

# **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:** August 12, 2022

### **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:

- 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.
- CUSD is requiring weekly self-testing of all unvaccinated staff. All positive asymptomatic COVID-19 positive staff are quarantined for 5 day (up to 10 days depending on positive status) or a time as determined by the Butte County Department of Health. All employees may return on day 11 regardless of test status as long as they are fever free and have resolving symptoms.
- CUSD tracks and reports cohort outbreaks of three (3) or more cases at any worksite during any two-week period. The District will formally notify the Butte County Department of Health.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to report all COVID related concerns to their supervisor.

### **Employee screening**

Employees are encouraged to self-screen prior to arriving at work. All staff will be provided home test kits as needed. 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. All teachers, administrators and nurses are provided or have access to a touchless thermometer. All positive COVID-19 staff are quarantined for 10 days with an option of early return on days 6-10 with a negative test.

### **Face Coverings**

CUSD will provide clean, undamaged face coverings as requested to all employees and students.

## **Engineering controls**

Hand sanitization supplies are provided throughout the building for all staff and visitors. 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.
- 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 facilities each night.

## **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**

Whenever District personnel become aware of a COVID-19 exposure in our workplace, staff will be notified utilizing the following protocol:

STEP 1 - When a COVID-19 case is reported, students/staff will be advised of quarantine procedures and dates for return to work/school.

STEP 2 – The administrator will notify all staff at the worksite of a positive COVID case.

STEP 3 - All COVID positive students will sign up for short-term Independent Study through their counselor until they are able to return to in-person instruction.

NOTE: Administrator will notify the cohort and possibly the school community via Aeries of a Cohort outbreak or campus-wide surge.

## **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 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 if the employee suspects they have been exposed or if they have symptoms. All positive COVID-19 staff are quarantined for ten days or the potential of 6-10 days depending on a negative test. 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
  - COVID-19 Symptom List/Chart
  - Butte County Public Health Resources list
  - COVID-19 Guidance and Prevention Information
  - COVID-19 Cohort Outbreak Notification Protocols
- CUSD utilizes the Aeries Messenger program that gets vital information out quickly via telephone, email and text.
- CUSD is offering at home test kit upon request on all campuses.
- Announcements to all staff regarding public health updates, safety guideline protocols and county specific testing and vaccination information as available.
- Created letter templates for school administrators to utilize when communicating with staff and families. Letter templates include notification protocols and directions are available as needed. Documents were developed in both English and Spanish.
- Engaged in regular communication with the County Health Department and the County Office of Education for updates; disseminated pertinent information to staff and families.
- Outlined counseling services available to employees through the EAP program and instructions for how to access these services.
- Generated Coronavirus Concerns Reporting Form for the website so staff and families can report any health and safety concerns district-wide.
- Added district nurses to the schools' online staff directories to help facilitate communication accessibility for families.
- Created a dedicated COVID-19 webpage in the online staff room (available to all staff) with materials such as:
  - What to do if you are exposed to COVID-19
  - What to do if you test positive for COVID-19
  - Links to contact the Human Resources Department
  - County-specific testing information and vaccine availability
  - Guidance for returning to work following a confirmed COVID-19 Diagnosis

#### **Training specific to Nurses:**

- Group Tracing
- 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
- \*\*Updated COVID protocols with guidance from BCPH 08/01/22-08/12/22

#### **Training specific to Health Aides:**

- Health aide and LVN training on COVID-19 symptoms
- Thermometer use and calibration training for health aides
- Health Aide and LVN training on group tracing

## 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.
- Employees will continue their seniority and all other employee rights and benefits while on COVID-19 related leave.
- *Extended* sick days are provided in case the employee becomes ill with COVID-19 through September 30, 2022. 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.

## 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 5 days (up to 10 days depending on positive test) have passed since COVID-19 symptoms first appeared.
- A negative COVID-19 test will not be required for an employee to return to work after 10 days.
- 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 5 days (up to 10 days depending on positive test) from the time, the order to isolate was effective, or 10 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

8/12/22

Date