



**Colusa Unified School District  
2021-2022**

**COVID-19 Safety/Prevention  
Plan Cal/OSHA**

December 31, 2020

Revised January 10, 2022

# **COVID-19 Prevention Program for the Colusa Unified School District January 10, 2022**

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

## **Authority and Responsibility**

The Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

## **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the [Appendix A: Identification of COVID-19 Hazards](#) form.
- 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.

## **Employee Participation**

Employees and authorized employees' representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. In addition to participation in the periodic site evaluations, employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.

## **Employee and Student Screening**

Families are strongly encouraged to take temperatures daily and monitor children for symptoms before going to school. Anyone with a fever of 100.4°F, without fever reducer/pain relief medication, or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom-related absences will be excused.

Students and adults are strongly encouraged to self-screen for respiratory symptoms such as

cough and shortness of breath prior to coming to school each day. Students and adults experiencing these symptoms should not attend school.

Students and staff members are required to have their temperatures taken prior to beginning school/work. If students and staff members are experiencing symptoms, they should stay home and staff should contact Human Resources.

In addition, all sites have hands-free and hand-held non-contact temperature check devices that can be accessed throughout the day to continuously allow for self-screening.

## **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.

The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with best practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.

Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted as well as meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures.

As a part of the assessment process, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion. Follow up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.

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

### **Physical Distancing**

Social distancing will limit the spread of the virus. Schools will adhere to the following strategies to maintain social distancing as much as possible:

Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.

During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups and ask school community members to call the office instead of physically visiting it for routine office business. An appointment system will be used for non-routine meetings.

Stagger arrival and drop-off times and locations as consistently as practicable as to minimize scheduling challenges for families.

Minimize movement of students and teachers or staff as much as practicable. Not hold large gatherings such as assemblies, award ceremonies and performances and move to implement virtual events for families instead of on-campus gatherings for widely attended events such as Back-to-School Night and Open House.

Routes will be designated to reduce face-to-face contact and directionality at entry and exit to recess, and other transition times.

Staggered schedules for restroom breaks and hand washing. Modifications to instructional schedules, lunch and recess protocols to reduce concentration of students and build stable cohorts.

Hold recess and play activities in separate areas designated by class.

Each campus will have a designated isolation area to hold staff or students who show symptoms while at school.

Staff will be asked to practice social distancing, including but not limited to the following: When working indoors or in outdoor areas; Before and after the work shift; Coming and going from vehicles; Entering, working, and exiting physical buildings or other structures; During breaks and lunch periods.

Classroom Spaces will be arranged to remove nonessential furniture, allowing maximum space for students and staff.

Student desks will be spaced six feet from the teacher's desk.

### Face Coverings

We provide clean, undamaged face coverings, and ensure employees properly wear them 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.

In addition, in accordance with the California Department of Public Health's (CDPH) Guidance, students and staff must utilize face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds to include areas of play (except when eating and/or drinking)
- While entering and exiting school
- While on the bus
- Personal Protective Equipment (PPE) will be provided to staff and students, but it is highly encouraged for students to bring their own face covering.
- Personal face coverings will be allowed in compliance with dress code policies.
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service.

Age	Face Covering Recommendations
Under 2 years old	No
TK-3 Grade	Yes, unless exempt
4-8 Grade	Yes, unless exempt
9-12 Grade	Yes, unless exempt

- Students and staff members will be required to wear face coverings and have their

temperature checked upon arrival.

- School sites will designate routes and specific locations for entry/exit in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about wearing face coverings, distancing and hand washing.
- Parents and visitors will have limited access to school campuses. If a visitor needs to visit any location other than the school office, they will have their temperature checked and be asked the COVID-19 screening questions before being granted permission and issued a Visitor Badge.
- 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.

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

- When an employee is alone in a room.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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:

- Plastic partitions adhered to workstations.
- Plastic partitions at transaction counters in school lobbies.
- Partitions installed as identified in the evaluation of COVID-19 hazards.

Indoor air quality is essential to providing a safe and comfortable environment for schools and offices. Proper temperature and humidity levels can help slow down the reproduction of viruses and bacteria. The following measures are to be in place:

- All systems are on a quarterly preventative maintenance program.
- Filters are changed as part of the quarterly program.
- Prior to the start of the school year, air filtration measures as high as possible (target MERV 13) without diminishing air flow will be installed.
- Modification to the current energy management system (which control fan cycle times) to allow for end user interaction if necessary to respond to other hazards, such as heat and wildfire smoke.

