

COVID-19 School Guidance Checklist

February 22, 2021



2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Palm Springs Unified School District

Number of schools: 27

Enrollment 21,706

Superintendent (or equivalent) Name: Sandra Lyon

Address: _____ Phone Number: 760-883-2700

150 District Center Dr. Palm Springs, CA. 92264

Email: slyon@psusd.us

Date of proposed reopening:
4/15/2021

County: Riverside

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Unified School District

Grade Level (check all that apply)

- TK 2nd 5th 8th 11th
 K 3rd 6th 9th 12th
 1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Levaughn Smart, post to the website of the local educational

- During recess or other breaks, stable groups will remain intact and times will be staggered so that stable groups are not mixed.
- Students will not be eating lunch on campus during Hybrid Instruction in the 2020-2021 school year. Each day students will pick up their lunch and the next day's breakfast as they leave campus and will eat at home.
- Elementary Physical education and music instruction will be delivered virtually on the days that students will be learning from home.
- Each campus has an approved Ingress/Egress plan designed to minimize the formation of large groups or stable group mixing.
- Drop off and pick-up time will be managed to ensure that stable groups and physical distancing are maintained.
- Approved ingress egress plans include staggered times and assigned entrances and exits.
- One classroom teacher will be assigned to the stable group, and any additional staff assigned to the group will not exceed the maximum capacity of the room to ensure that the groups remain stable and physical distancing can be maintained.
- Restroom breaks will be managed to ensure that stable groups and physical distancing are maintained.

If you have departmentalized classes, how will you organize staff and students in stable groups?

- Stable groups will be grouped by Hybrid A/B Model and Grade Level to minimize student groups on campus. Elementary electives such as music will be taught virtually
- When case rates allow, secondary schools will have smaller in-person instructional groups and will move from one classroom to another with extended or staggered classroom passing periods to minimize congregating and overcrowding of hallways. Teachers will either be teaching virtually and in-person simultaneously, or will teach in-person with one stable group with the other stable group taught virtually later in the day. (please see the attached proposed schedules)

Agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

Which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Stable Group:

It is important to note all students will not be on campus at the same time to accommodate physical distancing requirements and provide time for intermittent cleaning and disinfecting.

- In the purple tier, each stable group will have a maximum of 30 individuals. Upon entry to the red tier, each classroom will have no more students than classrooms will allow to meet public health guidelines and maintain at least 6ft of physical distance between student chairs and staff desks.
- Students returning for Hybrid instruction will be divided into two roughly equal groups (A/B).
- This Hybrid Instructional Model combines on campus learning and virtual, at-home learning. This model provides students with flexibility to meet their instructional needs and maintain school connections, while ensuring that stable groups and physical distancing will be maintained.
- Classes have been evaluated to determine the appropriate number of students and staff to assist in the creation of stable classroom groups to ensure physical distancing.
- In-person classes shall be no larger than approximately half the number of students on the traditional roster minus those who are remaining in distance learning, and in all cases shall accommodate the six-foot physical distancing requirement.
- Students in the A group will attend on Monday and Tuesday and students in the B group will attend on Thursday and Friday.
- On the days that the cohort is not attending in person learning (for example cohort A on Thursday and Friday), they will participate in distance learning from home.
- All students will participate in distance learning at home on Wednesdays.
- Students and supervising adults in the classroom will stay together for all activities and avoid contact with people outside of their stable group. PSUSD is committed to returning students to campus in a manner that is safe and in accordance with all public health guidelines.

Elementary Hybrid Schedule 1*(Proposed)



PE and Music instruction will be delivered remotely. Students will participate in the morning on their remote days. Schedule TBD. SWD students in self contained classes can attend all 4 days if classroom sizes allow for appropriate precautions

	Monday	Tuesday	Wednesday	Thursday	Friday
Student Attendance	Group A – In-Person Group B – Remote/Online Learning		All Students –Remote Learning via independent/ Asynchronous assignments and morning synchronous check-in with teacher via Zoom (8:40-9:30)	Group A – Remote/Online Learning Group B – In-Person	
8:40-10:00	ELA-Embedded Science/Social Studies	ELA-Embedded Science/Social Studies		ELA-Embedded Science/Social Studies	ELA-Embedded Science/Social Studies
10:00-10:15	Recess (staggered-actual time to be scheduled by school site)	Recess (staggered-actual time to be scheduled by school site)	Teachers – Morning check-in with all students via Zoom (8:40-9:30)	Recess (staggered-actual time to be scheduled by school site)	Recess (staggered-actual time to be scheduled by school site)
10:15-11:30	Math	Math		Math	Math
11:30-12:00	Designated ELD (within classroom)	Designated ELD (within classroom)	Break (9:30-9:45)	Designated ELD (within classroom)	Designated ELD (within classroom)
12:00-12:15	Students Pick up Lunch/Dismissal	Students Pick up Lunch/Dismissal	Teacher Selected Grade Level Collaboration and/or Planning Time (9:45-11:35)	Students Pick up Lunch/Dismissal	Students Pick up Lunch/Dismissal
12:15-1:00	Teacher Lunch	Teacher Lunch	Teacher Lunch (11:35-12:05)	Teacher Lunch	Teacher Lunch
1:00-2:35 Synchronous for “remote” group Embed 15 minute break	Synchronous Instruction for Group B	Synchronous Instruction for Group B	Prep (12:05-1:00)	Synchronous Instruction for Group A	Synchronous Instruction for Group A
	Asynchronous Instruction for Group A	Asynchronous Instruction for Group A	Additional Planning Time (1:00-1:30)	Asynchronous Instruction for Group B	Asynchronous Instruction for Group B
2:35-3:30	Teacher Prep	Teacher Prep	2-1-2: Professional Development, Staff Meetings, Grade Level Collaboration (1:30-3:30)	Teacher Prep	Teacher Prep

Elementary Hybrid Schedule 1*(Proposed)



(Early Start Example - Agua Caliente, Landau, Rio Vista)

PE and Music instruction will be delivered remotely. Students will participate in the morning on their remote days. Schedule TBD. SWD students in self contained classes can attend all 4 days if classroom sizes allow for appropriate precautions

	Monday	Tuesday	Wednesday	Thursday	Friday
Student Attendance	Group A – In-Person Group B – Remote/Online Learning		All Students –Remote Learning via independent/ Asynchronous assignments and morning synchronous check-in with teacher via Zoom (7:35-8:25)	Group A – Remote/Online Learning Group B – In-Person	
7:35-8:55	ELA-Embedded Science/Social Studies	ELA-Embedded Science/Social Studies		ELA-Embedded Science/Social Studies	ELA-Embedded Science/Social Studies
8:55-9:10	Recess (staggered-actual time to be scheduled by school site)	Recess (staggered-actual time to be scheduled by school site)	Teachers – Morning check-in with all students via Zoom (7:35-8:25)	Recess (staggered-actual time to be scheduled by school site)	Recess (staggered-actual time to be scheduled by school site)
9:10-10:25	Math	Math		Break (8:25-8:40)	Math
10:25-10:55	Designated ELD	Designated ELD	Teacher Selected	Designated ELD	Designated ELD

	(within classroom)	(within classroom)	Grade Level Collaboration and/or Planning Time (8:40-10:30) Lunch (10:30-11:00) Teacher Prep (11:00-11:55) Additional Planning Time (11:55-12:25) 2-1-2: Professional Development, Staff Meetings, Grade Level Collaboration (12:25-2:25)	(within classroom)	(within classroom)
10:55-11:10	Students Pick up Lunch/Dismissal	Students Pick up Lunch/Dismissal		Students Pick up Lunch/Dismissal	Students Pick up Lunch/Dismissal
11:10-11:55	Teacher Lunch	Teacher Lunch		Teacher Lunch	Teacher Lunch
11:55-1:30 Synchronous for "remote" group Embed 15 minute break	Synchronous Instruction for Group B Asynchronous Instruction for Group A	Synchronous Instruction for Group B Asynchronous Instruction for Group A		Synchronous Instruction for Group A Asynchronous Instruction for Group B	Synchronous Instruction for Group A Asynchronous Instruction for Group B
1:30-2:25	Teacher Prep	Teacher Prep		Teacher Prep	Teacher Prep

PSTA Middle School Hybrid Draft Schedule (Proposed)

(SWD students in self-contained classes can attend all 4 days if classroom sizes allow for appropriate precautions)

	Monday	Tuesday	Wednesday	Thursday	Friday
	Group A - In person/Online Group B - Online/Remote Learning	Group A - In person/Online Group B - Online/Remote Learning	Live Online	Group A - Online/Remote Learning Group B - In person	Group A - Online/Remote Learning Group B - In person
7:40 – 8:35 (55 min)	Period 1 (Group A in person)	Period 4 (Group A in person)	PERIOD 1 7:40 - 8:10	Period 1 (Group B in person)	Period 4 (Group B in person)
8:45 – 9:40 (55 min)	Period 2 (Group A in person)	Period 5 (Group A in person)	PERIOD 2 8:17 - 8:47	Period 2 (Group B in person)	Period 5 (Group B in person)
9:50 – 10:45 (55 min)	Period 3 (Group A in person)	Period 6 (Group A in person)	PERIOD 3 8:54 - 9:24	Period 3 (Group B in person)	Period 6 (Group B in person)
10:45 – 12:10	Grab/Go Lunch Dismissal - Teacher lunch/Prep	Grab/Go Lunch Dismissal - Teacher lunch/Prep	BREA K 9:24 - 9:45	Grab/Go Lunch Dismissal - Teacher lunch/Prep	Grab/Go Lunch Dismissal - Teacher lunch/Prep
12:10 – 12:50 (40 min)	Synchronous Group B & Distance Group Period 1	Synchronous Group B & Distance Group Period 4	PERIOD 5 9:45 - 10:15	Synchronous Group A & Distance Group Period 1	Synchronous Group A & Distance Group Period 4
1:00 – 1:40 (40 min)	Synchronous Group B & Distance Group Period 2	Synchronous Group B & Distance Group Period 5	PERIOD 6 10:22 - 10:52	Synchronous Group A & Distance Group Period 2	Synchronous Group A & Distance Group Period 5
1:50 – 2:30 (40 min)	Synchronous Group B & Distance Group Period 3	Synchronous Group B & Distance Group Period 6	PERIOD 7 10:59 - 11:29	Synchronous Group A & Distance Group Period 3	Synchronous Group A & Distance Group Period 6
			Students work independently in the afternoon. Teacher planning 2-1-2 time		

High School Hybrid Schedule (Proposed)

(SWD students in self-contained classes can attend all 4 days if classroom sizes allow for appropriate precautions)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:55	Period 1 Group A in person Group B remote, simultaneous or asynchronous	Period 1 Group A in person Group B remote, simultaneous or asynchronous	A & B group Online/synchronous Period 1 - 8:00-8:30 Period 2 - 8:40-9:10 Period 3 - 9:20-9:50 Period 4 - 10:00-10:30	Period 1 Group B in person Group A remote, simultaneous or asynchronous	Period 1 Group B in person Group A remote, simultaneous or asynchronous
9:05 - 10:00	Period 2 Group A in person Group B remote, simultaneous or asynchronous	Period 2 Group A in person Group B remote, simultaneous or asynchronous	10:30-12:15 Teacher Selected Asynchronous Grading and/or Planning Time	Period 2 Group B in person Group A remote, simultaneous or asynchronous	Period 2 Group B in person Group A remote, simultaneous or asynchronous
10:15 - 11:05	Period 3 Group A in person Group B remote, simultaneous or asynchronous	Period 3 Group A in person Group B remote, simultaneous or asynchronous	12:15-1:00 lunch	Period 3 Group B in person Group A remote, simultaneous or asynchronous	Period 3 Group B in person Group A remote, simultaneous or asynchronous
11:15 - 12:10	Period 4 Group A in person Group B remote, simultaneous or asynchronous	Period 4 Group A in person Group B remote, simultaneous or asynchronous		Period 4 Group B in person Group A remote, simultaneous or asynchronous	Period 4 Group B in person Group A remote, simultaneous or asynchronous
Lunch					
12:55 - 1:50	Teachers facilitating small group targeted work, Designated ELD, or Prep	Teachers facilitating small group targeted work, Designated ELD, or Prep	1:00-3:00 2-1-2: Professional Development, Staff Meetings, Grade Level Collaboration	Teachers facilitating small group targeted work, Designated ELD, or Prep	Teachers facilitating small group targeted work, Designated ELD, or Prep
2:00 - 2:55	Teachers facilitating small group targeted work, Designated ELD, or Prep	Teachers facilitating small group targeted work, Designated ELD, or Prep		Teachers facilitating small group targeted work, Designated ELD, or Prep	Teachers facilitating small group targeted work, Designated ELD, or Prep

Grades and time frame for returning:

- TK-2 on April 12, 2021 (TK-5 would open in the purple, if we remain in the purple tier at that time.)
- 3-5 on April 19, 2021
- Grades 6-8, and potentially grade in high school, pending Board approval on March 23, with return no earlier than April 19, 2021

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

- Stable groups will be grouped by Hybrid A/B Model and grade level to minimize student groups on campus. High school model will use a 4X4 schedule and A/B Model.

Entrance, Egress, and Movement within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing stable groups.

- Schools have established and will monitor access control for campus ingress and egress.
- Ingress/egress points in buildings and classrooms will be designated by school administration

to mitigate crowding and congestion

- Social distancing will be expected and monitored in hallways and corridors
 - One-way directional travel in those areas has been established and directional signage posted to assist in navigating classrooms, hallways, and corridors.
- Persons in all hallway areas are required to wear face coverings at all time



Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

- Students in all grade levels K-12 are required to wear face coverings at all time, unless there is a written medical exemption
- Face coverings may be removed for meals, snacks, and drinking, or when it needs to be replaced. When a face covering is temporarily removed, it will be placed in a clean location until it needs to be put on again
- PSUSD requires all employees, students, and visitors to wear a mask or cloth face covering. Face coverings must be used in accordance with CDPH guidelines, unless otherwise exempt. All masks and face coverings must fully cover the nose and mouth, secure underneath the chin, and fit securely against both sides of the face. Information will be provided to all staff and families in the school community regarding proper use, removal, and disposal of face coverings

- Face coverings are made available at each school to students, staff and visitors who need one
- All face coverings must cover both nose and mouth
- Staff have been evaluated for and will be provided essential gear as needed based on their job duties. For example, staff working in close proximity to students (such as occupational therapists, physical therapist, athletic trainers, paraprofessionals, adapted P.E. and pre-K assessment team will be fitted for N95 masks
- Face shields may be worn in addition to a mask, but not in place of a mask or face covering
- Students will be reminded not to touch the face covering and to wash their hands or use hand sanitizer frequently

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated and sent home immediately.

- Staff and students are required to self-screen for symptoms of COVID-19 at home daily. Staff are currently utilizing the HealthTrac program to identify potential cases and they will continue to do so when in-person instruction begins. It is recommended that an individual not attend work/school if they are feeling any of the symptoms of COVID-19. Parents will agree via the Parent Acknowledgement Form to monitor for symptoms daily prior to arriving to school and keep the student at home if symptomatic
- If any symptoms of COVID-19 are exhibited, the student/staff must remain at home
- Any individual who tests positive for COVID-19 must remain home for 10 days from the last positive test date
- Following current district protocols, individuals who have been exposed to a confirmed positive COVID-19 case within the last 14 days must remain at home for 14 days from the last date of exposure to a confirmed positive COVID-19 case
- COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms, from mild symptoms to severe illness. Signs of illness can include:
 - Fever (greater than 100.4) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of taste or smell
 - Sore throat
 - Nasal congestion or runny nose
 - Nausea, vomiting, or diarrhea
- Any staff or student who exhibits symptoms of COVID-19 while at school will be immediately directed to the CARE room for isolation and health screening. If deemed necessary, the parent will be notified and the student will be sent home.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Hand Hygiene

- All students and staff must wash hands for 20 seconds with soap and water, rubbing thoroughly after application. If soap and water are not available use district-provided greater than 60% alcohol-based hand sanitizer. This district has provided written instruction and signage on proper hand washing techniques. The following guidelines are recommended for school settings. At minimum, students and staff must wash their hands or use hand sanitizer:
 - Upon arrival to the school site
 - Before leaving the site
 - Upon entry to any new classroom
 - When using the restroom
 - When visibly dirty
 - After using a tissue, coughing into hands
 - Upon arriving home
- Avoid contact with eyes, nose, and mouth
- Teach children to sneeze into a tissue or elbow and throw the tissue away into a waste container. Wash hands with soap and water or use hand sanitizer.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Identification of Possible COVID-19 Cases on Campus

- If the district becomes aware of a positive COVID-19 case, the district supervising nurse will notify Riverside County Public Health within 24 hours with submission of the contact line list utilizing the SPOT reporting system.
- Positive staff members will be reported by the District Supervising Nurse.
- Positive students will be reported by the assigned school site nurse. The reporting procedure will be overseen by the District Supervising Nurse.

- When a student is identified as showing symptoms of COVID-19, they will be immediately directed to the CARES/Isolation Room where they will be assessed by a trained staff member or nurse. The student will be required to wear a mask, if not exempt. If deemed necessary, the parent/guardian/emergency contact will be contacted for pick up. Students may be required to remain off campus for up to 10 days and it will be recommended that they contact their healthcare provider

Contact Tracing

- Notification of potential COVID-19 exposure/symptoms/confirmed case may come through a variety of methods including self-reporting, parent report, supervisor report, absence information, public health, or reported symptoms in daily HealthTrac screening.
- The purpose of the contact tracing procedure is to track illness and potential direct exposures to illness. Staff/student attendance records as well as visitor sign-in information will be used to ascertain an individual's potential direct exposure. Once notified of a positive case, the district designee will begin contact tracing notification of potential direct exposures
- Initial contact with the reported/suspected positive COVID-19 case will be done as soon as reasonably possible by one of the following staff members: district supervising nurse, site nurse, or other designated staff.
- Information collected to include verification of positive case, workplace, last date on site, date of test, history of symptoms, date of symptom onset, level of risk according to individuals whom the positive case had been in contact with in the previous 2 days prior to symptom onset or positive test date, and actions that need to be taken at that time. The designee will then determine dates of isolation, quarantine, and complete contact tracing protocol, which includes identification of possible COVID-19 direct exposures and notification of the need to quarantine. Notification of exposure will be given both verbally and in writing, utilizing the district Notification of Exposure letter.
- Contacts are only informed that they may have been exposed to individuals with the infection. The identity of the positive patient will remain confidential
- Determination of direct exposure for contact tracing is made using the following criteria, and both of the criteria must be met in order to be considered as direct exposure
 - o a) Must be within 6ft distance to the positive case
 - o b) For greater than 15 cumulative minutes over a 24 hour period

