

# **COVID-19 Safety and Prevention Plan (CSPP)**

## **Hope Elementary School District**



**Pending Board Approval 3/10/2021**

**Revised 1/11/23**

**(This plan supersedes any previous addendum to the IIPP)**

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## 1. 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.

## 2. Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix C: Identification of Covid-19 Hazard** 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 D: Covid-19 Inspection** 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.

### Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by having representatives on the safety committee. All employees will be encouraged to participate in identification of COVID-19 hazards.

### Employee Screening

We screen our employees by having them self-screen according to CDPH guidelines and filling out a form online each day. If a staff member answers yes to any of the questions, he or she must contact the Superintendent/Principal or the school secretary. Persons with any COVID symptoms will be treated presumptively as if positive for COVID19. They will be asked to do the following:

- a. Isolate until they meet the CDC criteria of >10 days of symptom start, symptoms have improved, and no fever in the last 24 hours.
- b. Person may return sooner than 10 days with a negative COVID test (testing recommended) or a doctor's note plus no fever, without medication, in the last 24 hours and symptoms have improved per the school sick protocol.

## 3. Correction of COVID-19 Hazards

- Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix D: Covid-19 Inspection** form and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

#### 4. 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:

- Allowing workers to work remotely when possible.
- Reducing the number of persons in an area at one time, including visitors.
- Adjusted work processes or procedures to allow greater distance between employees.
- Provide a map of campus showing entrances and exits.

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 for all employees.. Each employee was given several types of face masks and a shield. Employees can request replacement masks from the administrative assistant.

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

- Keeping the doors open when feasible due to air quality.
- Increase the cleaning/replacement of all ventilation filters, as well as the maintenance.
- Reprogram the thermostats in order to keep the HVAC fan system on in classrooms

##### Cleaning and Disinfecting

We implement the following cleaning and disinfection measures: (See Appendix 1):

- Hope ESD will establish routine schedules to clean and disinfect common surfaces and objects in the workplace.
- This includes but is not limited to:
  - Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles-inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, and PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.
- All Custodial/maintenance staff will be trained on the cleaning plan and proper cleaning, sanitizing and disinfecting according to our risk manager and state guidelines.
- Staff is to email or call the office and, or the Director of MOT for PPE, and, or cleaning supplies, if they run out during the day, before they are replenished.
- Good Sanitation Practices will be followed:
  - Check restroom facilities frequently and make sure they are clean and sanitary
  - Assign a custodian to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
  - Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
  - Make sure handwashing supplies are re-stocked regularly

- Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings
- Sanitize frequently

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

- All buildings, classroom and spaces will be sanitized to the state mandated standards with the assigned custodial staff wearing the appropriate safety gear to sanitize.
- Campus will be closed if need be according to the regulations.
- All employees and contractors, that could have possible exposure, will receive notice of the possible exposure.
- Contract tracing will immediately be put into operation and work with the County Health Department.
- Staff will be trained according to our risk manager and state guidelines

### **Shared Tools, Equipment and Personal Protective Equipment (PPE)**

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

- Hope has established routine schedules to clean and disinfect common surfaces and objects in the workplace.
- Where there must be sharing, the items will be disinfected between uses by-Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances, (such as coffee pot or microwave, refrigerators, vending machines), phones, headsets, desks, keyboards, writing materials, portable restroom and bathroom surfaces, and trash cans.
- The process of disinfecting includes providing disinfecting products, and PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.

### **Hand Sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Determining the need for additional handwashing or sanitizing facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

### **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.

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.

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

This will be accomplished by using the ***Appendix B: Investigating COVID-19 Cases*** form.

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

- Offered COVID-19 testing at no cost during their working hours. The Superintendent will give the employee options of where he or she can go to have the test completed. The employee will give the executive administrative assistant or the administrator the results.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## 6. System of 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 the employees should report COVID-19 symptoms and possible hazards to, and how. The employee will immediately report symptoms to the Superintendent or administrative assistant in charge of human resources or secretary, if an administrator is not available
- That 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.
- Where testing is not required, how employees can access COVID-19 testing employees can voluntarily test which is available through health plans or local free testing centers.
- 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 Superintendent will notify employees of the workplace exposure or outbreak and arrange a time and give the employee options of which testing sites he or she can get tested at. At the same time, the Superintendent will explain the process of waiting for the test and what happens in the event of a positive case, including length of leave, leaves available to use and pay according to laws and regulations.
- 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.
- Regular updates on any changes to laws or regulations that may affect the employees.

## 7. Training and Instruction

We will provide effective training and instruction that includes:

- Proper use of face coverings and the fact that face coverings are not respiratory 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, 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.
- 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.
- Proper use of wearing an N95 mask and cleaning/sanitizing procedures and protective gear.
- An attendance log will be used to document trainings.

## 8. Exclusion of COVID-19 Cases from Work

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 14 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 employer-provided employee sick leave benefits, payments from the budget or any funds allocated by the federal or state permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

## 9. Reporting, Recordkeeping, and Access

It is our policy to:

- 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 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 88 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 B: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## 10. 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 14 days from the time the order to quarantine was effective.

## **11. Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section applies if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your 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 offer COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- In the event of an outbreak triggered by three or more cases in a 4-day period present in the same exposed workplace, COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later in a confidential manner. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace in a confidential manner and as required by law or required by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **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:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.



- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

**Notifications to the Local Health Department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in 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 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.

**12. Major COVID-19 Outbreaks**

This section applies should your workplace experience 20 or more COVID-19 cases 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.

## Appendix A

### Daily Classroom Cleaning

**Standard:** Upon completion of this work activity, the classroom must be clean and safe with furniture positioned in an orderly arrangement. Floor surfaces must be free of dirt stains, or other accumulations. Flat and vertical surfaces are to be dust free, and trash is to be emptied. Classrooms are to be secured after cleaning.

#### Equipment Cart and Materials Needed

1. Vacuum
2. Sink and drinking fountain brush
3. Toilet brush
4. Broom, Dust pan and counter brush
5. Trash Can liners, Kleenex, toilet paper and paper towels
6. 2 Spray bottles cleaner/disinfectant (10-12oz bottle), glass cleaner (10-12oz bottle)
7. Mop, bucket, and wringer
8. Putty knife for non-carpeted floor
9. Squeegee, Webber, hand duster, and pole duster

#### Work Flow

- Remove large pieces of litter from floor, empty pencil sharpener daily.
- Empty trash and replace liners.
- Disinfect/clean drinking fountains or other fixtures inside and out of designated area.
- Wipe dry all chrome.
- Dust and disinfect flat and vertical classroom surfaces (desks, counters, sink, thermostat, phone, cabinets, tables, front and back door handles).
- Replace soap and paper towels as needed (check daily).
- Hand sanitizer (full) each day.
- Disinfectant spray bottle (full).
- Box of paper towels.
- 2 Kleenex boxes restocked at each sink as needed.
- Vacuum all carpeted floor surfaces.
- Spot (damp) mop all hard floor surfaces if necessary.
- Spot clean stains on carpeted floor surfaces if necessary.
- Spot clean stains on wall surface areas if necessary.
- Clean classroom windows inside and out.
- Order (arrange) classroom furniture.
- Web removal interior and exterior of classrooms (ceiling, vent, and light fixtures).
- Clean filter on promethean projector.
- Secure the classroom (lights off, close and lock windows and classroom entry doors).
- All other duties assigned.

**Time Duration:** 15 minutes per classroom of 1000 square feet.

#### Personal Protective Equipment

1. Protective hand wear - disposable non-sterile gloves

## 2. Protective mask and eye protections

**Commentary:** Develop a “work flow” as you clean classrooms. Move floor surface dirt from the far end of the classroom towards the entrance door area. Move classroom furniture back into place after cleaning, or alternate the placement of the furniture on every other day basis. It is essential that you have the ability to lift at least 50 pounds. Empty vacuum bag daily, as well as checking vacuum cords and filters. Your cart should be cleaned every day and restocked with the supplies needed. Be sure the classroom is neatly arranged and secured when cleaning is completed.

## Daily Restroom Cleaning

**Standard:** Upon completion of this work activity, restrooms must be clean and safe with all fixtures and floors sanitized. Soap and paper products are to be replenished daily if needed. Wall surfaces and mirrors are to be clean and graffiti-free. The restroom should be free of unhealthy odors.

### Equipment and Materials Needed

1. Equipment cart, light bristle push broom
2. Disinfectant, glass cleaner, graffiti remover
3. Disposable wiping towels or rags
4. One-gallon pump sprayer or 10-12oz spray bottle for disinfectant
5. Pails, bowl mops, semi-abrasive cleaning pads
6. Wet mop equipment (mop, bucket, and wringer)
7. Wet floor signs
8. Putty knife
9. Can liners
10. Blood-borne clean-up equipment

### Work Flow

- Spray all restroom fixtures (sinks, urinals, toilets) with a disinfectant solution. Spray wall areas (if necessary) around these fixtures to control unhealthy odors. Let stand.
- Remove litter from floor areas, check ceilings for paper litter and remove if necessary.
- Empty trash and replace liners.
- Refill soap and paper products. Clean all mirrors, Spot clean around paper product dispensers.
- Dust flat and vertical surfaces if necessary (window ledges, corners, etc.).
- Swab out urinals and toilet bowls. Clean outside areas of these fixtures also.
- With sponge or semi-abrasive pad, clean sink bowls and outsides/undersides of sinks.
- Wipe dry all chrome, undersides of sinks and urinals, toilet seats. Let the rest of the fixtures air dry.
- Remove graffiti from wall surface areas. Check restroom lighting for burned out bulbs.
- Wet-mop floor with disinfectant solutions. Check floor drain(s) for unhealthy odors. Pour disinfectant solution into drain if necessary.
- Secure the restroom (lights off, close and lock windows and entry doors).
- Place wet floor signs if necessary.
- All other duties assigned.

### Personal Protective Equipment

1. Protective hand wear - disposable non-sterile gloves
2. Protective mask and eye protections

**Commentary:** Use separate solutions for sanitizing sinks as opposed to urinals and toilets, and never mix cleaning agents. Maintain a healthy air-flow in the restroom. Dispose of all wiping towels as you leave the work area. Secure the restroom when work is completed.

## Daily Custodial Closet Care

**Standard:** Custodial closets are to be neat, orderly, and safe. All products/equipment on shelves are to be organized and neatly arranged. Sinks and walls are to be clean, with dry and wet mops hung on appropriate hardware. All products are to be secured and capped tightly. Custodial closets are to be locked when not in use.

### Equipment and Materials Needed

1. Equipment cart
2. Vacuum
3. 18" swivel dust mop
4. Treated dust cloth or dusting tool
5. Dust pan and counter brush
6. Can liners
7. Spray cleaner disinfectant (10-12oz bottle), glass cleaner (10-12oz bottle)
8. Damp mop, bucket, and wringer
9. Putty knife for non-carpeted floor, bone knife for carpeted floors
10. Carpet spotting material

### Work Flow

- After the daily cleaning run is complete, empty all cleaning solutions from equipment used and clean equipment thoroughly. Save mop solution for damp mopping the custodial closet floor. Restock and organize shelving and the cleaning cart if necessary. Store all equipment in proper positions, and secure all product containers.
- Dust down all horizontal and vertical surfaces in the closet, spot clean the walls if necessary.
- Dust mop or sweep the floor area. Collect debris and discard. Hang up dust mop in the proper position.
- Clean the custodial sink, wiping down all chrome fixtures. Clean mirror if applicable.
- Damp mop the custodial closet floor. Clean up damp mop equipment, wring out damp mop (hang up) and return all equipment to the proper storage position.
- Turn off lights and secure the closet.
- All other duties assigned.

**Time Duration:** 5 minutes to clean and check materials in the custodial closet.

### Personal Protective Equipment

1. Protective hand wear - disposable non-sterile latex gloves
2. Protective mask and eye protections

**Commentary:** The purpose of a custodial closet is to provide efficient access to custodial supplies and equipment. The closet also provides an area for proper clean-up of equipment and storage of materials. It is necessary to keep these areas clean, organized and secure.

I was trained by a supervisor on \_\_\_\_\_ and understand this training protocol:  
Date

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Person(s) Conducting the Investigation:** \_\_\_\_\_

**Name(s) of staff involved in the investigation:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Was COVID-19 test offered?** Yes No

**Date the case first had one or more COVID-19 symptoms:** \_\_\_\_\_

**Date and time the COVID-19 was last present in the workplace:** \_\_\_\_\_

**Date of the positive or negative test and/or diagnosis:** \_\_\_\_\_

**Information received regarding COVID-19 test results and onset of symptoms.** Yes No

If yes, attach documentation.

**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

--

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	

Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of employees that were notified:	

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified?  Yes  No Date: \_\_\_\_\_



## Appendix C: COVID-19 Inspections

Person(s) Conducting the Inspection: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Location Evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Sanitizing Misters/Foggers			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection			
Hand washing facilities			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Hand Sanitizing Stations			
Distancing/Mask Signs			
<b>PPE</b>			
Face coverings			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix D: 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(s) 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 E: Staff Notification Letters

613 W. TEAPOT DOME AVE.  
PORTERVILLE, CA. 93257  
PHONE: 559 784-1064  
FAX: 559-784-1905



**BOARD OF TRUSTEES:**

BOB NUCKOLS, CLERK  
TOM CEMO, MEMBER  
TIM NEWBY, MEMBER

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**MELANIE MATTA, SUPERINTENDENT/PRINCIPAL**

Date: \_\_\_\_\_

To: \_\_\_\_\_

**Possible "CLOSE CONTACT" Exposure to Covid-19**

The Hope Elementary School District ("District") is writing to inform you that you have been exposed to a COVID-19 case during the person's high risk exposure period during the course of your work. A COVID-19 case includes a person who has tested positive for COVID-19, a person who is subject to a public health isolation order resulting from COVID-19, or a person who has died due to COVID-19. Per Cal/OSHA's COVID-19 Emergency Standard (Title 8, Section 3205), a COVID-19 exposure (also referred to as "close contact") is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in a 24-hour period within or overlapping with the "high risk exposure period". At some point during the COVID-19 case's high risk exposure period, you may have come into contact with this person. As a result, you may have been exposed to COVID-19.

Due to your potential exposure to COVID-19, the District will provide you the opportunity to receive a COVID-19 test during your working hours, at no cost to you. Information on COVID-19 testing is attached.

You must not return to work until the exclusion period as defined by the Cal/OSHA COVID-19 standards has been exhausted. You may return to work no earlier than \_\_\_\_\_. You will be contacted on \_\_\_\_\_ by the Human Resources Department to confirm your return to work date, and to ensure that no changes in circumstance have occurred.

**COVID-19 Related Benefits and Leaves**

Your position is eligible for telework status. If you are not approved to work remotely, you may use any accrued leave or any federal, state, or local benefits that you may be eligible for. Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care for family members, may be eligible to take leaves pursuant to federal and state law and the District's collective bargaining agreement.

These leaves may include the following depending on the particular circumstances:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and collective bargaining agreement and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your collective bargaining agreement and/or District policy.

District Board Policies can be access at the following link: <https://www.hope-esd.org/School-Board>

An employee who the District excludes from the workplace due to a work related positive COVID-19 test, order to isolate from a state or local health official, or COVID-19 exposure, and is otherwise able and available to work, shall continue and maintain his/here earning, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if they had not been removed from their job. If the employee is not approved for remote work, the employee will be required to use applicable leaves. If you have any questions regarding any of these COVID-19 related benefits to which you may be entitled, please contact Human Resources.

### **Retaliation & Discrimination Protections**

Our policies and state law protect you from retaliation or discrimination for reporting a positive COVID-19 test or order to quarantine or isolate. If in the future, you believe you are subjected to any retaliation or discrimination for your protected conduct, please inform Human Resources.

### **Disinfection and Safety Plan**

We endeavor to maintain a safe and healthy workplace for all. As a result of this possible exposure, we are implementing the following disinfection and safety plan, pursuant to guidelines from the Centers for Disease Control. The district disinfects each classroom and all common areas, including office spaces, each afternoon. Restrooms are cleaned daily and high contact surfaces such as door handles and light switches are disinfected throughout the day. The work areas of the individual with COVID-19 have been or will soon be deep cleaned and sanitized. If you have any questions about the District's safety protocols, please review our reopening plan which is available at [www.hope-esd.org](http://www.hope-esd.org) .

