

COVID-19 Prevention Program (CPP)

Evergreen Union Elementary School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: Updated 8/1/22

Authority and Responsibility

Brad Mendenhall, District Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for 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.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
 - Document the vaccination status of our employees by using Appendix E: Documentation of Employee COVID-19 Vaccination Status, which is maintained as a confidential medical record.
 - Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
 - Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace
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- 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 and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

See Appendix A: Identification of COVID-19 Hazards form, Appendix B: COVID-19 Inspections form, and Appendix E: Documentation of Employee COVID-19 Vaccination Status form.
COVID-19 Prevention Program

Employee Participation

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

Contacting their supervisor or the Superintendent. Email is the preferred method of communication.

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, and 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 the Human Resources Department.

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.
- 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 the shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).

Employee Screening

We screen our employees and respond to those with COVID-19 symptoms by:

Employees will be asked to symptom monitor using CDC guidelines prior to coming into work in all transmission tiers. Employees who are sick or exhibiting symptoms of COVID-19 should not come into the workplace. They should email COVID@evergreenusd.org and complete the appropriate form - symptoms of COVID-19. They should also notify their site supervisor. They will receive a call from a member of the Contact Tracing team who will inform them of next steps - which may include testing for COVID-19 and omission from work until they are symptom free.

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:

Human Resources along with Maintenance and Operations will continually perform COVID-19 evaluations and inspections on a regular basis in order to identify any other COVID-19 hazards that might arise at each worksite. Each correction will be given a priority 1 through 3 ranking.

Individuals identified as being responsible for timely correction will be noted.

Reinspection/follow ups will be made to ensure timely correction. Human Resources along with Maintenance and Operations will regularly evaluate the corrective measures it has taken to correct these hazards in order to determine whether these measures are effective. In the event that the organization determines that a corrective measure was not effective, the COVID Response Team will identify and implement additional corrective measures to correct the COVID-19 hazard.

Human Resources along with Maintenance and Operations will continue to perform COVID-19 risk assessments on a regular basis in order to identify any other COVID-19 hazards that might arise at each worksite.

Controls of COVID-19 Hazards

Face Coverings

EUSD will provide face coverings (face shields as necessary) to staff if they do not have one of their own or theirs is not suitable. Replacements will be provided as necessary. Staff will be taught about the use of cloth face coverings, masks, or face shields and reminded not to touch the face covering and to wash their hands frequently. EUSD will ensure face coverings are clean and undamaged.

Requirements:

Face coverings are optional for all staff in all spaces.

Food Service staff are required to wear gloves as well as aprons.

If a face covering is worn:

Face coverings/masks can be any color or print, but must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. They shall not contain any offensive words or graphics. This includes, but is not limited to words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior that could be disruptive to the school or school facility. The administration shall have the final authority to determine the appropriateness of any face covering.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

Signage

Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment

Busses should be thoroughly cleaned daily. Drivers should be provided cleaners and gloves to support cleaning of frequently touched surfaces during route transportation.

School spaces should be thoroughly cleaned daily by trained custodial staff: Handrails, Door handles/surfaces on doors that are touched frequently, Light switches, Sink handles, Tables, Student desks, Chairs (only if shared by individuals each day), Staff desks, Keyboards, phones, copy machines, Restroom surfaces

School staff should be provided cleaners and gloves to support cleaning of frequently touched surfaces during the school day as needed when children are present: Door handles/surfaces on doors that are touched frequently, Light switches, Sink handles, Tables, Student desks, Chairs (only if shared by individuals each day), Staff desks, Keyboards, phones, Toys, games, art supplies, Instructional materials, Physical education equipment, Technology (following the directions from the technology department)

Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

Custodial staff with the responsibility of cleaning/disinfecting (as necessary) the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When disinfecting, air out the space before children arrive; plan to do thorough disinfection when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

Ensure sufficient ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation.

Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Equipment Availability

Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).

Plans for supply of no-touch thermal scan thermometers and batteries.

Cleaning Supply Availability

Plans for extra hand washing stations.

Plans for ongoing supply of school-appropriate cleaning/disinfecting supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.

To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.

Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions. Cal/OSHA requirements for safe use, and as applicable as required by the Healthy Schools Act. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

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

Affected staff will be notified immediately and that space vacated. Maintenance will enter the space with the appropriate PPE and wipe down all surfaces with disinfectant. This is followed by the initial application of an electrostatic disinfectant with the use of an electrostatic sprayer. The space is then locked and signage placed communicating that one one may enter the space.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Staff should model and practice handwashing when: Arriving at school, Before and after eating, After coughing, sneezing, or blowing the nose, After being outside, Before and after using the restroom, After having close contact with others, After using shared surfaces or tools

Use fragrance-free hand sanitizer provided when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.

Build in time throughout the day for routine handwashing by staff.

Ensure there is enough single-use towels, soap, 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.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

We also provide and ensure use of eye and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to all employees who had close contact in the workplace and have COVID-19 symptoms, during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix C: Investigating COVID-19 Cases form.

We also ensure the following is implemented:

We have developed the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace:

Self-screening at home prior to coming to the workplace.

If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus before or during the workday, the employee is required to:

Employees will report any symptoms and a Covid exposure outside of the workplace by emailing COVID@evergreenusd.org and filling out the appropriate form.

Employees will report any unsafe working condition, violation, or hazard to their immediate supervisor and/or the district Superintendent.

Email is the preferred method for this communication.

Employees can report symptoms and hazards without fear of reprisal.

Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss appropriate reasonable accommodations that may be available. The LEA will engage in an interactive process to determine if the organization can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Human Resources with any questions, any requests for accommodation, and/or any questions about available COVID-19 testing options.

- That employees can report symptoms and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.
- Access to COVID-19 testing when testing is required:

Where testing is not required, employees can access COVID-19 testing by emailing COVID@evergreenusd.org and sharing that they are either symptomatic and/or a close contact and request testing. Information is also available on our website in the employee portal.

- The 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.

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.

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 can be found in this CPP.

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, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Training (in-person or virtually) will be provided on:

The EUSD Student and Staff Expectations and Enforcement Plan and its overarching components and details.

Responding to Illness/Injury - using our Illness/Injury Matrix

Continued training on:

Trauma Invested Practices

Responding to Behavior - using our Behavior Matrix

Social Emotional Learning - Second Step Curriculum

Academic instruction and assessment, as well as interventions during Professional Learning Community meetings

Appendix D: COVID-19 Training Roster will be used to document this training.

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 that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms, provided they wear a face covering and maintain six feet of physical distance from others in the workplace for 14 days following the last date of close contact.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the initial onset of COVID-19 symptoms, provided they wear a face covering and maintain six feet of distance from others in the workplace for 14 days following the last date of close contact.
 - COVID-19 cases who returned to work per our return-to-work criteria who never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first positive test, provided they wear a face covering and maintain six feet of distance from others in the workplace for 14 days following the last date of close contact.
- If we do not exclude an employee who had a close contact as permitted by the above three exceptions, we will provide the employee with information about any applicable precautions recommended by CDPH for individuals with close contact.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

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

Excluding employees with COVID-19 exposure from the workplace for the recommended number of days (according to CDPH) after the last known COVID-19 exposure to a COVID-19 case by using the Staff Omitted Form.

This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Providing employees at the time of exclusion with information on available benefits.

- 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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 the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.

Keep a set of binders holding all Appendices for each Contact Tracing case with supporting documentation including: Student Omit Forms, Staff Omit Forms, Close Contact Letters, Quarantine Orders, Attendance information, Seating charts, Sports rosters, Letters to families.

Return-to-Work Criteria

*See Covid-19 Decision Trees for K-12 schools.
(attached)*

Superintendent *Brad Mendel*  8/1/2022
Title of Owner or Top Management Representative Signature Date

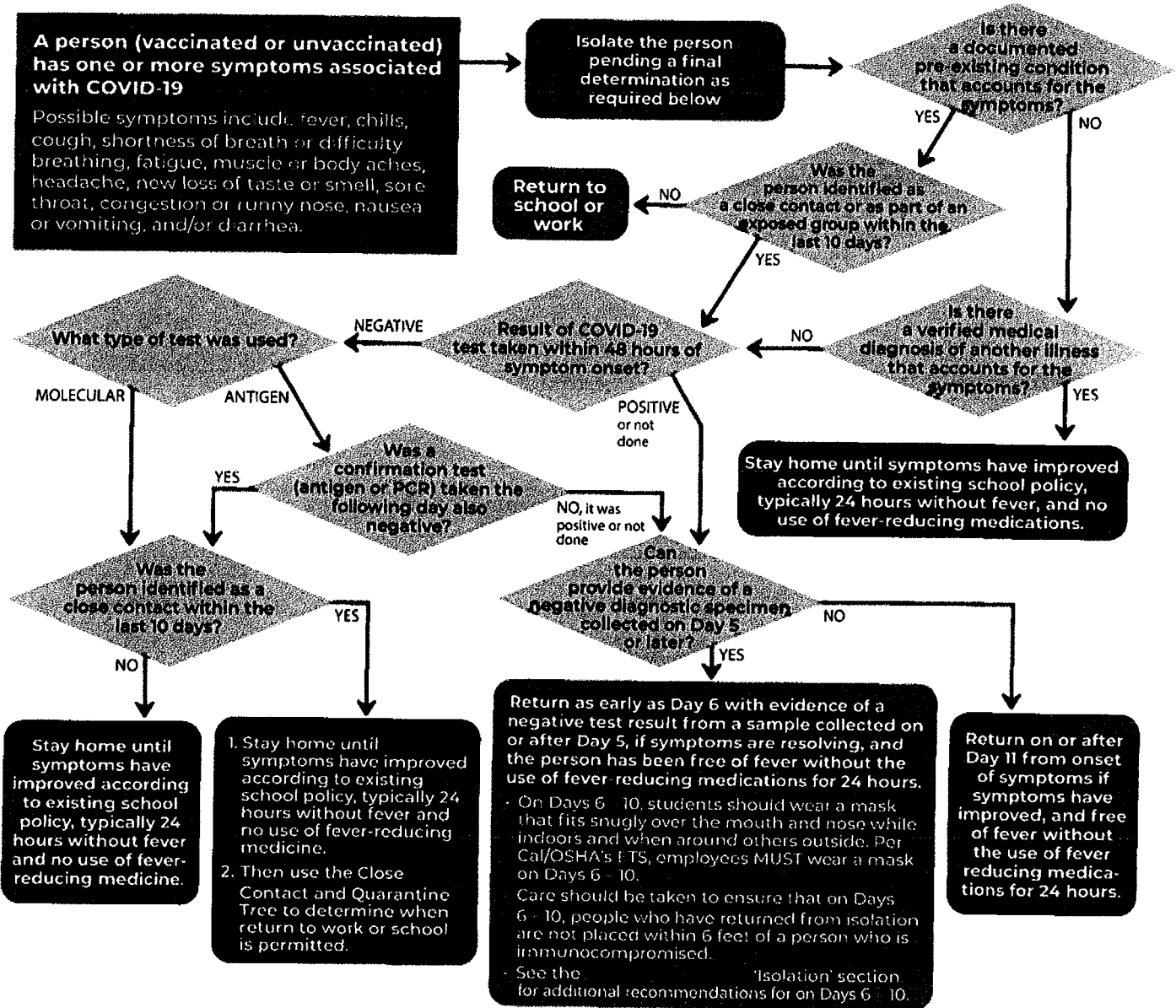
COVID-19 Decision Trees for K-12 Schools

Today's updates: The Symptom and Isolation Tree (Page 1) includes new options for confirmation of symptomatic antigen negative results, and changes masking for students on Day 6-10 from "must" to "should." Pages 2 and 3, also state that students "should" wear masks where it used to say "must." Page 4 includes a note about Cal/OSHA requirements for employee masking on Day 6 - 10, and explains how a second antigen test can be used to confirm a symptomatic antigen negative result.

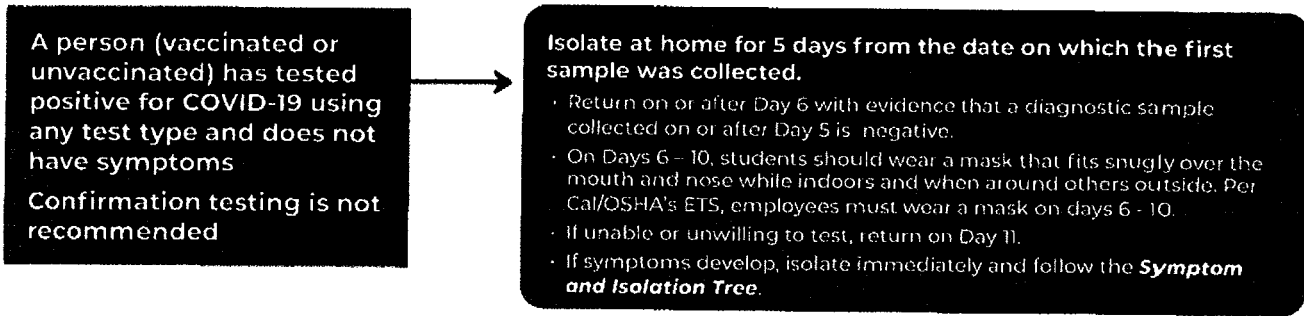
If the person...

