

# COVID-19 Prevention Program (CPP)

## Yreka Union School District

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

**Date:** August 5th, 2021

### Authority and Responsibility

The Yreka Union School District, led by the administrative team of James Berry/Superintendent Chief Business Officer , Donna Tudor/Human Resource Manager, Denise Culp/Administrative Assistant, Robert Shaw/Principal, Amy Dunlap/Assistant Superintendent/ Principal, Lorraine Joling/Assistant Principal, Melissa Casson/Supervisor of Health Services, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections 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.

Collaborate with CSEA and CTA bargaining units to mitigate potential hazards.

### Employee Participation

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

reporting potential hazards to their direct supervisor, site administrator or the Human Resources Manager, Donna Tudor at dtudor@yrekausd.net. Hazards must be brought to the attention of the Yreka Union School District in a timely manner.

### **Employee Screening**

We screen our employees by:

Prior to coming to work, Employees shall perform a self assessment check of COVID -19 symptoms. Employees are encouraged to respectfully remind others to follow all policies, procedures and practices adopted related to COVID-19.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard(s) and/or unhealthy work conditions, practices or procedures will be assessed through a collaborative investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19, as determined by state and local health guidance, regulations and/or orders. Part of the investigation will involve interviews with individuals who may be familiar with the condition, practice or procedure being inspected. Walk-thru visits may be conducted, as appropriate and as necessary. Meetings with individuals who may have valuable contributions toward the assessment of the conditions, practices or procedures may be conducted. If unsafe or unhealthy work conditions are brought to our attention, our Facilities/Maintenance Department will conduct the inspection to ensure we are in full compliance and that will be documented in Appendix B.

### **Controls of COVID-19 Hazards**

#### **Physical Distancing**

We will follow CDPH guidelines in regards to physical distancing and face coverings for schools.

Individuals will be kept as far apart as possible.

#### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

We will follow CDPH guidelines in regards to face coverings in schools.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

### **Engineering controls**

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

The district has purchased air purifiers for each classroom, office and meeting room in the district. Staff is encouraged to leave at least two windows ajar, weather and conditions permitting, to increase the amount of clean air in to the building.

### **Cleaning and disinfecting**

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

Our maintenance/facilities department performs thorough cleaning on high traffic areas throughout the day and the end of each day.

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

We will notify the supervisor of health services (school nurse) of the positive case. The supervisor of health services (nurse) will contact administrators. The nurse will determine who needs to quarantine by conducting an investigation. The nurse and support staff will notify all those exposed. The nurse will create a notification letter to send to families and the superintendent will notify staff. We will follow the current quarantine guidelines issued by the CDPH for schools.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

the employee will be provided approved disinfectant wipes, encourage handwashing before and after use of such equipment.

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

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

have trained and provided education about the importance of frequent handwashing and/or sanitizing, provided adequate soap and sanitizer for such purposes, encourage all individuals to take the time during the day to ensure proper hygiene practices, and encourage all individuals to use hand sanitizer upon entering and exiting a room and/or building.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

The district provides surgical style masks and cloth masks to students and staff.

### **Investigating and Responding to COVID-19 Cases**

Employees who had potential COVID-19 exposure in our workplace will:

Report to their direct supervisor, site administrator, school nurse or district office their potential exposure, they will then be required to adhere to the recommendations set forth by our school nurse or the Health Services Director at SCOE, and then work with our Human Resources personnel on appropriate leave that coincides with current state and local mandates. The employee will then work with the site administrator to determine the most suitable work environment and expectations during the quarantine period. The district has a confidential template used by our Health Services Department to track each possible and positive case within our district.

## **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 and possible hazards to, and how:

Employees should report COVID-19 illness and/or exposure to either their direct supervisor, site administrator, district office and/or school nurse. The district will either supply a COVID-19 test or pay for an employee to receive a COVID-19 test when appropriate. For employees that may have medical or other conditions, the district will enter in to the Interactive Process to ensure appropriate accommodations are being made for that employee. All employees have been trained and received information about potential health dangers of COVID and all employees have received notification about up-to-date policies relating to COVID-19 leave time. All employees will be trained through the Keenan SafeSchools regarding COVID-19.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Employees are afforded the opportunity to take a COVID-19 test provided by the school nurse, or obtain a test from local agencies that provide such tests. This will be of no cost to the employee.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about 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.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.

- An infectious person may have no symptoms.
- Methods of physical distancing and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

We will continue to follow the guidelines issued by the CDPH for schools.

### **Exclusion of COVID-19 Cases**

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met as established by the CDPH.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- We will follow the CDPH guidelines for vaccinated individuals.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing workers compensation benefits, sick leave benefits and other Federal, State, Local benefits including California Education Code. We will continue to follow the above as/ if required by 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 at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Keenen any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Keep a record of and track all COVID-19 cases. The information will be made available to authorized employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Keep an up-to-date list of students and staff that are impacted by either positive COVID-19 test, exposure to a positive case and/or close contact with a positive case. This is a confidential data base updated by our Health Services Department on a daily basis. As stated previously, our Health Services Department is using a confidential spreadsheet to keep record of and track all COVID-19 related cases, per bullet #5 above.

**Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; and
  - COVID-19 symptoms have improved; and
  - They have a negative test for SARS CoV-2, OR a health care provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g. allergies or asthma ) OR a health care provider has confirmed an alternative named diagnosis (e.g. Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate or quarantine was effective.

James Berry

**Title of Owner or Top Management Representative**

**Signature**

**Date**



