



# **CAL/OSHA COVID-19 PREVENTION PROGRAM (CPP)**



# CAL/OSHA COVID-19 PREVENTION PROGRAM (CPP) INDEX

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## **PSUSD Cal/OSHA COVID-19 PREVENTION PROGRAM (CPP)**

### **1.0 PURPOSE**

In an effort to protect the health and safety of our employees, Palm Springs Unified School District (PSUSD) has prepared a COVID-19 Prevention Program intended to provide information related to the prevention of coronavirus, describe PSUSD's policies, procedures, and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document may be modified based on the ongoing and updated guidance from the Center for Disease Control (CDC), state and local public health agencies, and PSUSD's operations.

The Program is intended to comply with state and local law regarding employees' safety including Labor Code §6400 which requires that every employer must furnish a place of employment that is safe and healthful for the employees therein. It also covers proposed new changes to provisions under California Code of Regulations, Title 8, adoptions of sections 3205;3205.1;3205.2;3205.3 and 3205.4 of the general Industrial Safety orders (GISO).

Superintendent or Designee has overall responsibility for handling PSUSD's COVID-19 Prevention Program. In addition, PSUSD expects all managers and supervisors to implement and maintain the Prevention Program at their school sites, departments, and assigned workplaces.

### **2.0 SCOPE**

This policy applies to all PSUSD employees and contains general prevention best practices as well as PSUSD policies and procedures related to COVID-19 in the workplace.

### **3.0 WHAT IS COVID-19**

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms – from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. People with these following symptoms may have COVID-19:

- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Laboratory testing is necessary to confirm an infection.

## **4.0 COVID-19 TRANSMISSION**

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs, or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary reason why the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

## **5.0 IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

The following will be implemented in the workplace:

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

### **5.1 Employee Participation**

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

- Purchasing COVID-19 committee receives input from union representation on strategies in planning a healthy work environment for employees.
- Training and planning with union representation through the District Safety Committee on safety plans and CPP Program.

PSUSD employees have a collective responsibility to ensure the protection of all people in the workplace to comply with PSUSD's policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

- Required daily screening using the HealthTrac program to identify potential COVID-19 positive cases. Employees must self-screen for COVID-19 symptoms prior to entering the workplace prior to their shift.
- Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.
- An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.
- Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested

negative for the COVID-19 virus, must consult with their physician and their manager before physically returning to work.

- Employees must cooperate with PSUSD in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help PSUSD to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.

## 5.2 Employee Screening

PSUSD screens all employees daily through the HealthTrac program using a questionnaire which follows the self-screen CDPH guidelines for daily health screening. HealthTrac provides immediate feedback regarding next steps according to the information submitted by the employee. All data is evaluated daily to ensure compliance and tracking of possible COVID-19 cases.

## **6.0 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:

- Identify and assess hazard(s)
- Determine what next steps and actions should be taken to correct hazard(s)
- Assign responsible individuals for completion of necessary tasks
- Establish a timeline for mitigation and correction
- Under section 1.2.11 of the District's Injury and Illness Prevention Plan (IIPP), follow-up measures are to be completed to ensure safe and healthy work conditions

## **7.0 CONTROL OF COVID-19 HAZARDS**

### 7.1 Physical Distancing

- Where possible, we ensure at least six feet of physical distancing at all times in our workplace. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.
- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements. Use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
- 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. Posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
- Staggered arrival, departure, work, and break times.
- Encourage sick employees to stay home.
- PSUSD will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, etc.) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering PSUSD buildings.

### 7.2 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.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- To the extent supplies are in stock and readily available for distribution, the District will provide and require employees to use face coverings. Face coverings must be worn whenever a PSUSD employee comes within six feet of another employee.

Note: Face coverings are not considered respiratory or personal protective equipment (“PPE”), but combined with physical distancing, they help prevent infected persons without symptoms or who are pre-symptomatic from knowingly spreading the coronavirus.

### **7.3 Engineering controls**

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

- Alen BreatheSmart 75i HEPA Air Purifier systems will be placed in work areas and reviewed for maintenance every 12 to 15 months per manufacturer recommendations.
- Outdoor air will be used to ventilate as much as possible during normal operations within fire code regulations.
- Minimum Efficiency Reporting Value (MERV) 11 filtration that is compatible with the existing ventilation system.

### **7.4 Cleaning & Disinfecting**

PSUSD recognizes that high traffic and high touch common areas in the workplace need regular cleaning and disinfecting to limit the spread of the COVID-19 virus to the extent possible.