- Has **symptoms**, use the **Symptom and Isolation Tree**
- Has **tested positive** and **does not have symptoms**, use the **Asymptomatic Positive Tree**
- Is identified as a **close contact** and **does not have symptoms**, use the **Close Contact and Quarantine Trees**

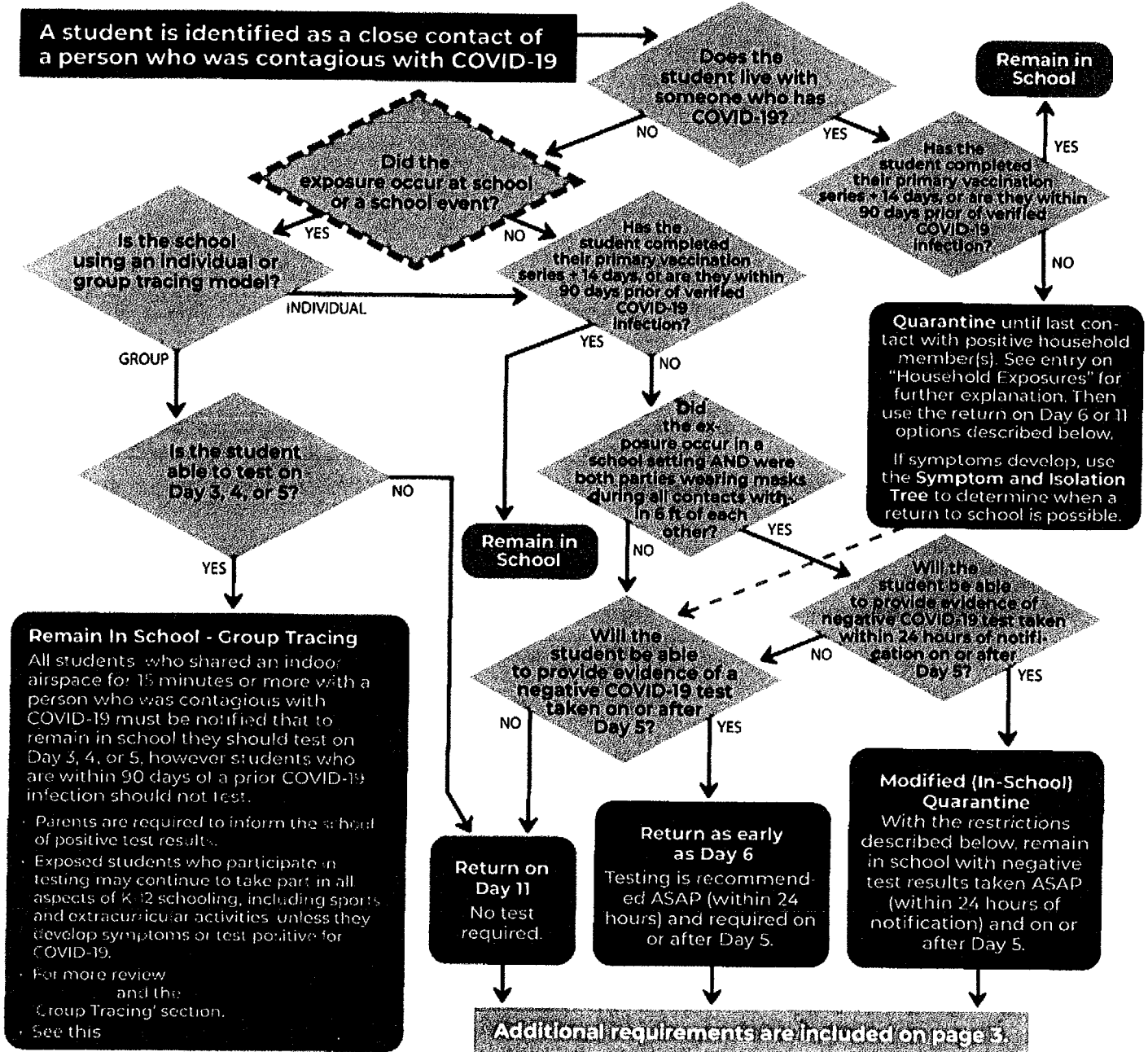
Symptom and Isolation Tree for Students and K-12 Workers



