

# COVID-19 Prevention Program (CPP)

## Evergreen Union Elementary School District

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

**Date:** Updated 9/14/21

### Authority and Responsibility

Brad Mendenhall, District Superintendent 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 implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the 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 and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

See Appendix A: Identification of COVID-19 Hazards form, Appendix B: COVID-19 Inspections form, and Appendix E: Documentation of Employee COVID-19 Vaccination Status form.

### Employee Participation

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

Contacting their supervisor or the Superintendent. Email is the preferred method of communication.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our workplace, and we are asking our workers to help with our prevention efforts while at work. Specific questions about this Program or COVID-19 should be directed to the Human Resources Department.

In addition to those set forth in this program, employees must adhere to the following expectations:

- Stay at home when sick and avoid close contact with others.
- Refrain from shaking hands, hugging, or touching others.
- Wear appropriate face coverings in the workplace, unless an exception to this requirement applies.
- Clean surfaces before and after use in common areas, and when using shared equipment.
- Avoid touching mouth, nose, and eyes.
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover the mouth with the shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
- Follow all CDC, State, and local health department guidelines on use, removal, cleaning, and disinfection of face coverings.

## **Employee Screening**

We screen our employees and respond to those with COVID-19 symptoms by:

Employees will be asked to symptom monitor using CDC guidelines prior to coming into work in all transmission tiers. Employees who are sick or exhibiting symptoms of COVID-19 should not come into the workplace. They should email [COVID@evergreenusd.org](mailto:COVID@evergreenusd.org) and complete the appropriate form - symptoms of COVID-19. They should also notify their site supervisor. They will receive a call from a member of the Contact Tracing team who will inform them of next steps - which may include testing for COVID-19 and omission from work until they are symptom free.

When our county is in the Substantial and High Transmission rate tiers, daily screening for employees will also occur on site beyond employee symptom monitoring at home. Confidentiality will be maintained.

This screening involves:

- A digital COVID-19 questionnaire will be completed by all employees to capture whether the employee has/has not been exposed to COVID-19, whether or not the employee has a temperature greater than 100.4, and whether or not the employee is exhibiting any symptoms of Covid-19.
- Temperature screening (100.4) with a no-touch thermometer is part of this process. If the employee's temperature is above 100.4, they are to head home immediately after they contact their site supervisor and email [COVID@evergreenusd.org](mailto:COVID@evergreenusd.org), filling out the appropriate form.

## **Correction of COVID-19 Hazards**

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

Human Resources along with Maintenance and Operations will continually perform COVID-19 evaluations and inspections on a regular basis in order to identify any other COVID-19 hazards that might arise at each worksite. Each correction will be given a priority 1 through 3 ranking.

Individuals identified as being responsible for timely correction will be noted.

Reinspection/follow ups will be made to ensure timely correction. Human Resources along with Maintenance and Operations will regularly evaluate the corrective measures it has taken to correct these hazards in order to determine whether these measures are effective. In the event that the organization determines that a corrective measure was not effective, the COVID Response Team will identify and implement additional corrective measures to correct the COVID-19 hazard.

Human Resources along with Maintenance and Operations will continue to perform COVID-19 risk assessments on a regular basis in order to identify any other COVID-19 hazards that might arise at each worksite.

## **Controls of COVID-19 Hazards**

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

EUSD will provide face coverings (face shields as necessary) to staff if they do not have one of their own or theirs is not suitable. Replacements will be provided as necessary. Staff will be taught about the use of cloth face coverings, masks, or face shields and reminded not to touch the face covering and to wash their hands frequently. EUSD will ensure face coverings are clean and undamaged.

#### **Requirements:**

Face coverings are optional for all staff in all outdoor spaces.

Face coverings are required for all staff (vaccinated and unvaccinated) when sharing indoor spaces with others.

When actively eating or drinking, a face covering may be removed.

Vaccinated staff DO NOT need to wear a face covering in an indoor setting when others are NOT present. Staff MUST provide a Vaccination Attestation Form to the HR Department.

Face coverings must be worn that cover the mouth and nose and are consistent with public health guidance.

Staff are required to wear cloth face coverings, unless Cal/OSHA standards require respiratory protection.

Face shields may be worn with a face covering, but face shields are NOT a substitute for a face covering.

Food Service staff are required to wear cloth face coverings and gloves as well as aprons.

Face coverings/masks can be any color or print, but must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. They shall not contain any offensive words or graphics. This includes, but is not limited to words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior that could be disruptive to the school or school facility. The administration shall have the final authority to determine the appropriateness of any face covering.

Face coverings/masks must be made of a solid cloth material or other suitable solid material. They do not need to be medical grade. Commercially produced or home-made face coverings are acceptable for compliance. They may not be made of lace, mesh, or other largely porous material or be designed in a way that defeats the purpose of wearing a mask (which is to limit a person's moist breath from reaching others and to stop the other's moist breath from reaching the wearer, thus serving as a barrier to COVID-19 spread). The administration shall have the final authority to determine the suitability of any face covering.

#### Exemptions:

Alternative protective strategies (ie. face shields with a drape) may be adopted to accommodate staff who cannot use or tolerate cloth face coverings. People are exempted from the requirement if they have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations for alternative protective strategies (ie. face shields with a drape) with a medical professional's authorization.

Face shields with a drape can be used for teachers of younger students to see their teachers' faces and to avoid potential barriers to phonological instruction as well as by teachers who serve hearing impaired students during that instructional period. In addition, staff of students with special needs may prefer a face shield with a drape during direct instruction.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

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

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

#### Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

Face coverings (face shields, when applicable).

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

All HVAC systems have had their filtration systems upgraded to MERV 13 or better.

Replacement schedule of filters has been shortened.

Cleaning schedule of HVAC systems has been shortened.

## **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

### **Signage**

Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

### **Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment**

Busses should be thoroughly cleaned daily. Drivers should be provided cleaners and gloves to support cleaning of frequently touched surfaces during route transportation.

School spaces should be thoroughly cleaned daily by trained custodial staff: Handrails, Door handles/surfaces on doors that are touched frequently, Light switches, Sink handles, Tables, Student desks, Chairs (only if shared by individuals each day), Staff desks, Keyboards, phones, copy machines, Restroom surfaces

School staff should be provided cleaners and gloves to support cleaning of frequently touched surfaces during the school day as needed when children are present: Door handles/surfaces on doors that are touched frequently, Light switches, Sink handles, Tables, Student desks, Chairs (only if shared by individuals each day), Staff desks, Keyboards, phones, Toys, games, art supplies, Instructional materials, Physical education equipment, Technology (following the directions from the technology department)

Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

Custodial staff with the responsibility of cleaning/disinfecting (as necessary) the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When disinfecting, air out the space before children arrive; plan to do thorough disinfection when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

Ensure sufficient ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation.

Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### Equipment Availability

Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).

Plans for supply of no-touch thermal scan thermometers and batteries.

#### Cleaning Supply Availability

Plans for extra hand washing stations.

Plans for ongoing supply of school-appropriate cleaning/disinfecting supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.

To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.

Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions. Cal/OSHA requirements for safe use, and as applicable as required by the Healthy Schools Act. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

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

Affected staff will be notified immediately and that space vacated. Maintenance will enter the space with the appropriate PPE and wipe down all surfaces with disinfectant. This is followed by the initial application of an electrostatic disinfectant with the use of an electrostatic sprayer. The space is then locked and signage placed communicating that one may enter the space.

#### Hand sanitizing

To implement effective hand sanitizing procedures, we:

Staff should model and practice handwashing when: Arriving at school, Before and after eating, After coughing, sneezing, or blowing the nose, After being outside, Before and after using the restroom, After having close contact with others, After using shared surfaces or tools

Use fragrance-free hand sanitizer provided when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.

Build in time throughout the day for routine handwashing by staff.

Ensure there is enough single-use towels, soap, and hand sanitizer.

## **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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

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

## **Testing of symptomatic employees**

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

## **Investigating and Responding to COVID-19 Cases**

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

We have developed the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace:

Self-screening at home prior to coming to the workplace.

Self-screening and utilizing the electronic sign-in (temperature check, symptom questions, exposure questions) when we are in the Substantial and High Transmission Tiers.

Human Resources monitors the daily health screening data to determine the risk of an employee entering the worksite with symptoms or exposure to COVID-19.

Human Resources will immediately contact any employee who reports symptoms or exposure to COVID-19 and discuss the next appropriate steps that may include immediately separating the employee from other employees to stop additional exposure, rapid testing on-site, recommended testing as described above, self-quarantine as recommended by the public health department. (see below)

If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus before or during the workday, the employee is required to:

Immediately report the symptoms to Human Resources by emailing [COVID@evergreenusd.org](mailto:COVID@evergreenusd.org) and filling out the appropriate form.

If, during the work day, you are experiencing severe symptoms and require urgent medical attention, advise your

supervisor and/or Human Resources so that they can call 911.

