

Colton Joint Unified School District

COVID-19 Prevention Program (CPP)



This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace. Colton Joint Unified School District (CJUSD) will continue to work toward a healthy and safe environment.

The Assistant Superintendent of Business, Rick Jensen 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.

COVID-19 Transmission

The virus that causes COVID-19 is transmitted primarily by aerosols (airborne transmission), and less frequently by droplets. COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate. People who are closer than 6 feet from the infected person are most likely to get infected.

COVID-19 is spread in three main ways:

Breathing in air close to an infected person who is exhaling small droplets and particles that contain the virus.

Having these small droplets and particles that contain viruses land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.

Touching eyes, nose, or mouth with hands that have the virus in them.

It is primarily spread by coming into close contact (within 0-6 feet indoors from a cumulative total of 15 minutes or more over a 24-hour period within or overlapping with the "high-risk exposure period").

Identification, Evaluation, and correction of COVID-19 Hazards

CJUSD is committed to locate, identify and correct potential COVID-19 hazards in the workplace: The following will be implemented in the workplace with the support and collaboration of all Management.

- Document the vaccination status of our employees by using the Employee Self Service (ESS), or “BEST NET”, application. The ESS is a secure web site which requires authentication during the initial registration process.
- Evaluate employee workplaces for potential hazards. Employees are encouraged to identify and bring to management’s attention potential COVID-19 hazards in their workplace. (i.e. Safety Committee Team members and administrators).
- Conduct periodic inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
- Conduct workplace-specific evaluations of hazards following any positive COVID-19 case in the workplace. This will help identify those employees who were in close contact with the infected employee and require all those potentially exposed to quarantine or excluded from work as recommended by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). This is being done in part by the contract tracing process being performed by the Contact Tracing Team (CTT) which includes District Nurses, LVN’s and HR personnel.
- Evaluate District policies and procedures, work practices, and staffing to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- The District will regularly evaluate the workplace for compliance with this program.
- Unsafe and unhealthy hazards, work conditions, practices, policies, or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.
- 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.
- (See Appendix A and B for evaluation forms.)

Employee participation

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

- Employees are encouraged to identify and bring to management’s attention potential COVID-19 hazards in their workplace.

- Conduct periodic inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.

Employee screening

Employees are to self-monitor temperatures daily; if an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee is to contact the supervisor and stay home. (Any temperature greater than 100.4 is considered a “fever” by the CDC).

Employees’ health - If an employee has any combination of the below symptoms or has been exposed to anyone with a positive diagnosis, they should stay at home and notify their immediate supervisor. This list does not include all possible symptoms related to COVID-19.

- Fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste, sore throat, congestion or runny nose, nausea or vomiting, diarrhea or repeated shaking with chills.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19 or a fever, the District will do the following:

- When applicable may provide resources including how to seek medical care information, testing sites, etc.
- CJUSD will send an employee home that is exhibiting any symptoms to include but not limited to a fever 100.4 or higher. CTT will provide the employee with information on how long the employee will be sent home and when to return to the office/site. The Human Resources Department will provide the employee with information regarding potential leave benefits.
- Employees who are sent home due to the existence of a fever 100.4 or higher may be asked to self-monitor for additional symptoms or have testing.
 - All district employees have been given guidelines (COVID-19 Employee Absence Protocols and Information) by Human Resources, to assist with absences related to COVID-19 symptoms or actual diagnosis. This also provides instructions on who to contact regarding available leaves.
- If the employee is unable to return to work as per the off-work order that was submitted, the employee will need to provide an updated off-work order.

If informed that an employee tests positive for COVID-19, the testing facility will notify health officials in the county/city. The health officials may request additional information from CJUSD. Information may include but is not limited to:

- The employee’s work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee’s name will not be disclosed unless asked by the health officials.

Performing Staff Contact Tracing

Contact tracing involves identifying close contacts of high-risk persons. Close contact is defined as two or more people who are closer than 0- 6 feet indoors for more than 15 cumulative minutes in a 24-hour period.

CJUSD has established a Contact Tracing Team (CTT) to address potential exposures. The team includes: Assistant Superintendent of HR, Darrick Garcia, HR Personnel and Nurses.