If you have any questions or concerns, please contact 559-784-1064 or [mmatta@hope-esd.org](mailto:mmatta@hope-esd.org) or [business@hope-esd.org](mailto:business@hope-esd.org) .

Sincerely,

Melanie Matta

613 W. TEAPOT DOME AVE.  
PORTERVILLE, CA. 93257  
PHONE: 559 784-1064  
FAX: 559-784-1905



**BOARD OF TRUSTEES:**  
BOB NUCKOLS, CLERK  
TOM CEMO, MEMBER  
TIM NEWBY, MEMBER

---

**MELANIE MATTA, SUPERINTENDENT/PRINCIPAL**

Date: \_\_\_\_\_

To: \_\_\_\_\_

RE: Notice of Potential Exposure to COVID-19 (AB 685 and Section 3205 of Cal/OSHA Temporary COVID-19 Standards)

The Hope Elementary School District (“District”) recently received information that there was an individual confirmed to have COVID-19 or ordered to isolate at the school. This notice is being provided to all employees who were at that worksite within the potentially infectious period and who may have been exposed to COVID-19. This is not intended to notice you of actual exposure or a close contact with the individual, but rather to inform you that someone at the worksite listed above has or had COVID-19. Given recent changes in the law, you will receive this type of notice each time a similar event occurs.

We are not able to identify the person due to the confidential nature of this information and ask that you be courteous and respectful and not speculate as to the identification of the individual referenced in this notification. Although you are receiving this notice as required by law, you may or may not have had any contact with the individual related to this notice. In addition, our regular cleaning protocol, use of masks and social distancing, and other safety protocols and prevention procedures taken by the District help to reduce the risk of contracting the virus at your worksite. The potential COVID-19 case high risk exposure period is from \_\_\_\_\_ to \_\_\_\_\_. Persons that have been identified as having had close contact (within 6 feet for at least 15 minutes within 24 hours of the high risk exposure period) with any infected individual will likely be contacted by the County Public Health Department or the District, as appropriate. Per Cal/OSHA’s COVID-19 Emergency Standard (Title 8, Section 3205), a COVID-19 exposure (also referred to as “close contact”) is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. If you believe you have had COVID-19 exposure please contact your supervisor immediately.

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. Symptoms include fever, cough, and shortness of breath, loss of taste or smell, headache, muscle aches, and can sometimes cause very mild illness in children. If you experience these or any other symptoms, please contact your healthcare provider and let them know that you may have been exposed to COVID-19. Employees should not report to work if they are sick or have received a quarantine or isolation order. Should you test positive for COVID-19, be sure to contact Melanie Matta or Yolanda Cascio, immediately.

**COVID-19 Related Benefits and Leaves**

Your position is eligible for telework status. If you are not approved to work remotely, you may use any accrued leave or any federal, state, or local benefits that you may be eligible for. Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care

for family members, may be eligible to take leaves pursuant to federal and state law and the District's collective bargaining agreement.

These leaves may include the following depending on the particular circumstances:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and collective bargaining agreement and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your collective bargaining agreement and/or District policy.

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An employee who the District excludes from the workplace due to a work related positive COVID-19 test, order to isolate from a state or local health official, or COVID-19 exposure, and is otherwise able and available to work, shall continue and maintain his/here earning, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if they had not been removed from their job. If the employee is not approved for remote work, the employee will be required to use applicable leaves. If you have any questions regarding any of these COVID-19 related benefits to which you may be entitled, please contact Human Resources.

### **Retaliation & Discrimination Protections**

Our policies and state law protect you from retaliation or discrimination for reporting a positive COVID-19 test or order to quarantine or isolate. If in the future, you believe you are subjected to any retaliation or discrimination for your protected conduct, please inform Human Resources.