Asymptomatic Positive Tree for Students and K-12 Workers

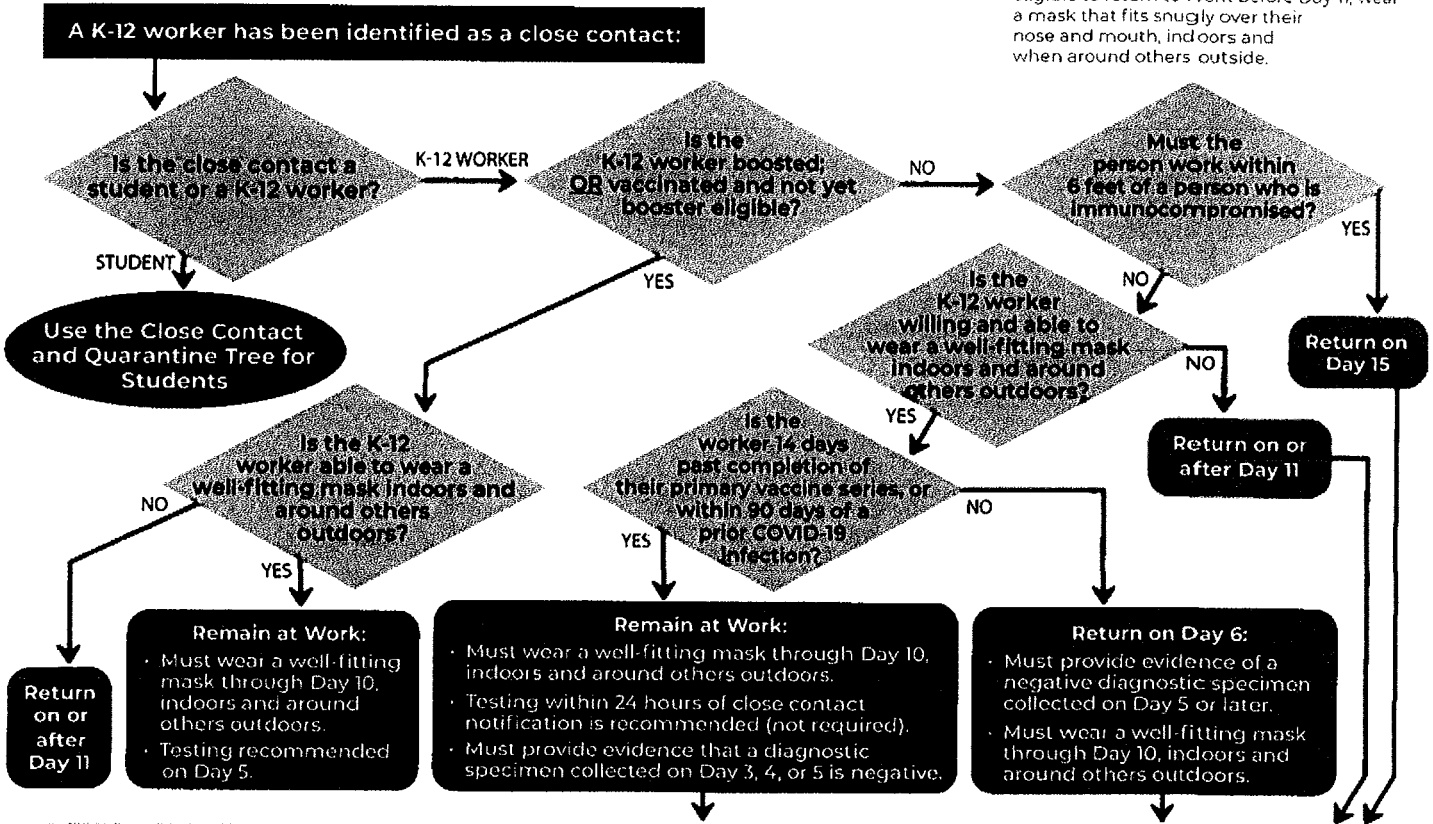


Close Contact and Quarantine Tree for Students



Close Contact and Quarantine Tree for K-12 Workers

Note on employee masking through Day 10: Cal/OSHA's emergency temporary standards require that employee close contacts who are eligible to return to work before Day 11, wear a mask that fits snugly over their nose and mouth, indoors and when around others outside.



Household Exposures: If the person lives with a COVID-positive household member, they must quarantine until their last contact with the positive household member(s) while they are contagious (in most cases this will be until the day the last COVID-positive household member is no longer required to isolate away from others). Day 1 is counted from this date. Then use the appropriate option for return from quarantine. If symptoms develop, use the Symptom and Isolation Tree. See the [FAQs](#) for answers No. 6 and 7 for additional information and for instructions on how to isolate a positive individual in a room away from others in the home.

Test Types By Situation

Situation	Appropriate Test Types
Person with symptoms (For initial testing in response to symptoms.)	<ul style="list-style-type: none"> Antigen testing is acceptable in response to an onset of symptoms, but if the person with symptoms receives a negative result from an antigen test, they must remain in isolation pending the outcome of a confirmatory test (antigen, PCR or other NAAT). The first antigen test must be administered within 48 hours of symptom onset. If negative, the confirmatory test must be administered the following day. If the confirmatory test is also negative the person may return to school or work immediately. For people who are within 90 days of a prior infection and symptomatic antigen negative, please see FAQ No. 23 for instructions. PCR or other NAAT
Return from isolation before Day 11	<ul style="list-style-type: none"> Antigen testing is recommended for people whose symptoms are resolving to determine if they can return to school or work on Day 6 - 10. Antigen tests are less likely to detect virus beyond a person's contagious period. PCR or other NAAT are acceptable.
Return from quarantine before Day 11	<ul style="list-style-type: none"> Antigen PCR or other NAAT
Modified quarantine	<ul style="list-style-type: none"> Antigen is recommended because it returns a result quickly. PCR or other NAAT is acceptable.
Required screenings	<ul style="list-style-type: none"> Antigen is preferred because it returns a quick result. PCR or other NAAT

At-Home Testing

STUDENTS: Schools may accept the results of at-home testing for the same uses for which antigen tests are approved. Schools are encouraged to use a means described in the [Over-The-Counter Tests Guidance](#) to verify the results on tests administered at home. See the "What are best practices for verification of self-test results?" section for specific recommendations.

EMPLOYEES: Per Cal/OSHA, an employer may only accept the results of an at-home test when the administration is observed by the employer or a telehealth proctor.

STUDENTS and EMPLOYEES: When used for a person who has symptoms, the County of San Diego requires that a negative antigen test be confirmed by a follow-up test (antigen, PCR or other NAAT) administered the following day, and that the person isolate pending the result of that test.

If the student cannot or will not follow the requirements listed below, quarantine for 10 days (return Day 11) is required.

Quarantine Requirements

It's recommended that quarantine be used only for close contact situations that occur in home and community settings. The CDPH recommends that schools use the "group tracing" approach for exposures that occur in school settings.

- **Modified (in-school) Quarantine:** This option may only be used by student close contacts exposed in a setting supervised by school staff, when the COVID-19-positive person and student close contact were both wearing masks during all contacts with each other within 6 feet. To remain in school the student must test within 24 hours of notification, and on or after day 5. Rapid result (antigen) testing is recommended. The student may continue to participate in expanded learning or child care programs offered on the school campus, but must quarantine at home from all other before-school, after-school, and weekend activities. Activities may resume on or after Day 6 with evidence of a negative test sample collected on or after Day 5. (See FAQ answer No. 9).
- **Return on Day 6:** It is recommended that the student close contact test ASAP. Return as early as Day 6 is authorized with evidence provided prior to return that a diagnostic specimen collected on or after Day 5 is negative. For household exposures, see the note below.
- **Return on Day 11:** Allows a student to return on Day 11. Testing is recommended on Day 5, 6, or 7, but not required. For household exposures, see the note below.
- **Household Exposures:** A person who lives with someone who is COVID-positive must quarantine until their last contact with the positive household member(s) while they are contagious. In most cases this will be until the day the last COVID-positive household member is no longer required to isolate. Counting from this date, return is possible using the Day 6 or Day 11 options described above. See questions 6 and 7 of the [Decision Tree FAQs](#) for more information and for instructions on how to isolate a positive individual in a room away from others in the home.
- **If symptoms develop or a positive test result occurs** during quarantine, require isolation at home and consult the Symptom and Isolation or Asymptomatic Positive tree.

Additional Requirements for Return Before Day 11

- Students should wear a face covering over their nose and mouth when indoors, self-monitor for symptoms, use good hand hygiene practices, and use good cough and sneeze etiquette.
- Accommodations (like changes in the close contact's work, room, seat, or bus assignments) should be made to ensure that close contacts returning before Day 11 will not be near others who are immunocompromised (i.e. solid organ or bone marrow transplant, chemotherapy, similarly reduced ability to fight infections). If these accommodations cannot be made the close contact must quarantine for 10 days.

Other Notes on Quarantine

- The number of days required for quarantine is counted from the day after the person's last close contact with a person who is contagious with COVID-19. Please see FAQ No. 1 under "isolation" for information on how long people are considered to be contagious.

Evergreen Union School District
Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, 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.

Person Conducting the Evaluation: _____ Date: _____

Name(s) of Employees and Authorized Employee Representative that Participated:

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

**Evergreen Union School District
Appendix B: COVID-19 Inspections**

Person Conducting the Inspection: _____ Date: _____

Work Location Evaluated: _____

Exposure Controls	Status	Ranking (1,2,3)	Person/s Assigned to Correct
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Exposure Controls	Status	Ranking (1,2,3)	Person Assigned to Correct
Administrative			
Face coverings			
Surface cleaning (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and			

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supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Exposure Controls	Status	Ranking (1,2,3)	Person Assigned to Correct
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Evergreen Union School District
Appendix B: COVID-19 Inspections By Administrators

Person Conducting the Inspection: _____ Date: _____

Work Location Evaluated: _____

Exposure Controls	Status	Ranking (1,2,3)	Person/s Assigned to Correct
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Exposure Controls	Status	Ranking (1,2,3)	Person Assigned to Correct
Administrative			
Face coverings			
Surface cleaning (frequently enough and adequate supplies)			
Hand washing happening/enough supplies			

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Evergreen Union School District
 Appendix C: Investigating COVID-19 Cases
 Contact Tracing for Covid-19 Positive Staff

Incident # _____

Contact Tracing Team:

Contact Tracing Date: _____ Contact Tracing Team Lead: _____

Employee		Occupation	
Campus where employee worked (circle one)	EES EMS BES EIE DO	Date Last Present in Workplace	
Date of Exposure		Date of Onset of Symptoms	
Date of Positive Covid Test			
Date of Release from Quarantine (If symptomatic, 10 days from onset of symptoms. If asymptomatic, 10 days from a positive test result.)			

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**Evergreen Union School District
Contact Tracing for Covid-19 Positive Staff Member**

Topic	Questions	Completed
Family	Does the staff member have any family that works/go to school at EUSD?	
Attendance	When was the last day the staff member worked?	
Transportation	Does the staff member car pool? With whom?	
Colleagues	Whom does the staff member work with regularly? Did the staff member work with any other staff members when he/she may have been Covid positive? Did the staff member see any other staff members in a social setting when he/she may have been Covid positive?	
Work with Students	Did the staff member teach/work with any children when he/she may have been Covid positive?	
Lunch	Whom does the staff member eat lunch with regularly? Did the staff member eat lunch with any other staff members when he/she may have been Covid positive?	

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Topic	To Do's	Complete
Notification	Notify Adults Impacted (Take into account if the person has been vaccinated) Keep a record of these on the Contact Tracing Case Log *Provide Staff Omitted Form (original to DO; copy to adult)	
Notification	Notify Students Impacted Keep a record of these on the Contract Tracing Case Log *Send email via Aeries Communication (be sure to include bus number/teacher name of students being omitted). *Provide Student Omitted Form	
Notification	Notify EUSD at large <ul style="list-style-type: none"> ● EUSD Parents ● EUSD Staff ● EUSD Board ● EFT/CSEA/Teamsters (as needed) 	
Attendance	In Aeries, note all students impacted/omitted following Attendance Protocols	
Notification	Notify Jason/Robert of Covid-19 exposure for Custodians Notify Kim regarding Transportation changes Notify the Kitchen regarding meal changes	
Notification	Notify Tehama and/or Shasta County Public Health with Contact Tracing information Obtain quarantine order and send out, if applicable	
Substitutes	Ensure staff have put absences in Aesop (for record-keeping only) Pivot classes to Distance Learning Notify LC, Music, PE, Health, Library of which classes are out	
Notification	Notify staff regarding available COVID-19 Testing	
Notification	Notify Worker's Compensation for Staff Case	
Reflection	What were the workplace conditions that could have contributed to the risk of the COVID-19 exposure? What could be done to reduce exposure to COVID-19 in the future?	

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related information provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted 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 or that of 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.

**Evergreen Union School District
Appendix C: Investigating COVID-19 Cases
Contact Tracing for Covid-19 Positive Student**

Incident # _____

Contact Tracing Team:

Contact Tracing Date: _____ Contact Tracing Team Lead: _____

Student		Grade Level	
Campus where student attended (circle one)	EES EMS BES EIE DO	Date Last Present at School	
Date of Exposure		Date of Onset of Symptoms	
Date of Positive Covid Test			
Date of Release from Quarantine (If symptomatic, 10 days from onset of symptoms. If asymptomatic, 10 days from a positive test result.)			

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**Evergreen Union School District
Contact Tracing for Covid-19 Positive Student**

Topic	Questions	N/A	
Family	Does the student have any family that works/go to school at EUSD?		
Attendance	When was the last day the student attended school? *Print Attendance Report		*Attach
Transportation	Does the student ride the bus? Which bus? Which driver? *Obtain Bus Roster/Get Attendance Roster from Transportation		*Attach
Teacher	Who is/are the teacher/s?		
Health/PE/ Music/Library	Did the student attend Health/PE/Music/Library when they may have been Covid positive? Who is/are the teacher/s? *Review Health/PE/Music/Library Schedule		
Learning Center	Did the student attend LC when they may have been Covid positive? Who is/are the teacher/s? *Review LC Roster		
Student Services	Did the student get support from SPED, Speech, Psychologist, Counselor when they may have been Covid positive?		
SERRF	Morning Afternoon		
Classmates	Who are the students' classmates? Has the student held or attended any events outside of school with his/her classmates? *Print Class Roster		*Attach

Topic	To Do's	Completed By	
Notification	Notify Adults Impacted (Take into account who has been vaccinated) <ul style="list-style-type: none"> ● Bus driver ● Teacher/s - Classroom/Health/PE/Music/Learning Center ● Classified Aide/s Keep a record of these on the Contact Tracing Case Log *Provide Staff Omitted Form (original to DO; copy to adult)		
Notification	Notify Students Impacted <ul style="list-style-type: none"> ● Bus riders ● Classmates ● Other students (as necessary) Keep a record of these on the Contact Tracing Case Log *Send email via Aeries Communication (be sure to include bus number/teacher name of students being omitted) or make phone calls to families. *Provide Student Omitted Form		
Notification	Notify EUSD at large <ul style="list-style-type: none"> ● EUSD Parents (to Debra for website & in Spanish) ● EUSD Staff ● EUSD Board ● EFT/CSEA/Teamsters (as needed) 		
Attendance	In Aeries, note all students impacted/omitted following Attendance Protocols <ul style="list-style-type: none"> ● Bus riders ● Student and classmates ● Other students (as necessary) 		
Notification	Notify Jason/Robert of Covid-19 exposure for Custodians Notify Kim regarding Transportation changes Notify the appropriate Cafeteria regarding meal changes		
Notification	Notify Tehama and/or Shasta County Public Health with Contact Tracing information Obtain quarantine order and send out, if applicable		
Substitutes	Ensure staff have put absences in Aesop (for record-keeping only) Pivot classes to Distance Learning Notify LC, Music, PE, Health, Library of which classes are out		
Reflection	What were the workplace conditions that could have contributed to the risk of the COVID-19 exposure? What could be done to reduce exposure to COVID-19 in the future?		

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or re services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, (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 to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that individually identifiable medical information or from which individually identifiable medical information has been removed

**Evergreen Union School District
Appendix D: COVID-19 Training Roster**

Person Conducting the Training: _____ Date: _____

Name(s) of Employees that Participated:

Employee Name	Signature

Appendix E: Documentation of Employee COVID-19 Vaccination Status – CONFIDENTIAL

Employee Name	Fully or Partially Vaccinated¹	Method of Documentation²

¹Update, accordingly and maintain as confidential medical record

²Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

(3 or more Covid cases
within an exposed group)
14 day period

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
 - Employees who were not present during the relevant 14-day period.
 - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
 - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review and hazard correction

We 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 is documented and includes:

- 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 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 feasible.
 - Requiring respiratory protection in compliance with section 5144.

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, 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, if so, implement their use to the degree feasible.

Additional Consideration #2

Major COVID-19 Outbreaks

(20 or more COVID cases)
in an exposed group
30 day period

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.