

HRUSD COVID-19 Safety Plan 2021

Date: March 19, 2021

Matthew Shipley, Superintendent

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Hart-Ransom Union School District

3920 Shoemake Avenue
Modesto, CA 95358

(209) 523-9996

Type of LEA: Public School District

Number of schools: Two (2) schools

- One (1) traditional classroom-based TK-8 elementary school
- One (1) non-classroom-based TK-12 charter school

Enrollment: 1,214 (District-Wide)

783 (TK-8 Elementary)

431 (TK-12 Charter)

Date of proposed reopening: Fully reopened on November 2, 2020 while in Tier 2 (Red)

County: Stanislaus County

Current Tier: Purple

Grade Level (check all that apply) – Classroom-Based Traditional Elementary School

✓ TK ✓ 2nd ✓ 5th ✓ 8th ✓ 11th

✓ K ✓ 3rd ✓ 6th ✓ 9th ✓ 12th

✓ 1st ✓ 4th ✓ 7th ✓ 10th

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

✓ I, Matthew Shipley, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance Checklist and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

✓ **Stable group structures (where applicable):** *How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please provide specific information regarding: How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)*

- HRUSD keeps students at the TK-8 elementary school in classroom cohorts during instructional time, and in grade-level cohorts during recess and lunch breaks, resulting in stable grade-level cohorts.
- Classroom cohorts at the TK-8 elementary school range from as few as 15 to as many as 31, depending on the grade level and the number of students in the class who are engaging in distance learning at any given time.
- Junior high grades at the TK-8 elementary school are organized in a departmentalized structure, and are organized in grade-level cohorts. Junior high students in one grade level cohort are kept separate from the junior high students in the other grade level cohort on campus. Each class contains only one grade level of students at a time. Desks are sanitized between classes. There are no elective classes in the master schedule.

✓ **Entrance, Egress, and Movement Within the School:** *How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

✓ **Face Coverings and Other Essential Protective Gear:** *How CDPH's face covering requirements will be satisfied and enforced for staff and students.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

✓ **Health Screenings for Students and Staff:** *How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

✓ **Healthy Hygiene Practices:** *The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

✓ **Identification and Tracing of Contacts:** *Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

✓ **Physical Distancing:** *How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

Distance between desks - Maximum: six feet; Minimum: three feet.

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

The classroom desks are spread as far apart as far as possible within the available space in each classroom. The Center for Disease Control (CDC) has determined that three feet is a safe and appropriate distance to maintain between students in the classroom environment, provided the students are wearing masks. HRUSD students wear masks in the classrooms.

✓ **Staff Training and Family Education:** *How staff will be trained and families will be educated on the application and enforcement of the plan.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

✓ **Testing of Staff and Students:** *How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff or student testing cadence. Please note if testing cadence will differ by tier:*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

✓ **Identification and Reporting of Cases:** *At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

✓ **Communication Plans:** *How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

- See attached School Reopening Plan
- See attached COVID-19 Prevention Plan

☐ **Consultation:** *(For schools not previously open)*

Please confirm consultation with the following groups (HRTA and CSEA) - **Not Applicable as HRUSD has already been open since November 2, 2020.**

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☐ **Date of Submission to Local Health Department:** _____

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

This submission is not applicable to HRUSD, as HRUSD fully re-opened on November 2, 2020 while in Tier 2 (Red).

School Reopening Plan

Hart-Ransom Union School District

November 2020

Reopening Dates and Times

The Hart-Ransom Union School District will reopen its school campuses for students to return starting Monday, November 2, 2020.

Hart-Ransom Elementary School

The elementary school will phase in the return of students by grade levels over the course of several days during the week of November 2-6. Please refer to the elementary school reopening schedule for detailed information about the specific return dates and times for the different grade levels.

Hart-Ransom Academic Charter School

The charter school will reopen its campus to students in accordance with its schedule of classes and activities on campus. Please refer to information provided by the charter school for detailed information about the specific return dates and times for the different classes and activities restarting on campus.

Cohorting: How students will be kept in stable groups with fixed membership that stay together for activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

While on the school campus, students will remain in grade-level cohorts during instruction, lunch, and recess. Contact between students from different grade level cohorts will be avoided. During regular classroom instruction, students are inherently organized by grade level. Recess and lunch times will be organized so that only one grade level of students at a time will be in the cafeteria, gymnasium, or in an assigned zone on the playground. Breakfast will be served in the cafeteria before school for grades 7-8, and in the classrooms at the beginning of the day for grades TK-6. Students who are eating will be approximately six feet apart from one another.

