

# COVID-19 Prevention Program (CPP) Executive Summary Pajaro Valley Unified School District



## Overview

On January 14, 2021, the California Department of Public Health (CDPH) published a new framework to support school communities as they decide when and how to implement in-person instruction for the 2020-2021 school year. This framework is intended to provide an update to the COVID-19 and the July 17, 2020 Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year guidance. It also provides a consolidation of content from other CDPH COVID-19 and school-related guidance and supersedes previous CDPH COVID-19 and Cal/OSHA school guidance. This is an executive summary of the comprehensive plan compiled with the [Center for Disease Control](#), [California Department of Public Health](#), and [Santa Cruz County Office of Education](#) health and safety guidance. The comprehensive plan is located at the PVUSD website main page, COVID-19 page and Superintendent's Page.

The plan includes guidance on the following:

- Identification and Evaluation of COVID-19 Hazards
- Physical Distancing
- Face Coverings
- Building Safety
- Personal Protective Equipment
- Systems for Communication
- Return to Work Criteria

## **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposure(s) to all persons at, or who may enter, our workplace.
- Review applicable orders and general and/or industry-specific guidance from the State of California, Cal/OSHA, and the local public health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed

to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee Participation**

Employees and their authorized representative(s) are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Researched Federal, State, and Local resources for office space return to work guidelines.
- Reviewed Injury and Illness Prevention Plan COVID-19 addendum.
- Procedures and Protocols created and reviewed with employees.
- Maintenance and Operations modified work spaces to be in compliance with COVID-19 safety precautions per guidelines and injury and illness prevention plan.
- Staff Training plan implemented.
- The following positions participate in school site reviews: Maintenance and Operations Administrators, Site Administrators of School Sites and union participation.
- CSEA President shall appoint a designated representative to attend the walkthrough

### **Employee Screening**

- Employees are instructed not to come to work if they are feeling any symptoms of an illness.
- All staff must complete the symptom review each day through Company Nurse or paper template. This requires staff to take their temperature at home prior to coming to work. Touchless thermometers may also be available at worksites for self-use. Signage will be displayed reminding visitors and employees of wellness protocols.

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

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

- In an effort to maintain a safe and healthy place during the COVID-19 pandemic, staff are asked to use the [COVID-19 Inspection Form](#) to report any issues to their supervisor.
- Staff are aware that reporting an issue will not result in corrective action or repercussions.
- Correction within two days - unless unable to do so in which case notification shall be made to all affected employees and CSEA President, with estimated timelines for repair or correction.

### **Physical Distancing**

The District will ensure at least six feet of physical distancing at all times in the workplace by:

- Ensuring all employees are separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, and except for

momentary exposure while persons are in movement.

- Avoid handshaking when greeting others.
- Avoid congregating in lobbies, hallways, etc. when moving about the workplace.
- Meetings should be held via video conference when possible.
- Limit visiting the desks and offices of your colleagues as much as possible. To contact another employee who is at the office with you, first try using your phone or virtual meeting platform to the extent possible.
- Ensure physical distancing in break/lunchrooms.
- Employee passengers will be allowed in District vehicles subject to all physical distancing protocols.

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

### **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 public health department. Employees are required to utilize a face covering while in the building at all times, unless by themselves in an enclosed office with walls up to the ceiling. Employees who forget to bring a face covering will be provided one.

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

- Working in an office or room alone that has four walls that reach the ceiling
- Actively eating or drinking as long as 6 feet of social distance from others is maintained
- Outdoor and maintaining at least 6 feet of physical distance from others
- Persons in a car alone or solely with members of their own household
- Employees who cannot wear face coverings due to a medical or mental health condition or disability and who have had an interactive process meeting with Human Resources
- Employees who are hearing impaired or communicating with a hearing-impaired person, where the ability to see the mouth is essential to communication
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

### **Building Safety: Engineering controls**

We implemented the following measures for situations where we cannot maintain at least six feet between individuals:

- Personnel are encouraged to use their own reusable cloth face covering as often as possible to conserve PPE. Additional PPE will be provided to staff as needed.
- Gloves, sanitizing wipes, or disinfectant and paper towels, and hand sanitizer will be made available in each department.
- Sneeze guards have been installed where high frequency customer service is performed (ie. front desk and high-traffic areas).

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

- The high-efficiency particulate air (HEPA) filtration systems at all sites currently meet the recommended filtration level for safe air quality in our facilities and will routinely be inspected and maintained.
- Classrooms should be ventilated with outside air to the greatest extent possible in order to dilute indoor airborne contaminants and decrease disease transmission rates. For buildings without heating and ventilation systems, use gravity ventilation by opening doors and windows, across from one another, to encourage introduction of outside air.
- In buildings or structures with mechanical ventilation, the district shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the district shall supply High Efficiency Particulate Air (HEPA) purifiers to be used at the work location.

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

- Maximum occupancy for enclosed office spaces and conference rooms has been adjusted to comply with safe physical distancing requirements and will be adjusted throughout the sites.
- Workstations have been adjusted to meet physical distancing requirements by M&O as needed. Additional modifications may be made upon request.
- High-tough sanitization will be performed daily in high traffic areas (doorknobs, railings, elevator buttons, faucets, etc.).
- M&O teams will only use cleaning agents that have been EPA-approved for use against SARS-CoV-2.
- Deep cleaning will take place using electrostatic sprayers.
- Employees will be required to perform limited non-custodial cleaning and disinfecting of their own workstation and of shared items (ex. copiers, staplers, paper cutters, fridge doors, etc). The best practice to keep ourselves safe is to clean an item before AND after each use.
- Safe physical distancing and hygiene guidelines that prevent the spread of infectious disease are posted throughout the building in hallways, restrooms, conference rooms, waiting areas, and office spaces.
- M&O will refill hand sanitizer bottles and cleaning supplies regularly and ensure hand soap is replenished daily.

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

At a school, daycare center, office, or other facility that does not house people overnight -

- 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 (like tablets, touch screens, keyboards, remote controls) used by the ill person(s), focusing especially on frequently touched surfaces.

### **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:

- Employees will be required to perform limited non-custodial cleaning and disinfecting, such as at the employee's work station or use of shared equipment both before AND after each use, e.g. copiers. Employees will be required to complete a training for how to properly disinfect their work spaces.
- Custodians will clean and disinfect shared areas every night.

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

- Employee passengers will be allowed in District vehicles subject to all physical distancing protocols. Non District employee riders will not be allowed in District vehicles, not intended for student transport, until further notice.
- Barriers will be installed in White Fleet Vehicles

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Posted CDC handwashing guidance is posted in all restrooms and break rooms.
- Frequent handwashing must occur with soap and water 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.

### **Personal protective equipment (PPE)**

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.

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

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

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

- Be offered COVID-19 testing at no cost during their working hours.
- Meet with the Human Resources Department to review information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Review [Flow Chart](#) for COVID-19 Exposure.
- Review [Flowchart with Trigger/Response Requirements](#)

### **System for Communication**

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

- How employees should report COVID-19 symptoms and possible hazards to their immediate supervisors by phone.
- 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 participate in the PVUSD Surveillance Testing System [access COVID-19 testing](#).
- 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 employee(s) of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards to 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.

### **Communication Plan for employee who is symptomatic or aware of exposure**

- Employees must contact their immediate supervisor immediately by phone.
- Supervisor reports information using the Google intake form. Human Resources and/or COVID-19 Nurse will follow-up with the employee.

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

## Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- [Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.](#)
- 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 public health

department whenever required by law, and provide any related information requested by the local public health department.

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

### **Return-to-Work Criteria**

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

The comprehensive CPP document includes all information regarding:

- Response for Multiple COVID-19 Infections and COVID-19 Outbreaks which would stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- Response for Major COVID-19 Outbreaks which will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.