CPP: COVID-19 Prevention Program (included in MUSD’s IIPP (Injury Illness Prevention Plan))

What is Coronavirus Disease (COVID-19)

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 Novel CoronaVirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper respiratory tract illnesses. COVID-19 is a new disease, caused by a Novel (or new) Corona Virus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization’s (WHO) best practice for naming of new human infectious diseases.

How Does the Virus Spread (COVID-19)?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainability in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.

All of the required elements within your CPP can be referenced in the following CCR, Title 8 sections:

- 3205, COVID-19 Prevention
- 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
- 3205.2, Major COVID-19 Outbreaks
- 3205.3, Prevention in Employer-Provided Housing
- 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work

The additional guidance materials available at the following links.

- www.dir.ca.gov/dosh/coronavirus/
- https://www.sccsig.org/
- https://www.keenan.com/COVID-19
- http://ascip.org/covid-19/
- https://www.sccgov.org/sites/covid19/Pages/home.aspx
- https://www.sccoe.org/reopening-schools/Pages/default.aspx
COVID-19 Prevention Program (CPP) for Milpitas Unified School District (MUSD).

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

Date: 1/8/2021

Milpitas Unified School District is fully committed to the health and safety of our employees and making sure the workplace is free of any recognizable hazards. As an employer, we are committed to mitigating the spread of the novel coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus at the worksite. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Program (“Program”) to be implemented throughout the Company and at all of our worksites. We have also identified a team of employees to monitor this pandemic and provide updates as necessary. Training will be disseminated by our team of managers and supervisors.

It is the intent of this district to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce exposure to COVID-19. No employee is required to work at a job the employee knows is not safe or healthful. Our cooperation in detecting hazards and, in turn, controlling them, is a condition of each person’s employment. Employees must inform their supervisor immediately of any situation beyond their ability or authority to correct.

This Program is based on currently available information from Cal/OSHA and the Centers for Disease Control available at the time of its development and is subject to change based on further information provided by these agencies, and other State and local public health officials. MUSD may also amend this Program based on operational needs.

Designation of Authority and Responsibility

Cheryl Jordan, Superintendent, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. This Program will be administered by Milton Quezada, Supervisor of Maintenance, Operations, and Transportation and District Safety Officer who is designated with responsibility for implementation. Each worksite has a site safety officer, and this individual will work with Milton Quezada to ensure the CPP’s implementation.

Address: 1585 Roger St. Milpitas, CA 95035
Telephone: (408) 635-2888 ext. 6501 Email: mquezada@musd.org

Managers and Supervisors

All managers and supervisors are responsible for communication about COVID-19 exposure and protections, implementing and maintaining the CPP in their assigned work areas, and for ensuring employees receive answers to questions about the program in a language they understand. Managers and supervisors must always set a good example by following this Program at all times. This involves wearing an appropriate face covering while at work, practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must ensure the Program is being enforced and observed by all employees.

Employee Responsibilities and Expectations

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our workplace. We are asking our workers to help with our prevention efforts while at work. Specific questions about this Program or COVID-19 should be directed to Milton Quezada.

In addition to those set forth in this Program, employees must adhere to the following expectations:

- Stay at home when sick and avoid close contact with others.
- Do not come to work if any member of one’s household is sick.
• Refrain from shaking hands, hugging, or touching others.
• Wear appropriate face coverings in the workplace, unless an exception to this requirement applies.
• Clean surfaces before and after use in common areas, and when using shared equipment.
• Avoid touching mouth, nose, and eyes.
• Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
• Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
• Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover the mouth with shoulder or elbow and then wash hands.
• Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
• Keep a minimum distance of 6 feet from others when possible.
• Follow all CDC, State, and local health department guidelines on use, removal, cleaning, and disinfection of face coverings.
• Follow all CDC, State, and local health department guidelines applicable to the Milpitas Unified School District.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

• Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards Form, which is Google Form for easy access.
• Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
• Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
• Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
• 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 our COVID-19 policies and procedures.
• In November of 2020, the MOT staff began COVID-19 safety inspections to assist the sites with guidance in having the needed safety measures. Each site leader was left with a list of things to accomplish. MOT staff continues to do ongoing safety monitoring inspections.
Employee Participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

If employees or their representatives identify or would like to evaluate a COVID-19 hazard, they should communicate it directly to their supervisor. If the supervisor is unavailable, then the employee should send the supervisor an email. Additionally, a COVID-19 hazard can be communicated by visiting this link. Employees can participate in evaluating COVID-19 hazards by participating in communication forums on COVID-19 safety measures, sharing ideas and concerns in staff and department meetings, and directly communicating with their supervisors.

Employee Screening

We screen our employees by having employees complete a health screening prior to work based on the CDPH guidelines. MUSD staff use the Parent Square portal and substitute employees and visitors use a Google Form to capture the screened information using a QR code.

Correction of COVID-19 Hazards

- Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:
  - Once a hazard has been reported to the District appropriate department/site will investigate the matter as soon as possible.
  - The severity of the hazard will be assessed and correction time frames assigned, depending on the condition it will be addressed by the necessary department/site within 24 hours.
  - MOT staff will handle physical hazards, and site/department administration will handle hazards created by employee or visitor behavior.
  - Follow-up measures are taken to ensure timely correction by using the Appendix B: COVID-19 Inspections Form.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- School district staff members are essential employees because of the range of operations and services that are essential to the infrastructure of California and the United States. The district in agreement with the associations has encouraged employees to work remotely, if the work can be completed remotely, during heightened periods of COVID-19 cases in the County. Teaching staff are encouraged to use their classroom spaces as teaching studios, while engaging in distant teaching and learning. For those who are working at a district location, they are required to practice physical distancing. To decrease the amount of individuals in a work space, common schedules are created to limit the number of district staff in a work location. Plexiglass dividers were provided in office areas, and for student desks. Based on January 14, 2021, County orders, eating indoors in staff or break rooms is prohibited. Additionally, staff members should not congregate in groups indoors.

- To reduce the number of persons in an area at one time, including visitors, staff are expected to social distance at all times and limit the number of visitors in a building at one time. Reduced occupancy signs are posted to show the number of individuals that are allowed in a workspace.
● Visual cues such as signs and floor markings are displayed to indicate the flow of traffic in all common areas at the district office and school site.

● Student and staff arrival, departure, and break time varies and are encouraged to be staggered.

