

COVID-19 Prevention Program (CPP)

Chico Unified School District – District Office

This COVID Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 (COVID-19) virus that may occur in our workplace.

Date: January 8, 2020

Authority and Responsibility

Assistant Superintendent Jim Hanlon has overall authority and responsibility for implementing the provisions of this CPP in the District Office work site. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- CUSD is participating in district-wide Surveillance Testing of all staff every two months. All positive asymptomatic COVID-19 positive staff are quarantined for two weeks or a time as determined by the Butte County Department of Health.
- CUSD has entered into formal agreements with both Certificated (CUTA) and Classified (CSEA) bargaining groups that outline safety procedures and policies.
- CUSD tracks all COVID-19 cases (staff and students) by worksite on a revolving two-week basis in compliance with Butte County Health Department standards. Should any worksite exceed three (3) cases or above at any worksite during any two-week period the site will formally notify the Butte County Department of Health.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: CUSD staff meets every two weeks with the CUTA bargaining representatives and weekly with the President of CUTA. CUSD staff also meet monthly with CSEA bargaining representatives. During this time, we discuss COVID related concerns as needed. Staff are encouraged to report all concerns via the COVID-19 Community Dashboard conveniently located on the District website.

Employee screening

Employees are screened in the following manner: All staff are required to self-screen prior to arriving at work. A daily wellness checklist is provided on the District website along with a COVID-19 Exposure information sheet provided by the Butte County Public Health Department. CUSD requires that all staff and students wear facial coverings at all times. All teachers, administrators and nurses are provided or have access to a touchless thermometer. Additionally, CUSD participates in district-wide Surveillance Testing of all staff every two months. All positive asymptomatic COVID-19 positive staff are quarantined for 14 days.

Correction of COVID-19 Hazards

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

[See **Appendix B** for corrective actions of any reported or observed unhealthy work conditions.]

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:

- All District office staff are required to wear a facial covering while in public areas of the building. Staff may remove facial covering in their private office or work space if more than six feet apart from other staff.
- When in-group meetings all staff are distanced six feet apart.
- Social Distancing signs are posted and visible in all areas.
- Reference section 3205(c)(6) for details]

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

Entrance, Egress and Movement within the Site

The public is required to enter through the front entrance off East Seventh Street. A receptionist is stationed at the front desk and if anyone enters without a facial covering, one is offered free of charge. All staff and visitors are required to walk within the worksite with facial coverings and observe social distancing at all times.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Visitors that refuse to comply with mandatory face coverings are politely asked to leave the site and a phone or virtual appointment will be offered.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Hand sanitization supplies are provided throughout the building for all staff and visitors. Plexiglas shields are provided for the front reception area and any other area as requested by employees and/or where close working conditions exist.

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

- Ventilation systems bring in 15% of outside air to the interior at all times.
- Ventilation systems are properly checked and maintained on a regular basis is scheduled by the Maintenance and Operation Department.
- MERV-13 filters have been installed in all existing building and rooms with the exception of the Large Conference Room (LCR). The LCR has been equipped with a portable air purifier to supplement the regular air ventilation system.

Cleaning and disinfecting

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

- Custodians have been provided all necessary supplies and clean the District Office each night.
- A cleaning schedule and/or summary is included in the formal MOU for both the CUTA and CSEA employee groups. These cleaning schedules have been mutually agreed to via negotiations.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Should a confirmed case of COVID-19 happen in the District Office the area is vacated for 24 hours at which time a custodial crew comes in to disinfect the work area. All custodial staff have been properly equipped and trained to handle these areas.

Shared tools, equipment and personal protective equipment (PPE)

PPE are not shared, e.g., gloves, goggles, facial coverings and/or face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools are not shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses with disinfectant wipes or NEW water solution.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Handwashing facilities are provided soap and a hands free drying method (air dryer or hands free paper towels)
- The District encourages and allows time for employee handwashing.
- Employees are provided with an effective hand sanitizer. Hand sanitizers that contain methanol (i.e. methyl alcohol) are prohibited.
- Employees are encouraged to wash their hands for at least 20 seconds for each washing.

Investigating and Responding to COVID-19 Cases

Any case where employees have had the potential of COVID-19 exposure in our workplace will be investigated utilizing the following protocol:

Site Administrator and School Nurse will complete the following steps for each CONFIRMED COVID-19 case from a medical provider or public health officials.

STEP 1 - Communicate the situation with Tina Keene (228-1864) at the district office by phone and/or email

STEP 2 - Utilize classroom seating charts for the student's class/classes to begin contact tracing. Check students' attendance. Have a confidential conversation with each of the students' teachers about the positive case. {INFORMATIONAL TEACHER PACKET}

STEP 3 - Using the seating charts, identify the students/staff within 6 ft. of the confirmed student case for over a 15 minute time period

STEP 4 - Identify any other cohort activity/childcare/sports that student is involved in on campus

STEP 5 - Using the seating charts, identify the students/staff in the class/classes who are not within 6 ft. of positive case. Check students' attendance.

STEP 6 - Administrator calls each of the parents of students identified as being within 6 ft. over 15 minutes. Prepare and send an Aeries Communication notification addressing the students within 6 ft. over 15 minutes of a positive case {INFORMATIONAL PARENT LETTER (CLOSE CONTACT EXPOSURE) - ENGLISH | SPANISH}

STEP 7 - Prepare and send an Aeries Communication notification for the students in the classroom outside of the 6 ft. for over 15 minutes {INFORMATIONAL PARENT LETTER (MINIMAL RISK EXPOSURE) - ENGLISH | SPANISH}

STEP 8 - Administrator notifies campus-wide staff of a positive COVID case on campus {EMAIL EXAMPLE HERE}. Notify counselors with a list of quarantined students so work completion can be supported.

ADDITIONAL STEPS FOR FIRST CONFIRMED CASE ON CAMPUS:

Notify the school community via Aeries Communication {INFORMATIONAL SCHOOL-WIDE PARENT COMMUNICATION HERE} {Parent Notification Procedures Flyer to include in Aeries Communication JPEG | PDF}

System for Communicating

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

- Employees shall report COVID-19 symptoms to their supervisor and/or the school nurse preferably by telephone and if not possible by email or text.
- Employees may report symptoms and hazards without fear of reprisal. If the employee feels they have been retaliated against they are strongly encouraged to report the incident to the Human Resources department.

- Any employee with medical or other conditions that put them at increased risk of severe COVID-19 illness will have an interactive process meeting to determine if accommodations can be made. The employee is required to provide medical documentation of their limitations. In the event that accommodations cannot be made, the employee may work from home if possible as determined by administration. If not possible then a Medical Leave of Absence will be approved.
- COVID-19 testing is not required but strongly recommended every two months or if the employee suspects they have been exposed or if they have symptoms. CUSD is participating in district-wide Surveillance Testing of all staff every two months. All positive asymptomatic COVID-19 positive staff are quarantined for two weeks. Testing is free for all insured and uninsured staff.
- A COVID-19 Information page is provided on the District website that provides the following:
 - Daily Wellness Checklist
 - Local Testing Locations
 - Public Health Exposure "What to do" Information Sheet
 - COVID-19 Symptom List/Chart
 - Butte County Public Health Resources list
 - COVID-19 Virus Information Video
 - COVID-19 Prevention Information
 - Community Dashboard
 - COVID-19 Notification Protocols
- CUSD utilizes the Aeries Messenger program that gets vital information out quickly via telephone, email and text.
- Developed and distributed one-sheet flyers for teachers and families regarding student symptoms and protocols.
- Simplified absence reporting capability on school websites.
- Electronic newsletter to families, staff encouraging safe holiday gathering guidelines, and travel advisories.
- Electronic newsletter to staff and families regarding testing locations and keeping school campuses healthy.
- Created and distributed wellness electronic newsletters featuring COVID-19 safety precautions and proper facial covering instructions.
- Ongoing announcements to all staff regarding public health updates, safety guideline protocols and county specific testing and vaccination information.
- Developed a step-by-step administrator protocol for addressing and notifying stakeholders regarding a confirmed COVID-19 case on campus.
- Signage on all school campuses outlining student and staff safety protocols.
- Produced informational packet for staff who have been identified as a close contact with a confirmed COVID-19 case (with local resources, HR reporting instructions, symptoms and testing locations).
- Created letter templates for school administrators to utilize when communicating with staff and families. Letter templates included first confirmed campus case and notification protocols, precautionary self-quarantine notification and directions, classroom confirmed case and close contact to a confirmed case. Documents were developed in both English and Spanish.
- Conducted regular meetings between District Office administrators and school site nurses to provide updates on county health guidelines, contact tracing procedures and campus health status updates.
- Engaged in regular communication with the County Health Department and the County Office of Education for updates; disseminated pertinent information to staff and families.
- Provided mental health resources for families who are struggling from the stress of COVID-19 concerns.
- Outlined counseling services available to employees through the EAP program and instructions for how to access these services.
- Created and distributed videos of new cleaning protocols and campus entry instructions.
- Generated Coronavirus Concerns Reporting Form for the website so staff and families can report any health and safety concerns district-wide.
- Developed COVID-19 FAQ sheet for families and staff; continually updated information and posted on the district website.

