

COVID-19 Prevention Program (CPP) for Bellflower Unified School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. The responsibility of controlling the spread applies to each of us by doing our part and adhering to the Los County Public Health Department (LACPHD) guidelines which include the Reopening Protocols for K-12 Schools.

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf

Date: January 29, 2021 (Revised on July 23, 2021)

Authority and Responsibility

The Associate Superintendent of Business Services and the District Nurse serve as the District compliance officers and along with the Principal/Site Administrator who 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

The District has evaluated employees' potential workplace exposures and implemented applicable orders and general industry-specific guidance related to COVID-19 hazards and preventions. However, information is constantly changing and the District will continue to conduct periodic inspections as needed and implement corrections. Employees who identify a COVID-19 hazard are to report it to their immediate administrator/supervisor who will then take the necessary steps to correct the hazard if feasible and will communicate with the employee the action taken as long as the information doesn't violate confidentiality. **Logs will be kept at each individual site/department of reports and action taken.** Employees can report symptoms and hazards without fear of reprisal and will be offered Worker's Compensation paperwork if the hazard has posed a risk to the safety of the employee(s).

Documentation of employee COVID-19 vaccination status is conducted using a survey and maintained as a confidential record. Employees who refuse to complete the survey are treated as unvaccinated and are required to follow protocols for unvaccinated individuals.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting concerns to their immediate supervisors.

Employee screening

We screen our employees by having them conduct a self-screening prior to coming to work and not reporting to work if they answer **yes** to the following statement: "If you are experiencing flu-like symptoms such as fever, coughing, shortness of breath, or have come into contact with someone who has tested positive for COVID-19". Signs are posted throughout the District reminding all employees as well as any visitor not to enter if they are feeling any of the symptoms.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be handled by the immediate administrator/supervisor of each site or department through the support of custodial staff. Work orders will be put in when engineering exposure correction is needed and correction will be noted using the District's Maintenance system. The site or department supervisor will be informed that correction was

completed.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) or Los Angeles County Department of Public Health (LACDPH). Information about masks is provided on the District website which is accessible to all employees. This information includes how to appropriately wear the mask.

Employees required to wear face coverings in our workplace 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, 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 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will 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.

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

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

Engineering controls

For indoor locations 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:

- Changing all our filtration and upgraded many of our systems with the maximum air filtration the system allows. We continue to evaluate systems and upgrade based on systems with the most need.
- Quarterly filtration checks are conducted.
- High Efficiency Particulate Air (HEPA) filtration units are being provided to spaces not supported by increased outdoor circulation.

Cleaning and disinfecting

In alignment with the recommendations of the Los Angeles Department of Public Health Order protocol for reopening K-12 schools we implement the following cleaning and disinfection measures for frequently touched surfaces:

- A cleaning and disinfecting schedule have been established in order to avoid both under-and over-use of cleaning products.
- Common areas and frequently touched objects in those areas are disinfected at least daily and more frequently as resources allows using appropriate products. Hand sanitizer is available in all common areas that may require the use of shared objects/equipment and/or when feasible those areas with shared objects/equipment are disinfected between users.
- Cleaning products that are effective against COVID-19 are used according to product instructions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by Healthy Schools Act, as applicable.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible.

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

[The COVID-19 Exposure Management Plans Guidance in TK-12 Schools](#) will be followed. In addition, we close off the space/area used by the ill occupant and wait up to 24 hours before entering if practical and deemed necessary; open outside doors and windows in the ill occupant's area to increase air circulation if possible; perform routine and enhanced cleaning actions plus thoroughly clean and disinfect all non-porous surfaces especially the high-touch surfaces in the ill occupant's space/office, as well as the shared equipment; for porous surfaces in the ill occupant's space/office remove visible contamination, clean with appropriate cleaners, and disinfect with a liquid/spray indicated for use on the material; once thorough cleaning and disinfection have been completed space can be reoccupied.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Installed hand sanitizer dispensers which are located at the entry and exit way of buildings.
- Encourage and allow time for employee handwashing as needed.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol) as need for individual use.
- Encouraging employees to wash their hands for at least 20 seconds each time and use signs to remind individuals of appropriate handwashing.

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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. The District nurse will work directly with individuals that make this request to ensure that they are provided with a respirator and information regarding the use.

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

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.

Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by following the [COVID-19 Exposure Management Plan Guidance in TK-12 Schools](#).

Employees who had potential COVID-19 exposure in our **workplace during the high risk period:**

- Will receive a notice of potential exposure to COVID-19.
- **May be excluded from work and will need to quarantine depending on COVID-19 history, vaccination status and symptoms if considered a close contact. It will be recommended that the employee be tested.**
- Will be provided information about a facility for COVID-19 testing at no cost and allow an employee to go during their working hours to test.
- Will be able to request through their supervisor access to the District nurse who will provide additional recommendations if needed.

Additional measures may be taken per direction of the LACDPH.

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:

- All employees are to report all COVID-19 symptoms and possible hazards to their immediate supervisor.
- Any employee who reports symptoms and hazards will not be subject to reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness will need to submit a note to their immediate supervisor and the reasonable accommodations process will begin. If possible an accommodation will be provided if the classification of their assignment allows.
- Employees can access COVID-19 testing through health plans or local testing centers.
- 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. Testing accessibility will be at no cost to the employee and made available during the employee's working hours.
- The District's compliance task force as required by the LACDPH will provide communication to site/department supervisors about training information related to COVID-19.
- Employees will receive information via Memos, e-mails, phone or verbal communication to help control the spread as needed.

Training and Instruction

Supervisors will provide effective training and instruction that includes and is not limited to:

- Employees have been provided with the LACDPH website (<http://www.publichealth.lacounty.gov/media/Coronavirus/>) for information should they want to obtain more information in regards to preventive methods and information. Should employees need more information they may contact their supervisor who will consult with the District nurse if needed.
- A Memo which provides important highlighted information in regards to the District's CPP.
- Information regarding COVID-19 benefits to which the employee may be entitled to with the appropriate documentation under applicable federal, state, and labor agreement.
- 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.
- Mask wearing requirements and access to respirators if needed.
- 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.
- E-mails or postings on employee online are used to communicate and provide training as needed.

Training rosters will be used as needed to document and will be maintained by site supervisor or District compliance team.

Exclusion of COVID-19 Cases

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

- Designating a COVID-19 Compliance Team that is responsible for establishing and helping provide directives to supervisors for all COVID-19 safety protocols which includes having one member of the team (District Nurse) serving as a liaison to the Department of Public Health (DPH).
- Follow all School Exposure Management Plan http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf protocols.
- Excluding employees with confirmed COVID-19 exposure from the workplace based on the most current officer health orders and ensuring employees do not return to work until those requirements are completed.
- Provide temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
- Providing employees at the time of exclusion or at their request information about benefits as required by the labor agreement or statute.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the LACDPH 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 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.

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 **and are not vaccinated** 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.

Vaccinated individuals or individuals who tested positive for COVID-19 in the last 90 days and have not symptoms, do not have to quarantine.

[Sulema Holguin-Associate Superintendent/Compliance Task Force Officer **revised July 23, 2021**]