- Any individual identified as being a direct exposure will be notified in writing using the district Notification of Exposure letter
- These procedures are logged and maintained in a confidential spreadsheet. The documentation includes workplace/school site, last date on site, date of symptom onset, date of test, symptomatology, date of isolation start/end, possible direct exposures, and any pertinent notes/information pertaining to positive cases.
- For any staff member who tests positive, notification to the following departments will be given, in accordance with Cal/OSHA guidelines:
 - All site staff notifications, department notifications, Riverside County, Third Party Administrator (Keenan), Cal-OSHA hospitalizations or deaths, people identified as positive or exposed. The district will notify Riverside County Public Health within 24 hours, with submission of the contact line list utilizing the SPOT reporting system. Positive staff members will be reported by the District Supervising Nurse or designee. The reporting procedure will be overseen by the District Supervising Nurse.
- For any student who tests positive, notification to the following departments will be given:
 - Riverside County Department of Public Health, school site administrator, staff who are deemed to have been a direct exposure to the student, parent/guardian of any student who has been deemed a direct exposure to the positive case, and district department notifications. The district will notify Riverside County Public Health within 24 hours, with submission of the contact line list utilizing the SPOT reporting system. Positive students will be reported by the assigned school site nurse or designee. The reporting procedure will be overseen by the District Supervising Nurse.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

School Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms. Maximum 6 or more feet Minimum 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

- All individuals must maintain 6ft of distance in hallways, classrooms, walkways, bathrooms, office spaces, and other areas of the campus. Maintaining adequate space is one of the best tools available to avoid exposure to COVID-19.

- Classrooms have been arranged to ensure that teacher and student desks are at least 6 feet away from other occupied desks.
- All schools have had multiple visits by the PSUSD Logistics Team to review each site's individual plans for all classrooms, common areas and school offices.
- The classroom occupancy has been calculated to ensure that there is adequate space for all staff and students, and the A/B Hybrid schedule will further reduce the number of students on campus at any given time.
- Plexiglass partitions are also in place on student desks and teachers and staff have mobile plexiglass screens that can be used to ensure physical distancing and an additional physical barrier.
- Markings on the floor serve as another reminder to keep at least 6 feet distance between all in attendance.
- Schools will schedule staggered recess periods that are assigned specific portions of the campus to ensure that there is more than sufficient room and supervision for all students to maintain distance.
- Students will not be eating lunch on campus or congregating in the lunchroom or multipurpose room.
- Parents will not be permitted to form large groups during drop off or pick up. Arrival time will be managed to limit the formation of large groups.
- Visitor capacity will be limited to accomplish safe physical distancing. Campus access will be limited to staff, students, and parents/guardians on official business. Parents/guardians are encouraged to make appointments.
- Visual cues such as signs and floor markings indicate where person(s), the general public, and others to be located or their direction and path of travel.
- Posters, notices, and/or signage at each school site will be displayed in common areas, including restrooms, that provide physical distancing guidelines.

Transportation/Buses

- Transporting of students is managed to avoid close contact and/or mixing of stable groups.
- Collaboration between the instructional program staff and school transportation staff ensures students reliant on school buses will be at school on time
- Parents are asked to check their child for symptoms before boarding the bus. If students have symptoms follow Stay at Home Requirement

- Parents and students will be educated, via videos and written materials, on the steps they must take to keep others safe during loading and unloading
- Students will be routed to ensure that their transportation is coordinated with their appropriate student stable group
- Every student and driver are required to wear face coverings, unless the student has a verified medical condition, mental health condition, or disability that prevents wearing a face covering. A face shield will be made available
- Each bus is equipped with extra unused face coverings for students who may not have one available
- In order to practice physical distancing on a school bus, the seating capacity will be reduced. A seating chart will be used to designate assigned seats
- Students will fill each bus starting from the back to the front, and students will empty each bus from the front to the back
- Hand sanitizer is made available to students when entering the bus
- A minimum of three (3) windows will be open on each side of the bus to maximize ventilation and air flow throughout the bus
- Siblings are expected to sit with each other
- Should a student become ill while in transit, the student will be seated in front of the bus in isolation and sent to the school nurse upon arrival
- Six-foot distancing will be required at bus stops and while loading and unloading
- All riders must wear a face covering while waiting for the bus and while riding the bus, unless the individual is precluded from doing so
- Bus drivers are provided cleaner and disposable gloves to support cleaning of frequently touched surfaces during the day
- Buses are thoroughly cleaned at the end of each day
- Buses will be thoroughly disinfected after transporting any individual who is exhibiting symptoms of COVID-19

Testing of Staff and Students: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Testing of Staff and Students:

Testing for COVID-19 for Staff

- VyTrac provides medical assistants who will be equipped and trained to administer COVID-19 testing to staff according to the required cadence within the assigned county tier
- Nursing Supervisor, and Director of Risk Management in conjunction with VyTrac, will receive and manage test results. Test results will be stored electronically according to HIPPA, as well as internal district confidentiality policies
- Staff will have access to on-site symptomatic and response testing, as well as regular access to asymptomatic testing, as required by the California Safe School Reopening Plan assigned color tier. The testing cadence will be determined by status of Riverside County case rates within the California Blueprint for Reopening Tier System and agreement with the bargaining units
- The testing cadences for both staff and students are dependent on the weekly case rates reported by the Department of Public Health and will be determined as follows:

	Yellow CR<1.0	Orange CR 1-3.9	Red CR 4-7	Purple CR>7-13.9	CR>14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing	Symptomatic and response testing + every 2 weeks asymptomatic testing	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity

* The case rates above are adjusted case rates.

** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

Beginning in September 2020, the district has offered monthly voluntary COVID-19 testing to all staff and their families

- Regardless of tier placement, staff who are identified during the work day to be exhibiting symptoms of COVID-19 will be provided information on how to obtain testing at a district location/site
- Additionally, in adherence with Cal/OSHA regulation and the district's CPP, when an outbreak is discovered, the district provides follow up testing to all individuals at the facility who may have been exposed to COVID-19

Testing for COVID-19 for Students

- VyTrac provides medical assistants who will be equipped and trained to administer COVID-19 testing according to the required cadence within the assigned county tier
- Nursing Supervisor, and Director of Risk Management in conjunction with VyTrac, will receive and manage test results. Test results will be stored electronically according to FERPA as well as internal district confidential policies
- Students will have access to on-site symptomatic and response testing, as well as regular access to asymptomatic testing, as required by the California Safe School Reopening Plan assigned color tier. The testing cadence will be determined by status of Riverside County case rates within the California Blueprint for Reopening Tier System.
- Student testing is dependent upon parental consent, and will be offered to all students whose parents have submitted the testing consent form
- The testing cadences for students are dependent on the weekly case rates reported by the Department of Public Health and will be determined as follows:

	Yellow CR<1.0	Orange CR 1-3.9	Red CR 4-7	Purple CR>7-13.9	CR>14*
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing	Symptomatic and response testing + every 2 weeks asymptomatic testing	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity

* The case rates above are adjusted case rates.

** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

- Regardless of tier placement, students who are moved to the CARE Room during the school day and are exhibiting symptoms of COVID-19 will be provided information on how to obtain testing. If a symptomatic student is unable to obtain testing, a test will be provided to them on-campus.

Classrooms (set up, sanitizer, etc)

- Hand sanitizer will be placed in every classroom.

- Classrooms will have doors open, when appropriate, to maximize ventilation during optimal weather.
- Supplies and protocols for cleaning surfaces between classes or when student groups change are being provided and there is access to hand washing or hand sanitizer at entrances.



Other areas: common, support, bathrooms, playgrounds etc.

- Staff will monitor to ensure all bathrooms have soap, paper towels or hand dryers, and refuse containers
- Clear signage for occupancy, hygiene, distancing will be posted. Handwashing stations will be available near these areas
- Recess will be held in separate areas of the playground that have been sectioned off for a designated classroom cohort.
- Per health department guidance, outdoor playground equipment does not need to be cleaned between cohorts.
 - o Outdoor playground equipment will be cleaned throughout the day.
 - o Students will wash their hands before and after accessing the playground equipment.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Identification of Possible COVID-19 Cases on Campus

- The district will contact the California Department of Public Health (CDPH) and the Riverside County Department of Public Health to ensure mitigation practices and response protocols are aligned with current guidance. If the district becomes aware that a student or staff member has tested positive for COVID-19 or has been directly exposed to COVID-19, the district designee will report to the Riverside County Department of Public Health utilizing the contact line list and SPOT system. The district will inform any persons who were possibly exposed, as outlined above in contact tracing
- Notification of potential COVID-19 exposure/symptoms/confirmed case may come through a variety of methods including self-reporting, parent report, supervisor report, absence information, public health, or reported symptoms in daily HealthTrac screening.
- The purpose of the contact tracing procedure is to track illness and potential direct exposures to illness. Staff/student attendance records as well as visitor sign-in information will be used to ascertain an individual's potential direct exposure. Once notified of a positive case, the district designee will begin contact tracing notification of potential direct exposures
- Initial contact with the reported/suspected positive COVID-19 case will be done as soon as reasonably possible by one of the following staff members: district supervising nurse, site nurse, or other designated staff.
- Information collected to include verification of positive case, workplace, last date on site, date of test, history of symptoms, date of symptom onset, level of risk according to individuals whom the positive case had been in contact with in the previous 2 days prior to symptom onset or positive test date, and actions that need to be taken at that time. The designee will then determine dates of isolation, quarantine, and complete contact tracing protocol, which includes identification of possible COVID-19 direct exposures and notification of the need to quarantine. Notification of exposure will be given both verbally and in writing, utilizing the district Notification of Exposure letter.
- Contacts are only informed that they may have been exposed to individuals with the infection. The identity of the positive patient will remain confidential
- Determination of direct exposure for contact tracing is made using the following criteria, and both of the criteria must be met in order to be considered as direct exposure
 - a) Must be within 6ft distance to the positive case
 - b) For greater than 15 cumulative minutes over a 24 hour period
- Any individual identified as being a direct exposure will be notified in writing using the district Notification of Exposure letter
- These procedures are logged and maintained in a confidential spreadsheet. The documentation includes workplace/school site, last date on site, date of symptom onset, date of test, symptomatology, date of isolation start/end, possible direct exposures, and any pertinent notes/information pertaining to positive cases.

- For any staff member who tests positive, notification to the following departments will be given, in accordance with Cal/OSHA guidelines:
 - All site staff notifications, department notifications, Riverside County, Third Party Administrator (Keenan), Cal-OSHA hospitalizations or deaths, people identified as positive or exposed. The district will notify Riverside County Public Health within 24 hours, with submission of the contact line list utilizing the SPOT reporting system. Positive staff members will be reported by the District Supervising Nurse or designee. The reporting procedure will be overseen by the District Supervising Nurse.

- For any student who tests positive, notification to the following departments will be given:
 - Riverside County Department of Public Health, school site administrator, staff who are deemed to have been a direct exposure to the student, parent/guardian of any student who has been deemed a direct exposure to the positive case, and district department notifications. The district will notify Riverside County Public Health within 24 hours, with submission of the contact line list utilizing the SPOT reporting system. Positive students will be reported by the assigned school site nurse or designee. The reporting procedure will be overseen by the District Supervising Nurse.

- When a student is identified as showing symptoms of COVID-19, they will be immediately directed to the Isolation/CARES Room where they will be assessed by a trained staff member or nurse. The student will be required to wear a mask, if not exempt. If deemed necessary, the parent/guardian/emergency contact will be contacted for pick up. Students may be required to remain off campus for up to 10 days and it will be recommended that they contact their healthcare provider

- Notifications for COVID-19 Positive Case Workflow Steps:
 - Reports/Emails:
 - All site staff notifications
 - Department notifications
 - Riverside County
 - Third Party Administrator (Keenan)
 - Cal/OSHA-hospitalizations or deaths
 - Individuals identified as positive or exposed using Notification of Exposure letter

- Notifications for Work-Related Positive Case(s):
 - Cal/OSHA
 - Hospitalizations or deaths
 - Phone call within 24 hours

Requirements to Return to School after a Student is Diagnosed with COVID-19:

Once a student is confirmed to be diagnosed with COVID-19, the student may return to school when ALL THREE OF THE FOLLOWING CRITERIA ARE MET:

- 1) At least 10 days have passed from last positive test/specimen collection date AND;
- 2) Overall improvement of symptoms AND;
- 3) At least 24 hours have passed since resolution of fever without the use of fever

reducing medications

Communication Plans: How the superintendent will communicate with students, staff and parents about cases and exposures at the school consistent with privacy requirements such as FERPA and HIPPA.

Communicating Cases Protocols

- 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. If the manager or supervisor assesses the concern and determines that additional assistance is required, they shall contact the Supervising Nurse in Health Services, who will triage the report and notify essential personnel for an appropriate response. Identified direct exposures will be notified in writing and recommended for testing, prioritizing any symptomatic contacts
- Parents will be required to report any confirmed positive case of a student to the school site Administration/ Designee. The District will then work with the Riverside County Public Health department to determine any close contacts and instruct them to follow CDPH COVID-19 Quarantine Guidance. Close contacts will be notified in writing and recommended for testing, prioritizing any symptomatic contacts.

