



## **COVID-19 Prevention Program (CPP) for Ripon Unified School District**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. On November 30<sup>th</sup>, 2020 the Office Administrative Law approved the COVID-19 Temporary Emergency Standard.

The Director of Facilities Operations and Safety Services 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.
- 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.
- Safety meetings with all school site and facility administrators to be held regularly
- The Director in charge of the Evaluation of COVID-19 Hazards will update the Superintendent and members of the Cabinet on a weekly basis.

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

- Supervisors have responsibility for ensuring the safety and well-being of their employees. Employees are encouraged to first contact their supervisors whenever they observe an unsafe condition or hazard. Employees may also report the unsafe condition or hazard directly to the Director of Facilities Operations and Safety Services.
- Employee screening
- Ripon Unified utilizes a Staff Prevention Protocol sheet outlining COVID-19 symptoms that employees must self-screen for before coming to work each day. As employees enter their worksite, they take a daily temperature check with utilization of non-contact thermometers. All employees are required to wear masks prior to entering district 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:

- The Responsible Person and/or the Maintenance Department shall be notified and shall promptly take those actions necessary to correct the unsafe condition.
- The area identified as unsafe or unhealthy work conditions will be shut down until comprehensive disinfection as part of the District's Deep Cleaning and Disinfection Protocol.

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

### **Physical Distancing**

- Social Distancing in classrooms with students seated up to 3-6 feet apart from each other employees, as practicable.
- Suspend the use of drinking fountains. Encourage students to bring reusable water bottles to utilize the water bottle filling stations.
- Use of shared playground equipment may be limited or closed.
- Outdoor activities requiring minimal contact will be encouraged.
- Limit or suspend the sharing of objects and equipment to the extent practicable and disinfect between uses.
- Minimize contact at school between students, staff, families, and the community, especially at the beginning and end of the school day.
- Students and staff should remain in the same space and in groups as small and consistent as practicable.
- Maximize physical space and minimize movement as much as possible.
- Minimize congregate movement throughout the hallways as much as possible.
- Nonessential visitors, volunteers, and activities involving outside individuals will not be permitted until the County Public Health Officer deems it safe.
- Groupings of employees and students at assemblies, rallies, and other events will be modified and/or suspended until the County Health Officer deems it safe to return to normal practices.

### **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.
- Employees are required to wear face coverings when:
  - Interacting in-person with any students or other members of the public, such as parents.
  - Working in any space where food is prepared or packaged for sale or distribution to others.
  - Working in or walking through common areas, such as hallways, stairways, elevators, elevators, restrooms, and parking facilities.
  - In any room or enclosed area where other people including students and staff are present.
  - While outdoors in public spaces when maintaining a physical distance of 6 feet from others is not feasible.
- 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
- Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

## Engineering controls

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

- Installed plastic or Plexiglas barriers in areas where personnel might come in contact with outside public and or personnel.
- Installed ionizers on HVAC units to disinfect air coming into the classrooms and office spaces.
- All restrooms will be disinfected twice daily and cleaned and disinfected each evening.
- Modified Schedules for students at the High School

## Cleaning and Disinfecting

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

Category	Area	Frequency
Workspaces	Classrooms, Offices	Daily at minimum, cleaned at the end of each day
Electronic Equipment	Copier Machine, shared computer, TVs, Telephones, Keyboards	Daily at minimum, cleaned at the end of each day
Classroom Supplies	Manipulatives, various supplies	District provided disinfectant is provided for sanitation between uses if sharing is required
General Used Objects	Handles, Light Switches, Sinks, Restrooms	All touchpoints will be disinfected twice daily and cleaned and disinfected each evening
Buses	Bus Seats, Handles/Railing, Belts, Window Controls	Buses will be disinfected twice daily and cleaned at the end of each route
Common Areas	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	At the end of each day/use, between groups as deemed appropriate

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

- Extensive cleaning is triggered when an active employee or student has been identified with a confirmed or assessed likely case of COVID-19. If feasible, after 24-hour vacancy, disinfecting of the area will begin as per public health guidelines with a minimum wait of at least 2 hours and as long as possible. While the scope of disinfecting will be based on the circumstances surrounding the extent the individual has been in specific areas of the campus, the area will be shut down until the comprehensive disinfection of

all common and surrounding surfaces is completed. All work surfaces will be cleaned and disinfected using district provided disinfecting products, such as the Total 360 Clorox disinfecting machine.

- While school is in-session for in-person learning, disinfection occurs daily regardless of case contamination.
- Shared tools, equipment and personal protective equipment (PPE)
- PPE must not be shared, e.g. gloves, goggles and face shields. In order to minimize exposure to COVID-19, PPE has been provided to mitigate the possibility of certain exposures.
- 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. The district provides materials to staff to use in the workplace. The district will provide microfiber towels, disinfectant cleaner, and paper towels for staff to be able to clean and disinfectant their classrooms during the day. Staff has been trained by the Director of Operations in the use of these disinfecting materials. The night custodians will disinfect classrooms each evening.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

## Hand Sanitizing

In order to implement effective hand sanitizing procedures, we established hand hygiene procedures that include the use of alcohol based sanitizer and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, district provided hand sanitizer will be used.