The contact tracing process includes the following:

- Completion of the COVID exposure report, which is to be completed by all department managers and site administrators using Laserfiche for positive COVID test only.
- Completion of the COVID Investigation Form, which is to be completed by all department managers and site administrators when a staff member has symptoms w/no underlying condition, staff had or potentially had contact w/a COVID -19 individual or when staff has symptoms and had or potentially had contact w/a COVID -19 individual.
- The information obtained within the report is reviewed by the CTT.
- If needed, CTT will reach out to department managers, site administrators, and employees for additional information.
- With the information provided in the contact tracing, the CTT will make a recommendation regarding:
 - o Quarantine/exclusion, testing, return to work date, and locations that will need to be cleaned/disinfected.
- Department managers and site administrators are notified of confirmed or suspected cases in order to identify potential exposures.
- Notification to employees to remain at work or be sent home will be communicated by either the site administrator or CTT.
- For employees, information regarding absence protocols will be provided by Human Resources, including Frontline instructions for entering the absences.

Form and protocol can be located on the Intranet - within the COVID-19 Response Team Tab

- Form: <https://forms.colton.k12.ca.us/Forms/COVID-Report> (**for staff positive cases**)
- Protocol: https://docs.google.com/document/d/1g2nr_ITuvtFHF31FpKEG3eO8UESeOhrNWKQpHo6Ta4E/view
- COVID Investigation Form: (**for staff potential cases**)
<https://forms.gle/tGE7UGXjiLgXChxN6>

Control of COVID-19 Hazards

Personal Protective Equipment

We evaluate the need for PPE as required by section 3380, and provide and ensure use of such PPE as needed.

Personal Protective Equipment may be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include but are not limited to the following: gloves, goggles, sneeze guards, face shield with a drape, face coverings/masks, and respiratory protection, when appropriate.

Non-toxic wipes will be available to staff, should they wish to wipe their work area.

The District will provide clean, undamaged face coverings, disposable face coverings/ masks, and reusable face coverings for staff and ensure they are properly worn by employees over the nose and mouth when indoors, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Employees must wear one of the following types of face coverings:

- Dust mask
- Disposable mask
- Washable cloth fabric
- Face shields (with one of the face coverings above)

Examples of face coverings that are not allowed:

- Bandanas
- Gaiters
- Masks with one-way valves

In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with a drape can be used instead of cloth face covering while in the classroom.

Due to the requirement to wear masks, ID badges will be required to be worn for safety reasons.

It is important to wear a face-covering correctly for maximum protection. Follow the CDC's recommendations below:

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Do not put the face-covering around your neck or on your forehead.

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

- When an employee is alone in a room or in 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 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.
- Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Engineering controls

Physical/Social distancing along with other preventative strategies (i.e. face coverings/masks) when indoors can be an effective method that can help stop or slow the spread of an infectious disease.

Promote the benefits of social distancing to the degrees possible with staff. While previous guidance was that distancing was no longer necessary, inform staff that if they do not need to be within 6 ft., they should maintain social distancing. In all environments, staff should maintain 6ft distance from others to the extent possible and limit the amount of time in close proximity to others. This is in an effort to minimize the close contact exposures and the spread COVID-19.

If 6ft. distancing is not possible, reinforce self-monitoring practices, face coverings/masks wearing, etc.

We will implement the following measures to protect staff and teachers

- Promote vaccinations
- Face coverings (Consistent and correct mask use)
- Physical distancing (implement physical distancing to the extent possible within their structure.)
- Handwashing and respiratory etiquette
- Staying home when sick and getting tested
- Ventilation
- Contact tracing, in combination with isolation and quarantine
- Cleaning and disinfection
- Desk shields/Plexiglass

Examples:

Transportation Department controls

- Face coverings/masks will be worn by all drivers and district employees. Gloves will be made available for drivers to use if desired.
- All buses will be disinfected after each route with EPA-certified products.
- Drivers are not allowed to have hand sanitizer on the bus due to CHP classifying it as a flammable item. Other protocols such as sanitizing the bus will serve to compensate for this.
- Ventilation: Windows will be open on the bus to ensure adequate ventilation. During winter months, heat will be turned on and windows will be open halfway.

Nutrition Department controls

- Face coverings/masks and gloves are made available to all employees
- Face Shields are provided upon request.
- Additional carts have been made available to allow for more mobility and to promote distancing as much as possible.
- To limit face-to-face communication with students rather than retrieve an ID number for food receipt, a tally sheet was created instead, to allow for a check-off system by the staff as the meals are issued.
- Meals (example: fruits/apples) are individually wrapped
- Vehicles that are shared by multiple employees have a wiped-down process after each trip. (instructions and supplies are provided in each shared vehicle)

Cleaning and disinfecting

CJUSD will continue to refer to CDC for cleaning and disinfection guidelines and will utilize U.S. Environmental Protection Agency (EPA)'s list of disinfectants that meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19, and follow the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration and contact time).

In general, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces, and disinfecting removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

If a facility has had a sick person or someone who tested positive for COVID-19 within the last 24 hours, M&O department personnel clean AND disinfect the space.

The District will assign M&O department personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace and on campuses.

Good sanitation practices conducted by our custodial staff may include but are not limited to:

- Clean and disinfect restroom facilities regularly, re-stock toilet paper, being careful to air out the restroom after disinfecting to avoid affecting sensitive people
- Handwashing areas have plenty of soap, paper towels, and cleaning and sanitizing solution
- Handwashing and hand sanitizer supplies are re-stocked regularly

- Sanitize water receptacles and drinking fountains frequently
- Identify and regularly clean frequently touched surfaces throughout the workplace, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels.
- Use of electrostatic sprayers for mass disinfecting and germ-o-meter to test effectiveness
- Air conditioning filters MERV 11 or equivalent will be replaced on a regular basis per manufacturer's recommendation and to ensure CDC guidelines on the fresh air intake rate.
- Placement of Global Plasma Solution (GPS) Bi-polar Ionization devices within HVAC systems have been installed throughout the District.
- HVAC units will activate to circulate air starting two hours before staff arrival and one hour after student dismissal.

Perform ongoing cleaning/disinfection of work areas when a worker with COVID-19 is identified, following CDC recommendations.

- During the disinfection process, if possible, open outside doors and windows and use ventilating fans (if applicable) to increase air circulation in the area. (This is only for an identified area with a positive case).
- Work should be performed by cleaning staff trained on the safe use of disinfectant and supplied with all required and recommended PPE

Testing of symptomatic employees

COVID-19 testing cost would either be covered through eligible district medical insurance or an employee will be given resources from the County of San Bernardino.

CJUSD has made testing available to both staff and students through Inspire Diagnostics and COVID Clinic. Both entities will assign a team of experienced healthcare professionals to oversee and deliver the services. These teams have designed and made available high quality COVID-19 testing, utilizing EUA authorized tests and providing services at no cost to the individuals or the District.

Investigating and Responding to COVID-19 Cases

CJUSD has developed an 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 done by the CTT while referencing the outline in **Appendix C: Investigating COVID-19 Cases** form from Cal OSHA. The information in Appendix C is translated into a secure Laserfiche reporting system and protected google document. (<https://www.dir.ca.gov/serp.html?q=CPP#gsc.tab=0&qsc.q=CPP&qsc.page=1>)

System for Communicating

Communication between employees and the district relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand.

- The district has a communication system that is intended to accomplish a clear and concise exchange of information. CJUSD employees are encouraged to report to their immediate manager/supervisor concerns regarding possible COVID-19 symptoms, possible exposure, positive exposures, or positive test results.
- Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for corrections of potential hazards without fear of reprisal.
- All district employees have been given guidelines (COVID-19 Employee Absence Protocols and Information) by Human Resources, to assist with absences related to COVID-19 symptoms or actual diagnosis. This also provides instructions on who to contact regarding available leaves.
- Pursuant to both Cal/OSHA Emergency COVID-19 Regulations and Assembly Bill 685, employees and their respective representatives will receive a COVID-19 Positive Notification Letter (which also includes potential benefits available to employees).

The district will adhere to the Cal/OSHA Emergency COVID-19 Regulation in the event there has been an "outbreak" or "major outbreak" by providing testing at no cost during work hours. The identification of an "outbreak" will be made by the San Bernardino County Department of Public Health.

