COVID-19 Prevention Program (CPP)
Mountain Elementary School District

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

Date: 08/10/2021

Authority and Responsibility

The Superintendent/Principal 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 implement the following in our workplace:

- Document the vaccination status of our employees by using Appendix E: Documentation of Employee COVID-19 Vaccination Status, which is maintained as a confidential medical record.
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
  * Update: Document the vaccination status of our employees by using the SCCOE issued website portal.
- 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 and evaluate 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:
Proactively evaluating their own working conditions and the school as a whole for safety issues and promptly expressing any safety concerns to the Superintendent/Principal or designee. Please see examples below:

- Evaluate employees’ potential workplace exposures to all persons at or entering the 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 Screening

We screen our employees and respond to those with COVID-19 symptoms by:

Employees are instructed to follow District protocols regarding symptoms and testing. The protocols are updated as needed per local, state and federal guidance.

Pfizer and Moderna vaccines were provided for all staff through the SCCOE, free of charge during the 2020-21 school year. Employees have provided proof of vaccination status to the District.

Staff who work onsite complete the self-screening tool located here:  
https://docs.google.com/forms/d/e/1FAIpQLSeoEhpYV8zuFyp1CNm9X_KsfsbmgwNS2IA5PsJUy2o_b7pdwA/viewform?usp=sf_link

Staff were provided home kits for emergency symptomatic PCR testing in March 2021.

Testing continues to be free and available at the SCCOE.

Resources regarding alternative testing sites (symptomatic, free, rapid, etc.) are also available to staff.

Rapid result Antigen tests are now available on campus and multiple staff members are trained to do testing. on both adults and children.

Weekly and/or biweekly onsite PCR testing of all staff to be provided as early as September 2021 for screening purposes.

Touchless thermometers are also available at worksites for self-use.

Touchless hand sanitizers units are placed at entryways throughout the campus.

Signage is displayed reminding visitors and employees of wellness protocols.

### Correction of COVID-19 Hazards

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

Staff members who observe unsafe or unhealthy work conditions, practices or procedures should promptly email or phone the Superintendent/Principal with their concerns.

Reporting an issue will not result in action against the employee and no repercussions will be taken against any employee for submitting a report.

In an effort to maintain a safe and healthy place during the COVID-19 pandemic, designated staff may use the COVID-19 Inspection Form to report any issues that need the attention of either the Maintenance Department or the Human Resources Department.

A separate form may be submitted for each issue.
Following the report, the Superintendent/Principal or designee will assess the severity of the hazard and determine the appropriate follow-up measures that need to be taken. The District Business/Facilities Manager will be responsible for confirming with the Superintendent/Principal that the issue has been resolved promptly.

Controls of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

Employees are required to utilize a face covering while in the building at all times, unless by themselves in an enclosed office space. Face coverings must cover the nose and mouth with minimal, if any, gaps. Face coverings must tie behind the ears or head. Employees who do not bring a face covering, or whose face covering is inadequate, will be provided one. Both cloth and disposable face coverings are provided by the district and available to staff if needed. Cloth face coverings should be washed after each day of use. Disposable face coverings should be disposed of after a single day of use. All protocols regarding masking are subject to consideration upon the issuance of updated guidance from local, state and federal agencies.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

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

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our 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 transmission by:
Personnel may use their own face covering providing it meets standards of adequacy for protection. Additional face coverings and PPE will be provided to staff as needed.

Gloves, sanitizing wipes (or disinfectant and paper towels) and hand sanitizer are made available in each department. Sneeze guards have been installed where high frequency customer service is performed (i.e. front desk). Desk dividers were installed on all student desks in 2020-21, and are available optionally for classrooms in 2021-22. Effective 2021-22 school year, barriers in the classroom may be used at the teacher's discretion when all other mitigation protocols are in effect.

