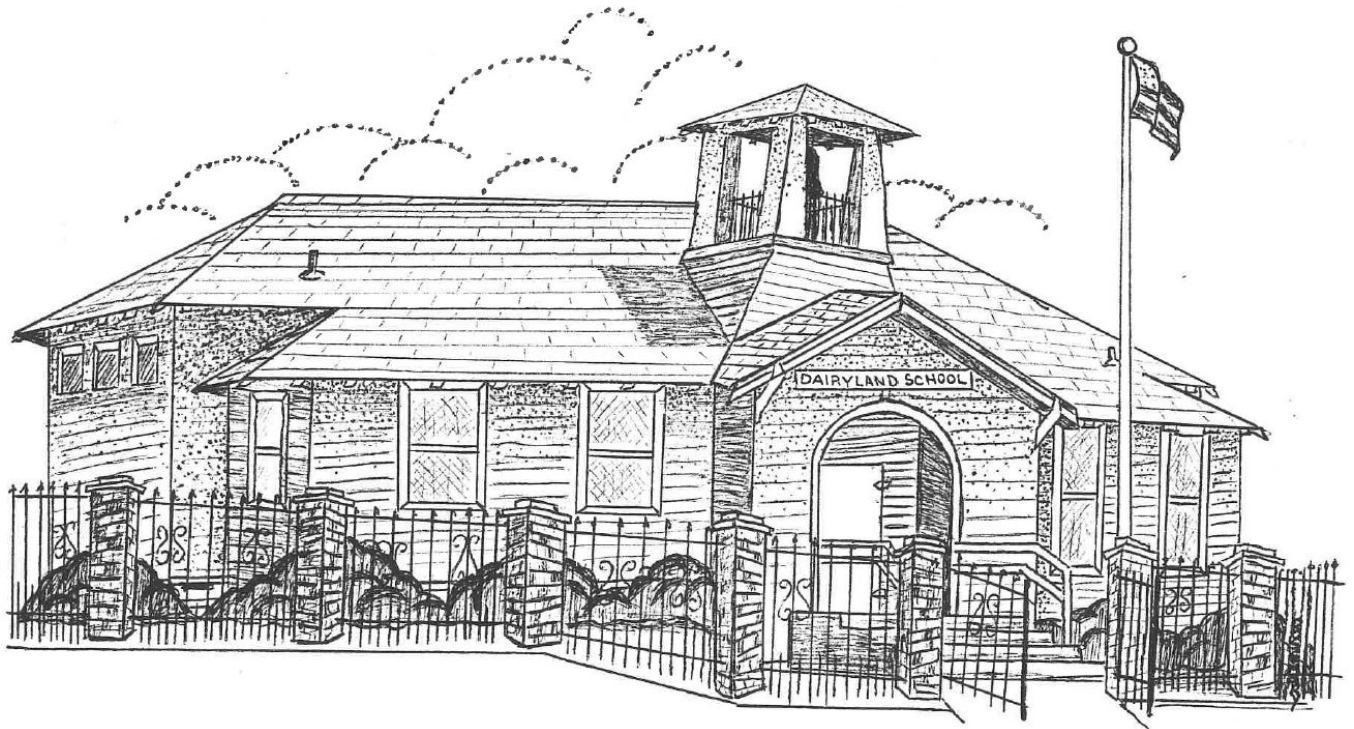


COVID Prevention Plan for Alview-Dairyland Union School District



Submission Date: 2/1/21

Updated: 4/1/22

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

Authority and Responsibility

District Administration has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Document the vaccination status of employees by using Appendix E: Documentation of employee COVID-19 Vaccination Status, which is maintained as a confidential medical record.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by directly reporting any violations of safety protocols for staff and students outlined in the District's School Re-Opening Plan.

Correction of COVID-19 Hazards

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

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Clear Rules on Classroom Instruction:

- The District will continue to utilize reasonable PPE and safety protocols.

- Recess, lunch and break times may be staggered, or placed in stable groups as feasible.
- School may provide an independent study option for students who choose not to return in-person.