The amount of testing varies based on a single case, an "outbreak" (3 or more cases within a 14-day period), or a "major outbreak" (20 or more cases in a 30-day period) in an "exposed workplace" as defined by the COVID-19 regulations. Meanwhile, employee confidentiality must be maintained.

- Testing will be provided to all exposed employees in the workplace except those who were not present during the period of an outbreak.
- Testing will be provided as frequently as required per specified outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.

The primary contact at the San Bernardino County Department of Public Health (SBCDPH) for assistance and to answer questions related to the reopening of schools is Heather Cockerill, public health liaison at (909) 387-4578, hcockerill@dph.sbcounty.gov. If the liaison is unavailable and urgent assistance is needed, contact (800) 722-4794 or (909) 677-7168 after hours. These telephone numbers do not provide medical advice or assistance. Call 911 for emergency medical service.

Training and Instruction

CJUSD provides annual training for employees on the following topics using interactive methods that are easy to understand including but not limited to verbal, visual, audiovisual, picture-centered handouts, and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- Physical/social distancing guidelines (in accordance with CDC guidance)
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available
- Proper use of face coverings, how, where, and when to wear them
- Importance of avoiding touching eyes, nose, and mouth
- Proper wearing of personal protective equipment (PPE)
- Importance of cleaning and disinfecting personal workspaces and high touch areas
- CJUSD will continue to provide resources regarding safety through communications emails, websites, and Twitter page postings
- 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.

Assigned training modules include:

- Know How to Wear Your Face Mask Correctly
 - CDC provided a video on how to correctly put and take off your mask.
- How to Knot and Tuck Your Mask to Improve Fit
 - CDC provided video on the knot and tuck method to make disposable masks fit better.
- How to choose a mask
 - CDC provided a video on how to select the proper mask.
- COVID-19 Identifying Symptoms PDF (GCN)
 - CDC document and acknowledgment
- COVID-19 Video: Proper Handwashing (CDC) (GCN)
 - CDC provided video and reference links for proper handwashing

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

Where a COVID-19 positive case has been identified in a workplace, the district will limit transmission by the following but not limited to:

- Ensure known COVID-19 positive cases are excluded from the workplace until the quarantine period has exhausted and the return-to-work requirements are met.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related.
- Provide employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

CJUSD is committed to following all local and state laws requiring reporting, recordkeeping, and access to records. It is our policy to:

- Record and track all COVID-19 cases (potential and positive).
- 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 illness or death, as defined under CCR Title 8 section 330(h).
- Keep and maintain records of the district's efforts to implement the written COVID-19 Prevention Program (CSP) in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

Return-to-Work Criteria

CJUSD's Contact Tracing Team continues to follow the California Department of Public Health (CDPH) Guidance on Returning to Work or School.

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 F 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 symptoms shall not return to work until a minimum of 10 days has passed since the date of specimen collection of their first positive test.
- Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.
- A negative test shall not be required for an employee to return to work.
- Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work periods listed above, as applicable.

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: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

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
Site Entry			Health Screen
Classroom			
Office Workspace			
Staff Meetings/Dept. Meetings			
Parent Meetings/Conferences			
Main Office /Central Office			
Transportation			

Facilities: Restrooms, classrooms, high touch areas			
Ventilation			
School Dances/Festivals			
Professional Development/Trainings from District Office Departments			
Isolation Areas			

Appendix B - COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions- desk shields (classrooms and office spaces)		Principal/Dept. Manager	
Ventilation (amount of fresh air and filtration maximized) Is the air running? Is the air humid?		M&O	
Additional room air filtration		M&O	
Administrative			
Physical distancing (to the degree possible- identify areas of concern)		Principal/Dept. Manager	
Surface cleaning and disinfection (frequently enough and adequate supplies) Was custodial staff on site? Dust/dirt on high touch points (door knobs, desks, etc.)		M&O and Principals	
Handwashing facilities (adequate numbers and supplies)		Facilities/ Principals	
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions		M&O	
PPE (not shared, available and being worn) Does the site know how to order more supplies? (Administrator needs to order the supplies)		Principal/Dept. Manager	

Face coverings (cleaned sufficiently often) Does the site have extra supplies?		Principal/Dept. Manager	
Gloves		Purchasing	
Face shields/goggles		Purchasing	
Respiratory protection		Purchasing	