



**Colusa Unified School District
2021-2022**

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

December 31, 2020

Revised January 10, 2022

Revised May 16, 2022

Revised March 13, 2023

COVID-19 Prevention Program for the Colusa Unified School District

March 13, 2023

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 when needed.
- 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.

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

Face Coverings

We provide clean, undamaged face coverings, and ensure employees are properly instructed on how to wear them (over the nose and mouth) if they so choose to.

In accordance with the California Department of Public Health's (CDPH) Guidance, masks, particularly high-quality and well-fitting masks (PDF), remain highly effective, inexpensive, and dynamic tools to protect oneself and mitigate transmission of COVID-19 and other respiratory pathogens.

No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard (e.g., watersports).

Unless otherwise directed by the Colusa Unified School District or local health department, students and staff should follow [CDPH masking guidance for the general public](#), as well as masking guidance for specific situations, e.g., when having symptoms, being infected, or exposed.

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.

According to the latest guidance from the CDPH, general, routine cleaning is enough to sufficiently remove the virus that causes COVID-19 from surfaces. If disinfectants are used, they should be asthma-safer products.

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.

The Colusa Unified School will ensure adequate supplies to support hand hygiene behaviors, including soap, tissues, and hand sanitizers with at least 60 percent alcohol for staff and children who can safely use hand sanitizer.

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.

Respiratory protection will be evaluated as requested and in accordance with CCR Title 8 section 5144.

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. Test kits are available in the nurse's office (school sites) or at the District Office located at 745 10th Street, Colusa, Ca 95932
- 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.
- 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 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.
- 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.

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 will not return to work until all the following have occurred:
 - Five days have passed since the onset of symptoms or the date of a positive test.
 - 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.

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.

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 immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

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.

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

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Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Fan Control / Increased ventilation – End User			
Water Refill Stations			
Administrative			
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			
Personal Protective Equipment			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			