



Alta Loma School District

COVID-19 Safety Plan

Updated February 19, 2021

Date: 02/19/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Alta Loma School District

Number of schools: 10

Enrollment: 5,604

Superintendent (or equivalent) Name: Steve Thomas, Assoc. Superintendent

Address: 9390 Base Line Road

Phone Number: 909-484-5151

Alta Loma, CA 91701

Email: sthomas@alsd.org

Date of proposed reopening:
03/15/2021

County: San Bernardino

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Elementary

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, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

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 5 consecutive days.

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

☐ I, Steve Thomas, post to the website of the local educational 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.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

No more than 18 students and staff. The average will likely be 10-12.

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

Not applicable for grades TK-6.

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

Not applicable for grades TK-6.

☒ **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.

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

☒ **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 from others and sent home immediately.

☒ **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.

☑ 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.

☑ 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: 8 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.

☑ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

☑ Testing of Staff: 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.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Cadence will follow state directive as resources allow. The District plans to offer weekly testing using Curative oral testing on a weekly basis if necessary and every other week if conditions improve.

☑ Testing of Students: How school officials will ensure that students 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 student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Cadence will follow state directive as resources allow. The District plans to offer weekly testing using Curative oral testing on a weekly basis if necessary and every other week if conditions improve.

☒ **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](#).

☒ **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 HIPAA.

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

☒ Labor Organization

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

Name: Alta Loma Educators Association

Date: 09/14/2020

☒ Parent and Community Organizations

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

Name: Alta Loma Parent Leader Group

Date: 09/23/2020

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

The aforementioned groups, as well as San Bernardino County Public Health Department, approved the Elementary Education Waiver Packet for school reopening in October 2020.

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

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) San Bernardino. County has certified and approved the CRP on this date: 02/19/2021. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Aspirational Reopening Timeline

- ▶ March 8 - Staff on Site
 - ▶ Safety Review
 - ▶ Training
 - ▶ Site Walks
 - ▶ Parent Communication
- ▶ March 15
 - ▶ PK and K Return
- ▶ March 19
 - ▶ District Vaccine Events Complete
- ▶ March 22
 - ▶ Spring Break
- ▶ March 30 (*Tuesday*)
 - ▶ 1st and 2nd Grade Return
- ▶ April 6 (*Tuesday*)
 - ▶ 3rd through 6th Grade Return
- ▶ Waiting for State Guidance
 - ▶ 7th and 8th Grade





All Alta Loma School District campuses will incorporate the Centers for Disease Control (CDC) guidance to ensure a safe return to school. The guidance will be available on each school's website.

The CDC Guidelines that we have implemented for the safe return of students and staff are summarized below:

- Universal and Correct Wearing of Face Masks
 - All students and staff members will be required to wear masks while on campus.
 - New face masks will be provided to staff and students as needed.
- Physical Distancing
 - Classroom seating will be arranged to maintain a minimum of six feet.
 - Students will be encouraged to maintain the six-foot minimum upon arrival, at recess, lunch, and dismissal.
- Handwashing and Respiratory Etiquette
 - Frequent proper handwashing with soap and water will be required and routinely encouraged of staff and students. Additional portable handwashing stations have been provided to each school.
 - Hand sanitizer will be provided in classrooms and throughout the campus to supplement handwashing.
 - Signage will be posted to encourage appropriate covering of mouth and nose when coughing or sneezing.
- Cleaning and maintaining healthy facilities, including ventilation improvements
 - Daily cleaning and disinfecting will be performed in all occupied areas.
 - High touch surfaces will be disinfected throughout the day.
- Contact Tracing in combination with isolation and quarantine, in collaboration with State and Local Health Departments
 - Students who display COVID like symptoms will be immediately quarantined and parents will be asked to pick up the student as soon as possible.
 - Contact Tracing will be completed by a trained health team member and an appropriate return to school date will be determined.
 - Students and/or staff in close contact with a COVID positive individual will be notified, provided directions for quarantining, and given follow-up health screening information.
 - The County of Public Health Department will be notified, as appropriate, of 3 or more active confirmed COVID positive cases on campus.
- Daily Health Screening
 - The temperatures of all students and staff will be taken upon arrival to campus.
 - Parents are encouraged to complete a daily symptom and temperature check prior to sending students to school as an extra precaution.
 - The school will offer periodic voluntary oral COVID tests for staff and students (with parent permission).

*Additional information is included the *COVID Safety Plan* posted on our website: <https://www.alsd.k12.ca.us/>

Memorandum of Understanding

Alta Loma School District and Alta Loma Educators Association

2020-21

Concerning Reopening PK-6th Grade

This Memorandum of Understanding ("MOU") is entered into by and between the Alta Loma School District ("District") and the Alta Loma Educators Association ("Association").

WHEREAS, the parties agree that reopening schools safely for In-Person classroom instruction benefits students and parents;

WHEREAS, the California School Opening Guidance requires COVID positive average daily rates to be less than 25 per 100,000 of the County population;

WHEREAS, the District has created a plan following all of the requirements from the California Department of Public Health.

THEREFORE, the parties agree as follows:

For the remainder of the 2020-21 school year to support and implement the reopening plan when it is safe to do so based on the current state criteria.

This agreement does not establish a customary practice and will expire when the COVID-19 Health Crisis ends or at the end of the 2020-21 school year, whichever is sooner. All aspects of the Alta Loma School District/ALEA Contract will be reinstated at that time. The parties have agreed to waive any contract provisions to the contrary in this case only, and such action shall not be constituted as precedent setting.

The District will meet and confer with the Association as conditions change.

FOR THE DISTRICT:

FOR THE ASSOCIATION:





Date: 1/30/21

Date: 1-30-21

Appendices: Reopening Plan

Alta Loma School District

COVID-19 Prevention Program (CPP)

CCR Title 8, § 3205-3205.4



9390 Base Line Road
Alta Loma, CA 91701
909-484-5151

COVID-19 Prevention Program (CPP)

for the Alta Loma School District

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

Date: February 1, 2021

Authority and Responsibility

Steve Thomas 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 (Appendix A)

We will implement the following in our workplace:

- The District has created an editable form to be utilized to report conditions or practices on a school site that may be deemed unsafe as related to COVID-19. The **Identification of COVID-19 Hazards Form** is available on the District website (www.alsd.k12.ca.us) and submissions are delivered to the Director of Maintenance, Operations, Transportation and Safety.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders, 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.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting concerns directly to the site administrator and/or the Director of Maintenance, Operations, Transportation and Safety or utilizing the online for referenced above.

Employee Screening

Employee screening protocol includes the following:

- Employees are expected to conduct a simple at home assessment prior to going to work. If the employee is not feeling well or has a temperature of 100.4 or above, the employee is instructed to remain home and contact their supervisor.
- Temperature screening kiosks are installed at the entry of all site offices for employee daily temperature screening. Additionally, a health screening questionnaire is provided for employee review and their response is recorded daily.
- Any employee who displays signs of illness, shall report directly to their immediate supervisor.

- Signage will be prominently displayed throughout campus reminding employees of wellness protocols and safe practices.
- Congregating at entrances/exits will be prohibited.
- Initially, only identified entrances will be utilized.
- Breaks and lunch periods should be staggered to limit crowding due to limited seating areas and small dining areas will be temporarily closed.
- Sites should be aware of heavy traffic areas during busy timeframes and consider staggering these start/end times to maintain safe distancing.

COVID-19 Inspections (Appendix B)

Custodial staff will conduct weekly site inspections utilizing the **COVID-19 Weekly Inspection Form** to ensure that the site is following all local, state, and federal guidelines specific to COVID-19. Any deficiencies noted during this inspection are assigned to an individual on site to be corrected or submitted as a work order to our Maintenance and Operations Department and will be addressed in a timely manner.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Maintaining class cohorts in accordance with the San Bernardino County Department of Health School Reopening Guidelines
- Reducing the number of persons in an area at one time, including visitors
- Using Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggering arrival, departure, work, and break times in some locations to maintain social distancing
- Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees
- Providing barriers where six feet of separation cannot be maintained. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved

Face Coverings

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

Face coverings are required for all persons (staff, students, parents, or community members) who are at the District Support Center or school site. The District has purchased an ample supply of face masks.