See examples:

A. Notice of Potential Exposure to Staff



<p>Notice of Potential Exposure</p>
--

{Date of Letter}

Dear Staff Member,

This letter is to inform you that a staff or student you may have come into contact with someone who has tested positive for COVID-19. The last time this person was on site was on **{Date}**. According to the California Department of Public Health, the virus is spread primarily from person to person between people who are in close contact with one another (within approximately 6 feet for greater than 15 minutes in a 24 hour period) via respiratory droplets that are produced when an infected person coughs, sneezes or talks. Out of an abundance of caution, we are notifying anyone who may have been exposed within the infectious period, which is generally 48 hours prior to symptom development in the infected person.

Symptoms of COVID-19 can include:

<ul style="list-style-type: none"> ● Fever or Chills ● Cough ● Shortness of Breath ● Headache ● Sore Throat ● New Loss of Taste or Smell 	<ul style="list-style-type: none"> ● Fatigue ● Muscle or Body Aches ● Congestion or Runny Nose ● Nausea or Vomiting ● Diarrhea
--	---

Following current district protocol, employees who have had a known close contact with a confirmed COVID-19 positive patient must remain at home until a medical clearance has been received by Human Resources or 14 days have passed without symptom development. We encourage you to self-monitor for the development of any symptoms for the next 2-14 days from the date of exposure and contact your physician immediately if you develop any of the symptoms noted above to determine the need for next steps. Additionally, upon development of any of the above noted symptoms, please notify your supervisor prior to returning to work for further guidance. Even if you do not have symptoms, you should contact your doctor for further instructions. Testing for COVID-19 can be obtained through the Riverside County Department of Health. For more information, please visit www.rivcoph.org/coronavirus or call (800)945-6171. You may also obtain testing through the CA Department of Public Health Services by calling (888)-634-1123.

While in the workplace, we continue to urge the practice of social distancing and frequent hand hygiene. Your health and safety are of the utmost importance to us.

Sincerely,
Health Services |

B: COVID-19 Exposure Notification Letter Parents/Guardians



Health Services
150 District Center Drive | Palm Springs, CA 92264
Phone 760-883-2703 | www.PSUSD.us

COVID-19 Exposure Notification Letter

DATE

Dear Parent or Guardian,

We have recently been advised about a confirmed case of COVID-19 at. The last time this individual was at school was on DATE. According to the Centers for Disease Control and the California Department of Public Health, the virus is spread primarily from person to person between people who are in close contact with one another via respiratory droplets that are produced when an infected person coughs or sneezes. The Riverside County Department of Public Health defines a close contact as someone who was within 6ft of distance for greater than 15 minutes to the positive case. We have determined that your child may have met this criteria.

Symptoms of COVID-19 can include:

● Fever or Chills	● Fatigue
● Cough	● Muscle or Body Aches
● Shortness of Breath	● Congestion or Runny Nose
● Headache	● Nausea or Vomiting
● Sore Throat	● Diarrhea
● New Loss of Taste or Smell	● Red or Itchy Eyes

Following current district protocol, students who have had a known contact with a confirmed case of COVID-19 must remain at home for 14 days from the date of exposure. We encourage you to contact your child’s pediatrician for further instructions regarding obtaining testing, and self-monitor for symptoms for the next 2-14 days. Testing can be obtained free of charge through the Riverside County Department of Health. For more information visit www.RIVCOPH.org/coronavirus or call (800)945-6171. You may also obtain testing through the department of Public Health Services by calling (888) 634-1123.

Your student will be cleared to return to school on DATE if they remain without symptoms. If symptoms develop, your student will be required to stay home until 10 days after the first day of symptoms develop and symptoms are improving. If you have further questions regarding this procedure, please contact the school site.

Sincerely,

- The District will post a Covid -19 School Dashboard which will be available on the PSUSD District website to include information regarding positive cases district wide.
- The District has established an email address covidinfo@psusd.us that will be utilized to facilitate two way communication between the community and the district

Multiple COVID-19 Infections and COVID-19 Outbreaks:

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 outbreak is defined as 20 or more confirmed positive cases of COVID-19 in a 30 day period at a given site or department. Site closures will be determined in conjunction with the recommendations from public health officials

- Once notified of the positive case, the site designee will begin the contact tracing notification of potential direct exposures. A letter of potential direct exposure will be issued to notify the staff or student who may have been exposed. A date of return will be issued based on the date of exposure
- Returning After a Direct Exposure:
 - If a staff/student is deemed to have been directly exposed, they will remain off-campus for 14 days from the last date of exposure to the confirmed positive case.
 - Once the 14 days have elapsed, the staff/student will be allowed to return if they remain asymptomatic and have not tested positive for COVID-19. It is recommended that all direct exposures be tested.
 - It is recommended that any asymptomatic contacts should be tested 5-7 days from the last exposure.
 - Contacts who test negative will still be required to quarantine as defined by CDPH guidance

Consultation: (For schools not previously open): Please confirm consultation with the following groups.

- Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: **Palm Springs Teachers Association and Teamsters**

Date: 2/19/2021

- Consultation with Palm Springs Teachers Association and Teamsters has been ongoing. The completed plan was shared with them on 2/19/2021 and any subsequent updates will be shared with them as well.

- Consultation with various parent groups has been ongoing. The completed plan will be presented publicly on February 23 at a regularly scheduled Board meeting and shared with the District English Learner Advisory Committee on February 25, 2021; PTA on March 1, 2021; and the Superintendent's Parent Advisory Committee on March 10
- Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Date of Submission to Local Health Department: _____.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools Safe](#)

[Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.



CAL/OSHA COVID-19 PREVENTION PROGRAM (CPP)

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

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APPENDICES

- Appendix A: Identification of COVID-19 Hazards**
- Appendix B: COVID-19 Inspections**
- Appendix C: Investigating COVID-19 Cases**
- Appendix D: COVID-19 Training Roster**

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

1.0 PURPOSE

In an effort to protect the health and safety of our person(s), 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 person(s) safe and to help prevent the spread of coronavirus on any District campus.

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 person(s)' safety including Labor Code §6400 which requires that every employer must furnish a place of employment that is safe and healthful for the person(s) 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 District campus.

2.0 SCOPE

This policy applies to all PSUSD person(s) and contains general prevention best practices as well as PSUSD policies and procedures related to COVID-19 on any District campus.

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 on any District campus:

- Conduct District campus-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form
- Evaluate person(s)' potential District campus exposures to all persons at, or who may enter, our District campus
- 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 on any District campus 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, practices, and 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 Person(s) Participation

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

- The District's COVID Logistics team receives input from union representation on strategies in planning a healthy working/learning environment for person(s)
- Training and planning with union representation through the District's COVID Logistics team and Safety Committee on safety plans and CPP Program

PSUSD person(s) have a collective responsibility to ensure the protection of all people on any District campus to comply with PSUSD's policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the District campus.