1. Your supervisor and/or Human Resources will direct you to leave work.
2. Avoid close contact with other employees while at and when leaving the workplace.
3. Wait for someone from the Contact Tracing Team to contact you and discuss next steps which may include rapid testing on-site and details about when you may return to work.

If, before the work day, you are experiencing severe symptoms of illness associated with the COVID-19 virus:

1. Contact your site supervisor and let them know you will not be at work.
2. Wait for someone from the Contact Tracing Team to contact you and discuss next steps which may include rapid testing on-site and details about when you may return to work.

If you believe that one of your coworkers may be exhibiting symptoms of illness associated with the COVID-19 virus, please contact your supervisor.

When a supervisor is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, the supervisor is required to:

1. Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace.
2. Immediately report the employee's illness and departure to Human Resources.
3. Advise the employee to report the symptoms to Human Resources by emailing [COVID@evergreenusd.org](mailto:COVID@evergreenusd.org) and filling out the appropriate form.
4. Advise the employee to wait for someone from the Contact Tracing Team to contact them and discuss next steps which may include rapid testing on-site and details about when they may return to work.
  - NOTE: If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

When Human Resources is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, Human Resources is required to:

1. Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace, if the employee has not already left.
2. Contact the employee's supervisor and advise the supervisor that the employee was sent home because the employee was ill and/or experiencing symptoms associated with COVID-19.
3. Advise the employee to report the symptoms to Human Resources by emailing [COVID@evergreenusd.org](mailto:COVID@evergreenusd.org) and filling out the appropriate form.
4. Advise the employee to wait for someone from the Contact Tracing Team to contact them and discuss next steps which may include rapid testing on-site and details about when they may return to work.
  - NOTE: If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

## **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:

- Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how.

Employees will report any symptoms and a Covid exposure outside of the workplace by emailing [COVID@evergreenusd.org](mailto:COVID@evergreenusd.org) and filling out the appropriate form.



Employees will report any unsafe working condition, violation, or hazard to their immediate supervisor and/or the district Superintendent.

Email is the preferred method for this communication.

Employees can report symptoms and hazards without fear of reprisal.

Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss appropriate reasonable accommodations that may be available. The LEA will engage in an interactive process to determine if the organization can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Human Resources with any questions, any requests for accommodation, and/or any questions about available COVID-19 testing options.

- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

Where testing is not required, employees can access COVID-19 testing by emailing [COVID@evergreenusd.org](mailto:COVID@evergreenusd.org) and sharing that they are either symptomatic and/or a close contact and request testing. Information is also available on our website in the employee portal.

- Access to COVID-19 testing when testing is required.

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.

- The 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.

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 can be found in this CPP.

## **Training and Instruction**

- We provide effective employee training and instruction that includes:
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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 fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Training (in-person or virtually) will be provided on:

The EUSD Student and Staff Expectations and Enforcement Plan and its overarching components and details.  
Responding to Illness/Injury - using our Illness/Injury Matrix

Continued training on:

Trauma Informed Practices

Responding to Behavior - using our Behavior Matrix

Social Emotional Learning - Second Step Curriculum

Academic instruction and assessment, as well as interventions during Professional Learning Community meetings

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

## **Exclusion of COVID-19 Cases and Employees who had a Close Contact**

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
- Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.

- COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

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

Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case by using the Staff Omitted Form.

This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Providing employees at the time of exclusion with information on available benefits.

- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

Keep a set of binders holding all Appendices for each Contact Tracing case with supporting documentation including: Student Omit Forms, Staff Omit Forms, Close Contact Letters, Quarantine Orders, Attendance information, Seating charts, Sports rosters, Letters to families.

## Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - 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 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 once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.

- Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
  - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
  - At least 10 days have passed since the last known close contact, and
  - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude 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.

Superintendent

9/9/2021

**Title of Owner or Top Management Representative**

**Signature**

**Date**

*Superintendent*



*9/14/21*

**Evergreen Union School District**  
**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

**Evergreen Union School District  
Appendix B: COVID-19 Inspections**

Person Conducting the Inspection: \_\_\_\_\_ Date: \_\_\_\_\_

Work Location Evaluated: \_\_\_\_\_

<b>Exposure Controls</b>	<b>Status</b>	<b>Ranking (1,2,3)</b>	<b>Person/s Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>				
Ventilation (amount of fresh air and filtration maximized)				
Additional room air filtration				
<b>Exposure Controls</b>	<b>Status</b>	<b>Ranking (1,2,3)</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Administrative</b>				
Face coverings				
Surface cleaning (frequently enough and adequate supplies)				
Hand washing facilities (adequate numbers and				

supplies)				
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions				
<b>Exposure Controls</b>	<b>Status</b>	<b>Ranking (1,2,3)</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>PPE (not shared, available and being worn)</b>				
Face coverings (cleaned sufficiently often)				
Face shields/goggles				
Respiratory protection				

**Evergreen Union School District**  
**Appendix B: COVID-19 Inspections By Administrators**

Person Conducting the Inspection: \_\_\_\_\_ Date: \_\_\_\_\_

Work Location Evaluated: \_\_\_\_\_

<b>Exposure Controls</b>	<b>Status</b>	<b>Ranking (1,2,3)</b>	<b>Person/s Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>				
Ventilation (amount of fresh air and filtration maximized)				
<b>Exposure Controls</b>	<b>Status</b>	<b>Ranking (1,2,3)</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Administrative</b>				
Face coverings				
Surface cleaning (frequently enough and adequate supplies)				
Hand washing happening/enough supplies				



Evergreen Union School District  
Appendix C: Investigating COVID-19 Cases  
Contact Tracing for Covid-19 Positive Staff

Incident # \_\_\_\_\_

Contact Tracing Team:

\_\_\_\_\_

\_\_\_\_\_

Contact Tracing Date: \_\_\_\_\_ Contact Tracing Team Lead: \_\_\_\_\_

-----

Employee		Occupation	
Campus where employee worked (circle one)	EES EMS BES EIE DO	Date Last Present in Workplace	
Date of Exposure		Date of Onset of Symptoms	
Date of Positive Covid Test			
Date of Release from Quarantine (If symptomatic, 10 days from onset of symptoms. If asymptomatic, 10 days from a positive test result.)			

**Evergreen Union School District  
Contact Tracing for Covid-19 Positive Staff Member**

Topic	Questions	Completed By	Responses
Family	Does the staff member have any family that works/go to school at EUSD?		
Attendance	When was the last day the staff member worked?		
Transportation	Does the staff member car pool? With whom?		
Colleagues	Whom does the staff member work with regularly? Did the staff member work with any other staff members when he/she may have been Covid positive? Did the staff member see any other staff members in a social setting when he/she may have been Covid positive?		
Work with Students	Did the staff member teach/work with any children when he/she may have been Covid positive?		
Lunch	Whom does the staff member eat lunch with regularly? Did the staff member eat lunch with any other staff members when he/she may have been Covid positive?		

Topic	To Do's	Completed By	Check List
Notification	<p>Notify Adults Impacted (Take into account if the person has been vaccinated) Keep a record of these on the Contact Tracing Case Log</p> <p>*Provide Staff Omitted Form (original to DO; copy to adult)</p>		
Notification	<p>Notify Students Impacted Keep a record of these on the Contract Tracing Case Log</p> <p>*Send email via Aeries Communication (be sure to include bus number/teacher name of students being omitted).</p> <p>*Provide Student Omitted Form</p>		
Notification	<p>Notify EUSD at large</p> <ul style="list-style-type: none"> <li>• EUSD Parents</li> <li>• EUSD Staff</li> <li>• EUSD Board</li> <li>• EFT/CSEA/Teamsters (as needed)</li> </ul>		
Attendance	In Aeries, note all students impacted/omitted following Attendance Protocols		
Notification	<p>Notify Jason/Robert of Covid-19 exposure for Custodians</p> <p>Notify Kim regarding Transportation changes</p> <p>Notify the Kitchen regarding meal changes</p>		
Notification	<p>Notify Tehama and/or Shasta County Public Health with Contact Tracing information</p> <p>Obtain quarantine order and send out, if applicable</p>		
Substitutes	<p>Ensure staff have put absences in Aesop (for record-keeping only)</p> <p>Pivot classes to Distance Learning</p> <p>Notify LC, Music, PE, Health, Library of which classes are out</p>		
Notification	Notify staff regarding available COVID-19 Testing		
Notification	Notify Worker's Compensation for Staff Case		
Reflection	<p>What were the workplace conditions that could have contributed to the risk of the COVID-19 exposure?</p> <p>What could be done to reduce exposure to COVID-19 in the future?</p>		

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.

Evergreen Union School District  
Appendix C: Investigating COVID-19 Cases  
Contact Tracing for Covid-19 Positive Student

Incident # \_\_\_\_\_

Contact Tracing Team: \_\_\_\_\_

Contact Tracing Date: \_\_\_\_\_ Contact Tracing Team Lead: \_\_\_\_\_

Student			Grade Level	
Campus where student attended (circle one)	EES	EMS	BES	EIE DO
Date of Exposure			Date of Onset of Symptoms	
Date of Positive Covid Test				
Date of Release from Quarantine (If symptomatic, 10 days from onset of symptoms. If asymptomatic, 10 days from a positive test result.)				