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

Drop Off Procedures (Arrival)

- Gates will open at 8:15 a.m. at Dairyland and at 8:30 at Alview
- Parents and visitors will not be permitted to walk their student(s) to the classroom.
- There will be a single point of entry for each grade span and students will be required to report directly to their classrooms.
- Initial screening will take place at home. Parents are asked not to send their children to school if temperatures exceed 100.4 degrees.

Dismissal Protocols: At the end of the day students will be dismissed as follows:

Alview: Bus Riders will board the bus on the south side of the school; parent pick-ups will take place on a drive-through basis in the front parking lot.

Dairyland: Students arriving from Alview will either change buses or depart the bus for the parent pick up line. Dairyland students will board buses in the front parking lot facing Avenue 18-1/2. ALL parent pick-up will take place in the east parking lot on Road 13 on a drive-through basis.

General Guidelines:

- Students will be released on a staggered schedule as feasible.
- One-way directions/movement will be established in main hallways.
- Parents will not be permitted on campus during dismissal.

Office Policies and Procedures:

- Office Hours: 7:30 am to 4:00 p.m. (one point of entry)
- We ask that visitors come to the office only when business and or concerns cannot be conducted over the phone or by email.
- Public restrooms will not be available for visitors during this time.
- We ask that parents notify the office of dismissal changes by 1:30 p.m. daily
- Deliveries to classrooms will be limited during the school day. This includes but is not limited to forgotten books/assignments, lunches, etc.

Visitors on Campus:

- The District will slowly begin the process of allowing visitors on campus. At the present time, volunteers will not be allowed on campus but parents may return for awards, assemblies and programs..

Face Coverings

Face coverings and shields are available and will be provided to staff and students at any time of need.

Based on the 3/14/22 guidance, face coverings are strongly encouraged for staff and students but not required either for indoor or outdoor spaces.

Engineering controls

For indoor locations, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation systems.

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

Air Ventilation and Filtration

The District affirms that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

The District shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand- controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit. The District will regularly change air filters. In August of 2021, air purifiers were installed in each classroom to filter contaminants and improve indoor air quality.

Healthy Hygiene Practices

- Alview-Dairyland Union School District aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:
 - ❖ Soap
 - ❖ Tissues
 - ❖ Face coverings (upon request)
 - ❖ Face shields with Drape (upon request for students and staff)
 - ❖ Hand sanitizer
 - ❖ Medical grade cleaning supplies
- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers have been added to all staff and student restrooms; students will be encouraged to wash hands frequently.

Cleaning and Disinfecting

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

- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.
- Regular monitoring will take place at the school sites to address ensure that both frequency and scope of cleaning and disinfection is taking place.
- ADUSD will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).
- ADUSD will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. The District will also provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment
- The District will maximize custodial staff and implement daily schedules for practicable cleaning and disinfecting at school sites and buses.

- Restrooms will be disinfected regularly
- All buses will be cleaned and disinfected after each route
- All classrooms have wall mounted hand sanitizer dispensers installed
- Elementary classrooms will have students wash their hands using the classroom sink. Classroom drinking fountains will not be accessible (water bottles will be provided)
- Frequently-touched surfaces will be cleaned and disinfected within schools daily, and throughout the day as practicable, by trained custodial staff as practicable
- Playground equipment will be sanitized regularly
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access)
- Shared computers and other equipment will be regularly wiped down throughout the school day as feasible
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization

Should we have a COVID-19 case in our workplace those areas trafficked by infected students, or staff will be cleared and thoroughly cleaned as per CDC guidance.

Shared tools, equipment and personal protective equipment (PPE)

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

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

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

Hand sanitizing

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

- Has evaluated handwashing facilities and implemented
 - Touchless faucets
 - Touchless paper towel dispensers
- Encourages and allows time for employee handwashing.
- Provides employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourages employees to wash their hands for at least 20 seconds each time.
- Provides sanitizing wipes in staff restrooms

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

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

Investigating and Responding to COVID-19 Cases

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

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

- Offered COVID-19 testing at no cost during their working hours.
- Given information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

For students or staff who present with symptoms while at school:

- ADUSD has contracted with the Madera County Department of Public Health to administer PCR self-swab testing. Results will be available in 24-48 hours.
- Students will go to a designated isolation room until they can be picked up by a parent or guardian.
- Staff members must leave campuses or facilities and inform their supervisor prior to leaving.