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Custodial staff will routinely clean high touch surfaces in common areas on campus during the day. Classrooms will be cleaned and sanitized nightly in accordance with guidance from health officials. Electrostatic sprayers will be used to additionally sanitize classrooms and common office spaces nightly. EPA approved antivirus cleaning and disinfecting products will be used. Classroom buildings and offices will be equipped with hand sanitizer, tissues, disinfectant spray, paper towels, sinks, and antibacterial soap. High touch restroom surfaces will be routinely sanitized during the day, and restrooms will be thoroughly cleaned nightly. Desktops will be sanitized at the beginning of each departmentalized class period. School supplies and individual technology devices will not be routinely shared by students. In the event that these items must be used by more than one student, that item will be sanitized prior to use by the next student. Drinking fountains will be turned off. Students and staff should bring water bottles, which may be filled at classroom sinks. Hand sanitizer will be provided for students on school buses. Outdoor play structures will be electrostatically sanitized daily when in use, and school buses will be electrostatically sanitized after each bus run.

Face Coverings and Other Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.

Students in all grade levels will wear face coverings while indoors, on the school bus, and at any time that appropriate physical distancing from others cannot be maintained. Students may remove face coverings for meals, snacks, and outdoor recreation, including outdoor physical education activities and outdoor recess, as long as appropriate physical distancing is maintained. Each student must keep their own face covering in their possession at all times while on campus. In compliance with CDPH requirements, students who refuse to wear a face covering when required to do so on campus and/or on a school bus will be excluded from the school campus and/or the school bus, as appropriate. In compliance with CDPH guidelines, an exemption is available for a student who has medically diagnosed difficulty breathing or who is unable to remove the face covering without assistance, in which case a face shield may be a suitable alternative. The requirement for students in grades TK-2 to wear face coverings at school will be reevaluated as public health conditions continue to improve. Students should bring their own cloth face coverings from home. If a student is unable to bring a cloth face covering from home, a face covering will be provided.

All employees will wear face coverings while in close proximity to others on campus. Employees are not required to wear face coverings when alone outside or while working alone in their assigned work location(s). Teachers will wear face coverings while teaching students, and bus drivers will wear face coverings when driving school buses. A face shield may be utilized in addition to a cloth face covering at the discretion of the employee. A face shield may be substituted for a cloth face coverings when instructionally necessary or in other circumstances in which it is not practicable to wear a cloth face covering. Sneeze guards have been installed at points of public interaction in office spaces and have been also provided in all classrooms and for individual staff members as appropriate. In compliance with CDPH guidelines, an exemption is available for an employee who has medically diagnosed difficulty breathing or who is unable to remove the face covering without assistance, in which case a face shield may be a suitable alternative.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

In accordance with the Stanislaus County Public Health Department's guidelines for schools, students will maintain a physical distance of at least three (3) feet from one another to the greatest extent practicable when on the school campus. In the classrooms, student desks will be arranged to face the same direction, with at least three (3) feet of distancing between students. When sitting, standing in line, walking, and playing outdoors, students will be taught to maintain at least an arm's length or more from other students. Students should avoid physical contact between themselves and others on campus. To the greatest extent practicable, employees will maintain at least three (3) feet of distance from students in the classroom and outdoors, and at least six (6) feet from other adults on campus. Employees will avoid physical contact between themselves and others on campus.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

Classroom buildings and office spaces are equipped with handwashing sinks, antibacterial soap, paper towels, and hand sanitizer dispensers. Exterior hand washing stations have been constructed in three locations on campus, for a total of twelve (12) additional hand washing sinks on campus, and these stations are equipped with antibacterial soap, paper towels, and trash receptacles. Touchless faucets have been installed throughout the campus, including the exterior hand washing stations. Students and staff will be taught to wash or sanitize their hands frequently throughout the day, and teachers will build

this practice into their daily classroom routines for students. Students will be required to wash their hands and/or use hand sanitizer prior to playing on a play structure. Students and staff will be taught to cough and/or sneeze into a bent elbow. Signage will be posted on campus reminding students and staff to implement proper hand washing and hygiene practices. Parents should teach their children to use healthy hand hygiene practices at home as well as at school, and students should wash their hands at home before leaving for school each day.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to minimize or avoid close contact and/or mixing of cohorts.

