7. Training and Instruction (8 CCR § 3205(c)(5))

The District shall provide effective training and instruction to employees that includes the following:

- a. The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards under 8 CCR § 3205(C)(2)(A).
- b. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, leave guaranteed by contract, and 8 CCR § 3205.
- c. The fact that:
 - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches his/her eyes, nose, or mouth, although that is less common.
 - An infectious person may have no symptoms.
- d. The fact that particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- e. The District's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in 8 CCR 3205, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this 8 CCR § 3205 or sections 3205.1 through 3205.4:
 1. How to properly wear the respirator provided;
 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

- f. 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.
- g. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- h. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- i. The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the District at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.
- i. Training will be documented by a completed Training Verification Form provided during the training. Alternatively, a training log may be utilized. See Appendix D: COVID-19 Training Roster.

8. Exclusion of COVID-19 Cases (8 CCR § 3205(c)(9))

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

- a. Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in Section 10 below are met.
- b. Excluding from the workplace employees who had a close contact until the return to work requirements of Section 10 below are met, with the following exceptions:
 - 1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
 - 2. COVID-19 cases who returned to work pursuant to 8 CCR § 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- c. For employees excluded from work under 8 CCR § 3205(c)(9) , the District shall continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits. The foregoing provision does not apply where the employee received disability payments or was covered by workers' compensation and received temporary disability. It also does not apply where the District demonstrates that the close contact is not work related. Wages due under 8 CCR § 3205(c)(9)(C) are subject to existing wage payment obligations and must be paid at the employee's regular rate of pay no later than the regular pay day for the pay period(s) in which the employee is excluded. Unpaid wages owed under 8 CCR § 3205(c)(9)(C) are subject

to enforcement through procedures available in existing law. If the District determines that one of the exceptions below applies, it shall inform the employee of the denial and the applicable exception.

- d. Providing employees, at the time of exclusion, with information on available benefits. Employees who have not been excluded or isolated by the local health department need not be excluded by the District, if they are temporarily reassigned to work where they do not have contact with other persons until the return to work requirements under Section 10 below are met.

9. Reporting, Recordkeeping, and Access (8 CCR § 3205(c)(8))

The District, through the District's CPP Officer, shall:

- a. Report information about COVID-19 cases and outbreaks to the local health department whenever required by law and provide any related information requested by the local health department, and report all information to the local health department required by Labor Code section 6409.6.
- b. Maintain records of the steps taken to implement this CPP in accordance with 8 CCR § 3203(b).
- c. Make this CPP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- d. Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.

10. Return-to-Work Criteria (8 CCR § 3205(c)(10))

- a. COVID-19 cases with COVID-19 symptoms shall not return to work until:
 1. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
 2. COVID-19 symptoms have improved; and
 3. At least 10 days have passed since COVID-19 symptoms first appeared.
- b. COVID-19 cases who tested positive but never developed COVID-19 symptoms shall 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.
- c. Once a COVID-19 case has met the requirements of 8 CCR § 3205(c)(10)(A) or (B), as applicable, a negative COVID-19 test shall not be required for an employee to return to work.
- d. Persons who had a close contact may return to work as follows:
 1. Persons who had a close contact but never developed any COVID-19 symptoms may

return to work when 10 days have passed since the last known close contact.

2. Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements of subsection (c)(10)(A) have been met, unless all of the following are true:
 - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - b. At least 10 days have passed since the last known close contact; and
 - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
3. During critical staffing shortages, when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5:
 - a. Health care workers who did not develop COVID-19 symptoms;
 - b. Emergency response workers who did not develop COVID-19 symptoms; and
 - c. Social service workers who did not develop COVID-19 symptoms and who work face to face with clients in child welfare or assisted living.
- e. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall 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 shall be in accordance with the return to work periods in 8 CCR § 3205(C)(10)(A), (C)(10)(B), or (C)(10)(D), as applicable.

APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS
 (8 CCR § 3205(c)(2))

Section 3205(c)(2) requires the District to conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. The District shall use this appendix to conduct such an identification.

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The District will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____ **Date:** _____

Name(s) of employee and authorized employee representative that participated: _____

Interaction, area, activity, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times when people may congregate or come in contact with one another	Employees' potential workplace exposure for COVID-19 to all persons at the workplace or who may enter the workplace, including coworkers, members of the public, employees of other employers, and independent contractors	Existing and/or additional COVID-19 prevention controls

Interaction, area, activity, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times when people may congregate or come in contact with one another	Employees' potential workplace exposure for COVID-19 to all persons at the workplace or who may enter the workplace, including coworkers, members of the public, employees of other employers, and independent contractors	Existing and/or additional COVID-19 prevention controls

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NOTE: If additional spaces are needed, add additional pages.

APPENDIX B: COVID-19 INSPECTIONS

Section 3205(c)(2)(H) requires the District to conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District’s COVID-19 policies and procedures. The District shall use this appendix to conduct such periodic inspections.

