

**Savanna School District  
COVID-19 Prevention Program  
January 19, 2021**

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. The protocols outlined in this CPP are intended to supplement existing District policies and procedures, applicable collective bargaining agreements and memoranda of understanding with exclusive bargaining representatives, and relevant requirements imposed by state and local health agencies. It is applicable during the current COVID-19 public health emergency.

**I. Authority and Responsibility**

- A. The Superintendent or designee has overall authority and responsibility for implementing the provisions of this CPP. In addition, all supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and responding to questions by employees about the CPP.
- B. All employees are responsible for using safe work practices, following all directives, policies and procedures, applicable collective bargaining agreements and memoranda of understanding with exclusive bargaining representatives, and assisting in maintaining a safe work environment.

**II. Identification and Evaluation of COVID-19 Hazards**

**A. Workplace Hazards**

The following will be implemented in the workplace as needed to address potential COVID-19 hazards in accordance with applicable collective bargaining agreements and memoranda of understanding with exclusive bargaining representatives:

- 1. Assessment of workplace-specific exposure to persons at, or who may enter, the District sites.
- 2. Evaluation of existing COVID-19 prevention controls and the need for different or additional controls.
- 3. Implementation of periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with current COVID-19 orders and directives from the California Department of Health, Cal/OSHA, and local health departments.
- 4. Employees and their authorized representatives are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area and assist in the evaluation of such hazards as appropriate. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site. Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication. The District will pursue readily understandable health and safety communications for all affected employees.

**B. Employee Self-Screening**

- 1. The District shall ensure all students, employees, and visitors are checked for symptoms daily prior to entering school, including temperature checks via no touch thermometers. Visitors without facial coverings shall be denied entry. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation room on site pending travel home.

All persons entering District facilities will be screened for COVID-19 symptoms and risk factors including the following questions:

- (a) In the last 24 hours have you had a temperature of 100.4 or higher?
  - (b) In the past 14 days have you come into close contact (less than 6 feet for more than 15 minutes) with someone diagnosed with or presumed to have COVID-19?
  - (c) Do you currently have (or, in the last 24 hours, have you had) any of the following symptoms?
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Fatigue
    - Muscle or body aches
    - Congestion or runny nose (not due to allergies)
    - Sore throat
    - Headache
    - New loss of taste or smell
    - Nausea
    - Vomiting (unrelated to anxiety or eating, unidentified cause)
    - Diarrhea
2. If your response is yes to any of the above questions, do not report to work and immediately contact your direct supervisor and the Executive Assistant to the Superintendent. Employees must also promptly disclose positive COVID-19 test results.
  3. If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus during the work day, the employee is required to:
    - (a) Immediately report the symptoms to your direct supervisor and the Executive Assistant to the Superintendent.
    - (b) You will be directed to leave work immediately.
    - (c) Avoid close contact with other employees while at and when leaving the workplace.
  4. Employees must cooperate with the District 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 the District identify employees who may have been exposed and quarantine them so there is no further workplace exposure.

### **III. Control of COVID-19 Hazards**

The District will implement reasonable guidelines to mitigate employee exposure to the coronavirus in the workplace as follows:

#### **A. Physical Distancing**

1. Ensuring where feasible at least six feet of physical distancing at all times in our workplace by:
  - (a) Reducing the number of persons in an area at one time, including visitors.
  - (b) Visual cues such as signs and floor markings to indicate distancing.
  - (c) Break areas where employees can socially distance.
  - (d) Plexiglass partition between office spaces.

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

**B. Face Coverings**

1. The District shall provide and require the use of facial coverings (“masks”) for students (grades 3-6) and staff. Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear a face shield. A facial covering must be worn when the face shield is removed. Facial coverings will be encouraged but not be required for children age two and under (with social distancing practice in place).
2. N95 respirators shall be provided to staff members upon request for use while on campus.
3. The District shall ensure staff members are provided with extra masks for students without masks. Each school site shall work collaboratively with staff to develop a protocol for handling student defiance regarding the mask policy.

**C. Engineering Controls**

1. Public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air.
2. The District shall ensure that all HVAC systems will operate consistent with CDPH guidelines including the use of MERV-13 filters.
3. District shall ensure MERV-13 air filters are changed quarterly.
4. If an individual tests positive for COVID-19, the District shall change the HVAC filter in each identifiable location the tested individual occupied for more than 15 minutes, and comply with the OCHCA related protocols.

**D. Cleaning and Disinfecting**

1. The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by the CDPH COVID Industry regulations. A green posting on the outside of classrooms indicating that daily cleaning and disinfecting procedures have been completed will be used. In the rare event a classroom cleaning has not been verified via the green posting, the staff member will notify the site administrator and may hold class in a designated outdoor space until the cleaning has been completed. A list of cleaning guidelines based on CDPH guidelines shall be made available at each site.

Disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and follows the manufacturer’s instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, and contact time).

2. Implementing the following procedures should a COVID-19 case occur in the workplace:
  - (a) Temporarily closing the general area where the infected employee or guest worked or visited until cleaning has been completed.
  - (b) Utilizing an electrostatic magnetic sprayer in all areas where the infected person may have been and closing the area for 24 hours afterward.
  - (c) Conducting deep cleaning of the entire general area where the infected employee

worked and may have been, including break rooms, restrooms, and travel areas, as well as any materials and equipment used during the high-risk exposure, with a cleaning agent approved for use by the EPA against the coronavirus.

- (d) Ensuring that custodial personnel cleaning the area are equipped with proper personal protective equipment for COVID-19 disinfection.

**E. Shared Tools, Equipment and Personal Protective Equipment (PPE)**

1. Limiting, to the extent reasonable, the sharing of tools, equipment, and personal protective equipment (PPE) as follows:
  - (a) Where there must be sharing, the items will be disinfected between uses by District employees who have been trained to use a disinfectant and proper PPE.
  - (b) PPE must not be shared, e.g., gloves, goggles, and face shields. In addition, to the extent reasonably possible, items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools will not be shared unless disinfected between users.
  - (c) Sharing of vehicles will be minimized to the extent feasible, and high-touch points such as steering wheel, door handles, seatbelt buckles, armrests, shifter, etc. will be disinfected between users.

**F. Hand Sanitizing**

1. The District shall provide hand sanitizer complying with CDPH guidelines in every classroom and common workspaces including the front office, staff lounge and work rooms. All individuals shall be required to wash hands or use hand sanitizer upon entering district sites and every time a classroom is entered. Every room with a sink shall have soap and paper towels. Disposable, non-latex gloves will be available to employees upon request. Portable sinks or handwashing stations with soap/sanitizer and paper towels will be available to employees in close proximity to their workspaces or classrooms without sinks, upon request.

**G. Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19**

Evaluating the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. This will include respiratory protection determined to be appropriate in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained, as well as eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

**IV. Investigating and Responding to COVID-19 Cases**

**A. Investigation Procedures**

1. The District will implement effective procedures to investigate COVID-19 cases in the workplace, including procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
2. Where there has been a COVID-19 case at a District worksite, and in the event there is a COVID-19 outbreak and/or a major outbreak, the District will take the following actions:
  - (a) 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.

- (b) 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.
- (c) 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 all employees who may have had COVID-19 exposure and their authorized representatives, and independent contractors and other employers present at the workplace during the high-risk exposure period.
- (d) Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits.
- (e) Upon returning to in-person learning with students, all employees will be tested for COVID-19.

#### **B. Confidentiality of Investigation**

- 1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the District will be provided 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.
- 2. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, 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.

#### **V. System for Communicating**

- A. The District will implement a communication system with employees on matters relating to COVID-19 mitigation and response to ensure employees' safety in the workplace. This will include a clear and concise exchange of information between the District and employees by providing a single point of contact for supervisors.
- B. District employees will be encouraged to freely communicate with their supervisors concerning COVID-19 symptoms, possible COVID-19 exposures, possible COVID-19 workplace concerns and hazards, and suggestions for correction of potential hazards without fear of reprisal.
- C. District employees will be asked to report to their immediate supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace without fear of reprisal.
- D. Supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Executive Assistant to the Superintendent who will triage the report and notify essential personnel for an appropriate response.
- E. Employees with a disability, medical or other condition that places them at increased risk of

severe COVID-19 illness and an accommodation is needed, will be encouraged to report it to their supervisor without fear of reprisal. The District will engage in the interactive process by evaluating the request and determining, with input from the employee and their health care provider, whether the employee can be accommodated and what reasonable accommodations will be offered.

F. The District will provide COVID-19 testing to potentially exposed employees.

## **VI. Training and Instruction**

A. The District will offer training and instruction that includes:

1. Providing information on policies and procedures, and memoranda of understanding with appropriate exclusive bargaining representatives on COVID-19 hazards impacting employees.
2. Providing information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws, and memoranda of understanding between the District and appropriate exclusive bargaining representatives.
3. Providing information concerning the contagious nature of COVID-19 including:
  - (a) COVID-19 is an infectious disease that can be spread through the air.
  - (b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - (c) An infectious person may have no symptoms.

## **VII. Exclusion of COVID-19 Cases**

A. Where there is a COVID-19 case at a District site, the District will limit transmission by:

1. Ensuring that COVID-19 cases are excluded from the workplace until all return-to-work requirements are met.
2. Excluding employees with COVID-19 exposure from the workplace based on the most recent CDPH guidelines.
3. Continuing and maintaining an employee's right to utilize available leaves, seniority, and all other employee rights and benefits. This will be accomplished by individual conversations with employees who have been exposed in the workplace to discuss leave options covered by the district. This conversation will determine all leave options to support employees during exclusion due to COVID-19. Excluded employee may not be entitled to continued earnings, rights, and benefits, if the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission. Employees may be required to use available sick leave when excluded from the workplace due to COVID-19.
4. Providing employees at the time of exclusion with information on available benefits.

## **VIII. Reporting, Recordkeeping, and Access**

A. The District will implement reporting and recordkeeping procedures as follows:

1. Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
2. Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

3. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
4. Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

**IX. Return-to-Work Criteria**

- A. The District will apply the following return-to-work criteria:
1. Employees with COVID-19 symptoms will not return to work until all the following have occurred:
    - (a) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - (b) COVID-19 symptoms have improved.
    - (c) At least 10 days have passed since COVID-19 symptoms first appeared.
  2. Employees who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  3. A negative COVID-19 test will not be required for an employee to return to work.
  4. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

**X. Multiple COVID-19 Infections and COVID-19 Outbreaks**

- A. The District will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak. The District shall close a classroom for 14 calendar days when 5% percent of the students/teachers in a classroom tests positive for COVID-19 within a 14 day period in accordance with the most current CDPH guidelines. The District shall close a classroom for 14 calendar days when 5% percent of the students/teachers in a classroom test positive for COVID-19 within a 14 day period in accordance with the most current CDPH guidelines.
- B. All staff members who have been exposed to COVID-19 will be offered and/or required to test based upon the recommendation of the District's Registered Nurse. The District will provide testing at no charge and will follow all relevant privacy rights.
- C. 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.
1. In the event there is a COVID-19 outbreak, all employees at the exposed workplace shall be tested and then tested again one week later. After the first two COVID-19 tests, the District will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department.
  2. In the event there is a major COVID-19 outbreak, the District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
- D. The District will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above.

- E. The District will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with “Identification, Evaluation, and Correction of COVID-19 Hazards” and “Investigation and Responding to COVID-19 Cases.”
- F. The District will perform a review of its COVID-19 policies, procedures, and controls and implement changes and corrections where needed. This review will be updated every 30 days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards. The investigation and review will be documented and include review of:
  - 1. Leave policies and practices to insure employees are encouraged to remain home when sick;
  - 2. COVID-19 testing process;
  - 3. Sufficiency of outdoor air circulation and air filtration;
  - 4. Sufficiency of physical distancing, face coverings or use of other PPE;
  - 5. The need to move indoor tasks outdoors or having them performed remotely.
- G. In the event of a major outbreak, review will include:
  - 1. The mechanical ventilation, including the use of Minimum Efficiency Reporting Value (MERV) 13 filters.
  - 2. The need for additional respiratory protection.
  - 3. Whether to halt some or all operations until the COVID-19 hazard has been corrected.
  - 4. Implement any other control measures as required by Cal/OSHA.



**ATTACHMENT A**  
**EMPLOYEE HAZARD IDENTIFICATION AND**  
**SAFETY RECOMMENDATION FORM**

**SAVANNA SCHOOL DISTRICT  
EMPLOYEE HAZARD IDENTIFICATION AND SAFETY RECOMMENDATION FORM**

LOCATION:	DEPT:
SUPERVISOR:	DATE:

***IDENTIFICATION OF SAFETY OR HEALTH HAZARD***


**SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD**


**DO NOT WRITE BELOW THIS LINE**

Date complaint was investigated:
Investigated by:
Action taken:
Date Action was reported to the employee:
Comments: