



COVID-19 Prevention Program (CPP) for the Salinas Union High School District

Approved – March 9, 2021

REVISED/BOARD APPROVED – July 28, 2021

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COVID-19 Prevention Program (CPP) for Salinas Union High School District.

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

Date: January 25, 2021 – UPDATED July 28, 2021

CPP is available on the Salinasuhdsd.org website: <https://www.salinasuhdsd.org/domain/1204>

1. Purpose

This Program is published in accordance with Title 8 Section 3205 and other applicable sections of the California Code of Regulations. It is the express intent of Salinas Union High School District to provide all employees with information, procedures and equipment that is appropriate to help them work safely in an academic environment.

2. Scope

This section applies to all employees and places of employment.

Note: Revisions to this plan may be implemented as more protective or stringent state or local health department mandates or guidance are issued.

3. Authority and Responsibility

The Superintendent or designee have the 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.

4. Definitions

The following definitions apply to this section and to sections 3205.1 through 3205.4.

1. "Close contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings. EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.
2. "COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
3. "COVID-19 case" means a person who:
 - a. Has a positive "COVID-19 test" as defined in this section; or
 - b. Has a positive COVID-19 diagnosis from a licensed health care provider; or
 - c. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - d. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

4. "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
5. "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
6. "COVID-19 test" means a viral test for SARS-CoV-2 that is:
 - a. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
 - b. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
7. "Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
 - a. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or common area at work.
 - b. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - c. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.
8. "Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
9. "Fully vaccinated" means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).
10. "High-risk exposure period" means the following time period:
 - a. For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.

- b. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
11. “Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
12. “Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

NOTE: The term worksite is used for the purpose of notice requirements in Section 8 – Investigating and Responding to COVID-19 cases only.

5. Identification and Evaluation of COVID-19 Hazards

The Director of General Services, Virginia Boyce, led a district-wide inspection of all of our school sites accompanied by the site’s principal administration (Principal, VP Facilities, Plant Foreman, Lead Custodians) during July 2020 timeframe. The inspection, intended to kick-start mass purchasing needs for protective equipment and supplies, also identified:

- Isolation Room (for students with symptoms) with additional PPE storage space adjacent to the room for site liaison and monitoring.
- Water Bottle fillers adequacy for student return (bubblers off-limits)
- Identification of unique spaces with additional hazards relative to sanitization (welding shops and CTE classrooms with medical equipment)
- Identification of greeting spaces for parents and other public (attendance offices, front offices) and evaluation of barriers and other measures required.
- Identification of nonconforming staff personal items, furniture, and fixtures for removal from the site.
- Identification of high-touch points
- Identification of housekeeping supplies, such as additional paper towel holders to replace hand dryers during the pandemic, identification of need for hand washing and sanitization kits by site.
- Identification of site furniture, fixtures, and other amenities that were aging/outdated/damaged that would not lend well to sanitization efforts for replacement considerations.

For continuous inspection, 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 SUHSD Self Attestation Survey form, which is maintained as a confidential medical record. [Appendix F: SUHSD Self Attestation of COVID-19 Vaccination](#)
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
- 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.

- 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.

Employee participation

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

- Informing the employee's supervisor and designated site COVID-19 Liaison of the hazard, who will then conduct a COVID-19 inspection of the hazard.
- Representatives who would like to discuss the CPP or COVID-19 hazards are encouraged to contact the Human Resources COVID-19 Manager.

Employee screening

We screen our employees by:

- Employees are instructed not to come to work if they are feeling any symptoms of an illness.
- Employees are required to complete an online Daily Wellness Check at the beginning of each day when working on-site. Touchless thermometers may also be available at worksites for self-use. Signage will be displayed reminding visitors and employees of wellness protocols. The Daily Wellness Check is monitored by the site COVID-19 Liaison.
 - Signage is available at all site entrances reminding staff to complete their daily wellness check
 - Reminders are sent via email and/or text from the Frontline Health Portal
- Employees and visitors are required to sign into a visited site for contact tracing purposes.

6. 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:

- In an effort to maintain a safe and healthy place during the COVID-19 pandemic, the [COVID-19 Inspection Form](#) can be used to report any issues that need the attention of either the Maintenance Department or the Human Resources Department.
- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

7. Control of COVID-19 Hazards

Physical Distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented. This is consistent with CDC K-12 School Guidance.

- Reference section [3205\(c\)\(6\)](#) for details

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn over the nose and mouth by employees that are not fully vaccinated when they are indoors or in vehicles with others, and where required by orders from the California Department of Public Health (CDPH). Non-employees and visitors are required to wear face coverings prior to entering the workplace/school site.

Employees required to wear face covers in our workplace/school site may remove them under the following conditions:

When an employee is alone in a room or a vehicle.

- While eating or drinking at the workplace/school site, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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.

Any employee not wearing a required face covering or an alternative, are required to be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

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: COVID-19 Inspections**, 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:

- Clear plexiglass barriers installed between areas where coworkers, students, parents, and the public must interact with each other to conduct school business.
- Every other student desk may include a clear plexiglass desktop barrier as an added safety measure.
- All rooftop economizers were repaired and adjusted by a licensed and certified mechanical contractor to maximum outside air.

- Report of all fresh air capacity and condition of rooftop mechanical units of all indoor rooms of all school campus buildings was conducted by a licensed and certified mechanical contractor.
- All sites possess air quality meters to measure for other hazards, such as smoke, to help determine if outside air intakes need to be lowered during other hazardous conditions such as fires during the pandemic.
- All HVAC filters were replaced with a MERV 13 rated filter and replacement of filters is scheduled for every four months by the District's Maintenance team.
- Needlepoint Bi-polar Ionization units meeting California air quality standards have been installed in all campus buildings HVAC systems. (Mfr: Global Plasma Systems (GPS))
- Rooms without outside air are being fitted with HEPA air purifiers.
- The District is pursuing additional mechanical upgrades to improve its aging systems.

Cleaning and disinfecting

As referenced in **EXHIBIT 1 - SUHSD Custodial Handbook: Appendix B: COVID-19**. The appendix is a comprehensive document that covers all facets of cleaning and disinfecting school campuses and district offices under a variety of scenarios.

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

- Training of all custodial staff was expanded to include mandatory trainings for:
 - EPA N List Hazardous materials, dwell times, labelling, and storage
 - Respirators, medical clearances, fit testing by certified trainers
 - PPE
 - New equipment including electrostatic sprayers, UV-C light disinfection
- Automatic dispensing units were installed at each location to eliminate the need for manual dilution of chemicals.
- Supply services were entered into for replenishment and cleaning/servicing of all custodial rags, mop heads, mop buckets, and dust mops/wands to minimize custodial handling of dirtied cleaning supplies.
- Additional PPE needs are warehoused at the District warehouse for replacement and to ensure no shortages are encountered at the site level.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Posted CDC handwashing guidance in all restrooms and break rooms.
- Frequent handwashing must occur with soap and water for a minimum of 20 seconds.
- Hand washing is always more effective than hand sanitizer, but if a sink is not in proximity, utilize the hand sanitizer stations provided.

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. Section 3205(c)(E) was also evaluated for respiratory protection for custodial staff in the use of cleaning and disinfecting supplies, chemicals, and equipment used for sanitizing and disinfecting potentially contaminated spaces.

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 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 or when employees use cleaning equipment that could potentially aerosolize infectious materials such as restroom power washing machines.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

8. Investigating and Responding to COVID-19 Cases

This will be accomplished by using a district tracking sheet coordinated by the Human Resources department (**Appendix C: COVID-19 Cases Tracking Sheet**). All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID 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.

SUHSD has developed effective procedures to investigate COVID-19 cases that include seeking information from our employees/students regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: COVID-19 Cases Tracking Sheet** and the Frontline School Health Management application for conducting case management and contact tracing procedures.

We also ensure the following is implemented:

- Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Determine who may have had close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace/school site

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
 - Employees who were fully vaccinated before the close contact and do not have symptoms.
 - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
- Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]
- Required to be excluded from work for 10 days from the last date of close contact.

9. 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:

- A site COVID-19 Liaison additional duties assignment at the administrator level has been created at every site - ([COVID-19 Liaison Master list](#)). Employees are to communicate directly with the site Liaison. The Liaison is responsible for coordinating with the District COVID-19 Manager. The District COVID-19 Manager's sole assignment is responding, directing, reporting, and documenting as mandated by various Federal, State, and Local orders and mandates.
- Employees can report without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.
- Our procedures or policies for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can work with Human Resources to find a solution or request accommodations while allowing full job responsibilities to be met.
- SUHSD has identified viable methods for offering asymptomatic, symptomatic, and response testing for all staff and students available through the CDPH partnerships. Staff and student testing will be voluntary with no out-of-pocket costs.
- As per the Division of Occupational Safety and Health (Cal/OSHA) requirement that employers inform employees and the District community of reported, potential COVID-19 cases and/or outbreaks affecting the District an email notification is sent within 24 hours.

10. Training and Instruction

We will provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
 - Training will be included with new hire on-boarding and orientation
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, 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.
- Keenan Safe School is used to complete required/mandatory training.
 - COVID-19 Training Roster is available in the Human Resources office.

- SUHSD COVID-19 Prevention Program training slides with Q & A
- 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.

11. Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact 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.
- Exclude 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.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- COVID-19 cases who test 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 10 days from the time the order to quarantine was effective.
- For employees excluded from work, continuing, and maintaining an employee's earnings, wages, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

12. 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 using **APPENDIX D - Template for Employer Reporting of Workplace COVID-19 Outbreaks**
- 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 the **Appendix C: COVID-19 Cases Tracking Sheet** 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.

13. Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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 once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19
 - test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude 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/quarantine was effective.
- A signed SUHSD Return to Work Attestation form is required to return to work.

14. Approval of COVID-19 Prevention Program

Name of Authorizing Agent: Dan Burns
(Print name)

Signature of Authorizing Agent: *[Handwritten Signature]* Date: 3/20/21

This section intentionally left blank.

15. COVID-19 Prevention Program Policy Acknowledgement

Purpose

This Program is published in accordance with Title 8 Section 3205 and other applicable sections of the California Code of Regulations. It is the express intent of the Salinas Union High School District to provide all employees with information and equipment that is appropriate to help them work safely in an academic environment.

Program Policy

It is the policy of **Salinas Union High School District** that any employee participating in job tasks when factors for injury are present, shall comply with the procedures in this document and wear appropriate personal protective equipment as defined herein and, in the Injury, and Illness Prevention Program.

Acknowledgement and Receipt of Policy

I _____(print name) hereby acknowledge that I have received a copy of the Salinas Union High School District's COVID Prevention Program (CPP). I have read and understand the provisions outlined in the Salinas Union High School District's COVID Prevention Program Policy and agree to comply with all the requirements that it contains. I understand that compliance with the Salinas Union High School District's COVID Prevention Program Policy is necessary to prevent illness due to exposure of COVID and avoid violations to CCR Title 8, Section 3205.

Employee Signature: _____ Date: _____

Supervisor Name: _____ Date: _____

Supervisor Signature: _____ Date: _____

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: **[enter name(s)]**

Date: **[enter date]**

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

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

Appendix B: COVID-19 Inspections

Date: [\[enter date\]](#)

Name of person conducting the inspection: [\[enter names\]](#)

Work location evaluated: [\[enter information\]](#)

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration (i.e., by installing air purifiers)			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Appendix C: COVID-19 Cases Tracking Sheet

Date of Notification	Last	First	Site/Dept	Position	Cause of Exposure	Last Date on Site	Other Staff Potentially Exposed

Appendix D: Template for Employer Reporting of Workplace COVID-19 Outbreaks

Monterey County COVID-19 Workplace Outbreak Tracking Spreadsheet

Effective January 01, 2021 AB 685 COVID-19 Workplace Outbreak Reporting requires employers to notify employees who may have been exposed to COVID-19 and to report workplace outbreaks to the local health department. When non-healthcare employers identify 3 or more cases of COVID-19 at a worksite within a 14-day period, they are required to report this to their local health department within 48 hours. Non-Healthcare Congregate Setting COVID-19 Outbreak definition- In non-residential congregate settings, e.g., workplaces, adult and child daycare facilities, K-12 schools and colleges/universities.

At least three probable or confirmed COVID-19 cases* within a 14-day period in people who are epidemiologically-linked in the setting, are from different households, and are not identified as close contacts of each other in any other case investigation.

Upon knowledge or identification of employees with a positive COVID-19 test, the Monterey County Communicable Disease Unit requests employers to complete this COVID-19 Workplace Outbreak Tracking Spreadsheet for all COVID-19 employees with a positive test.

Please note this is confidential information; please do not share with other agencies or employees.

This form should be submitted to our unit securely via email (i.e. encrypted) upon initial identification of cases and for any additional cases identified. For further guidance on how to complete this form, please see the previous excel tabs. Please complete all highlighted fields below.

This tool supports the California Department of Public Health guidance:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/ab685.aspx>
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Guidance.aspx>

*Please complete the highlighted fields below

Workplace Name:				Workplace Address:				Workplace Contact Information (name and phone number) :																	
Date Submitted:				Exposure Period:				# of Employees (Possibly Exposed)				Worksite NAICS #													
				Did this person experience the following symptoms while at the worksite? (Y/N/U)				COVID-19 Test																	
Name (last, first)	Date of Birth (MM/DD/YY)	Employee Address		Job Title/Position	Gender (M/F/Other)	Fever ≥ 100.4 F?	Subjective fever?	Chills?	Short of breath?	Cough?	Sore Throat?	Fatigue?	Body Aches?	Nausea, vomit, diarrhea?	Headache?	New loss of taste?	New loss of smell?	DATE SYMPTOMS STARTED (MM/DD/YY)	Date tested for COVID-19	Lab test result (+/-)?	Last Date Worked (MM/DD/YY)	Date isolation / quarantine started (if applicable) (MM/DD/YY)	County Use Only	Exposed to COVID-19 while at work?	Employer Comments

Appendix E: COVID-19 Vehicle Safety Cleaning and Disinfecting Protocol

Clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each trip. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions.

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.

Step 1: Wash your hands:

- Before you leave your site, wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- Once you reach your destination, wash your hands again with soap and water for at least 20 seconds or use hand sanitizer with at *least 60% alcohol* as soon as possible upon arrival.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Step 2: Bring Cleaning Solutions

- Before traveling, make sure the vehicle is equipped with sanitizing wipes and/or hand sanitizer with at least 60% alcohol (in case you are unable to wash your hands at your destination).
- [Clean and disinfect](#) commonly touched surfaces with EPA-approved disinfectant after each trip. See your School Plant Foreman/Head Custodian for a bottle of EPA approved disinfectant.

High touch point that must be disinfected before and after each use of the vehicle with appropriate disinfectant.

- Exterior door handles
- Areas between seats & consoles
- Trunk release
- Areas between seats & doorjambs
- Door interiors
- Interior door handles
- Center console
- Key/key fob
- Door pockets
- Steering wheel
- Steering column
- Seat belts
- Cup holders / compartments
- Seat pockets/seat surfaces
- Instrument panel
- Accessory panel/touchscreen
- Rearview mirror/side mirrors
- Visors/visor mirrors
- Dashboard/vents
- Gearstick/gear shift
- Among any other high-touch areas

Appendix F: SUHSD Self Attestation of COVID-19 Vaccination

Salinas Union High School District Self Attestation of COVID-19 Vaccination



Please respond as to your COVID-19 vaccination status as of today. If your status changes, please contact Human Resources.

Note: "Fully vaccinated" means you have received, at least 14 days prior to today, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. *This information will remain confidential.*

* Required

Email *

First Name *

Last Name *

Department/School * - Mark only one

- | | | |
|--|---|---|
| <input type="checkbox"/> AHS | <input type="checkbox"/> HMS | <input type="checkbox"/> Pupil Personnel Services |
| <input type="checkbox"/> Business Services | <input type="checkbox"/> Human Resources | <input type="checkbox"/> RSJHS |
| <input type="checkbox"/> CLCDS | <input type="checkbox"/> Information Technology | <input type="checkbox"/> SAS |
| <input type="checkbox"/> EAHS | <input type="checkbox"/> Instructional Services | <input type="checkbox"/> SHS |
| <input type="checkbox"/> Ed Services | <input type="checkbox"/> LPMS | <input type="checkbox"/> Student Support Services |
| <input type="checkbox"/> EPS | <input type="checkbox"/> Migrant/SPO | <input type="checkbox"/> Superintendent's Office |
| <input type="checkbox"/> ESMS | <input type="checkbox"/> MTHS | <input type="checkbox"/> Testing |
| <input type="checkbox"/> Food Services | <input type="checkbox"/> MTROP | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> General Services (Maintenance and Operations) | <input type="checkbox"/> NSHS | <input type="checkbox"/> WMS |

Please select the statement below that accurately describes your vaccination status: * - Mark only one

- I am fully vaccinated
- I am NOT vaccinated
- I choose not to provide my vaccination status

I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, my employer may request documentation of my vaccination status (e.g., a copy of my vaccine card or other similar official document confirming vaccination status).

Signature*

Date*

Outbreaks

Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period. **Reference section [3205.1](#) for details.**

COVID-19 testing

- We will 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 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, isolation, or exclusion 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 in the exposed group 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.

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

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

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.

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.

Consideration #2

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our exposed group for a 14-day period. **Reference section [3205.2](#) for details.**

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 the requirements of our CPP **Correction of COVID-19 Hazards**, 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.
 - Physical distancing that includes: telework or other remote work arrangements;
 - Reducing the number of persons in an area at one time, including visitors;
 - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
 - Staggered arrival, departure, work, and break times; and
- 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 desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- 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.