Work location inspected: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
1. Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
2. Administrative			
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			
3. PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Date: _____ **Name of person conducting the inspection:** _____

APPENDIX C: INVESTIGATING COVID-19 CASES

Date Investigation Initiated: _____

Name of person conducting the investigation: _____

Name(s) of staff Involved in the Investigation: _____

1. Employee (or non-employee) name: _____

Address: _____ Phone: _____

2. Occupation/Position (if non-employee, why he/she was in the workplace): _____

3. Location where employee worked (or non-employee was present): _____

4. Date and time the COVID-19 case was last present in the workplace: _____

5. Date the COVID-19 case first had one or more COVID-19 symptoms: _____

6. Was COVID-19 test offered? Yes No

7. Date of the positive or negative test and/or diagnosis: _____

8. Information received regarding COVID-19 test results and onset of symptoms (attach documentation):

9. 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:

10. 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 who were notified: _____

11. Independent contractors and other employers present at the workplace during the high-risk exposure period:

Names of individuals who were notified: _____ Date: _____

12. What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? _____

13. What could be done to reduce exposure to COVID-19? _____

14. Was the local health department notified: Yes No If notified, date: _____

For definitions of terms, see Appendix G. Attach additional pages if extra spaces needed.

CONFIDENTIALITY OF INFORMATION/MEDICAL RECORDS

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by 8 CCR § 3205 or sections 3205.1 through 3205.4, will be kept confidential unless disclosure is required or permitted by law. 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) and when required by law. (8 CCR § 3205((c)(3)(C))

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APPENDIX D: COVID-19 TRAINING ROSTER

Date of Training: _____

Name of person conducting the training: _____

Description of Training: _____

Employee Name (print)	Signature

APPENDIX E: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS (8 CCR § 3205.1)

1. Application.

If a District school site or workplace has three or more employee COVID-19 cases within an exposed group, as defined by 8 CCR § 3205(b), visited the workplace during their high-risk exposure period at any time during a 14-day period, this appendix shall apply until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

2. COVID-19 Testing

- a. The District shall make COVID-19 testing available at no cost to all employees within the exposed group, during employees paid time, except :
 - i. Employees who were not present at the workplace during the relevant 14-day period(s).
 - ii. Employees who were fully before 8 CCR § 3205.1 became applicable to the workplace and who do not have COVID-19 symptoms.
 - iii. For COVID-19 cases who did not develop COVID-19 symptoms after returning to work pursuant to subsections 3205(c)(10)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- b. COVID-19 testing consists of the following:
 - i. Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - ii. After the first two COVID-19 tests required above, the District shall make COVID-19 testing available once a week at no cost, during paid time, to all employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the exposed group for a 14-day period.
 - iii. The District shall make additional testing available at no cost to employees, during employees' paid time, when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with 8 CCR § 332.3.
- c. The District shall continue to comply with all applicable provisions of section 3205 and shall also do the following:
 - i. Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(c)(6)(D) applies.
 - ii. The District shall give notice to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.
 - iii. The District shall evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

3. COVID-19 Investigation, Review, and Hazard Correction

The District shall 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 shall be documented and include:

- a. Investigation of new or unabated COVID-19 hazards including:
 - The District's leave policies and practices and whether employees are discouraged from remaining home when sick.
 - The District's COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- b. Updating the review:
 - Every thirty days if the conditions in 1. above continues to apply.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- c. Implementing changes to reduce the transmission of COVID-19 based on the investigation and review set forth above. The following shall be considered by the District:
 - 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 feasible.
 - Requiring respiratory protection in compliance with Section 5144.
 - Other applicable controls.

4. Ventilation

In buildings or structures with mechanical ventilation, the District shall 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, the District shall use filters with the highest compatible filtering efficiency. The District shall 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, if so, shall implement their use to the degree feasible.

APPENDIX F: MAJOR COVID-19 OUTBREAK (8 CCR § 3205.2)

1. **Application:** If a District school site or workplace has 20 or more employee COVID-19 cases in an exposed group or visited the workplace during their high-risk exposure period within a 30-day period, this appendix will apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.
2. **COVID-19 Testing, Mitigation Measures, Investigation, Review, and Hazard Correction.** The District shall continue to comply with the provisions in Appendix E, except that the COVID-19 testing shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.
3. **COVID-19 Hazard Correction:** In addition to the requirements of the CPP (see Section 3 - Correction of COVID-19 Hazards) and Appendix E, the District shall take the following actions:
 - a. The District shall provide a respirator for voluntary use in compliance with Section 5144(c)(2) to employees in exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under 8 CCR§ 5144 to address COVID-19 hazards.
 - b. Any employees in the exposed group who are not wearing respirators required by the District and used in compliance with Section 5144 shall be separated from other persons by at least six feet, except where the District can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
 - c. At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where the physical distancing requirement stated above is not maintained at all times, the District shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
 - d. The District shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
 - e. The District shall implement any other control measures deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with 8 CCR § 332.3.

APPENDIX G: DEFINITIONS

(8 CCR § 3205(b))

The following definitions, as set forth in 8 CCR § 3205, shall apply to this CPP:

1. "Close contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

2. "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
3. "COVID-19 case" means a person who: (1) has a positive "COVID-19 test" as defined in this section; or (2) has a positive COVID-19 diagnosis from a licensed health care provider; or (3) is subject to a COVID-19-related order to isolate issued by a local or state health official; or (4) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
4. "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
5. "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
6. "COVID-19 test" means a viral test for SARS-CoV-2 that is:
 - a. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
 - b. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
7. "Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - a. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
 - b. If the COVID-19 case was part of a distinct group of employees who are not present at

the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.

- c. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See [Labor Code sections 6303](#) and [6304.1](#).

8. "Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
9. "High-risk exposure period" means the following time period:
 - a. For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
 - b. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
10. "Respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
11. "Worksite," for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

NOTE: The term worksite is used for the purpose of notice requirements in subsections (c)(3)(B)3. and 4. only.