Students will be provided a reusable water bottles to reduce sharing and encourage environmentally friendly alternatives to disposable water bottles. Water bottle refill stations are to be added to replace traditional drinking fountains. In addition, students will be provided with water in recyclable water bottles during meal times and as needed.

## **Cleaning and Disinfecting**

The safety of students and employees at Colusa Unified School District is our first priority. Schools have been completely cleaned and disinfected, and Colusa Unified will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be followed:

Cleaning - Physical removal of soil (dirt and debris) from surfaces, which can include the use of water and detergent.

Sanitization - Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

Sanitize the Following Daily

- Desks and chairs
- Keyboards, phones, headsets, copy machines
- Door handles, handrails, restroom surfaces and sink handles, light switches
- Public interface/Interaction areas
- Kitchens and food preparation areas

Sanitize the Following Weekly

- Playground equipment
- Bike racks

## **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 maintenance staff daily or, in the event of am / pm classes, disinfection will occur between classes. Maintenance staff will electrostatically disinfect work spaces and classrooms.

In addition, all classrooms and office spaces have been stocked with disinfection wipes. Staff have been trained on how to use a disinfecting wipe and, if there are additional questions, can reach out to the MOT Director.

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**

Handwashing one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

- Wash hands thoroughly with soap and water for at least 20 seconds.
- Thoroughly dry hands.

Handwashing stations are being deployed to supplement existing facilities, especially where food is eaten and in common areas. Types of handwashing stations:

- Self-contained system- foot pump operated water and soap handwashing stations.
- Hand sanitizer dispensers-dispensers.

- Hand sanitizer bottles - readily available

### **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 as described in the **System for Communicating**. The District will track the investigation and response on an internally developed document.

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

- Offered COVID-19 testing at no cost during their working hours at Ampla Healthcare (555 Fremont Street, Colusa, CA 530.458.7830)
- Provided with information on benefits described in **Training and Instruction**, and **Exclusion of COVID-19 Cases**, below.

## **System for Communicating**

Schools will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA records and other privacy laws. Our goal is to ensure that we have effective two-way communication, in a form that is readily understand, and includes the following information:

- The Chief Business Officer will serve as the primary contact and contact tracer, to the extent practicable, when situations arise with a possible COVID-19 exposure or staff member tests positive for COVID-19.
- The Superintendent will supervise and coordinate any additional efforts regarding communication with staff or families who have been in close contact, maintaining confidentiality according to FERPA.
- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor via e-mail, text message, or phone. Employees should be prepared to provide supporting documentation for events that warrant time away from work, i.e. quarantine or isolation.
- Employees can report symptoms and hazards without fear of reprisal. Our procedures allow for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- 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.
- In the event where testing is not required, employees can access COVID-19 testing via the District sponsored health plan, Ampla Healthcare (555 Fremont Street, Colusa, CA 530.458.7830) the Colusa Health Clinic (151 E. Webster Street, Colusa, CA 530.458.4162), or the Colusa Medical Center (199 E. Webster Street, Colusa, CA 530.619.0800).

## **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.
- Training is and documented and implemented through our third-party vendor, Public School Works.

## **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 five (5) 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 utilizing federal, state, or local relief funds when permitted and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.
- Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until return to work requirements are met.

## **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 with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with existing privacy laws.

## **Return-to-Work Criteria**

- COVID-19 cases who tested positive 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.
  - If symptoms, other than fever, are not resolving, return to work after symptoms are resolving or after 10 days.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until five (5) days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will 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 five (5) days from the time the order to isolate was effective.

## **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section applies if the District has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 Testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace 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 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 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.

### **Exclusion of COVID-19 Cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### **Investigation of Workplace COVID-19 Illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### **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 include:

- 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 possible.
  - Respiratory protection.

### **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.

## **Major COVID-19 Outbreaks**

This section applies to the District when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 Testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 Cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **Investigation of Workplace COVID-19 Illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 Hazard Correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In 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 with the ventilation system, 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 implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- 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.

### **Notifications to the Local Health Department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

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**Rebecca Changus, Superintendent**

**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: \_\_\_\_\_

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

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

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)			
Fan Control / Increased ventilation – End User			
Water Refill Stations			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate # and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Playground equipment / bike racks being cleaned at least monthly			
<b>Personal Protective Equipment</b>			
Face coverings (cleaned sufficiently often)			
Gloves			



Face shields/goggles			
Respiratory protection			