

COVID-19 Prevention Program (CPP)

Cajon Valley Union School District

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

January 21, 2021
(Revised March 22, 2021)

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Authority and Responsibility

David Miyashiro, Superintendent of CVUSD, 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.

Employee Participation

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

Employee Screening

We screen all employees, students and visitors with symptom screening and temperature check

- At secure entrances to prevent entry before screening begins
- Prior to entering district offices and/or school sites
- Prior to boarding school bus

- When engaging in work/school activities off-site

Temperature check includes:

- Use of non-contact thermometers
- Use of oral thermometers in the case of temperatures $\geq 100^{\circ}\text{F}$ with non-contact thermometer
- Denying entry and sending home any individual with oral thermometer temperature $\geq 100^{\circ}\text{F}$. May not return until criteria is met to return

Symptom screening includes the following questions:

- *Do you have a new cough, nasal congestion, or runny nose?*
- *Are you experiencing shortness of breath or difficulty breathing?*
- *Are you having new muscle pain or fatigue?*
- *Do you have a headache (that is not normal for you)?*
- *Do you have a sore throat?*
- *Do you have a temperature 100° F or higher?*
- *Are you experiencing chills?*
- *Are you experiencing a new loss of taste or smell?*
- *Are you experiencing nausea, vomiting or diarrhea?*
- *Are you experiencing poor feeding or loss of appetite?*
- *Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?*

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, by reporting to the site administrator. The site administrator is responsible for rectifying the concern and/or referring it to the appropriate department leader.

Controls of COVID-19 Hazards

Physical Distancing

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

All sites having instituted procedures to minimize mixing, implemented 3-ft. physical distancing, and maximize space and physical barriers (as recommended when available) in the following settings:

- During staff and student arrival/symptom screening
- Before instruction begins
- Altered classroom layouts to maximize space and barrier between students. Student chairs are at minimum 3-ft apart
- Extended Day spaces
- Altered office, reception area, and all other common space layouts for 3-ft. physical distancing
- During meal service
- During recess
- While students and staff leaving campus

All sites having posted signs in meeting rooms limiting the capacity and layout for 3-ft. physical distancing or maximum space/barriers between individuals

- Placed signs and/or markers to assist with 3-ft. physical distancing:
- "Stand here" markers where students or staff are required to assemble or wait in line
- "One way" markers to establish single direction flow in hallways
- At restrooms to:
 - Limit entry to students from specific classrooms nearby
 - Limit the number of students using it at one time
 - Indicate where to wait in line

All sites having implemented procedures to support 3-ft physical distancing for staff and student as they enter, exit and move throughout the day, including:

- Altering offices, reception area, and all other common space for physical distancing.
- Several entry and exit points for all staff, students and parents.
- Cohorts of students will be assigned a timeframe for arrival and departure from an assigned point.
- Parents are encouraged to remain in their vehicles and drop off older children at the designated drop off zones.
- Parents that need to escort younger children to their screening and during pickup will be required to wear a mask.
- Posting signs in meeting rooms limiting the capacity and layout for physical distancing.
- Passing periods and break times will be staggered to avoid congestion.
- Placing signs and/or markers to assist with physical distancing, including:
 - "Stand here" markers where students or staff are required to assemble or wait in line
 - "One Way" markers to establish single direction flow in hallways
 - At restrooms to:
 - Limit entry to students from specific classrooms nearby
 - Limit the number of students using it at one time
 - Indicate where to wait in line

To the greatest extent possible students will be spaced apart on the busses and masks will be required. At least two windows will be opened for increased air flow, weather permitting. Busses will be equipped with extra unused face coverings for students who forgot to bring one. Every student will be provided with hand sanitizer upon entry into the bus.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth anytime they are on campus (indoor and outdoor), including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

All staff and students will utilize face coverings as indicated by recommendations from the Center for Disease Control, the California Department of Public Health

Face coverings must be worn by students and staff:

- While waiting to enter the school campus
- While on school grounds (except when physically distanced eating or drinking)
- While leaving school
- While on a school bus
- When participating in sports even with heavy exertion indoors or outdoors

Types of face coverings allowed include:

Washable Cloth Face Covering

- Washable cloth face coverings are appropriate for all situations.
- Cloth face coverings may be fashioned from household items or made at home from common materials and should:
 - Fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric- At least 2 layers (including Gators)
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to the shape

Disposable Face Covering

- Disposable masks provided to employees, students, staff, and visitors when they forget to bring a washable face covering.
- Disposable masks are not superior to washable face coverings.

Face Shields

- A reusable face shield with a drape should be used in place of a washable cloth face covering under the following circumstances:
 - When a person is likely to interact with a person who has a hearing impairment, note: All students who attend school with a student(s) or staff member who has a hearing impairment should be provided face shields
 - When providing or participating in a form of therapy that requires the student/client and/or therapist to see the other person's face
 - By students who cannot medically tolerate a cloth face covering over the nose and mouth
 - When necessary as protection from possible contact with bodily fluids (along with a cloth face covering)

The following types of face coverings are not permitted:

- Face Covering with Valves/Vents - Per the CDC, masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others
- Mouth Shields - This type of face covering does not completely cover the nose and mouth

Responses for failing to wear a cloth face covering include:

- Providing disposable face covering

- Exclusion from campus

All students are required to wear face coverings unless exempt.

We will exempt students from wearing a face covering if they fall within the CDPH guidelines for individual exemption. Students unable to wear a cloth facial covering will be required to wear a plastic face shield and drape. Those who are exempt from wearing a facial covering and who cannot or chose not to use a plastic face shield will be given the option of distance learning. Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning.