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

- HVAC system filters have been replaced with MERV 13 filters.
- HVAC systems have been set to maximize the introduction of fresh outside air.
- For any areas without heating and ventilation systems, the District may use gravity ventilation by opening doors and windows across from one another, and providing portable air filters and fans to encourage introduction of outside air.
- Free-standing HEPA air filters have been made available for classroom and office use.
- All staff should consider performing their job duties and breaks outside if possible.
- All indoor spaces should be ventilated with outside air to the greatest extent possible by opening doors and windows in order to dilute indoor airborne contaminants and decrease disease transmission rates.
- If smoke causes air quality to be so bad that it is not safe for students to be outside or for doors and windows to be open, we will consider closing onsite school services.
- Portable MERV-13 air filters, sufficient for COVID-19 and smoke filtration, are available for all student and staff areas as needed in 2021-22.

**Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Maximum occupancy for enclosed office spaces and other rooms has been adjusted to comply with safe physical distancing requirements.
- High-touch sanitization is performed daily in high traffic areas (doorknobs, faucets, etc.).
- Custodial practices include cleaning agents that have been EPA-approved for use against SARS-CoV-2.
- Gloves, sanitizing wipes, disinfectant, paper towels, and hand sanitizer have been made available to all staff members.
- Employees are encouraged to perform limited non-custodial cleaning and disinfecting of their own workstation and of shared items (ex. copiers, staplers, paper cutters, refrigerator doors, etc).
- Safe physical distancing and hygiene guidelines that prevent the spread of infectious disease are posted throughout the building in hallways, restrooms, classrooms, waiting areas, and office spaces.
- The custodian will continue to conduct routine cleaning as per guidance, with extra attention paid to keeping hand sanitizer and soap dispensers stocked.
- Portable high-efficiency particulate air (HEPA) filtration systems have been added to areas for safe air quality in our facilities and will routinely be inspected and maintained.
- Mountain School has acquired an electrostatic sprayer for use in classrooms, bathrooms, offices, and other spaces on a daily basis.
Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Close off areas visited by the ill persons.
Open outside doors and windows and use ventilating fans to increase air circulation in the area.
Wait 24 hours or as long as practical before beginning cleaning and disinfection.
Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g. tablets, touch screens, keyboards, remote controls) used by the ill person(s), focusing especially on frequently touched surfaces.

Hand sanitizing

To implement effective hand sanitizing procedures, we:

Mountain School contains numerous bathrooms and main rooms contain sinks, making handwashing with soap and water convenient in most settings.
We have posted CDC handwashing guidance in all restrooms and break rooms.
Students and staff are to wash hands frequently with soap and water or approved alcohol-based sanitizer for a minimum of 20 seconds.
Hand washing is always more effective than hand sanitizer, but if a sink is not in proximity, utilize the hand sanitizer stations provided.
Touchless hand sanitizer machines are placed at every classroom entrance and other areas throughout the campus.

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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

Face coverings, face shields, eye protection, gloves and shields are available to all staff.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees’ paid time.
Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix C: Investigating COVID-19 Cases form.

We also ensure the following is implemented:

Employees are instructed to follow District protocols regarding exposures, symptoms and testing. The protocols are updated as needed per local, state and federal guidance in regards to isolation, quarantining, testing, contact tracing and returning to work.. 

Pfizer and Moderna vaccines were provided for all staff through the SCCOE, free of charge during the 2020-21 school year. Employees have provided proof of vaccination status to the District. Testing is available to all employees regardless of vaccination status.

Staff who work onsite complete the self-screening tool located here: https://docs.google.com/forms/d/e/1FAIpQLSeoEhPYV8zuFyp1CNm9X_KsfsbmgwNS2lA5PsJUy2o_b7pdwA/viewform?usp=sf_link

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Rapid result Antigen tests are now available on campus and multiple staff members are trained to do testing. on both adults and children.

Weekly and/or biweekly onsite PCR testing of all staff to be provided as early as September 2021 for screening purposes.

MESD makes use of local and state public health portals as recommended the the SCCOE for reporting and contract tracing purposes.

All staff are to records their daily contacts on the 2021-22 Staff Contact Tracing link at the end of each work day.

An employee with a positive test result will follow protocols and also may:

Meet with the Superintendent/Principal or designee to review information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

With district guidance, review the flowchart for COVID-19 Exposure: https://santacruzcoe.org/superintendent/health-and-wellness/coronavirus/

With district guidance, review the flowchart with Trigger/Response Requirements: https://santacruzcoe.org/superintendent/health-and-wellness/coronavirus/

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:

• Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how.

Employees should report COVID-19 symptoms immediately by phone to the Superintendent/Principal or designee. If she/he cannot be reached, then the employee should contact the District Office Manager or Business Manager.

Employees should report possible hazards to the Superintendent/Principal or designee by email and phone.

• That employees can report symptoms, possible close contacts and hazards without fear of reprisal.

• How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.
Staff were provided home kits for emergency symptomatic PCR testing in March 2021. Testing continues to be free and available at the SCCOE. Resources regarding alternative testing sites (symptomatic, free, rapid, close contacts, etc.) are also available to staff. Rapid result Antigen tests are now available on campus and multiple staff members are trained to do testing on both adults and children. Weekly and/or biweekly onsite PCR testing of all staff to be provided as early as September 2021 for screening purposes. Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by contacting the District Office, Human Resources department, at (831) 475-6812. Employees who test positive through any testing program should report their test results immediately without fear of reprisal.

Reference links:
Employees can obtain COVID-19 testing through the county testing program: https://covid19test.santacruzcoe.org/ or through other testing options in the county: https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome/SAVElivesSantaCruzCounty/GetTested.aspx

- Access to COVID-19 testing when testing is required.

- The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

All positive cases among staff or students will be reported to the following agencies: Santa Cruz County Health Department, Santa Cruz County Office of Education and Keenan (our insurance agency). Mountain School will fully cooperate with the Santa Cruz County Health Department contact tracing efforts. Human Resources will have the sole responsibility of keeping all information about COVID-19 cases confidential and will not disseminate information except as required by local health departments.

**Training and Instruction**

- We provide effective employee training and instruction that includes:
- Our 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.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
• How to properly wear them.
• How to perform a seal check according to the manufacturer’s instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
• 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. Since 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.
  o The conditions where face coverings must be worn at the workplace.
  o That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  o Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
• COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
• Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

All employees should complete assigned online and in-person trainings per insurance, County office and District office requirements. Examples include Keenan's online COVID safety training videos. All employees are encouraged to familiarize themselves with the information contained in Santa Cruz County Office of Education's COVID-19 Health Guidance for Schools: https://covid19guidance.santacruzcoe.org/

Employees interested in additional training should contact the Superintendent/Principal.

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

Exclusion of COVID-19 Cases and Employees who had a Close Contact

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

• Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
• Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
• Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
• COVID-19 cases who returned to work per our return-to-work criteria 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.
• For employees excluded from work, continuing, and maintaining employees’ earnings, wages, seniority, and all other employees’ rights and benefits. This will be accomplished by

2021 COVID-19 Supplemental Paid Sick Leave and leaves available through collective bargaining units agreements and state and federal law.

• 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
• Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

Return-to-Work Criteria

• **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  o At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  o COVID-19 symptoms have improved, and
  o At least 10 days have passed since COVID-19 symptoms first appeared.

• **COVID-19 cases who tested positive but never developed 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 once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.

• Persons who had a close contact may return to work as follows:
  o Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
  o Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
    • 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
    • At least 10 days have passed since the last known close contact, and
    • The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

• If an order to isolate, quarantine, or exclude 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.

Megan Tresham, Superintendent/Principal
08/10/2021

Title of Owner or Top Management Representative

Signature

Date
Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, trainings, 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. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing stationary work.