### **Disinfection and Safety Plan**

We endeavor to maintain a safe and healthy workplace for all. As a result of this possible exposure, we are implementing the following disinfection and safety plan, pursuant to guidelines from the Centers for Disease Control. The district disinfects each classroom and all common areas, including office spaces, each afternoon. Restrooms are cleaned daily and high contact surfaces such as door handles and light switches are disinfected throughout the day. The work areas of the individual with COVID-19 have been or will soon be deep cleaned and sanitized. If you have any questions about the District's safety protocols, please review our reopening plan which is available at [www.hope-esd.org](http://www.hope-esd.org) .

If you have any questions or concerns, please contact 559-784-1064 or [mmatta@hope-esd.org](mailto:mmatta@hope-esd.org) or [business@hope-esd.org](mailto:business@hope-esd.org) .

Sincerely,

Melanie Matta

613 W. TEAPOT DOME AVE.  
PORTERVILLE, CA. 93257  
PHONE: 559 784-1064  
FAX: 559-784-1905



**BOARD OF TRUSTEES:**  
BOB NUCKOLS, CLERK  
TOM CEMO, MEMBER  
TIM NEWBY, MEMBER

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MELANIE MATTA, SUPERINTENDENT/PRINCIPAL

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

Based on information reported to us, you have been exposed to COVID-19. Due to privacy laws, we do not release information about the person(s) with COVID-19.

We are following public health guidance where close contacts must quarantine 14 days after they were near the person with COVID-19. Quarantine means remaining at home because you might have caught the virus and it is very important in reducing the spread of COVID-19. The end of the quarantine period is \_\_\_\_\_. You may return to work on the following day \_\_\_\_\_, unless you are waiting on results from your test, if you have begun to show any symptoms, or if your doctor or the public health department recommend differently.

It is recommended that you be tested for COVID-19 on

\_\_\_\_\_  
at the end of the quarantine period (get a test sooner if you feel sick). Testing is recommended regardless of whether you feel sick with symptoms or not. Call your doctor if you have any symptoms of COVID-19 or if you have questions about your health. See the attachment for places that you can be tested free of cost. If you are unable to be tested at the recommended location(s), please contact Yolanda Cascio for alternative options.

The health and safety of our students and staff is our top priority. We will contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations. Please contact the school office if you have any questions regarding these guidelines. Thank you,

Melanie Matta

Superintendent/Principal, Hope Elementary



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PORTERVILLE, CA. 93257  
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MELANIE MATTA, SUPERINTENDENT/PRINCIPAL

Date: \_\_\_\_\_

Dear \_\_\_\_\_

You have reported to us that you have been exposed to a *potential* COVID-19 case (someone showing symptoms, but has not yet tested positive). Exposure is considered being within 6 feet for more than 15 cumulative minutes of the symptomatic individual, within a 24-hour period while they were showing symptoms.

To prevent the potential spread of COVID-19, you must quarantine until the individual you have been exposed to tests negative, or quarantine for 14 days since your last exposure to the symptomatic. If the symptomatic individual does not test or tests positive, the end of the quarantine period is \_\_\_\_\_. You may return to work on the following day, \_\_\_\_\_, unless you are waiting on results from a test, if you have begun to show any symptoms, or if your doctor or the public health department recommend differently.

Call your doctor if you have any symptoms of COVID-19 or if you have questions about your health. See the attachment for places that you can be tested free of cost.

The health and safety of our students and staff is our top priority. We will contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations.

Please contact the school office if you have any questions regarding these guidelines.

Thank you,

Melanie Matta

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---

MELANIE MATTA, SUPERINTENDENT/PRINCIPAL

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

You have reported to us that you have been exposed to COVID-19. Exposure is considered being within 6 feet for more than 15 cumulative minutes of the positive individual within a 24-hour period while they were showing symptoms or 2 days prior to their positive test.

We are following public health guidance where close contacts must quarantine 14 days after they were near the person with COVID-19. Quarantine means remaining at home because you might have caught the virus and it is very important in reducing the spread of COVID-19. The end of the quarantine period is \_\_\_\_\_. You may return to work on the following day, \_\_\_\_\_, unless you are waiting on results from a test, if you have begun to show any symptoms, or if your doctor or the public health department recommend differently.

It is recommended that you be tested for COVID-19 on \_\_\_\_\_ at the end of the quarantine period (get a test sooner if you feel sick). Testing is recommended regardless of whether you feel sick with symptoms or not. Call your doctor if you have any symptoms of COVID-19 or if you have questions about your health. See the attachment for places that you can be tested free of cost.