- Students and staff are encouraged to wash their hands before sharing equipment and also after eating, coughing, sneezing, or using the restroom.
- RUSD continues to teach students appropriate hygiene; including coughing and sneezing inside the elbow or a tissue.
- Students and staff should use district provided hand sanitizer when hand-washing is not practicable.
- Students and staff are told to avoid touching their eyes, nose, and mouth with unwashed hands.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels. All school sites and the district office are equipped with hand washing areas, or portable hand washing stations where necessary. Each classroom and offices are supplied with district provided hand sanitizer.

Properly hand wash with soap and water by:

- Wet hands first with water
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with a paper towel.
- Use a paper towel to turn off the water faucet.

Alcohol-based hand sanitizer is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand washing stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Sanitizer (follow manufacturer's directions):

- Dispense the recommended volume of product.

- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

## **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.

## **Investigating and Responding to COVID-19 Cases**

The District implemented COVID-19 Tracking procedures. In the event of a learned confirmed case of COVID-19 infections from an individual within a school/district community, RUSD will follow the below procedure:

- Human Resources in conjunction with the worksite supervisor will identify any close contacts of the confirmed case and assess the risk of exposure.
- Worksite supervisors will make contact via phone and/or email with all identified close contacts and conduct a formal tracing procedure.
  - Close contacts of the confirmed individual will be instructed to home quarantine for a minimum of 10 days post exposure, per the SJCPHS Home Quarantine Instructions for Close Contacts to COVID-19. If you determine you have symptoms or a fever, contact your primary care physician, the Health Services Department, and your supervisor or the HR Department. If you are diagnosed with or likely to have COVID-19 you must continue isolating at home.
  - As per Public Health Emergency Quarantine Order Dated December 23, 2020 under the Authority of the California Health and Safety Code Sections 101040, 101085, and 120175, the San Joaquin County Public Health Officer orders:
  - All Household members, intimate partners, caregivers of a person with COVID-19, and individuals who have had close contact to a person with COVID-19 must quarantine themselves. These persons are required to follow all instructions in this Order and the San Joaquin County Public Health Services guidance documents reference in this order. If there is a confirmed COVID-19 case infection, RUSD will notify San Joaquin County Health Services as advised.
- Worksite supervisors will also notify all non-exposed individuals of the positive case.
  - The "Exposed" and "Not Exposed" letters align with those provided by San Joaquin County Public Health Services.
- RUSD will send a general notice via email to the specific school community at large, as required by AB 685 within 24 hours of notification of the positive case. This notice will not have detailed information surrounding the confirmed case or any identifiable information of the individual. We understand that it can be disconcerting to not have specific information surrounding the individual; however, it is important that we respect the privacy of our students and staff.
  - The notification will offer COVID-19 testing at no cost during their working hours.
  - This may include self-administering an at-home test kit and dropping off sample at a FedEx drop off location during work hours (in partnership with CVT/SISC and Quest Diagnostics) OR scheduling an appointment to self-administer a test kit at the district office, which will then be shipped to Valencia Lab in partnership with Color, Valencia Lab, and CDPH.
  - Testing procedures (how the test is obtained) may change based on availability of tests.
- RUSD will notify SJCPHS of all positive cases, and enter any additional information needed by SJCPHS in the School Portal for Outbreak Tracking (SPOT) system.

- San Joaquin County Public Health Services will determine and notify Ripon Unified if we become a location of an outbreak, or major outbreak.
  - If this occurs, RUSD will implement and communicate additional measures and protocols as needed

## **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:

- Communication in regards to worksite exposure will be delivered via email to an employee's work email address
- Communication in regards to testing will be delivered via email to an employee's work email address
- Employees may report possible hazards to their immediate supervisor. The supervisor will consult with the Maintenance Department to evaluate and correct (if needed) the hazard.
  - Employees can report symptoms and hazards without fear of reprisal.
- If employees have questions in regards to Safety Protocols, accommodations due to medical or other conditions that put them at increased risk of severe COVID-19 illness, leave available to them due to COVID-19 related absences, where to test (when testing is not required), and/or any other COVID-19 related questions they should contact the Human Resources Department.
  - HR will provide the employee the information needed
  - OR direct them to where they can find this information
  - Employees can view the Staff Protocols and our Reopening Plan on our website at: <https://www.riponusd.net/copy-of-parent-resources>

## **Training and Instruction**

- Staff have complete COVID Training at the beginning of the 2020-2021 School Year
- Records of who has completed training is kept by the HR Department

## **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 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by the employee utilizing their sick leave and/or vacation benefits or leave covered by workers' compensation (if applicable).
- 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.
- Keep a record of and track all COVID-19 cases. To ensure that all personal identifying information related to COVID-19 are kept confidential, the record is maintained by the HR Department.

### **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 10 days from the time the order to quarantine was effective.



1/25/2021

Andy Strickland

Director of Facilities Operations and Safety Services

## 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 employee 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

## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
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			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			