

COVID-19 Prevention Program (CPP) for Sylvan Union School District



A handwritten signature in black ink, appearing to read "Eric Fredrickson".

Eric Fredrickson, Superintendent

Revised October 5, 2021

**COVID-19 Prevention Program (CPP)
Sylvan Union School District**



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COVID-19 Prevention Program (CPP) Sylvan Union School District

This COVID-19 Prevention Plan (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in the Sylvan Union School District.

Authority and Responsibility

The Superintendent has overall authority and responsibility for implementing the provisions of this CPP in the Sylvan Union School District. 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. The Superintendent has designated a COVID-19 Prevention Plan Officer (CPO) to implement the day-to-day elements of the COVID-19 Prevention Plan. This CPO is:

Sean Smith,
Director of Maintenance & Operations
ssmith@sylvan.k12.ca.us
209-574-5685

Identification and Evaluation of COVID-19 Hazards

The School District will implement the following in SUSD facilities:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form or other log/form utilized by Maintenance and Operations.
- 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 at SUSD facilities and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form or other log/form utilized by Maintenance and Operations 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. Inspections will be performed according to a schedule. Two SUSD sites will be inspected each week. In addition to inspecting the site office and cafeteria/MPR at each school site, 15% of the total number of classrooms will also be inspected on this schedule
- Cleaning and sanitation logs for SUSD sites and departments will be maintained.
- Provide resource and contact information for COVID-19 symptoms, testing, contact tracing and questions.

Employee participation

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

- Contacting HR and/or supervisor and reporting COVID-19 symptoms and/or close contact or exposure status
- Contacting and reporting any concerns or questions to site, department or district administration/supervisors.
- Contacting and reporting any concerns or questions to the county public health office at (209) 558-7535.
- Reporting vaccination status as required by the Order issued by California Department of Public Health "Vaccine Verification of Workers in Schools" and if unvaccinated, participating in required weekly testing protocols for surveillance of COVID-19 in school districts.



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Employee screening

SUSD screens employees by:

- Monitor symptoms on a daily basis and report symptoms to HR or supervisor.
- Thermometers are available for employee use at every site/department.
- Consistent messaging regarding COVID-19 symptoms, testing, and use of face coverings requirements are provided via electronic mail to all employees. Additional information is also available online at the Sylvan Union District website: <https://www.sylvan.k12.ca.us/>

Correction of COVID-19 Hazards

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

- Any hazards will be reported to the site administrator/supervisor or directly to the Director of Maintenance and Operations.
- The severity of the hazard will be assessed and correction time frames assigned, accordingly. The hazards, corrections and time frames will be recorded on a log and maintained by the M/O Department.
- The Director of Maintenance and Operations as well as the site and department supervisors will work with identified staff to address hazards and provide corrections.
- Any hazards and corrections will be reviewed by the Director of Maintenance and Operations in collaboration with the custodial and maintenance staff.

Control of COVID-19 Hazards

Physical Distancing

Although not required, SUSD encourages staff and students to maintain at least six feet of physical distancing in School District facilities by:

- Only essential staff are permitted on campus and on site. There are no visitors or volunteers permitted on campus with the exception of required essential third-party vendors or service providers for required work/jobs. These individuals will be screened:
 - Completing a self-assessment form. **Appendix E: Visitor/Vendor Self Screening Log**
 - Temperature will be taken by staff
 - Face coverings will be worn at all times while on SUSD property
 - Physical distancing procedures will be maintained, wherever possible.
- Visual cues such as signs and floor markings to indicate where employees and others are to stand and practice social distancing or indicate their path of travel are posted throughout campus and sites.
- Signs and information are posted at every entrance regarding the need for face coverings and not to report to work or school if feeling ill.
- Staggered arrival, departure, work, and break times are provided, wherever possible for staff.
- Adjusted work processes or procedures are implemented to allow greater distance between employees.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

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Face Coverings

SUSD provides clean, undamaged face coverings for employees. The school District directs all face coverings to be properly worn by employees covering the nose and mouth when:

- When indoors.
- When outdoors and less than six feet away from another person, including non-employees.
- Where required by orders from the California Department of Public Health (CDPH) or local health department.
- Reusable face masks or disposable masks are provided, upon request, for each employee as well as a face shield, with a drape, if the employee prefers to utilize the shield.
- N95 masks/respirators will be provided to an unvaccinated employee who requests one
- Disposable masks are provided to employees who forget their face coverings or if a mask is requested.
- Face coverings are also provided for students, when needed.
- Signs and information are posted at every entrance to schools and worksites regarding the need for face coverings for employees and the public.

The following are exceptions to the use of face coverings at SUSD facilities:

- When an employee is alone in a room or office.
- 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 or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis and employees are informed to contact HR to engage in the interactive process, if necessary, for medical exemptions.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Engineering controls

SUSD implements the following measures for situations where at least six feet between individuals cannot be maintained:

- Barriers and plastic dividers can be utilized in shared work spaces as an added measure of protection.

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

- District HVAC equipment is mechanically adjusted to allow the minimum amount of outside air, pursuant to CA Title 24 and ASHRAE guidelines.
- All district HVAC equipment is maintained, adjusted as needed and any deficiencies repaired according to accepted trade standards.
- Current HVAC filtration is MERV 8, the highest efficiency for which our equipment is designed / rated for. These filters are changed every 90 days.

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Cleaning and disinfecting

SUSD implements the following cleaning and disinfection measures for frequently touched surfaces:

- Adequate supplies and adequate time for cleaning and disinfection are provided for staff.
- Daily disinfection of high touch surface areas and restrooms is performed, as well as full sanitation of classrooms on a weekly basis. Cleaning logs are maintained for each site.
- Employees are informed of the frequency and scope of cleaning and disinfection at every site and are encouraged to ask questions or report concerns to site supervisors.
- Cleaning frequency and protocols are posted as part of this plan and available on the District website for reference.

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 district-provided cleaning and sanitation supplies. If an employee needs supplies, they will request them from the custodian and/or supervisor.

Sharing of vehicles will be minimized. High-touch points (e.g., steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users. Each user will disinfect the vehicle at the end of the day or when the vehicle will be transferred for use by another employee. Utilizing the disinfecting cleaner, all non-porous surfaces will be cleaned and disinfected. Special care will be taken to disinfect the high touch areas.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Shared best practices for hand-washing and sanitizing via email and video information and periodic reminders.
- All employees have access to a sink with water and soap in their immediate or adjacent work space.
- Additional portable hand washing stations are utilized outdoors.
- Hand sanitizer dispensers are installed in every classroom and shared work area, including areas adjacent to entries/exits and restrooms. Dispensers are regularly serviced and re-filled to ensure adequate supply of hand sanitizer.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

SUSD evaluates the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provides such PPE as needed.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using Appendix C: Investigating COVID-19 Cases or other form/log to record and document a COVID-19 related exposure and/or positive case.

Employees who had potential COVID-19 exposure at SUSD will be:

- Notified via email and/or phone if the employees have been a close contact by the Human Resources Department and by Stanislaus County Public Health.
- Notified via email of possible exposure to a positive case. Employees or students who are listed as a close contact to a positive, confirmed case are notified via phone or email.



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- Notified via email due to possible exposure to COVID-19, they may be entitled to COVID-19 related benefits under federal, state or local laws including leaves for worker's compensation, COVID-19, or paid sick leave.
- Notified via email of the district's anti-discrimination and anti-retaliation policies ([BP 4157](#) and [AR 5147](#) and [BP 1312.3](#), as well as information about leaves and benefits provided for employees: [Supplemental Paid Sick Leave/COVID-19](#)
- If exposed at work to a confirmed, positive COVID case, employees will be offered COVID-19 testing at no cost during their working hours. If an employee intends to get tested due to potential exposure to a confirmed COVID case, the employee will notify and work with the immediate supervisor to ensure coverage for the employee's position.
- COVID-19 Testing Options:
 1. SUSD offers free testing through Quest and/or eMed or other testing provider. Employees may contact the HR Dept at (209) 574-5000, ext 2700 to inquire about ordering and/or completing testing options due to exposure. Other testing kit and program options are currently being vetted for additional testing options.
 2. Unvaccinated employees will participate, per the guidelines issued on August 11, 2021, in weekly surveillance testing.
 3. Stanislaus County Health Services Agency currently offers free testing. Stanislaus County Public Health recommends testing for COVID-19 if you meet one of the following criteria:
 - a. If you are experiencing symptoms consistent with COVID-19, including fever, chills, cough, congestion, sore throat, difficulty breathing, headache, fatigue, vomiting, diarrhea, or new loss of taste or smell;
 - b. If you were in close contact (within 6 feet for over 15 minutes) or think you were in close contact with someone who tested positive for COVID-19;
 - c. If you work in an environment with high risk for exposure, such as a hospital or medical clinic, long-term care facility, homeless shelter or prison, factory, or farm;
 - d. You work in an occupation where you are frequently in contact with the public, including jobs such as first responders, teachers, personal caregivers, housekeepers, construction workers, food service/restaurant workers, gas station and grocery store workers.
 4. Testing can be obtained through the county public health agency: Stanislaus County Testing Information and Sites Link: <http://schsa.org/coronavirus/testing/>

System for Communicating

The goal of SUSD is to ensure there is effective two-way communication with all employees, in a form that can be readily understand, and that includes the following information:

- Employees should report COVID-19 symptoms and possible hazards related to COVID-19 to the Human Resources Department at (209) 574-5000 ext. 2700.
- Whenever possible and, if an employee can perform 100% of their job duties remotely, an employee may be given the option to work from home if the employee has tested positive and is asymptomatic or has been given a release from a medical provider to work remotely, during the quarantine period.
- When it is not possible to have the employee work remotely the employee is notified of the appropriate leaves available to them.
- If an employee is experiencing COVID-19 related symptoms, a workplace exposure or outbreak testing is available through Stanislaus County Public Health at locations listed on their testing website <http://schsa.org/coronavirus/testing/> as well as through the District testing program.
- Employees who work with the public are potentially at risk for exposure to COVID-19. To mitigate this risk, the district adheres to the Center for Disease Control (CDC), California Public Health (CDPH) and Stanislaus County Public Health (SCHSA) procedures, guidelines and



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recommendations for safety and sanitation.

Training and Instruction

SUSD will provide effective training and instruction that includes:

- SUSD 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.

All employees, annually and upon hiring for new employees, will complete a COVID-19 informational training offered through Keenan Safe Schools online video platform.

Training videos and additional information on COVID-19 protocols are available:

- Incident response: <https://www.youtube.com/watch?v=B3mMxSaO140>
- Regular disinfecting: <https://www.youtube.com/watch?v=X2KNYa02aYs>
- Daily disinfection of high touch surfaces: <https://www.youtube.com/watch?v=IXat14kd5RY>

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

Exclusion of COVID-19 Cases

Where a COVID-19 case is identified at a SUSD facility the District will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until Return-to-Work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for the prescribed quarantine period including up to 10 days (if not experiencing symptoms on day 10) after the last known exposure to a COVID-19 case (ensuring the employee and District monitor the employee's symptoms for days 11-14). Modified quarantine may be utilized according to county public health directives for both staff and students.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it has been concluded by the District that the COVID-19 exposure is work-related.
- Providing employees at the time of exclusion with information on available benefits.



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Reporting, Recordkeeping, and Access

The SUSD policy to:

- Report information about COVID-19 cases at the SUSD 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 this COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use **Appendix C: Investigating COVID-19 Cases** or other record form/log 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.
- The District posts every two weeks an updated Dashboard that tracks positive COVID case numbers for both staff and students by school site and department. The dashboard can be found at: [SUSD COVID Resource and Information](#)
- Visitors will be asked to complete a self-assessment form upon entry into any SUSD Facility. **Appendix E: COVID-19 Daily Illness/Health Assessment – Visitor/Vendor**
- A confidential log of COVID-19 exposures will be maintained utilizing **Appendix F: Confidential COVID Log**

Notifications to the local health department

- Notification to the Stanislaus County Health Department will be made immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace. The District will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The District utilizes the county-established Stan Track system to report all confirmed positive cases. The District provides 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/home address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.
- The District will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

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Return-to-Work Criteria

COVID-19 cases with symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 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.



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Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

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Appendix B: COVID-19 Inspections

Date: _____ Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering Controls			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative Controls			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			



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Appendix C: Investigating COVID-19 Cases

Date: _____ **Name of person conducting the investigation:** _____

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. All COVID-19 testing or related medical services provided 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.
3. 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.

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present)		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (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			
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 individuals that were notified:		

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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?		Date:	

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Appendix D: COVID-19 Training Roster

Date: 2020-2021 & 2021-2022 School Years

Person that conducted the training: Sean Smith, Carrie Albert, HR Department

Employee Classification	Date of Training	Training Title
All Employees	August 2020 August 2021	COVID-19 Overview via Keenan Safe Schools Training
Site/Department Administrators and Supervisors	October 7, 2020 July 27, 2021 August 18, 2021	Reopening Plan - safety protocols and procedures related to COVID-19
Custodians	October 20, 2020 And ongoing with new hires /subs via video.	COVID-19 Cleaning and sanitizing protocol, Clorox 360 overview, daily walk and wipe procedures and cleanup after a confirmed or suspected COVID-19 case.
Site/Department Administrators and Supervisors	October 20, 2020	COVID-19 Cleaning and sanitizing protocol, Clorox 360 overview, daily walk and wipe procedures and cleanup after a confirmed or suspected COVID-19 case.
All Employees	October 28, 2020	Staff COVID Safety Education (email with multi-media links)

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Appendix E: COVID-19 Daily Illness/Health Assessment – Visitor/Vendor

Visitors/Vendors are required to complete this illness/health assessment each and every day prior to entering a Sylvan Union School District facility. This assessment is vital to ensure the health and well-being of each employee and our company.

1. Are you experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden new lack of taste or smell, Sudden onset of unexplained gastrointestinal illness, etc.

Yes: No: Comments: _____

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?

****CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).**

Yes: No: Comments: _____

3. Have you been in close contact with anyone who may have COVID-19, but is yet to be confirmed?

Yes: No: Comments: _____

4. Are you currently in living with – or, in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?

Yes: No: Comments: _____

5. Have you traveled outside of the continental United States within the past 14 days?

Yes: No: Comments: _____

By signing below, I certify all information is true and correct to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

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Appendix F: Confidential COVID Log

Fields reported:

- Group
- Date HR Notified
- Site
- Position
- Employee Name
- Employee Phone
- Vaccination Status
- Last Day worked
- Current Status/Notes
- Quarantine started
- Quarantine ended
- Return to work date
- SPSL or Remote Work
- Test given (date)
- Date of COVID results
- Positive result reported to Public Health (PH)
- Positive result reported to Risk Mgmt/Worker's Comp
- Close contact letter sent to employees in site/dept.
- Exposure Notice sent to site/dept.