PSUSD will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, rest room and bathroom surfaces, elevator buttons, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer’s instructions for all cleaning and disinfection products (WAXIE Solsta 243 Green Neutral Cleaner. There is a WAXIE Solsta 764 cleaner available if employee completed the Keenan Safe Schools training).

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

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.

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

- Temporarily close the general area where the infected employee or guest worked/visited until cleaning has completed.
- If possible, 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 cleaning and disinfecting the area.
- Conduct deep cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas.
- Custodial personnel cleaning the area must be equipped with a proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

### **7.5 Shared tools, Equipment & 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.
- Custodial department routinely deep cleans high-touch point office areas and shared 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.

### **7.6 Hand Sanitizing**

In order to implement effective hand sanitizing procedures, the District is:

- Encouraging employees to wash their hands for at least 20 seconds each time.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Evaluating handwashing facilities and determine the need for additional facilities.

### **7.7 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.

- PSUSD District written Respiratory Program for N95 respirators is followed for District healthcare workers. (plan available upon request)

The district will minimize exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.

## **8.0 INVESTIGATING & RESPONDING TO COVID-19 CASES**

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

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

- Offered COVID-19 testing during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

PSUSD takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:

- Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace.
- Conduct periodic inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
- Evaluate PSUSD's policies and procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
- PSUSD will conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace.
- PSUSD will conduct an investigation to identify and eliminate COVID-19 hazards. In order to protect employees in the workplace it will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee and require all those potentially exposed to quarantine as required by law.
- PSUSD will regularly evaluate the workplace for compliance with this program.
- Unsafe and unhealthy hazards, work conditions, practices, policies, or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

## **9.0 SYSTEM FOR COMMUNICATING**

Communication between employees and PSUSD on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, PSUSD has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

- All PSUSD employees must report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
- Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact PSUSD's Supervising Nurse in Health Services Departments who will triage the report and notify essential personnel for an appropriate response.
- If an employee has a disability, medical or other condition that put them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to report it to their supervisor or manager. PSUSD will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated.
- When required by law, PSUSD will provide COVID-19 testing to potentially exposed employees. Employees can report symptoms and hazards without fear of reprisal.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the COVID-19 Surveillance-Maintaining Healthy Operations Plan for PSUSD which includes providing testing and informing affected employees of the reason for the testing and the possible consequences of a positive test.



- All PSUSD employees will conduct a daily self-screening questionnaire through the HealthTrac portal for reporting of symptoms and/or possible exposure to COVID-19.

## **10.0 TRAINING & INSTRUCTION**

PSUSD will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent the spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of the PSUSD COVID-19 prevention program.

Employees will be notified of the training and all employees are required to participate. This will be done through the Keenan SafeSchools system portal or through direct training.

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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- 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.
- Instruction on the COVID-19 Surveillance Maintaining Healthy Operations Plan
- Instruction on the Employee COVID-19 Identification Steps and Processes
- Instruction on the Injury and Illness Prevention Plan (IIPP) and COVID-19 Addendum

## **11.0 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 per the COVID-19 Identification Steps and Processes for PSUSD.
- 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 maintain an employee's seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by following the collective bargaining agreements for all staff.
- Providing employees at the time of exclusion with information on available benefits.

## **12.0 REPORTING, RECORDKEEPING, & ACCESS**

PSUSD is committed to following all local and state laws requiring reporting, recordkeeping, and access to records. It is our policy to:

- Record and track all COVID-19 cases using the HealthTrac system, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
- Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
- PSUSD will make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.
- 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).

## **13.0 RETURN-TO-WORK CRITERIA**

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- COVID-19 symptoms have improved.
- At least 14 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 14 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 unless specified in bargaining unit agreement.
- If there is an order to isolate or quarantine 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 14 days from the time the order to isolate was in effect.

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.
- Providing employees at the time of exclusion with information on available benefits.

## **14.0 POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE**

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions and workers compensation:

Families First Coronavirus Response Act Leave [or AB 1837 Leave if the business employs more than 500 employees].

Family Medical Leave Act/California Family Rights Act Leave.

Leave Pursuant to the Collective Bargaining Agreement. Per collective bargaining agreement for classified staff.

Workers' Compensation Benefits. If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify your employer that you believe your COVID-19-related illness is work-related and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.

## **15.0 MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS**

PSUSD will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak.

A COVID-19 outbreak is defined as 3 or more confirmed positive cases of COVID-19 in a 14-day period at a specific site or within a department that is deemed to be connected through direct exposure. A major COVID-19 outbreak is defined as 20 or more cases of COVID-19 in a 30-day period at a given site or department. Closures will be determined in conjunction with Public Health officials recommendations.