- Required daily screening using the HealthTrac program to identify potential COVID-19 positive cases. All person(s) must self-screen for COVID-19 symptoms prior to entering any District campus
- Person(s) must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while on any District campus. person(s) must also promptly disclose positive COVID-19 tests
- Any person(s) must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions
- Person(s) 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 District campus

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

5.2 Person(s) Screening

Staff and students are required to self-screen for symptoms of COVID-19 at home daily. Staff are currently utilizing the HealthTrac program to identify potential cases and they will continue to do so when in-person instruction begins. It is recommended that an individual not attend work/school if they are feeling any of the symptoms of COVID-19. Parents will agree via the Parent Acknowledgement Form to monitor for symptoms daily prior to arriving to school and keep the student at home if symptomatic. If any symptoms of COVID-19 are exhibited, the student/staff must remain at home.

6.0 CORRECTION OF COVID-19 HAZARDS

The District will pay particular attention to areas where people may congregate or come in contact with one another, regardless of whether person(s) are performing an assigned task or not. For example: meetings, entrances, restrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential District campus exposure will be to all persons at the District campus or who may enter the District campus, including coworkers, employees of other entities, members of the public, customers or clients, independent contractors, and students. PSUSD will consider how employees and other persons enter, leave and travel through any District campus.

Unsafe or unhealthy conditions related to COVID-19, 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) related to COVID-19
 - Moving indoor tasks outdoors or having them performed remotely
 - Increasing outdoor air supply when tasks are done indoors
 - Improving air filtration
 - Increasing physical barriers
 - Alternating scheduling of staff
 - Reduce capacity in areas
 - Implement remote work/distance learning
 - Enhance safety signage on all District campuses
 - Additional COVID-19 safety training
- When a positive COVID-19 case has been identified, the positive person(s) shall be isolated for a minimum of ten (10) days since last positive test
- Assign responsible individuals for completion of necessary tasks for correction of hazards related to COVID-19
- PSUSD's established timeline for mitigation and correction of hazards related to COVID-19 will be three (3) days
- 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 conditions

- o Conduct quarterly inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees, students and the general public
- The District's Leadership team with the support of the District's COVID logistics team will conduct ongoing risk assessments at their site/department to determine the possibility of exposure risk in order to put in place appropriate District preventive measures

7.0 CONTROL OF COVID-19 HAZARDS

7.1 Physical Distancing

- District will ensure at least six feet of physical distance between persons at all times
- When physical distancing cannot be maintained during essential services (nebulizer treatments, oral suctioning, gastrostomy tube feedings, etc.) within the classroom, staff members will be strongly encouraged to utilize a N95 mask and face shield to mitigate risk
- Eliminating the need for person(s) to be on the District campus – e .g., telework or other remote work arrangements, distance learning. Use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons
- Reducing the number of persons in an area at one time, including v isitors
- Visual cues such as signs and floor markings to indicate where person(s), the general public, and others should be located or their direction and path of travel. Posters, notices, and/or signage to each District campus site to be displayed in common areas that provide physical distancing guidelines
- Staggered arrival, departure, work, lunch, recess, and break times
- Encourage sick person(s) 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

Face coverings must be used in accordance with CDPH guidelines, unless otherwise exempt. PSUSD requires all person(s), and visitors to wear a mask or cloth face covering. All masks and face coverings must fully cover the nose and mouth, secure underneath the chin, and fit securely against both sides of the face. Information will be provided to all persons in the school community regarding proper use of face coverings.

We provide clean, undamaged face coverings and ensure they are properly worn by person(s) over the nose and mouth, at all times.

The following are exceptions to the use of face coverings on any District campus:

- When a person(s) is alone in a room
- While eating and drinking, provided person(s) are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible
- Person(s) 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. Persons exempted from wearing a face covering due to a medical or mental health condition must wear a non-restrictive such as a face shield with a drape on the bottom edge, as long as their condition permits it. When a face shield

is used instead of a cloth face covering, the wearer must maintain a physical distance of six (6) feet from others

- A face shield should not take the place of a face covering
- District will provide and require person(s) to use face coverings. Face coverings must be worn at all times

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 District campus 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 need regular cleaning to limit the spread of the COVID-19 virus to the extent possible.

PSUSD has assigned personnel and established routine schedules to clean common areas and objects in the common areas. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom surfaces, elevator buttons, and trash cans.

When a positive case is identified, 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 person(s) completed the Keenan Safe Schools training).

We implement the following cleaning measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly
- Informing the person(s) of the frequency and scope of cleaning through the posted daily check-off list indicating the date and time the cleaning

Should there be a positive COVID-19 case on any District campus, the following procedures will be implemented:

- Temporarily close the general area where the infected person(s) or guest worked/visited until disinfecting has been completed
- If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area
- Disinfect the entire general area where the infected person(s) may have been, including break rooms, restrooms, and travel areas
- Custodial personnel disinfecting the area must be equipped with 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 person(s) come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared. Where there must be sharing, the items will be cleaned between uses.
- Custodial department routinely cleans high touch point office areas and shared equipment.
- Sharing of vehicles will be minimized, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be cleaned between users.

7.6 Hand Sanitizing

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

- Encouraging person(s) to wash their hands for at least 20 seconds each time
- Encouraging and allowing time for person(s) handwashing
- Providing person(s) with an effective hand sanitizer, and prohibiting handsanitizers that contain methanol (i.e., methyl alcohol)
- Evaluating hand washing facilities and determining the need for additional facilities

7.7 Personal protective equipment (PPE) used to control person(s) 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**.

Person(s) who had potential COVID-19 exposure on any District campus will be:

- Offered COVID-19 testing during business 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 on any District campus. The following will be implemented:

- Evaluate person(s) common areas for potential hazards. Person(s) are encouraged to identify

and bring to management's attention potential COVID-19 hazards

- 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 person(s) and the public
- Evaluate PSUSD's policies and procedures, practices, and person(s) 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 and school site specific evaluations of hazards following any positive COVID-19 case in the workplace/school site
- PSUSD will conduct an investigation to identify and eliminate COVID-19 hazards. In order to protect person(s) on any District campus it will also investigate each positive COVID-19 case to help identify those person(s) who were in close contact with the infected person(s) and require all those potentially exposed to quarantine as required by law
- PSUSD will regularly evaluate any District campus for compliance with this program
- Unsafe and unhealthy hazards, 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 person(s) and PSUSD on matters relating to COVID-19 mitigation and response is important to ensure person(s) safety while on any District campus. 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. Person(s) are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, District campus concerns, and suggestions for correction of potential hazards without fear of reprisal.