The health and safety of our students and staff is our top priority. We will contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations.

Please contact the school office if you have any questions regarding these guidelines.

Thank you,

Melanie Matta  
Superintendent/Principal, Hope Elementary

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---

MELANIE MATTA, SUPERINTENDENT/PRINCIPAL

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

You have reported to us that you have tested **POSITIVE** for COVID-19.

We are following public health guidance where positive cases must isolate for 10 days after they began to show symptoms. According to our records, your symptoms began on \_\_\_\_\_. The end of the isolation period is \_\_\_\_\_. You may return to work on the following day, \_\_\_\_\_, unless your symptoms have not improved, you have had a fever within the last 24-hour period, or if your doctor or the public health department recommend differently.

The health and safety of our students and staff is our top priority. We will contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations.

Please contact the school office if you have any questions regarding these guidelines.

Thank you,

Melanie Matta  
Superintendent/Principal, Hope Elementary

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TIM NEWBY, MEMBER

---

MELANIE MATTA, SUPERINTENDENT/PRINCIPAL

Date \_\_\_\_\_

Dear \_\_\_\_\_,

You are exhibiting the following symptoms:

- |   |  |
|---|--|
| <input type="checkbox"/> Fever (100.4 or above)                         | <input type="checkbox"/> New loss of taste or smell                                  |
| <input type="checkbox"/> Chills   | <input type="checkbox"/> Headache  |
| <input type="checkbox"/> Cough (onset or worsening)                     | <input type="checkbox"/> Gastrointestinal symptoms<br>(Diarrhea, nausea or vomiting) |
| <input type="checkbox"/> Shortness of breath or difficulty<br>breathing | <input type="checkbox"/> Other:<br>—   |
| <input type="checkbox"/> Congestion, runny nose, or sore throat         |  |
| <input type="checkbox"/> Unusual muscle or body aches or<br>fatigue     |  |

These symptoms have been identified by World Health Organization (WHO) and Center for Disease Control and Prevention (CDC) as possible symptoms of COVID-19. It is recommended that you follow the CDC guidelines at: [CDC Coronavirus Disease 2019: What to Do If You Are Sick](#)

- Stay at home except to seek medical care
- Notify your medical provider of your symptoms
- If you exhibits the following symptoms **SEEK EMERGENCY MEDICAL CARE IMMEDIATELY:**

- |  |  |
|--|--|
| <input type="radio"/> Trouble breathing                                      | <input type="radio"/> Inability to wake up or stay awake |
| <input type="radio"/> Pain or pressure in the chest<br>that does not go away | <input type="radio"/> Blue lips or face                  |
| <input type="radio"/> New confusion  | <input type="radio"/> Severe abdominal pain              |

In order for you to return to work, ONE of the following must take place:

1. You see a healthcare provider and returns with a note stating they have been assessed AND:
  - Are cleared to return to work, AND
  - Do not qualify for COVID-19 testing, AND
  - Provide an alternative diagnosis
2. You receive a negative COVID-19 test (at a physician's office or approved testing location)
3. You do not see a healthcare provider. The following must occur:
  - You MUST stay home from work for ten (10) days from when symptoms first appeared,  
AND
  - You MUST be fever free for at least 24 hours without the use of fever reducing medications,  
AND
  - All other symptoms have improved.

**First possible date of return:** \_\_\_\_\_ **If NO provider seen.**

❖ This date is subject to change based on symptoms

❖ Your children will also be asked to stay home from school for 14 days from their last close exposure with the sick family member. (High-risk contacts quarantine at home for 14 days after the last exposure. It is recommended that all high-risk contacts are tested. If anyone has symptoms, they should test ASAP; otherwise, testing at the end of quarantine is recommended to rule out asymptomatic or pre-symptomatic infections.)

We understand how difficult this time can be. Our top priority is to promote the health and safety of all of our students and staff. Thank you for helping us protect all members of our community

Please contact the school office if you have any questions regarding these guidelines.

Thank you,

Melanie Matta  
Superintendent/Principal, Hope Elementary