Employee training will be provided for the proper use and etiquette of all face coverings.

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

- When an employee is alone in a room
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering Controls

We installed cleanable solid partitions that reduce the risk of aerosol transmission between fixed work locations where it is not possible to physically distance. For example, plexiglass barriers will be provided for high-traffic school site main office areas and the District Support Center.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold. Ventilation systems have been checked to be in working order and will be monitored for proper operation. The District will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible.

Cleaning and Disinfecting

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

- High-touch surfaces include, but are not limited to:
 - Door knobs and handles
 - Phone receivers
 - Keyboards
 - Hand railings
 - Toilet levers
 - Toilet seats
 - Faucet handles or depressors
- Custodial staff routinely and regularly sanitize and disinfect these high-touch surfaces throughout the day whenever they are in close proximity to any such surfaces

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

- ☐ The classroom, office, or space where the positive case employee or student was present is immediately closed off to any other individuals
- ☐ Disinfecting of the space is conducted by site custodial team members or designated employees
- ☐ Disinfecting of the space includes, but is not limited to the sanitizing and disinfecting of all surfaces in the space, in addition to the utilization of an atomizer for disinfectant fogging-like layering of the space
- ☐ The above takes place within 24 hours; after the 24 hours, the space is reopened for normal operations and use

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, masks 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 custodial staff daily or, in the event of am/pm classes,

disinfection will occur between classes. Custodial staff will electrostatically disinfect shared work spaces and classrooms.

In addition, all classrooms and office spaces have been stocked with disinfection wipes. Staff have been trained on how to use a disinfecting wipe, and if there are additional questions, can reach out to the Maintenance and Operations Director.

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

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Have added portable hand washing stations at each of our school sites.
- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time. Signage has been added at all locations within and in restrooms and common areas.

If soap and water are not readily available, hand sanitizer that contains at least 70% alcohol will be available in classrooms and offices. Children under 9 years old should use hand sanitizer under adult supervision. The District has purchased and received an adequate supply of hand sanitizer, with 70% alcohol content, for all classrooms and offices at every District site.

Personal Protective Equipment (PPE) used to control exposure to COVID-19

We evaluate the need for PPE (such as gloves, masks, 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. Exposure such as described above would likely be in a Health Office setting.

Investigating and Responding to COVID-19 Cases

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

The District, through designated Risk Management personnel, will work with school sites and in coordination with the County Public Health Department through their existing protocols for contact tracing, as needed, and identify whether quarantine of impacted students and staff is necessary. Contacts will be identified based on the number of people, duration and proximity of the contact.

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

- Contacted by Risk Management or District RN with guidance and next steps
- Offered information about free COVID-19 testing
- Will be provided the information on benefits described in Training and Instruction, and Exclusion of COVID-19 cases will be provided to employees
- Leave options for quarantine or illness will be discussed with each employee individually

System for Communicating

Schools will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA records and other privacy laws. Our goal is to ensure that we have effective two-way communication, in a form that is easy to understand, and includes the following information:

- Risk Management will serve as the primary contact and contact tracer, to the extent practicable, when situations arise with a possible COVID-19 exposure or staff member tests positive for COVID-19.
- The Superintendent will supervise and coordinate any additional efforts regarding communication with staff or families who have been in close contact, maintaining confidentiality according to FERPA.
- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor via e-mail, text message, or phone. Employees should then complete the **Employee Self-Reporting Form** and be prepared to provide supporting documentation for events that warrant time away from work, i.e., quarantine or isolation.
- Employees can report symptoms and hazards without fear of reprisal. Our procedures allow for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- In the event where testing is not required, employees can access COVID-19 testing via one of the County of San Bernardino Community COVID-19 testing sites held throughout San Bernardino County, Appointments can be made via the website <https://sbcovid19.com/testing-sites/>

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 of at least six feet and the importance of combining physical distancing with the wearing of face coverings
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective
- The importance of frequent hand washing with soap and water for at least 20 seconds and 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.
- The importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix C: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by utilizing federal, state, or local relief funds when permitted and when not covered by workers' compensation
- Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until return to work requirements are met
- Providing employees at the time of exclusion with information on available benefits

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b)
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request
- Keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with existing privacy laws

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications
 - COVID-19 symptoms have improved
 - At least 10 days have passed since COVID-19 symptoms first appeared

- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of the CPP applies if the District has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

This section of the 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 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 at least once a week to employees who remain at the workplace or more frequently if recommended by the local health department. This will continue 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 airfiltration
- 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

Notifications to the Local Health Department

- Immediately, but no later 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, the 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.

Major COVID-19 Outbreaks

This section applies to the District when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

This section of the 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 twice a week, 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.

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of Transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle
- Employees working in the same crew or worksite will be transported in the same vehicle
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible

Physical Distancing and Face Coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seat belt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seat belt buckles, door handles and shifter, are cleaned and disinfected between different drivers
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit
- Protection is needed from weather conditions, such as rain or snow
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100

Hand Hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.



Steve Thomas
Associate Superintendent, Administrative Services

1/29/21
Date

Appendix A

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

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

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

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

Appendix B

COVID-19 Weekly Inspection Form

This form should be used as a general guide to conduct weekly site inspections in order to ensure that your site is following all local, state, and federal guidelines specific to COVID-19. These weekly site inspections should be completed by the Lead Custodian and reviewed by site Administration prior to submittal to the Maintenance & Operations Department.

Date: _____ School/Site Name: _____

Name of Individual Conducting Inspection: _____

Exposure Controls (Items for review/inspection)	Status In Use/Attention Required	Assignment Individual/Work Order Entry	Date Corrected Confirm date corrected
COVID – 19 Related signage posted at all designated entries			
Hand sanitizing stations located at each entry			
Temperature/wellness checks of all persons upon entry			
Social Distancing expectations clearly defined and enforced			
High Touch Point disinfection completed throughout the day			
Portable Hand Wash stations operational and in use			
PPE including disposable/cloth masks, gloves and face shields available for use as required			
Required barriers/partitions installed and in use			
Drinking fountains isolated and removed from service			
Disinfection methods (foggers/atomizers) used in all classrooms/common areas regularly			
Disinfecting protocols shared with all staff and training provided as required			

Site Administrator or Designee please review, sign, and return to the Maintenance Department.

Signature: _____ Print: _____

Appendix C

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.

Risk Management COVID Contact Tracing/Investigation Form

Site Name: _____ Date of Exposure: _____
 Last Name: _____ First Name: _____ Phone: _____
 Date(s) of Exposure: _____ Working Hours: _____ AM PM
 Job Title: _____ Department: _____
 Date Notified of Exposure: _____ Investigator's Name: _____

Type of Exposure

- ☐ **Self-symptomatic** - experiencing symptoms of:
 ☐ Fever: _____
 ☐ Shortness of Breath
 ☐ Sore Throat
☐ New Loss of Taste or Smell
 ☐ Chills
 ☐ Head or Muscle Aches
 ☐ Nausea
 ☐ Diarrhea
 ☐ Vomiting
 ☐ Cough
- ☐ **Self-positive COVID test**
☐ **Close contact with someone experiencing COVID like symptoms**
- ☐ **Close Contact with someone who tested positive for COVID**
☐ **Other:** _____

First day of onset of symptoms: _____

Last Day of Exposure to COVID Positive/Symptomatic Person: _____

Last Day on ALSD Site/Campus: _____

Rooms/Locations: _____

Has the employee been in close contact w/ anyone who has tested positive for COVID or experienced COVID like symptoms?

Notes/Additional Information:

Close Contacts

A close contact is defined as a contact within 6 feet for 15 minutes or longer. Based on that definition, were you in close contact with any employees? If yes, please provide details of those close contacts.

Date of Contact	Name/ Phone #	Call Result (COVID leave, COVID testing, return to work)
1)		
2)		
3)		
4)		
5)		
6)		
7)		

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

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

Appendix D

Appendix D: COVID-19 Training Roster

Date: [enter date]

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

[illegible]