- Hosted Q&A opportunities for families and staff to engage with district administrators via social media live events.
- Added district nurses to the schools' online staff directories to help facilitate communication accessibility for families.
- Produced multiple graphic images to support social media, website and newsletter engagement.
- Provided signage to all school sites for posting in the restrooms and on doors regarding safety guidelines and proper handwashing directions.
- Fostered relationships with local media to help disseminate information to the community regarding new guidelines, schedules and clarify safety protocols.
- Developed comprehensive CUSD Community Dashboard tracking student, staff and online learning confirmed COVID-19 cases. Provided weekly updates and housed the information on the district website for staff and families to view.
- Created dedicated COVID-19 webpage in the online staff room (available to all staff) with materials such as:
 - What to do if you experience COVID-19 Symptoms
 - Links to contact the Human Resources Department
 - County-specific vaccine informational links
 - Directions for entering absences into the absence reporting software
 - Guidance for returning to work following a confirmed COVID-19 Diagnosis

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Trainings provided by Maintenance and Operations/Transportation Staff:

- BE SAFE Safety topics: 3 of our monthly email safety topics have been COVID related (3/20- Handwashing facts, 8/20 How to Wear a Mask, 1/21 Mask Care).
- All staff has completed the Basic Pest Management in the Schools and Childcare Settings course.
- Masks, gloves and sanitizer has been made available to all staff and refills are readily available.
- Signage has been installed reminding staff to wear a mask, social distance, hand wash.
- Meetings discussing Cleaning/Sanitizing expectations for work areas.

Trainings specific to custodial staff:

- Trainings with the new Sanitizing Carts
- Trainings with the NEW Water and Microfiber cloths

Trainings specific to Nurses:

- Contact Tracing
- Provided an Isolation Room Protocol for all schools use
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Worked on COVID Protocols with Butte County Schools & BCPH 07/20 -08/20
- *Worked with BCPH and 2 other county school nurses on COVID protocols for the school setting 08/21 to 10/21
- *3 hour CA contact tracing course 10/2020
- *UCSF/OCH COVID-19 Upcoming Respiratory Season in-service via zoom 10/20/20
- *Sutter Health Pediatric Epidemiology update on COVID-19 via zoom 11/2020
- *UCD Pediatric COVID -19 Community update in-service via zoom 11/20/20
- *CA COVID update in the School Setting via zoom 10/17/2020

Training specific to Health Aides:

- Health aide and LVN training on COVID-19 symptoms
- Thermometer use and calibration training for health aides
- Training Health aides to record COVID-19 tracking in each school site
- Health Aide and LVN training on contact tracking
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Trainings provided by Nurses to Staff:

- Met with CUSD STs via zoom to review COVID related PPE, hand hygiene and distancing, etc. 09/2020
- Training on PPE, COVID protocols, etc. with LV & Marigold health assistants, LVNs and Oak Bridge office staff 09/2020
- COVID presentations given twice with CUTA staff via zoom 09/2020
- Training given via zoom to CUSD SPED staff (COVID, PPE, hand hygiene, distancing) 09/2020
- PPE training given to LV & Marigold staff (including OTs & STs) 09/2020
- Instruction to staff regarding self-symptom checks
- Instruction to staff about what is considered a close contact
- Instruction to staff on thermometer calibration and proper use
- Instruction to staff on how to avoid spread through surface contacts

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Employees will continue their seniority and all other employee rights and benefits while on COVID-19 related leave.
- CUSD and CUTA/CSEA have negotiated *extended* sick days in case the employee is exposed or becomes ill with COVID-19. These *extended* sick days will not affect the employee's regular sick days and will encourage the employee to report all symptoms and illnesses and prevent exposure to others.
- At the time of exclusion, all employees will be provided with information on all available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- All confirmed cases of student and staff COVID-19 are separately and collectively tracked and charted on the Chico Unified School District website for public access. Cases are also separately listed by worksite and school site.

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.

This COVID-19 Plan is approved by:



Jim Hanlon – Assistant Superintendent
Chico Unified School District



Date

Appendix B: COVID-19 Inspections

Date: 1/8/21

Name of person conducting the inspection: John Carver, Kevin Bultema, Jay Marchant, Jim Hanlon

Work location evaluated: Chico Unified School District Office (1163 East Seventh Street, Chico)

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