For students and staff who have had **close contact** with a confirmed COVID-19 case:

- Students without symptoms can remain at school as long as they receive negative PCR test results on day 1 and day 5 after the exposure.
- Per State guidelines, symptomatic students will be referred for testing.
- School/classroom may remain open in consultation with public health officials.

Students or staff who have a **confirmed** COVID-19 case:

- Individuals can return to campus 5 days after initial positive test results as long as they receive a negative antigen test before their return.
- Site administrators will identify school site contacts and administer antigen tests on day 1 and day 5 after the exposure. If antigen test results are negative, individuals may remain on campus.
- School work will be provided to students during this time
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted
- School may remain open in consultation with public health officials
- Families and staff will receive notification if there is a known positive case that occurs at their school site
- The district will offer COVID-19 testing at no cost during their working hours.

System for Communicating

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

- All employees should report COVID-19 symptoms and possible hazards to their direct supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Per State guidelines, the District will recommend the individual experiencing symptoms take a COVID-19 test conducted at the District Office and sent to the Madera County Health Dept. Laboratory.

If a school or the District Office (DO) of the Alview-Dairyland Union School District (ADUSD) or Madera County Department of Public Health (MCDPH) is notified of a positive COVID-19 case within ADUSD, or

a person within ADUSD develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contact tracing will be implemented.

A. Step One: Notification of Alview-Dairyland Union School District

The school/DO contacts the designee immediately. The designee will contact:

- a. The case/case's parent/guardian for further information.
- b. District and school officials.

B. Step Two: Close Contact Tracing

The site principal will collaborate with site staff to create a list of:

- a. Locations where the case was present from the time determined by MCDPH to start the tracing through the last time/date the case was present at the school. Including:
 - Classroom(s)
 - Playgrounds
 - Common areas
 - Cafeteria
 - Special Services areas/classrooms
 - School Bus
- b. All close contacts – as defined as individuals who have been within 6 feet for 15 minutes cumulatively (e.g., three 5-minute interactions would count as close contact) during the infectious period. Close contacts will likely include:
 - All siblings, regardless of school
 - All members of class/cohort
 - Teachers
 - Students who ride the same bus
 - Lunch group
 - Students/Coaches/Staff in sports team/extra-curricular activities/after school programs
 - Friends (regardless if they interact at school)

C. Step Three: Quarantining of students/staff

- a.. Modified quarantine guidance will be implemented for students—if students are asymptomatic, they can remain at school as long as they have no symptoms and receive negative tests on day 1 and day 5 after the exposure.
- c. Quarantine guidance for staff is dependent on vaccination status:
 - o Unvaccinated Staff: Quarantine for 5 days after contact with positive case; can return to work after day 5 if no symptoms occur with a negative test.
 - o Vaccinated Staff: No quarantine necessary unless symptoms occur.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

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

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

Exclusion of COVID-19 Cases from Work

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by extending sick leave and personal days to cover the time necessary for employees to quarantine and/or recover.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 5 days have passed since a positive test and staff and/or students provide a negative antigen test.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms can return to work after day 5 of the positive test as long as a negative antigen test is provided.
 - Vaccinated employees do not need to quarantine, unless they are experiencing COVID symptoms such as loss of taste and smell.
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Sheila Perry, Superintendent/Principal

Date

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:]

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

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with 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.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Person(s) Conducting the Investigation: _____

Name(s) of staff involved in the investigation:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: _____

Employee Name: _____

Occupation: _____

Was COVID-19 test offered? Yes No

Date the case first had one or more COVID-19 symptoms: _____

Date and time the COVID-19 was last present in the workplace: _____

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

Information received regarding COVID-19 test results and onset of symptoms. Yes No
If yes, attach documentation.

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

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 employees who may have	Date:	
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had COVID-19 exposure and their authorized representatives.	Names of employees that were notified:	
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Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of employees that were notified:	

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified? Yes No **Date:** _____

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.

- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