- PSUSD will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided after 5 days from the date of exposure to the employees during working hours. If a negative is received, the employee will be retested on day 12 after exposure. If a positive test result is received on the first test, the employee will not be required to retest.
- All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
- We will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in **Investigating & Responding to COVID-19 Cases** found in section 8.0.
- PSUSD will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Identification, & Evaluation of COVID-19 Hazards** found in section 5.0 and **Investigating & Responding to COVID-19 Cases** found in section 8.0.
- PSUSD will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
  - a. Leave policies and practices to insure employees are encouraged to remain home when sick.
  - b. COVID-19 testing process.
  - c. Insufficient outdoor air.
  - d. Lack of physical distancing, face coverings or use of other PPE.
  - e. Evaluation of mechanical ventilation, and the district will recirculate air with Minimum Efficiency Reporting Value (MERV) 11 efficiency filters that is compatible with our current district system. Portable High Efficiency Particulate Air (Alen BreatheSmart 75i HEPA Air Purifier) filtration units, or other cleaning systems are used to reduce the risk of transmission.
  - f. Determine the need for additional respiratory protection.
  - g. Determine whether to halt some or all operations until the COVID-19 hazard has been corrected.
  - h. Implement any other control measures as required by Cal/OSHA.
- Notify the local health department as required by law.

## **16.0 MAJOR COVID-19 OUTBREAKS**

We will comply with the requirements of our **Multiple COVID-19 Infections & COVID-19 Outbreaks** found in section 15.0. This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

In addition to the requirements of our CPP **Correction of COVID-19 Hazards** found in section 6.0, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 11 or higher efficiency filters if compatible with the ventilation system. If MERV-11 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

## **17.0 PSUSD CLOSURE & REOPENING PROTOCOLS**

### **17.1 Closure Protocol**

- Criteria is met for considerations for minor outbreak and/or major outbreak
- Public health officials are consulted by Nursing Supervisor
- Cabinet consulted regarding closure. Site Admin or Supervisor is notified.
- Communication Officer notifies school staff/public of site closure and timeline
- Staff are notified via HealthTrac regarding outbreak for possible exposure and testing
- M&O Supervisor is notified by Cabinet regarding need for “deep” cleaning
- Site remains closed for 14 consecutive days (or as otherwise specified by public health officials/Cabinet)

### **17.2 Reopening Protocol**

- Nursing Supervisor will consult with site administrator to determine that no new cases have developed during the closure period.
- Cabinet/Risk will be informed.
- If positive cases are identified, staff will be interviewed by Nursing Supervisor to determine return to work date. Staff who are identified as testing negative, will require a retesting date to be given within 1 week from date of first test at no-cost within working hours. Once employees are deemed to be negative on retest, they will be evaluated by Nursing Supervisor and able to return to work.
- Staff will continue to participate in HealthTrac daily health screening.

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious.

Evaluation of potential workplace exposure will be to all persons at the workplace.

**Person conducting the evaluation:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

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

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation

**\*This form may be produced electronically**

**Appendix B: COVID-19 Inspections**

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Name of person conducting the inspection:** 1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

<b>Exposure Controls</b>	<b>Status</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>[additional controls your workplace is using]</b>			
<b>[ additional controls your workplace is using]</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>[additional controls your workplace is using]</b>			
<b>[additional controls your workplace is using]</b>			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>[additional controls your workplace is using]</b>			

**\*This form may be produced electronically**

**Appendix C: Investigating COVID-19 Cases**

PSUSD will keep all personal identifying information of COVID-19 cases or symptoms will be kept confidential to ensure the confidentiality of employees. The exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Name of person conducting the investigation: 1.** \_\_\_\_\_

**2.** \_\_\_\_\_

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**\*This form may be produced electronically**

<p><b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b></p>			
<p><b>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:</b></p>			
<p><b>All employees who may have had COVID-19 exposure and their authorized representatives.</b></p>	<p><b>Date:</b></p>		
	<p><b>Names of employees that were notified:</b></p>		
<p><b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b></p>	<p><b>Date:</b></p>		
	<p><b>Names of individuals that were notified:</b></p>		
<p><b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b></p>		<p><b>What could be done to reduce exposure to COVID-19?</b></p>	
<p><b>Was local health department notified?</b></p>		<p><b>Date:</b></p>	

**\*Should an employer be made aware of a non-employee infection source COVID-19 status.**

**\*This form may be produced electronically**