Person Conducting the Evaluation: Superintendent/Principal or designee

Date: 08/10/2021

Name(s) of Employees and Authorized Employee Representative that Participated:
Superintendent, Office Manager, Business Manager

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees, Contracted Workers, Parents, Students or Campus Visitors visit in person with the Office Manager.</td>
<td>1. Front Office</td>
<td>Potential for exposure to COVID-19 was remains low due to strict adherence to CDHP and local public health guidelines.</td>
<td>A. Signage is posted prior to entry for symptom self assessment and COVID-19 precautions. B. Visitors sign in prior to entry for contact tracing purposes prior to entry. C. Touchless hand sanitizing spray dispenser available prior to entry. D. Visitors knock and wait outside the office door to be let in. E. Limited to 1 visitor at a time, or if necessary, more than 1 if masked and socially distanced, indoors for the Office Manager to address. F. Clear plastic sneeze guard barriers have been installed between the Office Manager's workspace and the public space.</td>
</tr>
</tbody>
</table>
|   |   | G. Office Manager is instructed to wear a face covering at all times at the work station.  
|   |   | H. Breaks are taken individually with precautions.  
|   |   | I. HEPA air purifier is run during the work day for additional ventilation.  
|   |   | J. MERV 13 Filters installed in the HVAC system of Main Building.  
|   |   | K. Outside air intake increased to the maximum 25% for the HVAC in the Main Building.  
|   |   | L. Surfaces disinfected regularly per guidelines.  
|   |   | M. Electrostatic sprayer is used daily in all work spaces.  
|   |   | N. All persons are required to wear a proper face covering indoors.  
|   |   | O. Portable MERV-13 air filters, sufficient for COVID-19 and smoke filtration, are available for all student and staff areas as needed in 2021-22.  
|   |   |   | A. Visitors knock and wait outside the office door to be let in.  
|   |   | B. Limited to 1 visitor at a time, or if necessary, more than 1 if masked and socially distanced, indoors for the Superintendent to address.  
|   |   | C. Upper windows opened at all times for additional ventilation.  
|   |   | D. Breaks are taken individually with precautions.  
|   |   | E. HEPA air purifier is run during the work day for additional ventilation.  
|   |   | F. MERV 13 Filters installed in the HVAC system of Main Building.  
| Employees, Contracted Workers, Parents, Students or Campus Visitors visit in person with the Superintendent. |   |   |   | 2. Superintendent's Office  
| Potential for exposure to COVID-19 was remains low due to strict adherence to CDHP and local public health guidelines.  

COVID-19 Prevention Program
<table>
<thead>
<tr>
<th>Employees, Contracted Workers, Parents, Students or Campus Visitors visit in person with the Business Manager.</th>
<th>3. Business Office</th>
<th>Potential for exposure to COVID-19 was remains low due to strict adherence to CDHP and local public health guidelines.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff use primary copier, laminator and paper cutter.</td>
<td>4. Breakroom</td>
<td>Potential for exposure to COVID-19 was remains low due to strict adherence to</td>
</tr>
</tbody>
</table>

A. Outside air intake increased to the maximum 25% for the HVAC in the Main Building.
B. Surfaces disinfected regularly per guidelines.
C. Electrostatic sprayer is used daily in all work spaces.
D. All persons are required to wear a proper face covering indoors.
E. Portable MERV-13 air filters, sufficient for COVID-19 and smoke filtration, are available for all student and staff areas as needed in 2021-22.

A. Visitors knock and wait outside the office door to be let in.
B. Limited to 1 visitor at a time, or if necessary, more than 1 if masked and socially distanced, indoors for the Business Manager to address.
C. Upper windows opened at all times for additional ventilation.
D. Breaks are taken individually with precautions.
E. MERV 13 Filters installed in the HVAC system of Main Building.
F. Outside air intake increased to the maximum 25% for the HVAC in the Main Building.
G. Surfaces disinfected regularly per guidelines.
H. Electrostatic sprayer is used daily in all work spaces.
I. All persons required to wear a proper face covering indoors.