Hart-Ransom Elementary School

The elementary school campus will be open to students at 7:45 a.m. Students may not be dropped off by parents at the elementary school campus prior to 7:45 a.m. When students arrive at school in the morning, they will wear face coverings and maintain appropriate distancing from others. Students will proceed from the vehicle to the nearest entrance gate, where they will be given hand sanitizer and have their temperature taken. Upon entering the campus, students will proceed to their assigned grade-level zone on the playground while maintaining appropriate distancing from others. When the early bell rings at 8:07 a.m. the students will be excused from the playground zones one grade level at a time to line up outside their classrooms while maintaining appropriate physical distancing from others and wearing face coverings. All classrooms have doors that open to the outside. During junior high passing periods, students will wear face coverings and move from one classroom to the next in a prescribed singular direction while maintaining appropriate distancing from others and avoiding close contact with students from another grade level. When a class or a grade-level grouping of students walks together on campus, the students will be supervised by an employee and will maintain appropriate physical distancing of at least an arm's length from one another. A restroom use log will be utilized when a student leaves the classroom to visit the restroom. A maximum capacity for each student restroom will be specified and posted. If a restroom is full, students will wait in line outside with proper physical distancing. A student must wear a face covering, maintain physical distancing, and utilize proper hand hygiene when visiting the restroom. At dismissal, students will wear face coverings and maintain appropriate physical distancing of at least an arm's length from one another when exiting the classroom and walking to the location where they will be picked up by parents or ride the bus. When waiting for parent pick-up, students will stand in sibling groups, wear face coverings, and safely maximize distancing from other students. Students who do not ride the bus must be picked up by parents no later than 2:55 p.m. and may not remain on campus after school.

Hart-Ransom Academic Charter School

The charter school campus will be open to students fifteen minutes before an on-site enrichment class begins. Students may not be dropped off by parents at the charter school prior to the enrichment class. Prior to their arrival on campus, students will be expected to complete a self-screening questionnaire. The students will provide the completed questionnaire to the teacher, and they will wear face coverings and maintain appropriate distancing from others. Students will proceed from the vehicle to the entrance gate, where they will be given hand sanitizer and have their temperature taken using a touchless, infrared thermometer. When a class or a grade-level grouping of students walks together on campus, the students will be supervised by an employee and will maintain appropriate physical distancing of at least an arm's length from one another. A restroom use log will be utilized when a student leaves the classroom to visit the restroom. A maximum capacity for each student restroom will be specified and posted. If a restroom is full, students will need to wait outside with proper physical distancing. A student must wear a face covering, maintain physical distancing, and utilize proper hand hygiene when visiting the restroom. At dismissal, students will wear face coverings and maintain appropriate physical distancing of at least an arm's length from one another when exiting the classroom and walking to the location where they will be picked up by parents. When waiting for parent pick-up, students will stand in sibling groups, wear face coverings, and safely maximize distancing from other students.

School Bus Transportation: What procedures will be implemented on school buses to maximize distancing, masks, and hand hygiene, and to minimize contact between students who are not siblings.

Students will wear face coverings and maintain appropriate physical distancing while at the bus stop and when riding the school bus. Parents should remain with their children at the bus stop until their child has successfully boarded the school bus. When boarding the school bus in the morning, each student will use hand sanitizer and have their temperature checked by the bus driver using a contactless infrared thermometer. In the event that a student has an elevated temperature of 100.4° or higher, the student will not be allowed to board the bus and will be sent home with the parent. Students will load the bus from the back to the front, and will unload from the front to the back, staying at least one arm's length from each other when in line. To the greatest extent possible, students will be seated together with siblings and apart from other students, keeping an empty seat in between. To the extent practicable and reasonable, windows on the buses will be kept open. In accordance with the law, students will wear seatbelts on buses that are so equipped. In compliance with CDPH requirements, students who refuse to wear a face covering on a school bus will be excluded from the school bus.

Eagle's Nest and 2:00 Care

The Eagle's Nest after school program will not be operating at this time, due to the inability to maintain grade-level cohort grouping in the program. This determination may be reconsidered in the future as public health conditions in Stanislaus County improve. It is the District's desire and intent to be able to reopen the Eagle's Nest after school program when it is deemed safe to do so.

The 2:00 Care program will be in operation, and students will be kept in grade-level cohorts in separate areas for this program. The same health and safety protocols that are in effect on campus during the regular school day also apply to the 2:00 Care program.

Physical Education

Students will engage in physical education curricular activities on campus as directed by their teachers. During any physical education activity, students must be able to maintain six feet of social distancing, and need not wear face coverings. Balls or other equipment that may come into contact with student's hands or faces will not be shared between students unless thoroughly sanitized between uses.

Athletics

All athletic extracurricular activities will remain suspended until further notice. This determination may be reconsidered in the future as public health conditions in Stanislaus County improve and in accordance with guidance from public health officials.

Assemblies and Field Trips

Until further notice, no physical assemblies or field trips will take place. Virtual assemblies and field trips may be appropriate and acceptable.

Music

Band: Wind instruments may not be played on campus at this time. This restriction may be

reconsidered in the future as public health conditions in Stanislaus County improve. Percussion, stringed instruments, and other non-wind instruments may be played on campus. Shared instruments and equipment must be properly sanitized between uses. Online music tutoring via videoconference is allowable for all instruments.

Choir: Singing and similar choral music may not take place indoors. If practicable, singing may be done outdoors with physical distancing of six feet or more.

Classroom Music: Wind instruments may not be played, and singing may not take place in the classroom music program at this time. Percussion and other rhythm instruments may be played, and shared equipment must be properly sanitized between uses.

Volunteers and Visitors

Until further notice, there will be no volunteers or visitors on campus.

In the event that a person who is not an employee or a student has a legitimate and appropriate reason to be on campus, that person must obtain prior administrative authorization to be on the school campus for a specific purpose, in one or more specific location(s), and for a specific period of time. Prior to entering the school campus, the person must present photo identification, and will be screened and have their temperature taken, and will be disallowed if they pose a health threat to the students and/or staff on campus. While on campus, the person must follow all established health and safety procedures and guidelines, including six feet of physical distancing from others, face covering, and proper hand hygiene.

Distance Learning Requests

Parents or guardians of students with special circumstances may request that their child be allowed to continue in full time distance learning when the campus is reopened for in-person student attendance. A distance learning contract and request form is available at the school office. In order to be considered, a distance learning request for a student must be accompanied by a written medical recommendation for distance learning provided by a medical doctor, a physician's assistant, or a nurse practitioner. The distance learning request form is due at the school office by Tuesday, October 27, 2020 at 4:00 p.m. The required written medical recommendation for distance learning for the student must be received at the school office by Friday, October 30, 2020 at 4:00 p.m.

Distance learning after the school campus has been reopened will be a different experience in a variety of respects as compared to the distance learning that students have been experiencing since the beginning of this school year. While the school will do its best to provide an effective educational experience for students in distance learning moving forward, it must be understood that distance learning cannot be an equal replacement for on-campus instruction. It is the District's desire that all students be able to attend school on campus in order to have the most effective and beneficial educational experience.

Students who are approved to continue in full time distance learning will engage in a combination of scheduled synchronous real-time instruction and support, online learning resources, self-directed study, assignments, and assessments. If, during Trimester 1, a student has failed to attend synchronous real-time lessons as scheduled and/or failed to complete assignments and assessments as directed, or if the student has engaged in inappropriate behavior while participating in distance learning, that student's request for ongoing full-time distance learning may be denied.

Similarly, if a student is approved for full-time distance moving forward and subsequently fails to attend synchronous real-time lessons as scheduled and/or fails to complete assignments and assessments as directed, or if the student engages in inappropriate behavior while participating in distance learning, that student's approval for full-time distance learning may be revoked.

During the course of the school year, the parent or guardian of a student who is in full-time distance learning may request to move their child to the regular on-campus instructional program for the remainder of the school year. The school's decision regarding this request will be based on a variety of factors, including current public health data trends, programmatic dynamics in the school, the student's academic progress and attendance, and the student's behavioral patterns. Students will not be permitted to go back and forth between distance learning and in-person instruction.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Each student must be screened by a parent for COVID-19 symptoms and temperature at home each day before leaving for school. The student must stay home from school if the student has a fever of 100.4° or higher, or has an abnormal or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, abnormal fatigue or body aches, or sudden onset of unexplained gastrointestinal illness. When arriving at school, each student will be given hand sanitizer and have their temperature checked using a contactless infrared thermometer at the gate prior to entering the campus. Prior to the students entering the classrooms at the beginning of the day, each teacher will conduct a verbal screening of their students for COVID-19 symptoms and will check each student's temperature at the door using a contactless infrared thermometer.

Each employee will self-screen for COVID-19 symptoms and temperature at home each day before leaving for work. The employee must stay home from work if they have a fever of 100.4° or higher, or have an abnormal or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, abnormal fatigue or body aches, or sudden onset of unexplained gastrointestinal illness. When arriving on campus, the employee will conduct an additional self-screening for COVID-19 symptoms and take their own temperature using an infrared thermometer. The employee will daily certify in writing that they are free of symptoms or an elevated temperature of 100.4° or higher, and make a record of close contact with others during the course of the day on campus. ("Close contact" is herein defined as being within 6 feet of another person for more than 15 minutes.)

In the event that a student evidences symptoms that are consistent with COVID-19 and/or an elevated temperature of 100.4° or higher while at school, that student will be immediately moved to a designated isolation area and will maintain maximized physical distancing and face covering. School staff will communicate with the student's parent/guardian, and the parent/guardian or designee must pick up the child from school right away.

In the event that an employee evidences symptoms that are consistent with COVID-19 and/or an elevated temperature of 100.4° or higher while at school, that employee will immediately notify their direct supervisor and leave the school campus, maintaining maximized physical distancing and face covering in the process.

In the event of a non-COVID-19 illness, an employee or a student with symptoms of illness, a fever, and/or does not feel well should stay home in accordance with normal procedures.

Any and all communication to staff, students, and/or parents regarding the illness of an employee or a student (whether COVID-19 or otherwise) will come from administration.

Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections to the extent that this testing is required by the state.

The parent(s)/guardian(s) of a student who evidences symptoms that are consistent with COVID-19 and/or an elevated temperature of 100.4° or higher will be advised to promptly seek medical care for their child and to have their child tested for COVID-19. The parent(s)/guardian(s) will be directed to keep their child at home while waiting for test results and until the student is cleared to return to school.

An employee who evidences symptoms that are consistent with COVID-19 and/or an elevated temperature of 100.4° or higher will be advised to promptly seek medical care and to be tested for COVID-19. The employee will be directed to remain at home while waiting for test results.

To the extent that it is required by the state, all employees will be routinely tested for COVID-19 on a bi-monthly basis, and the test results will be provided to the district and kept on file. In the event that an employee tests positive, that employee will remain at home until cleared to return to school. Testing may be done by county-funded testing sites, employees' own health care providers, or other authorized sources of testing that become available. The district will not reimburse an employee for the cost of testing unless it has issued prior specific authorization for reimbursement to that employee for testing.

Return to School Following Illness

In accordance with guidance from the [CDC](#), an employee or a student who believes or knows (confirmed case) they had COVID-19 and had symptoms may return to school after:

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever (without fever-reducing medication) and
- Other symptoms of COVID-19 are improving
(*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*)

In accordance with guidance from the [CDC](#), an employee or a student who tested positive for COVID-19 but had, and continues to have no symptoms (and continues to have no symptoms) may return to school after:

- 10 days have passed since the date of the positive test

In the event of a non-COVID-19 illness, in accordance with normal procedures an employee or a student may return to school after:

- At least 24 hours with no fever (without fever-reducing medication) and
- At least 24 hours since starting antibiotics (if prescribed by a doctor)

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Designation of staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person to coordinate with the local health department regarding COVID-19.

In the event of a confirmed case of COVID-19 on campus, the Stanislaus County Public Health department will be notified immediately. The District will work with Stanislaus County Public Health using syndromic surveillance for COVID-19 case reporting and tracking. In coordination with Stanislaus County Public Health, the District will follow the CDPH guidelines for case investigation and contact tracing. (cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx)

The superintendent or designee will oversee the direct steps of a school site response to a confirmed case of the virus. The following will take place:

- High Risk: For high risk confirmed or presumed COVID-19 cases, the superintendent/designee and/or the principal/supervisor will:
 - Communicate with each other to determine who will be the primary contact.
 - Complete the questionnaire in COVID-19 Response Investigation Form with the employee or student. The questions asked are:
 - Date of COVID-19 test?
 - When did the symptoms begin?
 - Were you in close personal contact with anyone? If yes, was that person a co-worker, a student, or someone else?
 - During the 48-hours prior to the start of your symptoms, or date of COVID-19 test, where did you go on campus and what equipment did you use?
 - Have you been self-isolating?
 - Have you been practicing frequent hand-hygiene while on campus?
 - Have you been practicing physical distancing?
 - While on campus, with whom have you spent prolonged time within an indoor/enclosed area, with less than 6 feet of physical distancing?
 - Where, specifically, did these prolonged interactions occur?
 - When, specifically, did these prolonged interactions occur?
 - Use the completed questionnaire to determine the identities of individuals with whom the infected person may have come into close personal contact within 48 hours prior to the onset of symptoms or a positive COVID-19 test.
 - Use the completed questionnaire to identify the specific area(s), tools, equipment, vehicle, office space, keyboard, and/or workstation used by the employee or student. (This will include possible “high-touch” contact surfaces such as doorknobs, handles, desks, bathrooms, breakrooms, chairs, etc.)
 - Close off and/or isolate all affected areas, rooms, tools, equipment, etc.
 - Inform, or cause to be informed, the MOT director and the custodial staff to ensure that the affected areas are appropriately disinfected.
 - Notify and send home any employee(s) and/or student(s) who were in close personal contact with the infected person for a 14-day self-quarantine and communicate the following:
 - Before the employee/student returns to the campus, they must be symptom free for the 14-days since their last contact with the infected person. It is recommended that the employee/student be tested on day 5 or 6 from the first day of exposure, and again on day 14. This testing does not shorten the quarantine period.
 - Monitor closed-off area(s) to prevent further exposure and provide access for custodial staff for disinfection procedures, and resume normal operations when the disinfection process is complete.
- Medium Risk: For medium risk situations (i.e., employee(s) and/or student(s) who have had close personal contact with someone with a confirmed COVID-19 case or who have symptoms consistent with COVID-19), the superintendent/designee and/or the principal/supervisor will:
 - Communicate with each other to determine who will be the primary contact.
 - Complete the questionnaire in COVID-19 Response Investigation Form with the employee/student.
 - Use the completed questionnaire to identify individuals the employee/student may have come into CPC contact with during their workday/activities.
 - Use the completed questionnaire to determine the identities of individuals with whom

<p>the employee/student may have come into close personal contact during their recent daily activities.</p> <ul style="list-style-type: none"> ○ If the employee/student tests positive for COVID-19 and/or exhibits symptoms consistent with COVID-19, refer to the applicable high-risk procedures listed above.
<p>Exposure to COVID-19 at Home: What happens if a student or an employee is exposed to a positive case of COVID-19 in their home?</p>
<p>In the event that a student or an employee has a household member that tests positive for COVID-19, the student or employee will be required to quarantine at home for 14 days before returning to the school campus.</p>
<p>Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.</p>
<p>In coordination with the Stanislaus County Public Health Officer, the District will use the school and/or district website, email, text messaging, and phone messaging to immediately communicate to affected persons regarding potential virus exposures. Such communication will be consistent with legal counsel guidance, as will comply with the requirements of the Family Educational Rights and Privacy Act (FERPA), 34 CFR § 99.3, and the Health Insurance Portability and Accountability Act (HIPAA).</p>
<p>Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.</p>
<p>In consultation with the Stanislaus County Public Health department, the District will follow current guidance from public health regarding when to close one or more individual classrooms, certain grade level(s), an entire school, and/or the entire district to on-campus instruction, and to temporarily transition to distance learning for the affected groups.</p>
<p>Staff Training and Family Education: How staff will be trained, and families will be educated, on the application and enforcement of the plan.</p>
<p>Employees will be trained in the application and enforcement of this plan through staff meetings, training sessions, meetings with administrators and supervisors, and emails, as well as other electronic means of communication. Families will be educated regarding this plan through newsletters, emails, text messages, phone messages, and website postings. Students will be taught about this plan by the teachers and administrators using lessons, videos, written materials, and posted signs on campus.</p>
<p>Updates and Modifications to the Reopening Plan</p>
<p>A changing environment can warrant changes to a plan. As local public health conditions and other factors progress, the elements of this plan will be reevaluated and updated or modified as appropriate.</p>

HART-RANSOM UNION SCHOOL DISTRICT

COVID-19 PREVENTION PLAN

As mandated by: CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

Hart-Ransom Union School District COVID-19 Prevention Program (CPP)

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Hart-Ransom Union School District COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

Authority and Responsibility

The Superintendent has the overall authority and responsibility for implementing the provisions of this CPP at the school district. In addition, all Principals, managers, and supervisors are responsible for implementing and maintaining the CPP at the school sites and for ensuring employees receive answers to questions about the COVID-19 Prevention Program.

The Superintendent has designated a CPP Officer for the specific implementation of the elements of this plan. The CPP Officer for the school district is:

Matthew Shipley, Superintendent (or designee)
mshipley@hartransom.org
(209) 523-9996

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

The school district will implement the following identification and evaluation strategies:

- 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, a school district facility
- 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 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 COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or Principal at the school site. In addition, school district administration may also be contacted at the District Office.

Employee Screening

- Each day each employee must complete a written wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
- Employees will be required to check their own temperature each and every day prior to coming to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever.**
- Daily assessment forms provided by the District will be utilized.

The school district will maintain these confidential documents for one (1) year.

Correction of COVID-19 Hazards

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

- The severity of the hazard will be assessed. Appropriate work orders, procedures, or other mitigation strategies will be implemented within three (3) working days.

Hart-Ransom Union School District COVID-19 Prevention Program (CPP)

- The CPP Officer, designated by the Superintendent is responsible for timely correction.
- Follow-up measures will be taken to determine if the mitigation strategies have been effective.

Control of COVID-19 Hazards

Physical Distancing

Where possible, the school district will ensure at least six feet of physical distancing at all times between employees:

- All the school district employees, sub-contractors, vendors or anybody else making contact at any school district site are required to be checked in daily with the school district representative (manager or designee).
- **The school district requires a minimum of 6' of physical distancing at all times between all employees.**
- Provide single point of entrance to the site. Always maintain 6 ft minimum physical distancing between employees.
- Conduct a daily health assessment.
- Any individual that appears to be unwell will NOT be granted access to the site or allowed to start work.
- Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for the school district, subcontractors, designers, consultants, etc.)
- Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms
- Hand Sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Signage will be posted throughout District buildings and work areas to raise awareness.
- Minimize the number of employees working within a certain area of a (6' of physical distance to be maintained between employees at all times).
- Use of daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
- Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
- Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
- Use of shift-work to minimize the number of employees working within certain areas.
- Stagger break and lunch time to avoid employees from gathering in one location.
- As possible, only perform critical/essential activities.
- No gatherings of employee of more than 10 people, including: breaks, lunch, and meetings. If more than ten employees are involved in a meeting, procedures must be followed to minimize contact.
 - Seats placed at least 6' apart in all directions.
 - Handwipes be provided
 - Each employee will be assigned a place to sit.
 - Handwashing will be encouraged and sanitizer will be provided.
 - Gloves will be available.
 - Masks or faces shields be provided and will be required while inside the building.
- Meetings are encouraged to be call-in/video conference. Any meeting or training session attended by employees must provide for physical distancing of 6'.
- Minimize number of employees at a work location based on the size of the work location. No more than five (5) people per 1000 square feet inside a building.
- Encourage employees not to carpool unless they are members of the same household.
- No physical greetings such as a handshake or hug.

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Employees will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

Each site will provide clean, undamaged face coverings as needed 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. Employees may provide their own face coverings or use the disposable face coverings provided.

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

- When an employee is alone in an office or workspace.
- 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering Controls

The following measures will be implemented for situations where the school district cannot maintain at least six feet between employees:

- The use of partitions or barriers in classrooms and offices.

To the extent feasible, the school district will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- For indoor locations, the school district will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
- For buildings with mechanical or natural ventilation, or both, the school district will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- The HVAC system will be properly maintained and adjusted by the school district maintenance staff and HVAC Technician(s).
- Suitable filters will be utilized to insure adequate air filtration.
- Employees are encouraged to open windows or doors with outside conditions are favorable.

Cleaning and Disinfecting

The following cleaning and disinfection measures for frequently touched surfaces will be implemented:

- The MOT Director will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly.

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- The MOT Director will direct the custodians in the frequency and scope of cleaning and disinfection.

When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented:

PPE will be worn by employees performing disinfection tasks.

- Disposable gloves (E.g., Latex or Nitrile)
- Mask (E.g., disposable face mask)
- Eye covering (E.g., safety glasses, safety goggles, face shield)

Procedures

- Clean the surface first, and then disinfect.
- Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
- Apply the district-approved disinfection product. The employees should review the SDS for the chemical to be used and follow all label directions.
- The surface must stay wet with for 10 minutes, or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or, label listed dwell time), reapply.
- Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.

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 should also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between uses by the affected employee with the District-approved disinfecting product.
- 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

- To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees must wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.

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

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed.

The school district will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators. A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training.

Hart-Ransom Union School District COVID-19 Prevention Program (CPP)

The school district will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases**.

Response to a COVID-19 case in the workplace:

The District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Provide employees who had potential COVID-19 exposure in the workplace with information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include any benefits available under workers' compensation law, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
6. All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

System for Communicating

The school district goal is to ensure that effective two-way communication with employees, is performed and includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to their Supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- school district procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Employees may get tested when they have symptoms to reduce the likelihood of bringing the virus to work, and employees may access COVID-19 voluntary testing available through health plans or local testing centers.
- In the event testing is required to be provided because of a workplace exposure or outbreak, the school district will communicate the plan for obtaining testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and the school district's COVID-19 policies and procedures.

Hart-Ransom Union School District COVID-19 Prevention Program (CPP)

Training and Instruction

The school district will provide effective training and instruction that includes:

- 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 and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel beyond physical distancing, 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.
- Training will be documented by a completed Training Verification Form provided during the training. Alternatively, a training log may be utilized.

Exclusion of COVID-19 Cases

When a COVID-19 case is identified in the workplace, the school 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 14 days after the last known contact with a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the district has determined that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

The school district's CPP Officer will:

- Report information about COVID-19 cases 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 the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program (CPP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form 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.

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

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms shall not return to work until:

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

COVID-19 cases who tested 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.

A negative COVID-19 test shall not be required for an employee to return to work.

If an order to isolate or quarantine is issued to an employee by a local or state health official:

The employee shall 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 shall be:

- 10 days from the time the order to isolate was effective, or
- 14 days from the time the order to quarantine was effective.

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

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, break or eating areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including district employees, employees of other entities, members of the public, students, parents, and independent contractors. The district will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing assigned 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

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

Appendix B: COVID-19 Inspections

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Date: _____

Name of person conducting the inspection: _____

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

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 information regarding COVID-19 testing or related medical services will be handled 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 to any person within or outside the workplace without the employee's express written consent, 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 the employee (or non-employee) tested for COVID-19?		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 test result:	
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:		
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:	

Hart-Ransom Union School District
COVID-19 Prevention Program (CPP)

Appendix D: COVID-19 Training Roster

Date: _____ Name of person conducting the training: _____

Employee Name	Signature

Hart-Ransom Union School District COVID-19 Prevention Program (CPP)

Multiple COVID-19 Infections and COVID-19 Outbreaks

If a school site or school district workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 Testing

- All employees in the exposed workplace will be tested for COVID-19, except for employees who were not present during the period of an outbreak (as identified by a local health department) or the relevant 14-day period.
- COVID-19 testing consists of the following:
 - All employees in the exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, employees who remain at the workplace will be tested at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
 - Additional testing will be conducted when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 Cases

The school district will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant and applicable local health officer orders.

Investigation of Workplace COVID-19 Illness

The school district will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Investigation, Review and Hazard Correction

In addition to the CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the school district will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices.
 - COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The following will be considered:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.

Hart-Ransom Union School District COVID-19 Prevention Program (CPP)

Notifications to the Local Health Department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, the CCP Officer will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The CPP Officer will provide 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 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 CPP Officer will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Hart-Ransom Union School District COVID-19 Prevention Program (CPP)

Major COVID-19 Outbreak

If a school site or school district workplace experiences 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 Testing

All employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace will be tested twice a week for COVID-19, or more frequently if recommended by the local health department.

Exclusion of COVID-19 Cases

The school district will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant and applicable local health department orders.

Investigation of Workplace COVID-19 Illnesses

The school district will comply with the requirements of the CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Hazard Correction

In addition to the requirements of the CPP Correction of COVID-19 Hazards, the school district will take the following actions:

- In buildings or structures with mechanical ventilation, the school district will filter recirculated air using filters with the highest compatible filtering efficiency reasonably available. The school district will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- The school district will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- The school district will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the Local Health Department

The school district will comply with the requirements of any Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the local health department.