



COVID-19 PREVENTION PROGRAM

PURSUANT TO
CALIFORNIA CODE OF REGULATIONS
TITLE 8 SECTION 3205-3205.4

Purpose and Scope

Chino Valley Unified School District (CVUSD), has developed a COVID-19 Prevention Program to protect employees from obtaining and spreading the Corona Virus disease also known as COVID-19 which is caused by a severe acute syndrome known as Corona Virus 2 (SARS-COV-2).

Application

The COVID-19 Prevention Program applies to all employees with the following exceptions:

1. Employees who work from home.
2. Employees who do not have contact with any other employees, clients and/or visitors
3. Employees covered by section 5199 (Aerosol Transmissible Disease standard)

CVUSD does not meet the exceptions listed above.

A. Communication System

CVUSD has implemented the following for all employees:

1. Employees are required to report any COVID-19 symptoms, possible exposures, and hazards at the workplace and employees can either choose to report to an Administrator, the Human Resources or Risk Management departments without fear of reprisal.
 - a. Students are directed to contact Health Services, Principal, or Nurse
2. Employees are required to follow procedures and/or policies that are set to accommodate with medical or other conditions that put them at increased risk of severe COVID-19 illness.
3. CVUSD has and will continue to provide information about access to COVID-19 testing. Any affected employees that may need a test will be informed of the reason and the possible consequences of a positive test.
4. Employees of other employers, or anyone within or in contact with the employer's workplace will be informed about any COVID-19 hazards, policies and procedures that will need to be followed.

B. Identification and Evaluation of COVID-19 Hazards.

CVUSD has established screening procedures to identify employees with COVID-19 symptoms. The screening procedures used by CVUSD are as followed:

1. Employee will first evaluate their symptoms before reporting to work.
2. If the employee arrives at the employer's facility he/she will have to go through the established screening process prior to entry onto premises.
3. Both screener and employee are required and ensure that face coverings are used during the process.
4. The screener will measure temperature using a non-contact thermometer
5. The screener will verify the thermometer reading result is not at or above 100 degrees Fahrenheit.
6. The screener will visually evaluate that the employee does not physically present chills, cough, and shortness of breath, difficulty breathing, fatigue, runny nose, or any other visual symptom, to risk management for a follow-up with the employee.

CVUSD will respond immediately with the following action if any employee is present in the workplace with a COVID-19 case to prevent or reduce the risk of transmission: Upon recognition of concern or potential concern, CVUSD will direct an ill or suspected-ill employee to immediately leave the premises and seek rest and isolation at home.

CVUSD has identified the following workplace-specific locations as high risk for employee exposure to COVID-19 hazards: Common use areas at CVUSD premises include restrooms, lunchrooms, conference rooms, and classrooms.

CVUSD will apply universal precautions to all personnel as if they were potentially infectious, regardless of symptoms or negative COVID-19 test results. Additionally, to the locations mentioned above other common gatherings throughout the workplace include meetings, training sessions, in or around entrances, hallways, aisles, walkways, elevators, break rooms, and waiting areas.

Additionally, CVUSD will conduct periodic inspections throughout the facility. The purpose of the periodic inspections is to ensure any unhealthy conditions; work practices and work procedures are identified to ensure compliance with COVID-19 policies and procedures

C. Investigation and Responding to COVID-19 workplace cases.

CVUSD will take the following actions when there has been a COVID-19 case:

1. Any employee who had potential COVID-19 exposure in the workplace will be provided at no cost and during their working hours, COVID-19 testing and information on benefits.
2. CVUSD will investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and if any were found, will provide procedures to reduce exposure to any COVID-19 hazards.
3. Human Resources using Contact Tracing to assist in identifying potential exposures. Interviews of employees will be conducted to further identify / validate exposures and/or potential exposures.
4. Any personal information of employees with COVID-19 symptoms, testing or any medical services provided will be kept confidential.
5. All employee medical records will be kept confidential and will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace.

D. Correction of COVID-19 Hazards

CVUSD will correct all COVID-19 hazards in a timely manner based on the severity of the hazard when such hazards are identified in the periodic inspections and/or investigation of COVID-19 cases are performed. CVUSD will implement, at minimum, the following corrective measures: The use of face coverings, social distancing, and any other engineering/administrative control or PPE mentioned in section (H).

E. Training and Instruction

CVUSD will provide training to all employees that will include, but not limited to the following:

1. The employer's COVID-19 policies and procedures to protect employees from COVID-19 hazards;
2. Information of benefits employees may be entitled with regards COVID-19.
3. How COVID-19 virus spreads;
4. Methods used to implement physical distance and the importance of wearing face coverings;

5. How particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene.
6. Frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer;
7. The proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
8. COVID-19 symptoms and the importance of not coming to work and obtaining a COVID-19 test if the employee exhibits any symptoms.

F. Physical distance

CVUSD will ensure all that all employees will be separated from each other by at least six feet, except for momentary exposure while persons are in movement. If it is not possible to maintain a distance of at least six feet, employees shall be as far apart as possible.

Methods of physical distancing that CVUSD uses include the following:

1. Tele-work or other remote work arrangements, as feasible;
2. Reducing the number of persons in an area at one time, including visitors.
3. Signs and floor markings indicating where employees and others should be located and / or path of travel;
4. Staggered arrival, departure, work, and break times.
5. Adjusted work processes or procedures, to allow greater distance between employees.
6. Establishing work stations more than 6 feet from each other.

G. Face Coverings

CVUSD provides face coverings and ensure they are properly worn by employees over their nose and mouth. CVUSD enforces all employees to wear face coverings when they are indoors and outdoors if less than 6 feet away from another person, unless:

1. The employee is alone in a room.
2. While employee is 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.
3. The employee is wearing respiratory protection.
4. The employee cannot wear a face covering due to a medical or mental health condition or disability, or who are hearing impaired or communicating with a hearing-impaired person.

CVUSD also ensures that any other client, visitor, contractor, or any other non-employee understands and follows the established CVUSD protocols with regards the use of face coverings in our premises.

H. Other Engineering Controls, Administrative Controls and PPE

1. CVUSD has identified areas that require employees to work within six feet of each other, where relocating to greater distances is not feasible. In these cases, cleanable solid partitions have been installed that effectively reduce aerosol transmission between the employee and other persons (i.e. parents, students, vendors, etc).
2. CVUSD has implemented the following cleaning and disinfecting procedures:
 - a) Regular cleaning and disinfecting of frequently touched surfaces and objects, such as doorknobs, equipment, desks, tools, etc.
 - b) Employees and authorized employee representatives have been and will continue to be informed of our cleaning and disinfection protocols.
3. Employees are prohibited from sharing any personal protective equipment and items that employees/faculty/students come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.
4. When sharing of items cannot be prevented (i.e. copy/fax machine), sharing is minimized and such items and equipment will be disinfected between uses by other employees.

5. Sharing of vehicles will be minimized, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) may be sanitized between users and will be disinfected upon confirmation of a positive, COVID-19 test for the vehicle operator.
6. Areas, material, and equipment used / accessed by a COVID-19 case during the high-risk exposure period will be properly cleaned and disinfected.
7. Any cleaning and disinfecting will be done in a manner that will not create a hazard to employees.
8. To protect employees from COVID-19 hazards, CVUSD hand-washing facilities are always readily available with disinfecting soaps and sanitizers. Additional hand sanitizing dispensers / supplies have been installed / made available in offices, lobbies, and classrooms.
9. Employees are allowed time for hand washing and are provided with an effective hand sanitizer. Employees are informed that they need to wash their hands for at least 20 seconds each time upon entry to the worksite, before and after meals, after using the restroom or taking breaks, after coughing and sneezing, after touching their face, and each time they return to their desk/workspace.

Note: use of hand sanitizers with methyl alcohol is prohibited.
10. CVUSD provides portable air filtration equipment in each classroom.
11. In addition to face coverings, CVUSD makes available as needed, face shields, gloves, and aprons/protective clothing.

I. Reporting, Recordkeeping, and Access

1. CVUSD will report any related information requested about COVID-19 cases at our workplace to our local health department. Any serious illness or death related to COVID-19, as defined under section 330(h) will be reported immediately to Cal OSHA.
2. CVUSD will maintain records of the steps taken to implement this written COVID-19 Prevention Program in accordance with CCR Title 8 Section 3203(b). This written COVID-19 Prevention Program will be made available to employees, authorized employee representatives, and to representatives of the Division immediately upon request.
3. CVUSD keeps records of all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.

4. Medical information will be kept confidential. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

J. Exclusion of COVID-19 cases.

1. CVUSD ensures that any COVID-19 cases are excluded from the workplace until the return-to-work requirements of **K. Return to work criteria** are met. Employees will be excluded with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
2. Employees excluded from work and otherwise able and available to work, will maintain their earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status.
3. Employees may be provided the option to work from home as determined feasible.
4. CVUSD will have access to all available leave options according to the law.

K. Return to work criteria.

CVUSD will ensure no employee with a COVID-19 case returns to work until:

1. At least 24 hours have passed since a fever of 100 or higher has resolved without the use of fever-reducing medications.
2. COVID-19 symptoms have improved and;
3. At least 10 days have passed since COVID-19 symptoms first appeared.

For any asymptomatic employee who has tested positive for COVID-19 CVUSD will not allow the employee to return to work until a minimum of 10 calendar days have passed since the date of specimen collection of their first positive COVID-19 test. The employee will not be required to provide a negative COVID-19 test to return to work. If an order of isolation or quarantine is given to an employee by a local or state health official, CVUSD will not allow employee to return to work until the period of isolation or quarantine is completed or the order is lifted. Otherwise, a period of 10 days from the time of the order to isolate have passed since the order to isolate or 14 days from the time the order to quarantine was effective.

Appendix A
Multiple COVID-19 Infections and COVID-19 Outbreaks.

Scope.

1. This Appendix A applies to CVUSD’s place of employment if it has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an “exposed workplace” (see Definitions) within a 14-day period.
2. This section will continue to apply until there are no new COVID-19 cases detected in the exposed workplace for a 14-day period.

CVUSD shall offer COVID-19 testing to all employees who were present during the outbreak period identified by the local health department or the relevant 14-day period(s) as specified above and as applicable. CVUSD will provide COVID-19 testing at no cost to the employee during employees’ working hours.

CVUSD will additionally notify the local health department immediately but no longer than 48 hours after we have identified three or more COVID-19 cases within a 14-day period. CVUSD will inform the local health department the total number of COVID-19 cases along with the following specific information:

Name	Hospitalization and/or fatality status
Contact information	Occupation
Business address	Workplace Location
North American Industry Classification System Code of the Workplace of COVID19	Other information requested by the local health department

Appendix B
Major COVID-19 Outbreaks.

Scope.

1. This Appendix B applies to CVUSD's place of employment if/when there are 20 or more COVID-19 cases in an "exposed workplace" (see Definitions) within a 30-day period.
2. This section will apply until there are no new COVID-19 cases detected in an "exposed workplace" for a 14-day period.

The CVUSD shall provide weekly COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the 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.

The CVUSD shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with sections **J. Exclusion of COVID-19 cases** and **K. Return to Work Criteria** in this program and any relevant local health department orders.

The CVUSD shall comply with the requirements of section **C. Investigation and Responding to COVID-19 workplace cases** in this program.

The CVUSD shall correct COVID-19 hazards by taking the following actions:

1. The use of ventilation systems in the building or structure with Minimum Efficiency Reporting Value of 13 or higher or portable/high mounted HEPA filters.
2. Determination of the need for respiratory protection.
3. Evaluate the workplace for the need to stop some or all work operations.
4. Other control measure, such as notifying to the local health department.

Appendix C
Prevention in Employer-Provided Housing

Scope.

This section applies to employer-provided housing. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boarding house, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in Title 8 of the California Code of Regulations or other regulations or codes.

The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

NOTE: This Appendix C does NOT apply to CVUSD as CVUSD does not provide employees housing during or for work-related activities.

Appendix D
COVID-19 Prevention in Employer –Provided Transportation to and from Work

Scope.

This section applies to employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Subsections (b) through (g) apply to employer-provided transportation. The following exceptions apply:

1. This section does not apply if the driver and all passengers are from the same household outside of work, such as family members.
2. This section does not apply to employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.

NOTE: This Appendix D does NOT apply to CVUSD as CVUSD does not provide employees transportation during or for work-related activities.

If an event were to occur where CVUSD needed to provide transportation for an employee(s), the following procedures will be adhered to.

Assignment of transportation. CVUSD will prioritize shared transportation assignments in the following order:

1. Employees residing in the same housing unit shall be transported in the same vehicle.
2. Employees working in the same crew or worksite shall be transported in the same vehicle.
3. Employees who do not share the same household, work crew or worksite shall be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings. CVUSD will ensure that:

1. Physical distancing and face covering requirements of section **F. Physical distance** and **G. Face Coverings** are followed for employees waiting for transportation.
2. The vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity.

3. The vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by section **G. Face Coverings**.

Screening. CVUSD will developed, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation, if this situation were to arise.

Cleaning and disinfecting. CVUSD will ensure that:

1. All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
2. All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, shall be cleaned and disinfected between different drivers.
3. Employers shall provide sanitizing materials and ensure they are kept in adequate supply.

Ventilation. CVUSD will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

1. The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
2. The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
3. Protection is needed from weather conditions, such as rain or snow.
4. The pollutant is greater than 100.

Hand hygiene. CVUSD will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.