

COVID-19 Prevention Program (CPP) for Rosemead School District Compliance

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

Date: January 06, 2021 (Updated)

Authority and Responsibility

Harold Sullins, Assistant Superintendent, Administrative Services 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.
- 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.
- Periodic evaluations will be performed as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

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

- The School Exposure Management Team meets monthly to discuss the handling of COVID-19 hazards and exposures. The School Exposure Management Team has representation from classified and certificated employee groups as well as management.
- Direct communication with their immediate supervisor when they encounter or become aware of hazards (actual or potential).
- Workplace and employee safety is a key part of discussions between the leadership of both the classified and certificated employee groups with the management of the Rosemead School District.

Employee Screening

Screening occurs as follows:

- All employees are required to answer an online health screening questionnaire to confirm that they are free of symptoms consistent with COVID-19 and that they are not aware of any exposures to another person with symptoms or a person who has tested positive for COVID-19.
- All employees enter sites through a single access point where their temperatures are taken with a no-contact thermometer.

Correction of COVID-19 Hazards

Facilities will be assessed for unsafe or unhealthy work conditions, practices or procedures, and corrected in a timely manner based on the severity of the hazards, as follows:

- Assistant Superintendent, Administrative Services shall ensure that any facilities issues (e.g. problems with barriers/partitions, ventilation, functionality of handwashing stations) are addressed in a timely fashion until corrected.
- Principals, coordinators, directors, and cabinet-level executives will address any need for retraining and/or correcting employees in the event that personnel fail to follow safe practices such as physical distancing, cleaning and disinfection, hand washing, proper egress and ingress, and use of PPE as soon as such a need is apparent.
- Non-management employees are apprised of their right to safe working conditions and their roles in maintaining those conditions, including their obligation to report any hazards.

Control of COVID-19 Hazards

Physical Distancing

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

- Making use of distance learning and having teachers serve students remotely from home.
- Allowing remote work for office staff when feasible.
- Posting ubiquitous signage showing distancing requirements and one-way flow of foot traffic.
- When possible, allowing employees to work remotely.
- Limiting the number of visitors in the front office.
- Making use of decals showing appropriate spacing for visitors in line at a front office.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth 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. Face coverings are made available for employees and visitors in our front offices. Students who are unable to wear a mask work with employees who will wear extra PPE including face shields and make use of physical transparent barriers.

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

- 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(s) or a disability, who are hearing-impaired, or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, employees will be kept at least six feet apart. Many such tasks, such as providing instruction over the Internet, are done by staff who are alone in a room, or when they cannot be done in a room alone, such as administering certain kinds of assessments, partitions, and/or face shields with drapes will be worn.

Engineering Controls

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

- Use of plexiglass dividers and partitions.

Provide face shields to be worn with masks or drapes. We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Setting mechanical Heating, Air Conditioning, and Ventilation (HVAC) systems to operate 2 hours prior to the start of school and 2 hours after the end of school to maximize ventilation.
- Opening windows and doors, using fans, and other methods when indoor and outdoor conditions safely permit.
- Utilize economizer modes of HVAC operations, potentially as high as 100%, where compatible.
- HEPA Filters are utilized as an additional measure in designated quarantine areas at each site.

Cleaning and Disinfecting

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

- Regular cleaning with increased frequency of frequently touched surfaces (door knobs, light switches, handles, etc.), common areas and restrooms by custodial personnel.
- Utilize electrostatic disinfectant fogger for rapid disinfection of areas and surfaces.
- Ensuring adequate supplies and adequate time for it to be done properly.
- Disinfectant wipes are available for employees to wipe down their immediate work area and shared use items in between scheduled cleaning.

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

- Custodial personnel wearing appropriate Personal Protective Equipment (PPE) will follow standardized cleaning procedures to thoroughly clean and disinfect affected areas utilizing approved cleaning products. This will include:
 - Opening windows and doors in tandem with HVAC systems to properly ventilate and filter air.
 - Wiping down all contact surfaces with approved disinfectant cleaner.
 - Discarding all trash and replacing with new can liners.
 - Sweeping or vacuuming floors to remove visible dirt and debris. Vinyl and tile floors will be mopped.
 - Utilize electrostatic disinfectant fogger for rapid disinfection of areas and surfaces.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by utilizing disinfectant wipes or disinfectant spray with cleaned paper towels which are available for employees to wipe down their immediate work area and shared use items in between scheduled cleaning.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Ensuring handwashing areas are appropriately stocked with dispensed soap and clean paper towels.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

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

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **COVID-19 Exposure Investigation Worksheet for the Education Sector** form.

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

- Provided with the appropriate Quarantine Order and Quarantine Instructions from the Los Angeles County Department of Public Health.
- Advised to contact their health care provider for testing. Employees will be provided with information on no cost COVID-19 testing options that may be accessed during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisors via the health screening form, email, and/or phone call.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- We refer employees when appropriate to testing options provided by the County of Los Angeles.
- 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. This is covered in the School Reopening Plan.

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 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 other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 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 it has been demonstrated that the COVID-19 exposure is work related. This will be accomplished by allowing employees to work remotely when possible. In the event that the work from home options are not available or the employee is unable to perform his/her duties, the employee will be apprised of leave options including workers' compensation, earned leave benefits, and/or other statutory benefits available at the time of exposure.
- 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 at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Los Angeles County Department of Public Health Line List** form to keep a record of and track all COVID-19 cases.

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 100.4 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.
 - 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.
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Harold Sullins, Assistant Superintendent of Administrative Services
