

COVID-19 Prevention Program (CPP) for Silver Valley Unified School District

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

Updated: August 26, 2021

Authority and Responsibility

The 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 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.
- The District COVID Coordinator will keep a log of the vaccination status of all employees, including proof of vaccination.
- 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.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by maintaining ongoing verbal and written communication with administration as per the district's IIPP and COVID-19 MOU's. In addition to possible participation in the periodic site evaluations, employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted relating to COVID-19 by: relaying any concerns they might have to their supervisor without fear of retaliation.

Student and Employee screening

Families are strongly encouraged to take temperatures daily and monitor children for symptoms before going to school. Anyone with a fever of 100°F, without fever reducer/pain relief medication, or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom-related absences will be excused.

Students and staff members are strongly encouraged to self-screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing these symptoms should not attend school. If students and staff members are experiencing symptoms, they should stay home and staff should contact their supervisor and/or Human Resources.

The district will follow the current CDPH Guidance regarding face coverings. Currently, the guidance calls for all students, staff, and visitors, regardless of vaccination status, to wear masks when indoors. In addition, all sites have non-contact temperature check devices that can be accessed throughout the day to continuously allow for self-screening.

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.

The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with best practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.

Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted as well as meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures. As a part of the assessment process, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be

provided instructions for completion. Follow up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.

Control of COVID-19 Hazards

Physical Distancing

Social distancing will help to limit the spread of the virus. When possible, staff and students will maintain social distance in order to slow the spread of Covid-19.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees 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.

In accordance with the California Department of Public Health's (CDPH) Guidance, students and staff must utilize face coverings:

- At all times, including; While in the classroom; While waiting to enter campus; While on school grounds to include areas of play (except when eating and/or drinking); While entering and exiting school; While on the bus or in a vehicle.
- Personal Protective Equipment (PPE) will be provided to staff and students, but it is highly encouraged for students to bring their own face covering.
- Personal face coverings will be allowed in compliance with dress code policies.
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service
- School sites will have signage throughout campus to remind students and staff about wearing face coverings, distancing and hand washing.
- Parents and visitors will have limited access to school campuses.

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

- When an employee is alone in an office or room.
- While eating and drinking at the workplace, provided employees maintain as much distance as possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis. 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.

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 either fully vaccinated, or tested at least twice weekly for COVID-19.

The district 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 be provided to any employee that requests one, regardless of vaccination status.

Engineering controls

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

- Using the highest rated air filter each individual HVAC system can handle.
- Changing filters at CDPH recommended intervals.

Cleaning and disinfecting

The safety of students and employees at Silver Valley Unified School District is our top priority. Silver Valley Unified will continue to adhere to all necessary safety precautions. The cleaning steps outlined below will be followed:

- Cleaning - Physical removal of soil (dirt and debris) from surfaces, which can include the use of water and detergent.
- Disinfecting - Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

Disinfecting the Following Daily: Desks and chairs; Keyboards, phones, headsets, copy machines; Door handles, handrails, restroom surfaces and sink handles, light switches; Public interface/Interaction areas • Kitchens and food preparation areas

Should the district have a COVID-19 case in our workplace, the area(s) affected will be thoroughly cleaned and disinfected.

Hand washing and sanitizing

- Handwashing is one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.
- Wash hands thoroughly with soap and water for at least 20 seconds.
- Thoroughly dry hands.
- In addition to sinks supplied with soap and paper towels, every classroom and office is supplied with hand sanitizer dispensers. Bottles of hand sanitizer are also available as needed.

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. 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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

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

This will be accomplished as described in the **Systems for Communicating** section below.

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

- Offered COVID-19 testing at no cost during their working hours.
- Fully vaccinated employees who are exposed and remain asymptomatic, shall monitor for symptoms, but may remain at work.
- Provided with information on benefits described in **Training and Instruction**, and **Exclusion of COVID-19 Cases**, below.

Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]

System for Communicating

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

The Assistant Superintendent of Administrative Services serves as the primary contact and contact tracer, to the extent practicable, when situations arise with a possible COVID-19 exposure or staff member tests positive for COVID-19.

Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor or to the Assistant Superintendent of Administrative Services via e-mail, text message, or phone. Employees should be prepared to provide supporting documentation for events that warrant time away from work, i.e. quarantine or isolation.

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 procedures following a positive test.

In the event testing is not required, employees can access COVID-19 testing via their Primary Care Provider, through county provided testing sites, (<https://sbccovid19.com/testing-sites/>) or at other local testing facilities.

Employees can report symptoms and hazards without fear of reprisal.

SVUSD procedures allow for a meeting to be held to address accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing.

The District will regularly provide updates to all employees on the current status of work conditions and the pandemic in general.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth
 - An infectious person may have no symptoms.

- Methods of physical distancing when possible and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- 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.
 - 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.
 - Most training is documented and implemented through Keenan.

Exclusion of COVID-19 Cases and Close Contacts

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by utilizing federal, state, or local relief funds when permitted and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.
- Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until return to work requirements are met.

Reporting, Recordkeeping, and Access

It is our policy to:

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

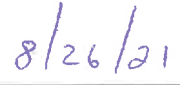
Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- 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 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 fever free for at least 24 hours, without using fever-reducing medications.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.



Jesse M. Najera, Superintendent



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

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			
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			
Personal Protective Equipment (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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

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

COVID-19 testing

We will provide COVID-19 Testing in accordance with current CDPH Requirements.

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:
 - 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 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.

Additional Consideration #2

Major COVID-19 Outbreaks

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

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

COVID-19 testing

We will provide 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 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**.