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

Face Coverings

We provide clean, undamaged face coverings 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. All employees are provided two cloth face coverings. Replacement face coverings, including surgical masks that may be provided at a later date by the Governor of California, are located in all district offices and additional supplies can be ordered from our warehouse by contacting our purchaser, Kelly Ng. If an employee is not wearing a mask, employees are expected to be upstanders and immediately remind the employee to put on the mask. Additionally, the employee not wearing the mask should be reported to the nearest supervisor for additional action. The district will supply staff who come into routine contact with others, CDPH recommended use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.

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

● When an employee is alone in a room.

● Eating and drinking at the workplace should be done in an outside area with at least six feet apart between individuals. As of January 14, 2021, indoor eating and drinking is currently prohibited.

● 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 with a drape 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

We implement the following measures for situations where we cannot maintain at least six feet between individuals: install solid partitions on desks or tables.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

District heating, ventilation and air conditioning are controlled through the energy management system (EMS). If the need arises the units can be remotely controlled and adjusted to reduce the amount of outside air coming into the work space. This is monitored and accomplished through MUSD HVAC technicians. All ventilation systems have been inspected, MERV 13 filters, which are the highest rating, have been installed, air exchanges have been increased per standards recommended by the Centers for Disease Control, and for
the few rooms that do not have updated ventilation systems, portable air circulators have been purchased for those times when the windows may not be opened.

Cleaning

We implement the following cleaning measures for frequently touched surfaces:

- Based on Jan. 14, 2021, California Public Health Guidance for K-12 Schools, there is a de-emphasis on frequent disinfection. Frequent disinfection was thought, at the beginning of the pandemic to be a key safety component, but it has proven to have limited to no impact on COVID-19 transmission and can pose a health risk to children and students due to the chemicals used.

  o Follow these guidelines to determine whether to disinfect and/or to clean:

    ▪ **When to disinfect**: If a case has been identified, disinfect the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator).

    ▪ **When to clean**: Staff should clean frequently-touched surfaces at school and on school buses daily.

    ▪ Buses should be thoroughly cleaned daily and after transporting anyone w/ COVID-19 symptoms.

    ▪ If used, outdoor playgrounds/natural play areas only need routine maintenance. Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between cohorts.

  o Employees and authorized employee representatives can view the published schedule of custodial cleaning available in the location’s office. Custodians adhere to the regular preventive cleaning protocols for occupied areas.

  o (At sites with more than one custodian) Custodians will increase the frequency of cleaning and only disinfect when necessary, high-touch shared surfaces: all in use restrooms, hallways, break rooms, handrails, floors, shared tables/counters, light switches, serving lines, lobby areas, doors and door knob/panic hardware.

    ▪ Custodians have an enhanced cleaning schedule of school restrooms with these **Rest (Easy) Room Protocols**. Custodians will sign the Rest Easy Room Protocol log sheet that will be posted in all MUSD restrooms, logging each of the cleaning measures conducted throughout the day and including, if needed, the use of our new Clorox Total 360 sprayers for disinfecting.

      - The electrostatic sprayer charges chemicals that coat all surfaces and disinfects in a matter of seconds. Here is the sample video modeling how to disinfect using the sprayer. In addition, custodians will clean sinks, handrails, toilet seats, dispensers, and partitions/walls as well as make sure the ceiling fan is functional.

  o Cleaning these areas multiple times per day will help remove bacteria/viruses, This has become the new focus and priority number one for all MUSD Custodians.
Custodians will attempt to clean common areas as much as possible, **But student use areas will always be priority number one.** (Custodians will be also responsible for ensuring restrooms have at least 1 hand washing reminder posters inside the restroom and 1 outside of the door. Other duties/responsibilities may be reprioritized)

Custodians have been assigned personalized PPE. (Heavy-duty reusable face shield, Chemical eye protection, Thick Chemical resistant gloves, A N-95 or greater reusable respirator mask)

Protective equipment for custodians will always be readily available and supplied to employees through MUSD Stores Warehouse and Custodial Supervisor at all times and is highly encouraged to wear during cleaning tasks, (Disposable Gowns, Gloves, Eye goggles, face shields, Face Masks/Respirators).

**Cleaning and/or Disinfection:**

- **Hard surfaces** (Such as walls, doors, knobs, floors, chairs, tables etc.)
  - Cleaning target surfaces will take place as often as possible if surfaces seem dirty visually or to touch. They will be cleaned using “Envirox 117 H2Orange” or “Simple Green” (at the discretion of Custodian on duty)
  - **ONLY if NEEDED:** Custodians will proceed to mist spray targets with one of two District/EPA approved disinfectants approved for use against COVID-19 (Buckeye Terminator(U.S. E.P.A. Reg. No. 6836-75-559) Or (Clorox Total 360 Disinfectant EPA Reg. No. 67619-38) And let air dry. (Method of application will depend on situation, For example: Clorox 360 Machine cannot be used while a room is occupied.)

- **Soft surfaces** (such as carpeted floor, rugs, fabrics, entrance mats etc.)
  - Custodians will pre-clean and remove any solid/liquid contamination (if present) by means of absorbent powder to pick up contents. Custodians will follow up with cleaning of the area by the means of a spot carpet machine to clean carpet. The chemical utilized will be “Envirox 117 H2Orange”
  - **ONLY if NEEDED:** Custodians will follow up with sanitization of soft surfaces by the means of a Clorox 360 Machine when time allows. (There are currently no “approved disinfectants” for carpet flooring. The manufacture approves the clorox total 360 System for soft surface “Sanitization”)

**Should we have a COVID-19 case in our workplace, we will implement the following procedures:**

- **Cleaning and disinfection of a confirmed case of COVID-19 (Revised 01/12/2021)**
  - Administration/COVID-19 Designee will notify M.O.T immediately, so coordination and equipment can be mobilized to specific site. Provide as much detail of affected areas as possible. (Local health officials must be notified per law. Parents should be notified as soon possible as well per guidelines.)
  - Buildings and/or specific rooms and areas where a COVID-19 positive case was confirmed shall be evacuated and quarantined. Disinfection cannot be completed until
this step has taken place. (CDC recommends waiting 24 hours before disinfecting an infected area when feasible.) Edgar Duenas will determine the time frame of the cleaning for each case.

- Depending on the areas affected, a small team of Custodians will be equipped with several Clorox 360 electrostatic cleaner’s and will proceed to disinfect all affected areas/buildings that are suspected to be contaminated. (A conservative approach will be taken. Target rooms/buildings will be disinfected completely from top to bottom.)

- After that has taken place, there will be a visual inspection of all treated areas and, if deemed necessary, surfaces dirty to sight or touch will be re-cleaned and disinfected by the use of Buckeye Terminator one step disinfectant (U.S. E.P.A. Reg. No. 6836-75-559)

- The area is considered safe to enter after dry and no smell is present typically 2-10 minutes after the disinfection crew has completed.

  - Tools/equipment will be disinfected at separate location, preferably outdoors to minimize the possibility of cross contamination. Any items that are considered disposable will be disposed of shall be and not reused.

  - The use of fans may be needed to aid chemical smell dissipate only after complete disinfection of the affected area has taken place.

- Cleaning Personnel will use and wear special equipment and PPE before entering any COVID-19 confirmed area for their safety. Custodian storage rooms are equipped with the following:

  - Disposable gloves layered underneath thick chemical/puncture resistant gloves
  - Full Face Shield and chemical eye goggles for splash/eye protection for all custodians
  - N-95 or greater disposable/reusable mask for respiratory protection for all custodians
  - Tyvek coverall suit for protection against contamination of clothes
  - 20 Clorox Total 360 Electrostatic Cleaners (spread across MUSD sites)

Images of Equipment
Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, such as 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 must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by custodial staff who have been assigned personalized individualized PPE.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users. Vehicles are assigned to specific people and are not to be shared. Cleaning supplies are also supplied to employees for self service if the need arises to share machines/vehicles.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we will place postings with instructions on how to properly wash hands (at least 20 seconds) at all sinks throughout the District. Hand sanitizer is provided to each site for use in classrooms and work areas. When in-person learning returns, portable handwashing stations will be provided to sites to help with the increased demand for hand washing. District will ensure there is adequate supplies on hand for this such as hand soap, paper towels, and hand sanitizer.

Personal Protective Equipment (PPE) Used to Control Employees’ Exposure to COVID-19

We evaluate 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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of 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.

Investigating and Responding to COVID-19 Cases

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

Employees who had potential COVID-19 exposure in our workplace will be: contacted by the COVID-19 designee or HR representative and will complete Appendix C: Investigating COVID-19 Cases Form during the employee’s work hours.

- MUSD will offer at least 4 opportunities each month for employees to receive free testing during their work hours and will provide a list of ongoing testing provided by other agencies outside of the work day.

- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:
• COVID-19 symptoms should be reported to the supervisor and COVID-19 designee using the health screening portal, Parent Square. COVID-19 hazards should be reported directly to their supervisor. If the supervisor is unavailable, then the employee should send the supervisor an email. Additionally, a COVID-19 hazard can be communicated by visiting this website link or completing Appendix A: Identification of COVID-19 Hazards Form.

• That employees can report symptoms and hazards without fear of reprisal.

• Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

• Where testing is not required, employees can access COVID-19 testing through routine staff testing that has been implemented by the Milpitas Unified School district (MUSD) in partnership with a contracted testing provider. MUSD will offer the free on site testing beginning once a month to employees and expanding to bimonthly once all staff are back in person. In addition to the routine testing offered by the Milpitas Unified School district, the Santa Clara County Office of Education also provides scheduled free testing to all school district employees within the county. An employee also has the option to test at any of the free and convenient testing locations provided on the Santa Clara County Public Health Department’s website. An employee always has the option to test through their medical provider if this is the preference.

• In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. MUSD will have a supply of 100 test kits to support an outbreak. Employees will need to transport themselves during work hours to the district location for a test to take a test with one of the trained district Nurse’s or proctors. If an employee is symptomatic, the employee will be directed to one of the free County testing locations and will be expected to take the test within 24 hours. We are working with state and other supplies to secure potential testing for students.

• Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

• MUSD communicates regularly with its staff members using their @musd.org email accounts, our MUSD Workplace communications tool, and our MUSD ParentSquare alert system. We also have a district-wide staff phone directory list at our disposal if we need to contact an individual employee or a group of individuals. Additionally, we have electronic newsletters through Constant Contact, which go out to staff as well as the MUSD community. We use any combination and/or all of these communication tools on a regular basis to relay the latest COVID-19 related communications and make sure our staff has more than one way to access materials.
Notification Requirements

AB 685 — Notice Obligations for COVID-19 Exposures in the Workplace and Cal/OSHA Enforcement Changes (Effective Jan. 1, 2021)

AB 685 prescribes notice requirements on employers in the event of a COVID-19 exposure in the workplace, enhances reporting requirements to local health authorities in the event of a COVID-19 outbreak, and expands the Division of Occupational Safety and Health of California's (Cal/OSHA) authority to shut down worksites deemed to be an “imminent hazard” due to COVID-19 and issue “serious violation” citations.

Under AB 685, private and public employers who receive notice of a potential exposure to COVID-19 must do the following within one business day:

- Provide written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the “qualifying individual” within the infectious period that they may have been exposed to COVID-19.
- Provide written notice to the exclusive representative (union), if any, of the employees above.
- Provide all employees who may have been exposed and their exclusive representative, if any, with information regarding COVID-19-related benefits to which they may be entitled, including but not limited to worker's compensation, COVID-19-related leave, and paid sick leave, as well as the employer's anti-discrimination and anti-retaliation policies.
- Provide notice to all employees, the employers of subcontracted employees, and the exclusive representative, if any, of the disinfection and safety plan that the employer plans to implement and complete, per CDC guidelines.

The written notice provided to employees may include, but is not limited to, personal service, email or text message if it can reasonably be anticipated to be received by the employee within one business day of sending and shall be in both English and the language understood by the majority of the employees.

AB 685 also imposes reporting obligations on employers who are notified of a COVID-19 outbreak, as defined by the CA Department of Public Health. Within 48 hours of learning of the outbreak, employers must notify the local public health agency in the jurisdiction of the worksite of the names, number, occupation and worksite of qualifying individuals, as well as the employer's business address and NAICS code of the worksite where the qualifying individuals worked. Following the reporting of an outbreak, the employer must continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.

The new law also adds a section to the Labor Code which specifically provides that Cal/OSHA can shut down or prohibit operations at a worksite when, in the opinion of Cal/OSHA, a worksite or operation “exposes workers to the risk of infection” of COVID-19 so as to constitute an imminent hazard. In addition, it eliminates the requirement that Cal/OSHA provide to the employer its notice of intent (1BY) to issue a “serious violation” citation for COVID-19 related hazards. This means that employers no longer have a “15-day window” to respond to the notice with evidence to support their defense before a citation can be issued. This provision of the bill will expire on January 1, 2023.

This bill amends sections 6325 and 6432 of the Labor Code and adds section 6409.6 to the Labor Code.
Training and Instruction

We will provide effective training and instruction that includes:

- Our 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, such as paid sick leave and worker’s compensation benefits.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may show no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, 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.
- 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.
- All employees are required to complete the Keenan Safe Schools COVID-19 module which includes: COVID-19 Employee Safety Training and Integrated Pest Management for Teachers and Office Staff. In addition to these training sessions held, there have been a number of Covid-19 related training sessions on safety protocols, latest information from the SCCPHD, and what to do if a student or staff member were to be symptomatic and or positive. Additionally, employees will complete the Cal/OSHA COVID-19 Training for California Workers.
- Appendix D: COVID-19 Training Roster will be used to document this training as well as our information collected in Keenan Safe Schools.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
• Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

• Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by informing employees in letter form of the leaves available to them through FFCRA or the Collective Bargaining Agreements, which includes workers’ compensation.

• Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

• Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

• Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

• Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

• Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

• Use 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.

COVID-19 Testing and Reporting Procedures

Health officials, staff, and families will be notified if they have been in close contact with a positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Please note, a “Close Contact” is currently defined as being within six feet of a positive case while infectious for a period of at least 15 minutes in a 24-hour period.

Routine monthly testing of staff through healthcare providers or at testing sites is encouraged.

A. No Symptoms, No Close Contact with Confirmed Case, or No Positive Test
   a. Continue daily self screening to monitor for symptoms
   b. No quarantine
   c. No testing required
   d. Address any concerns with personal health provider

B. Person displays COVID-19 Symptoms
   a. Immediately mask, if not already, and send to Isolation area (or home, if staff) until can be transported home or to healthcare facility as soon as practicable
b. Close off areas used by any sick person and do not use before disinfection. To reduce risk of exposure PPE equipment will be used to protect staff and will be disinfected before reopening.

c. Require students and staff to get tested after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

d. If tests negative or provides medical note explaining symptoms and reasons
   i. Symptomatic individuals who are not close contacts and who test negative for COVID-19 can return to in-person school/work after at least 24 hours from fever resolution (if any) and improvements in other symptoms
   ii. Close contacts to a COVID-19 case who test negative can return to in-person school/work only after completion of 14 days of quarantine from last exposure
   iii. Documentation of negative test results must be provided to school administration
   iv. School/Class Remains Open
   v. No Additional Communication

e. Tests Positive
   i. Follow Confirmed Case protocol per SCPHD and provide the template letter with instructions.
   ii. Follow Close Contact protocol per SCPHD and provide the template letter with instructions, if close contacts are identified.
   iii. Students/staff members who test positive and have completed isolation requirements do not require a medical note of a negative test prior to returning to school/work.

C. Close Contact with Confirmed Case
   a. Identify Close Contacts
   b. Send Close Contacts home
   c. Provide SCCPHD template letters for close contacts with instructions for quarantine and testing (quarantine is 14 days from last exposure).
   d. Notify school cohort of a known close contact with template letter, if indicated
   e. School remains open

D. Confirmed Case Infection
   a. School administration notified
   b. COVID-19 Designee should notify the Public Health Department within 4 hours of learning of any positive COVID-19 case.
   c. Confirmed student/staff given template letter for positive COVID-19 with instructions for isolation.
d. Follow Close Contact with Confirmed Case protocol.
   i. School based close contacts identified and given template letter with instructions for quarantine and testing recommendations
      1. For settings in which stable classroom cohorts have been maintained: all students and staff within the same classroom cohort as the confirmed COVID-19 case should be sent home immediately and instructed to quarantine at home for 14 days from the last exposure and be tested in accordance with Public Health Department recommendations
      2. For settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. Close contacts should be sent home immediately and instructed to quarantine for 14 days from the last exposure and be tested in accordance with Public Health Department recommendations
   e. Urge parents/guardians to notify any individuals or organizations with which their child has close contacts outside the school setting
   f. Disinfect classroom and spaces where case spent significant time
   g. Notify school/workplace of known case
   h. School remains open per guidance from Local Health Jurisdiction (LHJ)

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases 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.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Signature of **Superintendent Cheryl Jordan**

Date
Appendix A: Identification of COVID-19 Hazards Form

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, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations. Use Appendix A: Identification of COVID-19 Hazards Form to report a hazard. Listed below is the information requested when you complete Appendix A: Identification of COVID-19 Hazards Form.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
</tr>
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Appendix B: COVID-19 Inspections

After reviewing the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. We have created this document for COVID-19 inspections.

Date: Work location evaluated:

Name of person conducting the inspection:

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned</th>
<th>Date Corrected</th>
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</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
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<tr>
<td>Office desk barriers/partitions</td>
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<tr>
<td>Ventilation (amount of fresh air and filtration maximized) HVAC system running, restroom exhaust fans operational</td>
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<tr>
<td>Correct filters installed in HVAC units</td>
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<tr>
<td>Additional room air filtration where needed</td>
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<tr>
<td><strong>Administrative</strong></td>
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<tr>
<td>SCCPHD COVID-19 Social Distancing Protocol and Check sign (with most current date located outside of office entrance)</td>
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<tr>
<td>Posters in proper locations (office, classrooms, hallways)</td>
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<tr>
<td>Signage (Prevent the Spread of Covid-19 signs, 4 languages in office windows, Wear a Mask sign)</td>
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<td>Directional signage/Floor decals (chalk paint and stripping tool, blue tape, floor stickers)</td>
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<tr>
<td>Social Distancing markers at 6ft apart</td>
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<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
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<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
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<tr>
<td>Automatic hand sanitizers in office (Operational?), Hand Sanitizer in classrooms</td>
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<tr>
<td>Visitor Check-In process and QR codes posted</td>
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<tr>
<td><strong>PPE</strong></td>
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<tr>
<td>Face coverings (not shared, available and being worn)</td>
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<tr>
<td>Gloves</td>
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<td>Face shields/goggles</td>
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<tr>
<td>Respiratory protection</td>
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Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us 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.

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. Individuals conducting the investigation will record this information using this Appendix C: Investigating COVID-19 Cases to include the following:

- Date of Investigation
- Person conducting the investigation
- Employee (or non-employee*) name
- Occupation (if non-employee, why they were in the workplace)
- Location where employee worked (or non-employee was present in the workplace)
- Date investigation was initiated
- Was COVID-19 test offered?
- 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/or diagnosis
- 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 (attach additional information)
- 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 the local health department notified?
  - Date

*Should an employer be made aware of a non-employee infection source COVID-19 status
## Appendix D: COVID-19 Training Roster

<table>
<thead>
<tr>
<th>Trainer/Organizer</th>
<th>Title of COVID-19 Training</th>
<th>Training Date (s)</th>
<th>Evidence of Participation</th>
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<tbody>
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Note: Additional copies of this sheet may be necessary.
Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks [This section will need to be added to your CPP if your 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. Reference section 3205.1 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.

- COVID-19 testing consists of the following:
  - All employees in our 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, we will continue to provide 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, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

Investigation of Workplace COVID-19 Illness

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

COVID-19 Investigation, Review and Hazard Correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we 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:
  - Our leave policies and practices and whether employees are discouraged from remaining home
when sick.
  - Our 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.** We will consider:
  - 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.
  - Respiratory protection.
  - [describe other applicable controls].

**Notifications to the Local Health Department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

- We 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. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.
Additional Consideration #2

Major COVID-19 Outbreaks [This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees’ working hours.

Exclusion of COVID-19 Cases

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

Investigation of Workplace COVID-19 Illnesses

We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Hazard Correction

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We 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.

- We 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.

- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected

- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the Local Health Department

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.
Additional Consideration #3

COVID-19 Prevention in Provided Transportation to and from work [This section will need to be added to your CPP if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section 3205.4 for details.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.]

Assignment of Transportation

We will prioritize shared transportation assignments in the following order:

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

Physical Distancing and Face Coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.
- Vehicle operators and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operators and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seat belt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seat belt buckles,
door handles and shifter, are cleaned and disinfected between different drivers.

- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

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

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand Hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.
Additional Consideration #4

COVID-19 Prevention in Student Provided Transportation to and from Campus

[This section will need to be added to your CPP if there is school bus transportation to and from campuses, which is any transportation of an student or employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section 3205.4 for details.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.]

Assignment of Transportation

We will prioritize shared transportation assignments in the following order:

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

Physical Distancing and Face Coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.
- Vehicle operators and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle’s normal capacity. Vehicle operators and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seat belt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
• All high-contact surfaces used by drivers, such as the steering wheel, armrests, seat belt buckles, door handles and shifter, are cleaned and disinfected between different drivers.

• We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

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

• The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.

• The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.

• Protection is needed from weather conditions, such as rain or snow.

• The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand Hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.
Appendix E: Milpitas Unified School District COVID-19 Isolation Protocols - Updated 1/26/2021

This document includes the standard procedures for the quarantine of students exhibiting COVID-19 symptoms.

Isolation Area and Isolation Room

● Isolation Area
  ○ Weather permitting, an isolation area may be designated outdoors near the front of the school grounds.
    ■ At least one office staff person must be delegated the task of watching students that are in the isolation area at all times until that student(s) is picked up.
    ■ Supervising staff must wear a face covering. Gloves and a face shield are optional PPE that staff may choose to wear, especially if they must come in close contact with the student/staff.

● Isolation Room
  ○ Each school site shall have a designated isolation room. This room should not include the health office since this room needs to be maintained as a clean space for students to access their medication or specialized health procedures. Ideally, the isolation room should include the following:
    ■ Located near the front of the school (or by the front office) so parents can easily access their child
    ■ Needs to be in an area where the student can be seen at all times.
    ■ Constant supervision must be provided. Where practicable, a plastic barrier should be made available for the supervisor to stand or sit behind while monitoring the student.
    ■ Adequate air circulation; preferably air that is circulated to the outdoors. Rooms with doors and/or windows that have access to the outside should be opened.
    ■ A dedicated restroom for symptomatic students/staff.
    ■ Access to a sink with running water and soap, or access to hand sanitizer if water and soap are not available.
    ■ The “Isolation Area” signs located in Appendix A and B will be posted outside the isolation room at each site.

● Bathrooms
  ○ Ideally, an isolation area/room should have a designated bathroom exclusively for the use of staff or students displaying symptoms of COVID-19. If such a bathroom is not available, allow staff/students to use a restroom closest to the isolation area. After use, this bathroom must be closed down until maintenance can sanitize/disinfect the room.

● Confidentiality: The utmost care and confidentiality must be followed for students and/or staff that are symptomatic. Staff must not draw attention to or make it obvious that students are in the isolation area/room for a specific reason. Sharing of this information is on a need-to-know basis only.

● Supplies (Staff should notify Kelly Ng if they need their supplies replenished.)
  ○ The isolation area and/or room needs the following supplies.
    ■ A chair and/or bed
    ■ Advanced droplet personal protective equipment for the person supervising the isolation area including:
      ● One time use surgical masks
      ● A face shield
Disposable latex-free gloves
Disposable gown (optional: recommended for use in an isolation room)

- A working telephone
- Computer access to Aeries and Google Drive
- An Isolation Bin that will contain the following supplies:
  - 1 bottle of hand sanitizer
  - 1 non-touch thermometer
  - 50 disposable surgical masks
  - 1 box of gloves
  - 15 disposable blue gowns
  - 10 chux pads (optional)
  - 5 face shields
  - 1 canister of disinfectant wipes to clean thermometer and shield
  - 1 box of tissues
  - 1 unit of paper towels
  - 10 black garbage bags

**Isolation Area Procedure:** A summary of the procedure is found in the “Isolation Area Protocol Flowchart” located in Appendix C of the Isolation Protocol.

- **Identifying symptoms:**
  - Classroom staff will notify a front office staff member if a student develops one or more of the following symptoms:
    - Fever or chills
    - Cough
    - Loss of taste or smell
    - Shortness of breath or difficulty breathing
  - Classroom staff will notify a front office staff member if a student develops one or more of the following symptoms that are new or not explained by another reason (e.g., student is fatigued due to recent exercise or has a headache due to dehydration).
    - Fatigue
    - Muscle or body aches
    - Headache
    - Sore throat
    - Nausea, vomiting, or diarrhea

- The student will be given a face covering to wear if they do not already have one. Students must be escorted to the isolation area either by a classroom staff member or office staff member. The face covering can be removed if he/she is exempt from wearing a covering or has difficulty breathing with the mask on.

- The student will sanitize/wash hands properly.
- The student should have their temperature taken with a non-contact thermometer.
- The guardian or emergency contacts will immediately be contacted to pick up their child. The student must be picked up within 30 minutes of entering the isolation area.
- Parents/guardians must be instructed to contact their primary care physician as soon as possible for COVID-19 testing.
- Paramedics must be called anytime the student experiences the following:
  - Difficulty breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
As soon as possible, an office staff member or supervisor will complete the Students Sent Home or Out Sick for COVID-19 Symptoms Form. This information will remain confidential and be delivered to Aven Magana, the COVID-19 Designee, and the district nurses for follow-up purposes. Bookmark the link so it is easily accessible.

Returning To School and Communications

- Any student or staff member displaying symptoms of COVID-19 must be advised to see their health care provider as soon as possible for testing. Free COVID-19 testing sites can be found at www.sccfreetest.org.
- Students/staff may return to school/work if they have been cleared by the COVID-19 Designee Aven Magana. Clearance may include submitting either a negative COVID-19 test result or a medical note from their physician providing an alternative explanation for the symptoms and reason for not ordering a COVID-19 test.
- Give “Illness Note For Parents” when the parent/guardian comes to pick up their child.
- Follow the document, entitled Protocols in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts, if the student or staff test positive for COVID-19 and for more information.

Contaminated Rooms

- Per California Department of Public Health (CDPH) close off areas (e.g., rooms, bathrooms, office areas, etc) used by any individual displaying symptoms of COVID-19 and do not use before cleaning and disinfection. Custodians should clean isolation rooms daily as part of routine cleaning whether the room has been used or not. If there has been an individual in the room, ideally, custodians should wait 24 hours before cleaning or disinfecting the room.
  - If it is not possible to wait a full 24 hours, wait as long as practicable.
  - Maintenance workers are advised to follow the safe and correct application of disinfectants using PPE and ventilation recommended by CDPH (CDPH, 2020, pg 16).
- Vomiting
  - If a student vomits indoors, that student should be escorted to the isolation area/room. Other students should be immediately relocated to another room. Affected rooms should not be utilized until it has been sanitized/disinfected and after a minimum of 24 hours.

References


*Isolation pods, purchased by the district, may be used in isolation rooms to provide greater COVID-19 safety in isolation rooms, but these should be used at the discretion of the site leader in conjunction with community input. Students should not be forced to sit in the isolation pod.
Appendix A of Isolation Protocol: Isolation Room Enter Sign

STOP

YOU ARE ENTERING THE ISOLATION AREA
Enhanced Droplet/Contact
PPE Required.

Before entering the room, WASH YOUR HANDS and put PPE on in the following order:

- Gown (optional)
- Surgical Mask
- Face Shield
- Gloves
Appendix B of Isolation Protocol: Isolation Room Exit Sign

YOU ARE LEAVING THE
ISOLATION AREA
Removal of PPE is Required

Before leaving this room, remove PPE in the following order:

Gloves  Face shield  Surgical Mask  Gown (optional)

then WASH YOUR HANDS
Appendix C of Isolation Protocol: Isolation Area Protocol Flowchart

**HOW TO SUPPORT A SYMPTOMATIC STUDENT NEEDING TO BE ISOLATED**

**Student develops one of the following symptoms while at school:**
- Fever or chills
- Cough
- Loss of taste or smell
- Shortness of breath or difficulty breathing

**Student develops one of the following symptoms that are new or not explained by another reason:**
- Fatigue
- Muscle or body ached
- Headache
- Sore throat
- Nausea, vomiting, or diarrhea

Notify the front office immediately
- Place a few mask on the student if they do not already have one
- Escort the student directly to the isolation area/room or request that someone from the front office escort the student

**Outdoor Isolation Area**
- Staff should be wearing a face covering.
- Other PPE including gown, gloves, and shield are optional if the student is outside.
- Take student’s temperature
- Have child rub their hands with hand sanitizer for 30 seconds
- Notify parent/guardian to pick up their child within 30 minutes
- Supervise child until they are picked up

**Indoor Isolation Area**
- Take student’s temperature
- Have child rub their hands with hand sanitizer for 30 seconds
- Have the student wait in the isolation room while parents are notified
- If the person supervising the student must sit in the isolation room with the student for more than 15 minutes that person must wash/sanitize hands and then put on the following PPE items in the following order: gown, medical mask, face shield, gloves.
- When exiting the isolation room, supervising person must remove PPE items in the following order and wash hands for 30 seconds: gloves, face shield, gown, mask.
- Discard items (except face shield) in trash bag that can be tied up and removed promptly

**Reminders:**
- Separate students from others within the isolation area/room
- Allow the child to use a designated bathroom if needed. Notify maintenance and close off contaminated rooms until they can be disinfected/sanitized.
- Enter the student’s name and information into the shared Google Form entitled “Students Sent Home or Out Sick for COVID-19 Symptoms”
Appendix 1 Restroom Protocol: Custodial Daily Log Sheet

**RESTROOM PROTOCOLS**

**EASY**

**CUSTODIAN’S DAILY LOG SHEET**

<table>
<thead>
<tr>
<th>DATE</th>
<th>MORNING</th>
<th></th>
<th>N</th>
<th>Intials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sinks Cleaned?</td>
<td>Y</td>
<td>N</td>
<td>Intials</td>
</tr>
<tr>
<td></td>
<td>Handrails Cleaned?</td>
<td>Y</td>
<td>N</td>
<td>Intials</td>
</tr>
<tr>
<td></td>
<td>Toilet seats Cleaned?</td>
<td>Y</td>
<td>N</td>
<td>Intials</td>
</tr>
<tr>
<td></td>
<td>Dispensers Cleaned?</td>
<td>Y</td>
<td>N</td>
<td>Intials</td>
</tr>
<tr>
<td></td>
<td>Partitions/Walls Cleaned?</td>
<td>Y</td>
<td>N</td>
<td>Intials</td>
</tr>
<tr>
<td></td>
<td>Ceiling Fan functional in restroom?</td>
<td>Y</td>
<td>N</td>
<td>Intials</td>
</tr>
<tr>
<td></td>
<td>CLOROX 360 Machine USED?</td>
<td>Y</td>
<td>N</td>
<td>Intials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Intials</th>
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<td>Intials</td>
</tr>
<tr>
<td>Handrails Cleaned?</td>
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<td>Toilet seats Cleaned?</td>
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<td>Intials</td>
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<td>Intials</td>
</tr>
<tr>
<td>CLOROX 360 Machine USED?</td>
<td>Y</td>
<td>N</td>
<td>Intials</td>
</tr>
</tbody>
</table>

**2X PER DAY**

ALL RESTROOMS WILL BE CLEANED

BY YOUR CUSTODIAL STAFF

A CLOROX 360 TOTAL CLEAN SPRAYER WILL BE USED

WHEN COVID-19 EXPOSURE CASE IS REPORTED!

COVID-19 School Guidance Checklist

Date: 1/29/2021

Name of Local Educational Agency or Equivalent: Milpitas Unified School District

Number of schools: 14

Enrollment: 10,414

Type of LEA: Unified School District

Grade Level (check all that apply)

- TK
- K
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th

Superintendent (or equivalent) Name: Cheryl Jordan

Address: 1331 E. Calaveras Blvd, Milpitas, CA 95035

Date of proposed reopening: We are currently providing in person learning in cohorts, greater numbers by grade level will depend on Case Rate in Santa Clara County.

Phone Number: 408-635-2600

Email: musd-supt@musd.org

County: Santa Clara

Current Tier: Purple (please indicate Purple, Red, Orange or Yellow)

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

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

I, Cheryl Jordan, 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. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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. Elementary students will be kept in the stable cohorts within their class assignment. Secondary students will have fixed seating charts to insure stability within each class. Both elementary and secondary students lunches and breaks will be staggered to minimize student grouping and unstable cohort situations.

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?) The total number of individuals in a room is dependent on the size of the room. We will follow social distancing parameters and maintain the six feet of spacing between work spaces. The minimum number of students is 3 and the maximum is 15. This number includes staff.

If you have departmentalized classes, how will you organize staff and students in stable groups? Secondary students are assigned to a classroom with a fixed seating arrangement. Secondary students may change classrooms, but each classroom must have a fixed seating arrangement.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups? Elementary students in grades 4-6 will have science and music offered to them via virtual class sessions. Secondary students’ electives are class periods. Thus, the students will adhere to the fixed seating arrangement of the elective class.

- 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. Elementary students in grades 4-6 will have science and music offered to them via virtual class sessions. Secondary students’ electives are class periods. Thus, the students will adhere to the fixed seating arrangement of the elective class.

- Face Coverings and Other Essential Protective Gear: How CDPH’s face covering requirements will be satisfied and enforced for staff and students. All staff will wear masks and/or face shields with drapes depending on the exposure risk. Staff who are unable to wear a face covering will not be assigned to duties that require direct contact with students or other staff. Students are required to wear masks. All staff have been trained on how to use face coverings. Students are required to have face covering training prior to returning to campus.

- 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. Students and staff should complete the Parent Square Health Screening daily when they are going to come onto campus. If a student or staff member is symptomatic, students should be sent to the isolation room immediately. MUSD staff will follow isolation room protocols to ensure the safety of all. Symptomatic staff will be sent home, if too ill, will remain in an isolation room until someone can retrieve the staff member.

- 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. All bathrooms are equipped with directions on how to wash hands correctly applying soap for the necessary amount of time. All employees and students are trained on how to wash their hands as well as use hand sanitizer. When students return to campus, handwashing stations will be scattered throughout the schools for easy access. Hand sanitizer is also available in classrooms, office spaces, and in high touch areas for use.
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. MUSD has a COVID-19 Designee, and that individual is to be contacted whenever there is a symptomatic employee or students or a confirmed case of COVID-19. The COVID-19 works with the administration and the affected employees to ensure that appropriate notification is received and additional precautions are administered.

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. Maximum: 6 feet Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet. There may be rare cases where a student needs closer support due to special education developmental or physical needs, but this will be limited. If this is the case, staff working in this setting will use full PPE for protection to decrease proximity between the staff member and the student; however, the staff member’s work desk will not be stationed closer to the student at all times.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan. The Safety First Campaign leads the district in general training, but each individual administrator is also responsible for providing COVID-19-related training along with the Safety leads at each worksite. Training consists of Cal/OSHA requirements as well as general information ascertained from our County on safeguards, planning, and execution.

Testing of 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. Below, please describe any planned periodic asymptomatic staff testing cadence. Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier: All adults working or volunteering on a district site are required to do the Health Screening. If staff is symptomatic, the supervisor of the worksite should contact the adult to gather more information immediately to ensure that we are protecting all parties safety. Afterwards, the supervising staff will connect the adult with the COVID-19 designee. All MUSD employees are required to submit monthly testing if working on site. This will be increased to two times a month beginning in March. MUSD will provide free testing to all employees, including substitutes. To meet the testing requirements, MUSD employees may use the district testing or testing results from another certified testing agency.

Testing of Students:

How school officials will ensure that students 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 student testing cadence. Planned student testing cadence. Please note if testing cadence will differ by tier: All students’ parents/guardians are required to fill out a daily health screening through the Parent Square website. If a Parent Square health screening alert is generated, the family is contacted to quarantine and free testing options are offered to the family. For routine student testing, parents/guardians must sign a waiver authorizing weekly testing to occur for their student within the student’s classroom. The test is a self-administered nasal swab that is observed by the teacher for accuracy. An employee responsible will distribute the test kits to the classrooms on a designated day per week, the teacher will distribute the test kits, students will self-administer the test, and put the sample back into their bag. The teacher will collect the test kits, and the responsible employee will pick up
the samples from each room. The responsible employee will pack all sample kits and send them to the laboratory for processing. Testing is conducted in a pooled manner. If a positive result comes from a class pool, that class is closed for in-person learning and each student and staff member will be retested individually to find the positive party or parties. Once identified, all positive parties and close contacts will be reported through the Santa Clara County Public Health Department portal within the required timeframe.

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. All COVID-19 cases will be reported by the COVID-19 Designee to the County Public Health Department. School administrators must notify the County of Santa Clara Public Health Department within four hours of learning of any positive COVID-19 case (whether student or staff) via the Education Reporting Portal at www.sccgov.org/schools. Our COVID-19 Designee completes the report in the portal. If an outbreak occurs, additional reporting will be given to Cal/OSHA.

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. The superintendent will ensure that the COVID-19 designee reports cases and exposures to the County of Santa Clara’s Public Health Department as well as issues all exposure notices in a timely manner. The district dashboard on the COVID-19 page of the district website will reflect updated numbers of positive COVID-19 cases once confirmed.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

- Labor Organization Name of Organization(s) and Date(s) Consulted:

- Parent and Community Organizations Name of Organization(s) and Date(s) Consulted:
  Name: Milpitas Council of PTA’s, Milpitas Inclusive PTA
  Dates: 8/13/2020; 9/1/2020; will be completed on 2/11/2021

  If no labor organization represents staff at the school, please describe the process for consultation with school staff: ________________________________

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

- Local Health Officer Approval: The Local Health Officer, for (state County) ________________________________. County has certified and approved the CRP on this date: ______________. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

Guidance on Schools   Safe Schools for All Hub
Appendix 3: Safety Supplies Checklist Page 1

Safety Supplies Checklist

Items Required for Each Classroom

- Hand sanitizer
  - Students under the age of 9 should use hand sanitizer only under adult supervision
- Terminator spray bottle
- Poly gloves
- Face mask
- Surgical face mask (for SPED + health aide)
- Face Shield to be worn with a face mask
- Face Shield with drape (for TK-2nd+SPED) with face mask
- Gowns
- Nitrile Gloves (for SPED)
- Desk Shields
- Blue Tape for distance markers
- Signage: Wear a Mask & Wash Hands (if you have sink)
  - Wear a Mask
  - Wash Hands if you have sink

Items Required for Each Site

- Thermometer
- KN-95 mask for health aide
- Floor Markers / spray paint
- Disposable Masks for staff and students
- Signage Prevent the Spread of COVID, & Social Distancing
  - Wear a Mask
  - Wash Hands near all sinks & bathrooms
  - Prevent the Spread of COVID-19
  - Social Distancing Protocols
Site procedures

☐ Create a bathroom cleaning schedule

☐ Create a schedule for disinfecting high touch areas between student groups. *(Supervisor distributed the cleaning expectations to all custodians.)*

☐ Check ParentSquare to confirm all staff and students on campus have completed the health survey

☐ Visitors & substitutes must complete the online Health Screening in order to enter a school district facility

☐ Identify an area for ill students and team members while awaiting pickup

☐ Create an outside break schedule for students TK-2nd to have a 20 minutes without face coverings in place

☐ Verify teacher has created scheduled hand washing or sanitizing

☐ Confirm students have assigned individual supplies

☐ Establish bathroom procedures to ensure minimal number in bathroom at one time

☐ Desks a minimum of 6’ apart. Student seating are assigned and facing the same direction. Where tables are used for seating, seat two students at opposite ends of the table to achieve social distancing.

☐ Identify dropoff/pickup areas for parents in multiple entry points to minimize numbers of students in one entry/exit

☐ Establish procedure for visitors to make appointment

☐ Contact Student Nutrition Services if meal service is needed
Appendix 4: Student Attendance Line Procedures

WHAT TO DO WHEN CALLING THE ATTENDANCE LINE

1. REPORT CHILD’S SYMPTOMS

When calling the attendance line to report an absence due to illness, it is important that you report any symptoms that may be a COVID-19 symptom. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your student has any of the symptoms that may be COVID-19 symptoms, Please follow the steps below.

2. IF THE CHILD HAS COVID SYMPTOMS

1. Isolate immediately
2. Get a COVID test immediately
3. Contact your healthcare provider.

If your student’s illness is attributed to an alternate health concern, or has been in close contact with a positive person, the attendance office will ask for the following information, prior to your student returning to any in-person learning.

1. If the student is being tested, verbal verification of date and test result.
2. If a student cannot get tested,
   A) Student must obtain medical note (explaining why not tested) OR
   B) Student must follow standard isolation instructions:
      • At least 10 days from start of symptoms/date of positive test AND
      • At least 24 hours after fever resolves (without using medicines like Tylenol or Advil) AND
      • Improvement in other symptoms

MUSD is required to screen all student absence calls for COVID-19 related symptoms and an Attendance Clerk may follow up with a return phone call if detailed information is not provided.

SAFETY FIRST STARTS WITH ALL OF US!
Appendix 5: Sample Testing Poster

Milpitas Unified School District has partnered with Curative to provide free COVID-19 testing to ALL STAFF on Tuesday, December 15 and Wednesday, December 16. Use registration link of your site for testing sign-up appointments.

PLEASE CLICK TO REGISTER BY SCHOOL SITE

WHERE AND HOW:

• DRIVE THROUGH TESTING WILL BE HELD AT THE MUSD DISTRICT OFFICE STAFF PARKING LOT
• PLEASE CHOOSE YOUR SITE TO REGISTER. YOU WILL NEED TO PROVIDE ALL INFORMATION IN ORDER TO ACTIVATE YOUR TEST REGISTRATION.
• PLEASE DO NOT EAT, DRINK OR SMOKE 20 MINUTES PRIOR TO YOUR SELF ADMINISTERED TEST.

WHEN:

• Tuesday, December 15
• Wednesday, December 16
• 8 a.m. to 4 p.m.

WHY:

We are a SAFETY FIRST district, and we want to ensure safety for all.

Article: MUSD launches COVID-19 testing to ensure health and safety of staff, students, and community
Appendix 6: MUSD Testing Drive Poster

MUSD STAFF TESTING!

MUSD will continue with its non-contact, drive-through COVID-19 testing for ALL STAFF!

1331 E. CALAVERAS BLVD
CHHS PARKING LOT
MILPITAS, CA

See you there!

CURATIVE
Appendix 7: Holiday Travel Communication

HOLIDAY TRAVEL REMINDER

TRAVEL 150+ MILES = 14-DAY QUARANTINE

Exceptions must be pre-approved by MUSD Human Relations
Appendix 8: Meal Pick-Up Poster for Families

**Grab & Go meals**

**WHEN**

**MONDAYS & Thursdays,**
from 8:30 am - 12:30 pm
unless noted below

**WHERE**

<table>
<thead>
<tr>
<th>Burnett Elementary</th>
<th>400 Fanyon Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtner Elementary</td>
<td>275 Redwood Avenue</td>
</tr>
<tr>
<td>Mattos Elementary</td>
<td>1750 McCandless Drive</td>
</tr>
<tr>
<td>Milpitas High School</td>
<td>1285 Escuela Parkway</td>
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<tr>
<td>Pomeroy Elementary</td>
<td>1505 Escuela Parkway</td>
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<tr>
<td>*Randall Elementary</td>
<td>1300 Edsel Drive</td>
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<tr>
<td>Rose Elementary</td>
<td>250 Roswell Drive</td>
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<tr>
<td>*Sinnott Elementary</td>
<td>2025 Yellowstone Ave.</td>
</tr>
<tr>
<td>*Spangler Elementary</td>
<td>140 North Abbott Ave.</td>
</tr>
<tr>
<td>Weller Elementary</td>
<td>345 Boulder Street</td>
</tr>
<tr>
<td>Zanker Elementary</td>
<td>1584 Fallen Leaf Drive</td>
</tr>
</tbody>
</table>

(Randall & Sinnott: 8:30-10am, 11am-1:30pm
Spangler: 8:30-9:30am, 10am-1pm)

**HOW**

Parents or guardians can pick up meals for their children.

**WHY**

Because no matter what the situation is on-the-ground - children have access to nutritious food as the country recovers from the COVID-19 pandemic.

*We have added weekend and holiday meals, providing kid's meals for 7 days*

This institution is an equal opportunity provider.
MUSD cares about your health. Hand washing is the single most effective way to prevent the spread of contagious diseases when done correctly, so

WASH YOUR HANDS!!

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

4. Rinse your hands well under clean, running water.

5. Dry your hands using a clean towel or air dry them.

Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
Appendix 10: Health Screening Poster

HAVE YOU COMPLETED YOUR DAILY HEALTH SCREENING?

SCAN QR CODE AND LOG INTO YOUR PARENT SQUARE

#SAFETYFIRST
Appendix 11: Visitor & Substitute Health Screening Poster
Appendix 12: MUSD Website Link COVID-19 Resources