A. Group dining is prohibited and breaks are taken.
<table>
<thead>
<tr>
<th>Location</th>
<th>Potential Exposure to COVID-19</th>
<th>Precautions and Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff line up to wait for staff bathrooms, which are located in the Breakroom. Staff use kitchen appliances (microwave, refrigerator, etc.)</td>
<td></td>
<td>CDHP and local public health guidelines.</td>
</tr>
<tr>
<td>Staff travel through hallway as a primary interior connecting corridor. Contracted workers travel through hallway as a primary interior connecting corridor. Parents travel through hallway as a primary interior connecting corridor. Students travel through hallway as a primary interior connecting corridor. Various campus guests travel through hallway as a primary interior connecting corridor.</td>
<td></td>
<td>individually with precautions.</td>
</tr>
<tr>
<td>5. Hallway Near Library</td>
<td>Potential for exposure to COVID-19 was remains low due to strict adherence to CDHP and local public health guidelines.</td>
<td>B. Maximum occupancy reduced by 75%. C. Use of appliances kept to a minimum. D. MERV 13 Filters installed in the HVAC system of Main Building. E. Outside air intake increased to the maximum 25% for the HVAC in the Main Building. F. Surfaces disinfected regularly per guidelines. G. Electrostatic sprayer is used daily in all work spaces. H. All persons are required to wear a proper face covering indoors. I. Portable MERV-13 air filters, sufficient for COVID-19 and smoke filtration, are available for all student and staff areas as needed in 2021-22.</td>
</tr>
<tr>
<td>Employees, Contracted Workers, Parents, Students or Campus Visitors visit in 6. Classrooms Interior</td>
<td>Potential for exposure to COVID-19 was remains low due to strict adherence to</td>
<td>A. Signage posted prior to entry for symptom self assessment and COVID-19 precautions.</td>
</tr>
</tbody>
</table>
| Person with the Teachers/Classroom Staff. | CDHP and local public health guidelines. | B. Visitors knock and wait outside the classroom doors to be let in.  
C. Touchless hand sanitizing spray dispenser available prior to entry.  
D. Limited to 1 visitor at a time, or if necessary, more than 1 if masked and socially distanced, indoors for the Teacher/Staff to address.  
E. Breaks are taken individually with precautions.  
F. HEPA air purifier is run during the work day for additional ventilation.  
G. MERV 13 Filters installed in the HVAC system of Main Building, modular buildings and PAC.  
H. Outside air intake increased to the maximum 25% for the HVAC in the Main Building.  
I. Surfaces disinfected regularly per guidelines.  
J. Electrostatic sprayer is used daily in all work spaces.  
K. All persons are required to wear a proper face covering indoors.  
L. Portable MERV-13 air filters, sufficient for COVID-19 and smoke filtration, are available for all student and staff areas as needed in 2021-22. |
| --- | --- | --- |
| Employees, Contracted Workers, Parents, Students or Campus Visitors visit in person with the Staff, students or any other campus visitors while waiting outside. | 7. Classrooms Exterior | Potential for exposure to COVID-19 was remains low due to strict adherence to CDHP and local public health guidelines.  
A. Social Distancing signage is painted/posted on the area outside entry doors 4-6 feet apart.  
B. Students are encouraged to wear their masks outside if less than 3 feet apart.  
C. Additional seating and staggered lunches are planned to maximize distanced during eating times. |
D. Campus visitors are asked to wear masks at all times.
E. When outside, staff are masked at all times around students and also when recommended by CDE and local public health guidelines.
## Appendix B: COVID-19 Inspections

**Date:**

**Name of Person Conducting the Inspection:** Superintendent/Principal or designee

### Work Location Evaluated:

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
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<tr>
<td>Ventilation* (amount of fresh air and filtration maximized)</td>
<td></td>
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<tr>
<td>Additional room air filtration</td>
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<tr>
<td><strong>Administrative</strong></td>
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<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
<td></td>
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<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
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<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
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<tr>
<td><strong>PPE (not shared, available and being worn)</strong></td>
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<tr>
<td>Face coverings (cleaned sufficiently often)</td>
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<tr>
<td>Face shields/goggles</td>
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<tr>
<td>Respiratory protection</td>
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</tbody>
</table>

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We 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.
Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date:

Name of Person Conducting the Investigation: Superintendent/Principal or designee

Name of COVID-19 case (employee or non-employee*) and contact information:

Occupation (if non-employee*, why they were in the workplace):

*If we are made aware of a non-employee COVID-19 case in our workplace

Names of employees/representatives involved in the investigation:

Date investigation was initiated:

Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed:

Date and time the COVID-19 case was last present and excluded from the workplace:

Date of the positive or negative test and/or diagnosis:

Date the case first had one or more COVID-19 symptoms, if any:

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

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
  - They were fully vaccinated before the close contact and do not have symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
  - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
  - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
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:

<table>
<thead>
<tr>
<th>Names of employees that were notified:</th>
<th>Names of their authorized representatives:</th>
<th>Date</th>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Names of individuals that were notified:</th>
<th>Date</th>
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</table>

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?
Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training: Superintendent/Principal or designee

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
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</table>
### Appendix E: Documentation of Employee COVID-19 Vaccination Status – CONFIDENTIAL

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Fully or Partially Vaccinated¹</th>
<th>Method of Documentation²</th>
</tr>
</thead>
</table>

¹Update, accordingly and maintain as confidential medical record
²Acceptable options include:
- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.
Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

**COVID-19 testing**
- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of 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 our workplace for a 14-day period.
  - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:
1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

**COVID-19 investigation, review and hazard correction**
We 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 is documented and includes:
- 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 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 feasible.
  - Requiring respiratory protection in compliance with section 5144.

Responses to Multiple COVID-19 Infections and COVID-19 Outbreaks will be regularly reviewed and updated per local, state and federal guidance.

**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, 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, if so, implement their use to the degree feasible.
Additional Consideration #2

Major COVID-19 Outbreaks

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

• Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
• Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.

Responses to Major COVID-19 Outbreaks will be regularly reviewed and updated per local, state and federal guidance.

• Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
• Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
• Implement any other control measures deemed necessary by Cal/OSHA.
Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units
We, to the extent feasible, reduce employee exposure to COVID-19 by assigning employee residents to distinct groups and ensure that each group remains separate from other such groups during transportation and work. Shared housing unit assignments are prioritized in the following order:

• Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
• Residents who work in the same crew or work together at the same workplace will be housed in the same housing unit without other persons.
• Employees who do not usually maintain a common household, work crew, or workplace will be housed in the same housing unit only when no other housing alternatives are feasible.

Ventilation
We ensure maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted HEPA filtration units are used, where feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

Face coverings
We provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection
We ensure that:
• Housing units, kitchens, bathrooms, and common areas are effectively cleaned to prevent the spread of COVID-19. Housing units, kitchens, bathrooms, and indoor common areas are cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case.

Responses to COVID-19 Prevention in Employer-Provided Housing will be regularly reviewed and updated per local, state and federal guidance, if applicable.

• Cleaning and disinfecting is done in a manner that protects the privacy of residents.
• Residents are instructed to not share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

Screening
We encourage residents to report COVID-19 symptoms to
COVID-19 testing
We establish, implement, maintain and communicate to residents’ effective policies and procedures for COVID-19 testing of residents who had a close contact or COVID-19 symptoms.

COVID-19 cases and close contacts
We:
• Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area, with the following exceptions:
  o Fully vaccinated residents who do not have symptoms.
  o COVID-19 cases who have met our return-to-work criteria and have remained asymptomatic, for 90 days after the initial onset of symptoms, or COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
• Effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
• Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP Investigating and Responding to COVID-19 Cases.
• End isolation in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any applicable local or state health officer orders.
Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation
To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

Face coverings and respirators
We ensure that the:

- Face covering requirements of our CPP Face Coverings are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

Screening
We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Responses to COVID-19 Prevention in Employer-Provided Transportation to and from Work will be reviewed and updated per local, state and federal guidance, if applicable.

Cleaning and disinfecting
We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case.

- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
• We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation
We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

• The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
• The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees.
• Protection is needed from weather conditions; such as rain or snow.
• The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene
We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.