

COVID-19 PREVENTION PROGRAM (CPP)

Pleasant Grove School

Dave Tarr, Superintendent

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Introduction

The COVID-19 Prevention Program (CPP) addendum to the Injury and Illness Prevention Program (IIPP) has been developed and implemented pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

Authority and Responsibility

The Superintendent/Principal, Dave Tarr, has overall authority and responsibility for implementing and maintaining the provisions of this CPP at Pleasant Grove School and for ensuring employees receive answers to questions about the program in a language they understand.

System for Communicating

It is the district's goal to have effective two-way communication with employees, in a form they can readily understand. All employees of the district are to, without fear of reprisal, report to the Superintendent or designee any of the following:

Personal Symptoms or Exposure:

- To Whom: Employees are to report personal symptoms, exposures, and positive COVID-19 tests to Sherry Matrix, Contact Tracer.
- How: Employees should report this information immediately by email or phone call to (916) 549-4124.
- When: Immediately

Possible COVID-19 hazards at the workplace:

- To Whom: Hazards should be reported to the Superintendent or designee.
- How: Hazards can be reported in person, by email, or phone call.
- When: Immediately

Employees who are at a higher risk for complications as a result of COVID-19, can request a meeting with the Superintendent.

Employees wishing to access COVID-19 testing, where testing is not required, will be directed to their health care provider or county health department. In the event the district is required to provide testing because of a workplace exposure or outbreak, the district 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.

The district will follow the procedures in section, *Identification and Evaluation of COVID-19 Hazards*, to identify and evaluate COVID-19 hazards. Employees will be notified of potential hazards, what is being done to control those hazards, and the district's COVID-19 policies and procedures through training and this CPP.

Identification and Evaluation of COVID-19 Hazards

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

The following procedures will be put in place to identify and evaluate COVID-19 hazards:

- 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, this 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 the 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 COVID-19 policies and procedures.

The district will monitor and review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. Dave Tarr, Superintendent, is on a COVID-19 Task Force that meets weekly with the Yuba/Sutter Public Health Department representative and other Sutter County Superintendents and receives updates on COVID cases, trends, updates to guidance, and other COVID-19 health impacts to schools.

Employee Screening

Employees will be asked to monitor their health each day and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

While at work, if an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, the district will immediately send the employee home or to medical care. If an employee goes home because they are sick, the district will clean and disinfect the area/room/office where the person worked and the tools and equipment they used prior to use by others.

The district actively encourages sick employees to stay home.

Investigating and Responding to COVID-19 Cases

Procedure to investigate COVID-19 cases in the workplace:

- *Appendix C: Investigating COVID-19 Cases* form will be used to verify COVID-19 case status, receive information regarding COVID-19 test results and onset of COVID-19 symptoms, and identify and record COVID-19 cases. The contact tracer will:
 - Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s), diagnosis, and/or the date the onset of COVID-19 symptoms, if any were experienced.
 - Evaluate the activities of the COVID-19 case and all locations at the workplace which may have been visited during the high-risk exposure period, to determine potential exposures.

Response to a COVID-19 case in the workplace:

- Sherry Matrix, Contact Tracer, conducts interviews and completes required reporting.

- The district gives notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - All employees who may have had COVID-19 exposure and their authorized representatives.
 - Independent contractors and other employers present at the workplace during the high-risk exposure period.
- The district offers COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provides them with the information on benefits.
- After each incident, the leadership team, investigates whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing, or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees. All Employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

Correction of COVID-19 Hazards

The district believes in a safe and healthy work environment for all employees. Any unsafe or unhealthy work conditions, practices or procedures will be documented on the *Appendix B: COVID-19 Inspections* form and will be corrected in a timely manner based on the severity of the hazards. The Superintendent or designee is responsible for scheduling timely correction and follow-up.

Training and Instruction

Training and instruction will include:

- The district's 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 and may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth and that 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 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 no 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.
- 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.

Control of COVID-19 Hazards

Physical Distancing

Where practicable and feasible, we ensure at least six feet of physical distancing at all times in the workplace by:

- Increasing physical space between employees by modifying the workspace and/or the use of physical barriers such as partitions.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, cleaning and disinfecting shared workspaces and work items before and after use.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video, or internet.
- Eliminating all non-essential and non-related services.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When video conferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart, where practicable, and wear cloth face coverings.

Face Coverings

The district provides clean, undamaged face coverings and ensures they are properly worn over the nose and mouth when indoors, and when 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.

Information will be provided to staff on [proper use, removal, and washing of cloth face coverings](#). The site has a supply of disposable masks for anyone who is unable to provide their own. For staff refusing to wear face coverings they will be sent home or asked to leave the premises.

The following are exceptions to the face coverings requirement:

- 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.
- Per CDPH guidance, teachers may use face shields to enable students to see their faces and to avoid potential barriers to phonological instruction *as long as the wearer maintains physical distance from others*.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. These employees will meet with the Superintendent to determine reasonable accommodations.

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. COVID-19 testing cannot be used as an alternative to face coverings when face coverings are otherwise required.

The district will not prevent any employee from wearing a face covering when not required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

The district has posted signs to communicate to non-employees the face coverings requirements on the premises. In an effort to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, the campus is closed to all non-essential personnel and visitors and face coverings are required by *ALL* adults and students TK-8th grade.

Engineering Controls

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the district has installed cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

For indoor locations, the district has evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

The district services the ventilation systems regularly replacing all filters and servicing any needed repairs. The district also upgraded the filters to MERV 13 filters.

Cleaning and Disinfecting

Pleasant Grove School has established routine schedules and ensures there are adequate supplies to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, technology devices, office equipment, counters, tables, desks, chairs, door handles, drinking fountains, restroom and bathroom surfaces, and buses.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time). The district will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

The following cleaning and disinfection measures have been implemented for frequently touched surfaces:

Sanitizing wipes and/or sprays will be available for staff to wipe high touch surfaces before use. All staff will continue cleaning of high touch areas and surfaces in individuals' work areas throughout the day, including:

- Tables and chairs in classrooms and other common areas
- Doorknobs
- Common area/space
- Shared equipment

Should there be a COVID-19 case in the workplace, the following procedures will be implemented:

- Areas will be closed off and not used before cleaning and disinfecting.

- 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.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared equipment.
- Wash hands immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfecting.

Shared Tools and Equipment

To the extent feasible, the district prohibits the sharing of items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.

- When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people.

Hand Sanitizing

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% alcohol). Hand sanitizer with methanol is prohibited.

Properly hand wash with soap and water by:

- Wet hands first with water;
- Apply soap to hands;
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers;
- Rinse hands with water and dry thoroughly with paper towel;
- Use paper towel to turn off water faucet.

Alcohol-based hand rub may be used when soap and water is not available. All employees have access to alcohol-based hand sanitizer. Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand;
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

The district has an adequate number of hand washing facilities. Periodic checks are done throughout the day to evaluate cleanliness and supplies.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

Along with engineering and administrative controls, PPE may also be needed to prevent certain exposures. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. The district prohibits the sharing of personal protective equipment.

- The district will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE.
- If the district identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees.
- The district will stress hand hygiene before and after handling all PPE.
- The District shall evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements are not feasible or are not maintained.

Reporting, Recordkeeping, and Access

It is district policy to:

- Report information about COVID-19 cases at the 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 the 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.

Exclusion of COVID-19 Cases

If there is a COVID-19 case in the workplace, transmission will be limited by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met ([CDPH guidance](#)).
- Excluding employees with COVID-19 exposure from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case or as advised by the county health department.
- For employees excluded from work due to COVID-19 exposure, and otherwise able and available to work, the district shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits as if the employee had not been removed from their job. The district may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. This does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.
- At the time of exclusion, the district shall provide the employee with information on available benefits as described in *Training and Instructions* and *Exclusion of COVID-19 Cases*.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms shall not return to work until:

- 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; and
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms shall 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 shall 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 shall 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 shall be:

- 10 days from the time the order to isolate was effective, or
- 14 days from the time the order to quarantine was effective.



Dave Tarr, Superintendent

January 29, 2021

Date

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

Make copies as needed

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Notes	Person Assigned to Correct	Date Corrected
Engineering				
Barriers/partitions				
Ventilation (amount of fresh air and filtration maximized)				
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				
Face coverings (cleaned sufficiently often)				
Gloves				
Face shields/goggles				

Make copies as needed

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.

Staff involved in investigation:		Date investigation initiated:	
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Employee name:		Was COVID-19 test offered?	
Date of the positive or negative test and/or diagnosis:		Occupation/Location employee worked:	

Date and time the COVID-19 case was last present in the workplace:		Workplace locations that may have been visited by the COVID-19 case during the high-risk exposure period	
Who may have been exposed			

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:	

Appendix D: COVID-19 Training Roster

Date: _____

Person that conducted the training: _____

Employee Name	Signature

Appendix E: Multiple COVID-19 Infections and COVID-19 Outbreaks

Appendix E applies only if the 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 the workplace within a 14-day period (see [3205.1](#) for details).

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

COVID-19 Testing

The district will provide COVID-19 testing to all employees in the 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 the 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, the district 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 the workplace for a 14-day period.
- Additional testing will be provided when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

Pleasant Grove School 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

The district 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*, administration 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:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick.
 - 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 48 hours after learning of three or more COVID-19 cases in the workplace, the district's contract tracer will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

The district 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.