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

- Individuals who
 - are younger than 2 years old
 - have trouble breathing
 - are unconscious or incapacitated
 - are unable to remove the face covering without assistance
- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least three feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
 - 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least three feet apart.

Testing Cadences

CVUSD is implementing symptom and exposure screening based on CDPH recommendations:

- Asymptomatic testing of staff/students every two weeks when community is at Tier 2 (Red)
- Asymptomatic testing of staff/students every two weeks when community is at Tier 1 (Purple)
- Asymptomatic testing of staff/students every week when community is Deep Purple

CVUSD is also testing staff when there are multiple COVID-19 cases or major outbreaks based on Cal/OSHA requirements:

- All exposed employees shall be tested immediately and once per week thereafter when three or more COVID-19 cases in an exposed workplace within a 14-day period
- If there are twenty or more COVID-19 cases in an exposed workplace within a 30-day period, then all exposed employees will be tested twice per week, or more frequently if recommended by the San Diego County Department of Health

Engineering controls

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

- Limit the number of individuals in the given situation
- Limit the amount of time individual participants are allowed
- Increasing the pillars of protection (i.e, plexiglass barriers and face shields)
- Ensure that face coverings are worn at all times
- Ensure that the space is well ventilated
- Ensure that signage and other signals (i.e. markings on ground) are well visible

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

- Encouraging open windows and doors
- Using MERV 11 filters as supported by current AC System

Cleaning and disinfecting

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

Custodial Staff measures

- Each site's custodial staff has the appropriate tools, equipment and training to provide enhanced disinfecting at all schools and district facilities,
- Each site has Identified and stocked cleaning products using the following guidelines:
 - Cleaning products should be from the Environmental Protection Agency (EPA)-approved list "N" approved for use against COVID-19
 - Following product instructions for use
 - Reducing the risk of asthma related to disinfecting, selecting disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
 - Avoiding products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Using disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
 - Providing employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
 - Established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Custodial staff has the proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions
- Each site has all products kept out of children's reach and stored in a space with restricted access
- Areas used by any staff or student with temperature or symptoms will be closed off areas and not used before cleaning and disinfection.
 - To reduce risk of exposure, custodial staff will wait 24 hours before cleaning and disinfecting.

- If it is not possible to wait 24 hours, staff will wait as long as feasible before cleaning and disinfecting

General Staff measures

- Staff at each site will continue cleaning of high touch areas and surfaces in individuals' work areas throughout the day, including:
 - Tables in classrooms and other common areas
 - Chairs in classrooms and other common areas
 - Doorknobs
 - Teacher area/space
 - Chromebooks/electronic devices

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

Student/staff is sent home if not already quarantined:

- Student/staff is instructed to isolate for 10 days after symptom onset, 24 hours fever free without fever medication and symptoms have improved. If never symptomatic, isolate for 10 days after the date of positive test.
- School-based close contacts identified and recommend to test & quarantine for 14 days from last date of exposure to positive individual
 - In stable elementary classroom stable groups: entire stable group
 - In other settings: use seating chart, consult with teacher/staff
- School administration, District Nurse and Health Services notified
- Public Health Department notified

Closing off areas used by any sick person and do not use room before cleaning/disinfecting:

- To reduce risk of exposure, waiting 24 hours before cleaning/disinfecting, but if it's not possible, waiting as long as practicable
- Ensuring a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning
- Keeping disinfecting product from students

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 the last individual who used the item, and recommended disinfection by the next person to use.

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

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Stock cleaning supplies hand sanitizer and wipes for each stable group/classroom and make them visible and well identified
- Signage in classrooms and offices remind students and staff on proper hand sanitizing procedures
- Every student is provided with hand sanitizer upon entry into the bus.

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

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

Investigating and Responding to COVID-19 Cases

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

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

- Sent home and instructed to get tested
- Instructed to quarantine even if they test negative, for a full 14 days after date of last exposure to COVID-19 positive non-household contact or COVID-19 positive household member completes their isolation
- Site administrator, District Nurse and Health Services notified

If staff member tests positive, then

- They are instructed to isolate for 10 days after symptom onset, 24 hours fever free without fever medication and symptoms have improved If never symptomatic, isolate for 14 days after the date of the positive test.
- School-based close contacts are identified and instructed to test & quarantine for 14 days from last date of exposure to positive individual
 - In stable elementary classroom stable groups: entire stable group
 - In other settings: use seating chart, consult with teacher/staff
- Site administrator, District Nurse and Health Services notified
- Public Health Department notified

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:

- Employees should report COVID-19 symptoms and possible hazards to their site administrator
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We 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 three 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 three 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

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing employees at the time of exclusion with information on processes and available support

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.
- 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 For 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.

If Multiple COVID-19 Infections are Identified or There are Multiple COVID-19 Outbreaks

This section of CPP is only applicable if a workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period and will stay in effect until there are no new COVID-19 cases detected in the 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.

Notifications to the local health department

- Immediately, but no longer than 24 hours after learning of any 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.

If a Major COVID-19 Outbreak Occurs

This section of CPP is applicable only if a workplace experiences 20 or more COVID-19 cases within a 30-day period, and will stay in effect until there are no new COVID-19 cases detected in the 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.

COVID-19 Prevention in Employer-Provided Transportation

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 operators 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 operators 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, seatbelt 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, seatbelt 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.

David Miyashiro,
Superintendent of Cajon Valley Union School District



January 21, 2021

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 Employees 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

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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
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/students, 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.

Date:

Name of Person Conducting the Investigation:

Employee (or non employee*) name:		Occupation (if non employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID 19 case was last present in the workplace:		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):	

<p>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):</p>	
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<p>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:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

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

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature