

SAUGUS UNION SCHOOL DISTRICT

Cal-OSHA COVID-19 PREVENTION PROGRAM (CPP)

PURPOSE

To protect the health and safety of our employees, Saugus Union School District (“SUSD”) has prepared a COVID-19 prevention program (“Program”) intended to provide information related to the prevention of coronavirus, describe SUSD policies, procedures and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace. This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control (“CDC”), state and local public health agency (LACDPH) and SUSD operations. The COVID-19 Prevention Program is intended to comply with state and local law regarding employees’ safety including Labor Code §6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein. The Director of Safety and Risk Management has overall responsibility for handling SUSD’s COVID-19 Prevention Program. In addition, SUSD expects all supervisors to implement and maintain the CPP in their departments and assigned areas. Furthermore, SUSD expects all employees to comply with safety policies, procedures and protocols associated with this plan.

SCOPE

This policy applies to all SUSD employees and contains general prevention best practices as well as SUSD policies and procedures related to COVID-19 in the workplace.

WHAT IS COVID-19

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms - from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches.

- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Laboratory testing (PCR) is necessary to confirm an infection.

COVID-19 TRANSMISSION

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings. Although it is not considered to be the primary reason why the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS

SUSD, to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Where possible encourage and require remote work.
2. Use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
3. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
4. Encourage sick employees to stay home.
5. If an employee becomes symptomatic with COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
6. SUSD will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing of 6' or more.

7. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
8. SUSD encourages 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 handwashing facility.
9. Provide and require employees to use face coverings. Face coverings must be worn at all times while employees are on SUSD property except when eating or drinking or when alone in an office with a door. The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering. However, if possible affected employees must wear an alternate form of face covering like a shield. Note: Face coverings are not considered respiratory or personal protective equipment (“PPE”), but combined with physical distancing, they help prevent infected persons without symptoms or who are pre-symptomatic from knowingly spreading the coronavirus.
10. SUSD will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation.
11. SUSD will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, etc.) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the public entering the workplace, the work site and buildings.

INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS

SUSD takes seriously its obligation to locate, identify and correct any potential COVID-19 hazards in the workplace. The following will be implemented:

1. Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management’s attention potential COVID-19 hazards in their workspace.
2. Conduct periodic inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
3. Evaluate SUSD policies and procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
4. SUSD will conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace.
5. SUSD will conduct an investigation to identify and eliminate COVID-19 hazards. To protect employees in the workplace, it will also investigate each positive COVID-19 case to help identify

those employees who were in close contact with the infected employee and require all those potentially exposed to quarantine as required by law.

6. SUSD will regularly evaluate the workplace for compliance with this program.
7. Unsafe and unhealthy work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard. SUSD's IIPP

For additional information pertaining to SUSD's specific policies or procedures for identifying, controlling, and eliminating hazards in the workplace, please refer to our IIPP which updated annually and available for review on the Keenan Safe Schools Training platform.

EMPLOYEE RESPONSIBILITIES

During the COVID-19 public health emergency, SUSD employees have a collective responsibility to ensure the protection of all people in the workplace as well as to comply with SUSD policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site. Employees have the following affirmative responsibilities:

1. Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift and should stay home and seek medical treatment if they experienced any of the following symptoms in the past 48 hours:
 - fever or chills
 - cough
 - shortness of breath or difficulty breathing
 - fatigue
 - muscle or body aches
 - headache
 - new loss of taste or smell
 - sore throat
 - congestion or runny nose
 - nausea or vomiting
 - diarrhea
2. Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.

3. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor for further instructions.
4. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician and their supervisor before physically returning to work.
5. Employees must cooperate with SUSD in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help identify employees who may have been exposed and quarantine them so there is no further workplace exposure.
6. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:

When Symptomatic

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever and reducing medications;
- COVID-19 symptoms have improved;
- At least 10 days have passed since COVID-19 symptoms first appeared

When Asymptomatic

- Employees who test positive but never developed COVID-19 symptoms shall 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

7. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.
8. Employees shall practice physical distancing and remain at least 6 feet apart. Employees must wear face coverings while working on SUSD property. Ways to maintain physical distancing include working from home when practicable, and by using video or telephonic meetings as much as possible.
9. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, appropriate cleaning and disinfecting of shared workspaces and work items must occur before and after use.
10. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.

11. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
12. Employees must avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels).
13. Employees shall notify their supervisor if any washing facilities (restrooms or areas with sinks) do not have an adequate supply of suitable cleaning agents, water, single-use towels, or hand-dryers.
14. No employees shall bring cleaning products and/or disinfectant into the workplace that have not been approved by SUSD.

PERSONAL PROTECTIVE EQUIPMENT

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. SUSD will supply all necessary and required PPE, including face coverings. SUSD will replaced any damaged PPE. If employees wish to use additional PPE outside of the established PPE protocols, they must make the request of the Safety Director who will review the request. Reasonable requests will typically be approved. SUSD PPE Protocols have been implemented and communicated to all employees. *See SUSD PPE Protocols which have been distributed to all employees and posted at all school sites.*

CLEANING AND DISINFECTION POLICY AND PRACTICE

The SUSD recognizes that high traffic and high touch common areas in the workplace need to the extent possible cleaning and disinfecting to limit the spread of the COVID-19 virus. SUSD will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, rest room and bathroom surfaces, elevator buttons, and trash cans. The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time). *Cleaning and disinfecting protocols and procedures can be found in the LACDPH Reopening Protocols for K12 Schools – Appendix T1 which are posted at each school site, on the District website and have been distributed to all employees via email.*

RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES

When required, SUSD will consult with state and local public health agencies for mitigation practices and responsible protocols. SUSD will follow the Los Angeles Department of Public Health (LACDPH) strategies, listed below for returning employees to work. The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, revised local public health department protocols and unique circumstances. Negative COVID-19 tests are not required for an affected employee to return to work:

Symptomatic Positive - Employees with symptoms who are laboratory confirmed to have COVID-19:

- At least 24 hours have passed since resolution of fever without use of fever reducing medications; and at least 10 days have passed since symptom onset; and other symptoms have improved.

Asymptomatic Positive - Employees who have never had symptoms and are laboratory confirmed to have COVID-19:

- A minimum of 10 days has passed since the date of their first positive COVID-19 tests. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

Symptomatic Negative - Employees who had symptoms of COVID-19 but test results returned negative:

- Use the same criteria as Symptomatic Positive cases.

Asymptomatic Negative - Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative:

- Employees should quarantine at home for 14 days after the last known contact with the case-patient. Symptoms can develop even after testing negative within 14 days of exposure. The local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety.

Symptomatic Untested - Employees who had symptoms of COVID-19 but were not tested:

- Testing is encouraged. If an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases.

Asymptomatic Untested - Employees who had close contact to a laboratory confirmed case at work, home, or in the community and do not have symptoms or employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms:

- Employees should be quarantined at home for 14 days after the last known contact with the case-patient. Testing is highly recommended; if testing hasn't occurred the local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

If an employee tests positive for COVID-19, SUSD will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). SUSD will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection. SUSD will provide no cost testing during work hours to all employees who must be quarantined and excluded from the workplace as required by law.

Cleaning and Disinfecting Following a Confirmed COVID-19 Case:

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning has completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or if practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with a proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

SYSTEM FOR COMMUNICATION

Communication between employees and SUSD on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, SUSD has a communication

system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for supervisors. Employees are encouraged to freely communicate with their supervisors regarding coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal:

1. All SUSD employees are encouraged to report to their immediate supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the HR Department who will triage the report and notify essential personnel for an appropriate response.
3. If an employee has a disability, medical or other condition that put them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to report it to their supervisor. SUSD will evaluate the request and determine, with input from the employee and their health care provider, whether the employee can be accommodated.
4. When required by law, SUSD will provide COVID-19 testing to potentially exposed employees.
5. SUSD is partnering with the CDPH Valencia Branch Laboratory to provide CoVID Testing to employees and students alike whenever it become necessary.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

SUSD will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak. A COVID-19 outbreak is defined as 3 or more cases of COVID-19 in a 14-day period. A major COVID-19 outbreak is defined as 20 or more cases of COVID-19 in a 30-day period.

1. SUSD will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours.
2. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
3. SUSD will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in Responding to Positive or Suspected COVID-19 Cases in the Workplace.
4. SUSD will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with Investigation, Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace.
5. SUSD will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:

- Leave policies and practices to insure employees are encouraged to remain home when sick;
- COVID-19 testing process;
- Insufficient outdoor air;
- Lack of physical distancing, face coverings or use of other types of PPE
- Evaluation of mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the system. We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems would reduce the risk of transmission.
- Determine the need for additional respiratory protection.
- Determine whether to halt some or all operations until the COVID-19 hazard has been corrected.
- Implement any other control measures as required by Cal/OSHA.
- Notify the local health department as required by law.

POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave, negotiated leave provisions and workers compensation:

1. Family Medical Leave Act/California Family Rights Act Leave.
2. Local Sick Leave [or] Local Supplemental Sick Leave.
3. Use of vacation time off for sick leave purposes.
4. Leave Pursuant to the Collective Bargaining Agreement.
5. Workers' Compensation Benefits. If an employee believes he/she contracted a COVID-19-related illness because of his/her employment, he/she may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the scope of employment, employee may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, employees must notify the district and file a DWC 1 Claim Form pursuant to Labor Code Section 5401.
6. Earnings Continuation. If the COVID-19 exposure is work related, the employee is required to quarantine, is able to work, and work from home or temporary work is unavailable, the employee may be entitled to earnings and benefit continuation.

REPORTING, RECORDKEEPING, AND ACCESS

SUSD is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of SUSDs efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

EMPLOYEE TRAINING

SUSD has provided on-going CoVID-19 prevention measures and training since the start of the pandemic. This training includes the general description of COVID-19, symptoms, when to seek medical attention, how to prevent the spread, and the employer's procedures for preventing its spread at the workplace. The on-going training consists of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of the SUSD COVID-19 prevention program. Employees will be notified of additional training as it become available and will be required to participate at all levels within the organization.