- All person(s) must report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure at any District campus
- 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 a person(s) has a disability, medical or other condition that puts 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 person(s) and their health care provider, whether the person(s) can be accommodated
- When required by law, PSUSD will provide COVID-19 testing to potentially exposed person(s). Person(s) can report symptoms and hazards without fear of reprisal
- In the event we are required to provide testing because of a District campus exposure or outbreak, we will communicate the COVID-19 Surveillance-Maintaining Healthy Operations Plan for PSUSD which includes providing testing and informing affected person(s) of the reason for the testing and the possible consequences of a positive test
- All person(s) 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 any District Campus. 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.

Person(s) will be notified of the training and all person(s) 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 person(s) from COVID-19 hazards
- Information regarding COVID-19-related benefits to which the person(s) 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 the person(s) 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 being District campus if the person(s) has COVID-19 symptoms
- Instruction on the COVID-19 Surveillance Maintaining Healthy Operations Plan
- Instruction on the person(s) 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 there is a positive staff/student COVID-19 case on any District campus, transmission will be limited by:

- Ensuring that COVID-19 cases are excluded from District campus until the return-to-campus requirements are met per the COVID-19 Identification Steps and Processes for PSUSD
- Excluding person(s) with COVID-19 exposure on any District campus for 14 days after the last known COVID-19 exposure to a COVID-19 case

Where there is a positive staff COVID-19 case on any District campus, the following will apply:

- Continuing and maintaining a person(s) seniority, and all other person(s) 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 person(s) 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 person(s), authorized person(s) 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 person(s), authorized person(s) 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 a person(s) 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-CAMPUS CRITERIA

Persons confirmed positive for COVID-19 will not return to campus until all the following has occurred:

- At least 10 days of isolation have passed since the date of last positive specimen collection, and the individual may return on the 11th day
- COVID-19 symptoms have improved and there has been no fever without the use of fever reducing medications for at least 24 hours prior to return
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to campus until a minimum of 10 days of isolation have passed since the date of specimen collection of their last positive COVID-19 test
- A negative COVID-19 test will not be required for person(s) to return to campus
- Unless specified in the PSUSD bargaining unit agreements, staff are not required to show proof of a negative COVID-19 test result to return to campus

Persons who have been directly exposed to COVID-19 will not return to District campus until all of the following has occurred:

- The individual will complete a quarantine period of at least 14 day since the last date of exposure to the confirmed positive case
- The individual remains asymptomatic/symptom-free throughout the quarantine period. If symptoms are reported, the individual will be required to obtain testing prior to return.
- The individual has not tested positive for COVID-19 during the quarantine period

Where we have a positive COVID-19 case on any District campus, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from any District campus until our return-to-campus requirements are met
- Excluding person(s) with COVID-19 exposure from any District campus for 14 days after the last known COVID-19 case
- Providing person(s) at the time of exclusion with information on available benefits

14.0 POTENTIAL BENEFITS AVAILABLE TO PERSONS WHO MUST QUARANTINE

Person(s) 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 person(s)].

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 any District campus 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 person(s) in any District campus 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 person(s) during business hours. If a negative is received, the person(s) will be retested on day 12 after exposure. If a positive test result is received on the first test, the person(s) will not be required to retest
- All person(s) 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
- Persons will have access to on-site symptomatic and response testing, as well as regular access to asymptomatic testing, as required by the California Safe School Reopening Plan assigned color tier. The testing cadence will be determined by the status of Riverside County case rates within the California Blueprint for Reopening Tier System
- Voluntary testing is available for all persons and their family members on a monthly basis
- The testing strategies are as follows:
 - Purple Tier CR>14: Symptomatic and response testing plus weekly asymptomatic PCR testing
 - Purple Tier CR>7-13.9: Symptomatic and response testing plus asymptomatic testing every 2 weeks
 - Red Tier CR 4-7: Symptomatic and Response testing plus every 2 weeks asymptomatic testing
 - Orange and Yellow Tier: Symptomatic and Response Testing
- Regardless of tier placement, students who are moved to the CARE Room during the school day and are exhibiting symptoms of COVID-19 will be provided information on how to obtain testing. If a symptomatic student is unable to obtain testing, a test will be provided to them on-campus
- 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 person(s) is/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 are 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
- VyTrac will provide medical assistants who will be equipped and trained to administer COVID-19 testing according to the required cadence within the assigned county tier
 - Nursing Supervisor, and Director of Risk Management in conjunction with VyTrac, will receive and manage test results. Test results will be stored electronically according to FERPA as well as internal District confidential policies
 - 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 on any District campus 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 any District campus 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 person(s) and general public of site closure and timeline
- Person(s) 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 the site administrator to determine that no new cases have developed during the closure period
- Cabinet/Risk will be informed
- If positive cases are identified, person(s) will be interviewed by the Nursing Supervisor to determine the

return to campus date. Person(s) 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 business hours. Once person(s) are deemed to be negative on retest, they will be evaluated by the Nursing Supervisor and able to return to District campus

- Person(s) 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 District campus exposure will be to all persons at the District campus.

Person conducting the evaluation: _____

Date: _____ **Location:** _____

Name(s) of person(s) and authorized representative that participated:

1. _____ 3. _____

2. _____ 4. _____

Interaction, area, activity, work task, process, equipment, and material that potentially exposes person(s) to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and person(s) affected, including members of the public and person(s) 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. _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[additional controls the District is using]			
[additional controls the District is using]			
Administrative			
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			
[additional controls the District is using]			
[additional controls the District is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[additional controls the District is using]			

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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 person(s). 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. _____

Person(s)* name:		Occupation in PSUSD (if none), why they were on the District campus):	
Location where person(s) worked or present on the District campus):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of person(s) involved in the investigation:	
Date and time the COVID-19 case was last present on the District campus:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

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Results of the evaluation of the COVID-19 case and all locations at any District campus 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):				
		Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All person(s) who may have had COVID-19 exposure and their authorized representatives.		Date:		
		Names of person(s) that were notified:		
Independent contractors and other employers present at any District campus during the high-risk exposure period.		Date:		
		Names of individuals that were notified:		
What were the District campus conditions that could have contributed to the risk of COVID-19 exposure?			What could be done to reduce exposure to COVID-19?	
Was the local health department notified?			Date:	

***Should an employer be made aware of person(s) infection source COVID-19 status.**

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Appendix D: COVID-19 Training Roster



Date: _____ Location: _____

Training Program Title: _____

Person that conducted the training: 1. _____ 3. _____

2. _____ 4. _____

Person(s) Name	Signature

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