**Evergreen Union School District**  
**Contact Tracing for Covid-19 Positive Student**

Topic	Questions	N/A	Responses
Family	Does the student have any family that works/go to school at EUSD?		
Attendance	When was the last day the student attended school? *Print Attendance Report		*Attached
Transportation	Does the student ride the bus? Which bus? Which driver? *Obtain Bus Roster/Get Attendance Roster from Transportation		*Attached
Teacher	Who is/are the teacher/s?		
Health/PE/ Music/Library	Did the student attend Health/PE/Music/Library when they may have been Covid positive? Who is/are the teacher/s? *Review Health/PE/Music/Library Schedule		
Learning Center	Did the student attend LC when they may have been Covid positive? Who is/are the teacher/s? *Review LC Roster		
Student Services	Did the student get support from SPED, Speech, Psychologist, Counselor when they may have been Covid positive?		
SERRF	Morning Afternoon		
Classmates	Who are the students' classmates? Has the student held or attended any events outside of school with his/her classmates? *Print Class Roster		*Attached

Topic	To Do's	Completed By	Check List
Notification	<p>Notify Adults Impacted (Take into account who has been vaccinated)</p> <ul style="list-style-type: none"> <li>• Bus driver</li> <li>• Teacher/s - Classroom/Health/PE/Music/Learning Center</li> <li>• Classified Aide/s</li> </ul> <p>Keep a record of these on the Contact Tracing Case Log</p> <p>*Provide Staff Omitted Form (original to DO; copy to adult)</p>		
Notification	<p>Notify Students Impacted</p> <ul style="list-style-type: none"> <li>• Bus riders</li> <li>• Classmates</li> <li>• Other students (as necessary)</li> </ul> <p>Keep a record of these on the Contact Tracing Case Log</p> <p>*Send email via Aeries Communication (be sure to include bus number/teacher name of students being omitted) or make phone calls to families.</p> <p>*Provide Student Omitted Form</p>		
Notification	<p>Notify EUSD at large</p> <ul style="list-style-type: none"> <li>• EUSD Parents (to Debra for website &amp; in Spanish)</li> <li>• EUSD Staff</li> <li>• EUSD Board</li> <li>• EFT/CSEA/Teamsters (as needed)</li> </ul>		
Attendance	<p>In Aeries, note all students impacted/omitted following Attendance Protocols</p> <ul style="list-style-type: none"> <li>• Bus riders</li> <li>• Student and classmates</li> <li>• Other students (as necessary)</li> </ul>		
Notification	<p>Notify Jason/Robert of Covid-19 exposure for Custodians</p> <p>Notify Kim regarding Transportation changes</p> <p>Notify the appropriate Cafeteria regarding meal changes</p>		
Notification	<p>Notify Tehama and/or Shasta County Public Health with Contact Tracing information</p> <p>Obtain quarantine order and send out, if applicable</p>		
Substitutes	<p>Ensure staff have put absences in Aesop (for record-keeping only)</p> <p>Pivot classes to Distance Learning</p> <p>Notify LC, Music, PE, Health, Library of which classes are out</p>		
Reflection	<p>What were the workplace conditions that could have contributed to the risk of the COVID-19 exposure?</p> <p>What could be done to reduce exposure to COVID-19 in the future?</p>		

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.



**Evergreen Union School District**  
**Appendix D: COVID-19 Training Roster**

Person Conducting the Training: \_\_\_\_\_ Date: \_\_\_\_\_

Name(s) of Employees that Participated:

[illegible]

**Appendix E: Documentation of Employee COVID-19 Vaccination Status – CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated <sup>1</sup>	Method of Documentation <sup>2</sup>

<sup>1</sup>Update, accordingly and maintain as confidential medical record

<sup>2</sup>Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

(3 or more Covid cases  
within an exposed group)  
14 day period

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

#### COVID-19 testing

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

#### COVID-19 investigation, review and hazard correction

We 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 is documented and includes:

- 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 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 feasible.
  - Requiring respiratory protection in compliance with section 5144.

**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, 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, if so, implement their use to the degree feasible.

## Additional Consideration #2

### Major COVID-19 Outbreaks

(20 or more COVID cases)  
in an exposed group  
30 day period

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.