

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. Developed and revised based on current county requirements and recommendations, and shared with stakeholders for feedback.

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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

All employees, students, and visitors are required to submit to symptom screening prior to being admitted to District offices and/or school sites or engaging in work/school activities off-site.

Each Site/Department has established and manages a COVID-19 Self Check Station. Station must include the following:

- COVID-19 Symptoms Self Check Questionnaire
- Employee Symptoms Self Check Supplies
- [Welcome to your COVID-19 Symptoms Check Station Poster](#)

The [CVUSD Health Questions Card](#) is used for students who are dropped off at school by parents/guardians

This card must be placed on the vehicle's dashboard stating that the parent/guardian has confirmed that all information on the card is correct.

A Non-Contact thermometer is used to check temperature if a fever is suspected.

- An oral thermometer is only used for re-check of individuals with temperature $\geq 100^{\circ}\text{F}$ with non-contact thermometer
- Thermometer probe is changed between each use
- If temperature is $\geq 100^{\circ}\text{F}$, the individual must be sent home until criteria is met to return.

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

To minimize close contacts and reduce unnecessary exclusion:

- No physical distancing is required indoors if EVERYONE is wearing a mask
- Individual desk barriers are available upon request
- Seating charts are used and set class schedules followed
- Limit use of shared playground equipment
- Students have personal items labeled with their names and kept in their designated spaces. These personal items are not shared

Transportation staff is trained to screen students for symptoms before admitting them on any bus

- Students with symptoms are not permitted to enter the bus
- If a student cannot be admitted to the bus due to a failed symptom screening and their parent is not present:
 - Deny entrance to the bus, place a face mask on the student, if needed, and move the student away from others.
 - Attempt to contact parent/guardian through dispatch to request the parent returns to the bus stop to pick up their student.
 - If unable to contact a parent/guardian, place the student on the bus with as much room around them as possible. Radio Dispatch to contact the health office and provide student information to the school site.
 - When arriving at the school, identify the student to the school's Isolation Room while minimizing their exposure to other students.
- Students that are screened prior to boarding the school bus do not need to be screened again when they arrive at school.

Face Coverings

Regardless of vaccination status, all individuals MUST wear a face covering indoors (including CVUSD transportation) in K-12 school, child care and other youth settings, based on [CDPH Guidance for the Use of Face Coverings 7-28-21](#)

Masks are optional outdoors for all in K-12 school settings.

Face covering must be made available to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

Exemptions to Face Coverings including:

- Individuals exempt from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Individuals younger than two years old
- Individuals with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes individuals with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
- Individuals who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

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.

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 MERVE 11 filters as supported by current AC System

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces, following the [CDPH Cleaning & Disinfecting Guidance](#)

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 should clean frequently-touched surfaces within school and on school buses frequently throughout the day

- Use detergent (soap and water)
- Students may use soap and water products to clean
- As of 5-5-21: The current spray bottles of Citricide will be transitioned to spray bottles with a detergent (soap and water).

Frequently touched surfaces include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student desks
- Chairs

Should we have a COVID-19 case in our workplace, we will implement the following procedures following current [SDCoE decision tree guidance](#):

Student/staff is sent home if not already quarantined:

- Student/staff is instructed to isolate for 10 days have passed since symptoms first appeared or for asymptomatic individuals from the date positive test was taken, and no fever for at least 24 hours without the use of fever reducing medication, and symptoms have improved (can return earlier than 10 days if criteria in decision tree is met)
- School-based close contacts identified and notified
- 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

Investigation and response is based on the [current SDCoE Covid-19 Decision Tree](#). This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace, and is not fully vaccinated or is not within 90 days of a lab-confirmed diagnosis of COVID-19 will follow the guidelines on the [SDCoE Close Contacts and Quarantine Tree](#), including notifying Site administrator, District Nurse and Health Services.

If a staff member tests positive, then they will follow the [SDCoE Asymptomatic Positive Decision Tree](#), including notifying Site administrator, District Nurse and Health Services.

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 using the [CVUSD Covid-19 Procedure slides](#), posted on the CVUSD website 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.
- The importance of wearing face coverings.
- 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.

Communicating Vaccination Status

Staff document whether they are fully vaccinated, unvaccinated, or decline to state in the PeopleSoft Employee Information System.

Employees must upload a vaccination card or photo of card or a digital pdf to prove vaccination status, or they are otherwise required to supply Personnel a negative COVID test weekly.

Testing

Unvaccinated employees must provide a negative COVID-19 test by uploading their results in PeopleSoft. Staff can test on site, centrally at the DO, or from their medical provider.

Employee Testing Options

CVUSD offers both site based, and centralized testing for employees that require a COVID-19 test. CVUSD's [testing schedule](#) includes site based testing scheduled on a rotating basis through the week at each school site, and once per week at the district office.

Student Testing Options

Students may receive testing in the following ways:

- On site using the same schedule as employees.
- Via a student testing team that will come to a site with any close contacts that were exposed to COVID-19 while on campus.

Testing the students that were exposed on campus to a positive individual allows for students to remain at school on a modified quarantine, as opposed to being required to quarantine at home.

Exclusion of COVID-19 Cases

Based On the current [SDCoE Covid-19 Decision Tree](#), 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 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

Based On the current [SDCoE Covid-19 Decision Tree](#):

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - Return on or after day 11 from onset of symptoms if symptoms have improved, and
 - 24 hours without fever and no use of fever-reducing medications
- COVID-19 cases who tested positive but never developed COVID-19 symptoms can return only after Isolating for 10 days from the date on which the first sample was collected.
- A negative COVID-19 test will not be required for an employee to return to work.

Modified Quarantine

Scientific research and experience from around the country demonstrate that when both parties are wearing facemasks appropriately at the time of a school-based exposure to COVID-19, in-school transmission is unlikely and students can safely continue in-person learning. When students remain in school after exposure because the student and the individual with COVID-19 were wearing masks appropriately, this is called modified quarantine. (CDE, November 15, 2021)

Asymptomatic unvaccinated students exposed to COVID-19 may qualify for a modified quarantine, provided they meet criteria listed in the [K-12 Guidance](#).

When students are attending school during modified quarantine, they:

- continue to be required to wear masks indoors and are strongly encouraged to wear masks outdoors
- may use school buses, including buses operated by public and private school systems
- may participate in all required instructional components of the school day, except activities where a mask cannot be worn, such as while playing certain musical instruments
- may eat meals on campus using food service recommendations provided in the [K-12 Guidance](#)
- may continue to participate in before- and after-school expanded learning programs and child care, as long as those programs are provided on their school campus and activities are similar to those in the regular school day.

Students in modified quarantine are required to quarantine at home from all other before-school, after-school, and weekend activities, including but not limited to athletics programs, band/music, dance, cheerleading, drama, clubs, and visiting any settings where non-household members are present. Activities may resume on or after day 8 with evidence of a negative test sample collected on or after day 5.

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 18, 2022

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

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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.

