

COVID-19 Prevention Program (CPP)

Willows Unified School District

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

Date: January 15, 2021

Authority and Responsibility

Emmett Koerperich, 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:

- Glenn County Public Health Department (GCPHD), district administrators and district maintenance lead Steven Permann will conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Random spot checks of facilities for work place hazards have been conducted by GCPHD, district administrators and district maintenance lead, Steven Permann.

Employee participation

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

- All WUSD employees are encouraged to notify immediate supervisors regarding potential COVID-19 hazards in the work place.
- All district employees have completed a series of video trainings offered by Golden State Risk Management detailing COVID-19 hazards in the work place.

Employee screening

We screen our employees by:

- All WUSD employees are required to complete and submit a daily health assessment evaluating symptoms and exposure prior to entering the workplace.
- All WUSD employees submit their daily health assessment using Google Forms.
- Temperature checks are required daily upon entering the work place using non-contact thermometers.

- Face masks are required upon entering all WUSD facilities.

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:

- WUSD administrators, working with the GCPHD, will assess the severity of all COVID-19 related hazards and make recommendations for corrections.
- Immediate correction of any identified issues with exposure control (barriers/partitions, ventilation, air filtration, physical distancing, surface cleaning and disinfection, hand washing facilities, sanitation solutions and PPE) will be the responsibility of the WUSD administrators and maintenance department.

Control of COVID-19 Hazards

Physical Distancing

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

- Eliminating the need for workers to be in the workplace – e.g., 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.
- Class sizes have been reduced and schedules modified to maintain six feet of social distance for faculty, staff and students.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks.
- Establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, marking on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Classrooms will be cleared of unnecessary furniture or clutter that may get in the way of distancing or disinfecting practices.
- WUSD encourages outdoor learning on all campuses.
- Dedicated entrances and exits on each campus, and directional signs will be provided to limit traffic flow in hallways.
- Assigned outdoor spaces will also be used for busses, drop-off, and pick-up
- Recess will be staggered to the extent possible to avoid mixing. Playground equipment may be assigned to each class.
- Special Education services may be provided in a push-in model to the extent possible to avoid mixing.
- All staff meetings, professional development training, education, and all other staff activities, will be held remotely and/or with appropriate physical distancing.
- Parents/visitors will be allowed on campus by appointment only and must use a face covering consistent with state mandates.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person,

including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Under the current California masking mandate, all staff and teachers will wear face masks in the classroom per California Department of Public Health (CDPH) Guidelines.

- All campuses and busses have cloth and disposable masks available for students/staff when needed.
- CDPH recognizes there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. This medical condition must be documented in an IEP or communicated to the school or Human Resources by way of a physician's order.
- According to CDPH guidelines, if a student refuses to wear a face covering, the student will be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering.
- Students excluded on this basis will be offered other educational opportunities through remote learning.
- Cloth face coverings should not be worn during outdoor exercise such as PE and recess.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees 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 face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Solid transparent partitions have been erected in all classrooms and workspaces throughout the district, especially where it may be difficult to maintain at least six feet between individuals.

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

- Air conditioning filter replacement schedules have been modified to include more frequent changes utilizing the thickest filters available per individual unit.
- iWave ion generators have been installed in the ducts of the air conditioners throughout the district.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Staff will sanitize high-touch surfaces at scheduled times throughout the school day.
- Disinfecting of classrooms and other spaces used will occur daily.
- Disinfecting wipes and spray bottles with paper towels will be provided to all classrooms and offices for daily disinfection.

- Staff have been trained in safe and appropriate use of disinfectants.
- Busses will be cleaned between routes.
- Drinking fountain use will be suspended; students are encouraged to bring water in refillable containers. Milk and juice will also be provided with the daily grab-and-go meals.
- Students have been issued needed supplies to reduce sharing of manipulatives, art supplies, etc.
- HVAC filters will be changed with increased frequency.
- Additional disposable PPE is available as needed at each school site, for student and staff use.
- WUSD will follow disinfection guidelines developed by the Centers for Disease Control (CDC) for school campuses, including classrooms, workspaces, outdoor spaces, and playgrounds.

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

- Close off classroom or office where patient was based and do not use these areas until after cleaning and disinfection.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait for at least two hours and as long as possible.
- Custodial staff members responsible for disinfecting have received appropriate training and the use of equipment and solutions.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- All students have been assigned an electronic device (Chromebook), classroom materials and supplies to minimize shared tools and equipment.
- The custodial staff has maintained a strict cleaning and sanitation schedule throughout every facility in the district.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Have added portable hand washing stations at all sites.
- Foam hand sanitizers have been installed in all classrooms and facilities open to the public.
- Employees have completed hand washing training to encourage proper hand washing techniques.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

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

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

Investigating and Responding to COVID-19 Cases

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

Employees who had potential COVID-19 exposure in our workplace will:

- Be tested per District procedures and administered in accordance with Industry Guidance/County Orders.
- Follow protocols for exclusion of COVID-19 cases.

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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how: All employees shall report a positive COVID-19 test result to their supervisor as soon as practical. If they are on a District site, they must ensure they are wearing a face covering as they proceed to an isolated area, where they will remain until they can be transported home or to a health facility. The staff member must not return to any District site until they and their household members have met the CDC's criteria to discontinue home isolation, described above. In addition, the staff member must comply with all directives received from medical professionals regarding their COVID-19 status. The staff member must also keep their supervisor apprised of any changes to their status and remain in contact with their supervisor. Their supervisor will let the staff member know when it is acceptable to return to work.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing: Free COVID-19 Testing is available at OptumServe locations in Chico, Red Bluff, and Orland.
- 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.
- The District will notify and take direction from the Glenn County Office of Education and public health officials, which may include notification to families, employees, the community, and other entities in accordance with applicable privacy and confidentiality laws.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility,

and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- All district employees have completed the list of the Target Solutions video trainings provided by Golden State Risk Management listed below:
 - Coronavirus 101, 102, 103, 104, 105, 106
 - Aerosol Transmitted Diseases
 - Emergency Preparedness and Response
 - Prep for Pandemic Flu Outbreak

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 with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing employees exposed at work to COVID-19 industrial accident leave, sick leave and other differential leave rights to ensure employees do not report to work.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.

- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Signature of Approving Representative:



Emmett Koerperich, Superintendent

January 29, 2021

Dated