



San Juan  
Unified School District

# COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry  
Safety Orders Section 3205, COVID-19 Prevention*

# COVID-19 Prevention Program (CPP) for Schools and Workplaces throughout the San Juan Unified School District

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

**Date: July, 2021**

## Authority and Responsibility

The site administrator and site safety committee 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.
- Document the vaccination status of our employees by using the district's online web form, which is maintained as confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace by implementing an online reporting process that immediately notifies the COVID-19 Coordinator and key members of the COVID-19 response team of reported exposures, symptoms, and positive cases allowing for immediate contact tracing and appropriate action to protect others in common locations.
- 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 their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Each site's safety committee consisting of staff from different bargaining groups, are invited to share in the identification and evaluation of COVID-19 hazards.

### Employee screening

We screen our employees by: having employees self-screen according to CDPH guidelines.

## 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:

All conditions should be brought to the attention of their immediate supervisor / administrator without fear of reprisal as well as Reported to the district by completing an online report that will immediately notify Risk Management and the COVID Coordinator. Upon receipt of a report, the condition will be addressed immediately or as soon as practicable. If corrective measures are taken by other than Risk Management and/or the COVID Coordinator, follow up will be done by Risk Management and/or the COVID Coordinator to ensure the correction is performed in a timely manner.

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

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH). Face coverings have been provided for employee use allowing for one per day. Each employee must wash their own face coverings to ensure a clean face covering is available for each day of work. If employees encounter another employee who is not wearing a face covering, that condition should be reported to the site administrator / supervisor and, if necessary, through the district's online reporting platform used to report unsafe COVID-19 conditions.

- 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 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 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 conditions permits it. 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 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, using Appendix B, 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:

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

- Setting the units to bring in the maximum amount of outside air (if outside air quality allows and is not impacted by heat or wildfires).
- District air systems are on a regular maintenance schedule and if temperature or air circulation adjustments are needed, those adjustments can be made remotely.
- Filtration efficiency has been increased to the highest level compatible with the existing ventilation system.
- Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Ensuring that adequate supplies and adequate time for it to be done properly.
- Allow for additional custodial staffing if necessary to ensure that all cleaning protocols are followed.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.

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

- The affected area will be closed for 24 hours or as long as practicable.
- As soon as possible, district custodial staff will deep clean and disinfect the room while maintaining all safety protocols.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

### **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 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. Employees wishing to voluntarily use an N95 will need to provide the certificate of passing Public School Works training module M-874 (How to Put on and Take off an N95 Respirator) at the time they request N95 masks from their site administrator / supervisor.

We provide and ensure use of respirators in compliance with Section 5144 when deemed necessary by Cal/OSHA. Attached to this CPP is Appendix D: [Appendix D: \(Mandatory\) Information for Employees Using Respirators When Not Required Under the Standard](#)

### **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 procedures 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 through the district's robust online reporting platform that is available to all employees. The process allows for communication between the key groups of individuals responsible for contact tracing, quarantine time period calculation, cleaning and disinfection, notification to workers' compensation claims administrator or contracted employees' employers (if appropriate), acknowledgment of written notification within one (1) day of the district's knowledge to employees (and authorized representatives) impacted by the exposure including information on available benefits. All employees are offered COVID-19 testing at no cost to them that can be done during their normal work schedule.

## 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:

- Employees are asked report COVID-19 symptoms and possible hazards to their administrator / supervisor by calling or emailing.
- Employees are assured they can report symptoms and hazards without fear of reprisal.
- Employees are referred to the district's Human Resources Department when requesting information on the procedures or policies relating to employees who may require accommodations for medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Access to COVID-19 testing when testing is required: Information on testing locations and that testing can be done during normal work hours is provided to all employees via email. If an employee feels they are showing symptoms, a list of testing centers are provided and employees are reminded that testing can be accessed by contacting their health care provider and is provided at no cost to the employee.
- 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.
- **List plan for testing during an Outbreak.** Testing is arranged for at no cost to the employee at a local testing facility or through a supervised self-administered process and delivered to an outside source. All appropriate repeat tests will be handled in the same manner depending upon the severity of the outbreak.
- 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 posts live "dashboard" updates on the district's webpage regarding reported COVID-19 cases as well as general COVID-19 updates. Reports of new positive cases or exposures relating to employees are made through an online reporting platform (IRIS) which automatically messages the COVID-19 Coordinator and appropriate members of the COVID-19 Task Committee for appropriate response handling according to department. Employee notifications and contact tracing are also managed through this online reporting process.

## Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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 fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training. Appendix D is not used as our training rosters are maintained through Public School Works. If there is an employee who is not able to participate in the Public School Works Training module, record will be kept of their completion of training by using the CalOSHA provided Appendix D.

## 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 that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, the district will continue and maintain 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 applying employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits,

where permitted by law 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.
- 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 of the district's specific COVID-19 online reporting platform to electronically report COVID-19 positive cases as well as exposures. Records are maintained within that reporting system and are used for reporting to all appropriate agencies, 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, AND
    - 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 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 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.
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- 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.
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Mary Cardoso  
Signature of Site Specific Person Responsible

Dated: August 31, 2021 \_\_\_\_\_

# Additional Consideration #1

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

**[This addendum will need to be added to your CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period. Reference section [3205.1](#) for details.]**

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

### COVID-19 testing

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
  - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
  - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, 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 provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### COVID-19 investigation, review, and hazard correction

We 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 is documented and includes:

- 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 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 feasible.
  - Requiring respiratory protection in compliance with section 5144.

### **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, 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, if so, implement their use to the degree feasible.

## Additional Consideration #2

### Major COVID-19 Outbreaks

**[This addendum will need to be added to your CPP should 20 or more employee COVID-19 cases in an exposed group visit your workplace during the high-risk exposure period within a 30-day period. Reference section [3205.2](#) for details.]**

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators used voluntarily and in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible. Remote work will be assessed on a case by case basis and may include staggered work schedules to allow for greater distance between employees.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

## 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, trainings, 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 stationary work.

**Person conducting the evaluation:** [Mary Cardoso]

**Date:** [August 31, 2021]

**Name(s) of employee and authorized employee representative that participated:** [Site Safety Committee]

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
Front office	Throughout day	Staff, students, and families come into the office regularly which creates a potential to exceed the maximum capacity creating an exposure hazard	Service window installed to limit number of people that come into the office, wipes and hand sanitizer available for use, Plexiglass barriers utilized to mitigate or lessen exposure between office staff and visitors, masks are required to be worn at all times, and mask signage posted. Occupancy signs posted. Chairs will be limited to match capacity. Stand spots are marked to support social distancing in the hallway.
Nurses Office	Throughout day	Staff and students visit the nurses office for screening and other health needs. The space is limited so staff and students must work in close proximity with each other. This creates a potential to exceed the maximum capacity creating an exposure hazard.	Signs listing occupancy allowance (2 people) posted and masks, wipes, hand sanitizer will be available. There is a sink so hand washing can also take place to help stop the spread of any virus or bacteria that might be present. Signs are posted regarding mask wearing, hand washing, and social distancing given the small space. A triage station has been set up outside under the blue canopy to

			handle overflow and mitigate exposure indoors.
Staff / workroom	Throughout day	Staff use the room to prepare learning materials, make copies, and gather supplies. The room is used to heat up staff food. Copy Machine Repair Person and other service providers perform maintenance on our machines and refill vending machines, periodically. As a result of the amount of activity generated in staff room, this creates a potential to exceed the maximum capacity creating an exposure hazard	Signs listing occupancy allowance, masks, wipes, hand sanitizer, hand washing signs, mask reminders, social distancing reminders. Wipe down protocols listed During “COVID-19”, the room will not be used for eating in large groups, but people can eat in there spread apart; staff is also highly encouraged to eat in their classrooms or outside as weather permits. Occupancy 6 people as there are 6 tables...one person per table 3 person limit in the work station area.
Outdoor table areas	Throughout day	Staff, students, and families use the quad to transition from building to building. The space is often used as a meeting place or a place for people to work quietly outside or mingle, therefore, it creates a potential exposure hazard.	Tables will be wiped down regularly between use. Masks required for those not in the same household who share a table space. When tables are in use for instructional and SEL, masks are required and only one person per bench allowed.
cafeteria	Throughout day	Staff, students, and parents use this space to pick up meals, store extra materials, and indoor activities during cold or rainy weather. Staff/public bathrooms are located in this building and as space is limited an exposure hazard is created.	Regular cleaning of touch points, mask requirements will be posted along with hand washing. Sit spots are clearly marked and spaced 5-6ft apart and all those eating in the cafeteria face the same way. Hand sanitizer available.
Upper grade table area	Throughout day	Staff and students use the area during recess and instructional time. The space is often used as a meeting place or a place for people to work quietly outside or mingle, therefore, it creates a potential exposure hazard.	Tables wiped down regularly. Masks required for those not in the same household who share a table space. When tables are in use for instructional and SEL, masks are required and only one person per bench allowed.
Primary , Upper grade bathrooms	Throughout day	A large number of students use these bathrooms regularly which creates a potential to exceed maximum capacity creating an exposure hazard. Also, staff	Post signage requiring masks, use hand sanitizer and frequent hand washing. Post stand spots mark occupancy spacing.

		assisted our ILS students creating even more pressure on capacity limits.	
Drinking fountains	Throughout day	Students and staff regularly use the drinking fountains and this creates an exposure hazard	Drinking fountains will be cleaned regularly. Students are encouraged to bring water bottles from home.
Old family resource space	Throughout day	Staff and public/families use the room to get to the bathroom. The room is also used for small group instruction and as a gathering place and there could be a potential to exceed the maximum capacity creating an exposure hazard	Post signage requiring masks, use hand sanitizer and frequent hand washing. Tables wiped regularly. Occupancy signs posted.
Kindergarten bathroom	Throughout day	Students and staff use the sink area to wash hands and students use the bathrooms. Space is limited so there is a potential to exceed maximum capacity creating an exposure hazard.	Mask required signs are posted. Sinks and spigots cleaned regularly. Hand washing signs posted and hand sanitizer available for use.
Bathroom in resource area	Throughout day	Staff and public/families use the restrooms regularly which creates a potential to exceed maximum capacity creating an exposure hazard	Post signage requiring masks, use hand sanitizer and frequent hand washing. Post stand spots mark occupancy spacing.
Classroom	Throughout day	Students and staff spend time together in an enclosed space creating an exposure risk	Limit sharing of equipment and materials as practicable. Masks required and worn properly Space desks as much as practicable to ensure physical and social/emotional safety while addressing the need for students to interact and collaborate with peers.
Hallways and breezeways	Throughout day	Staff, students, and families use these areas to transition across campus and there could be a potential to exceed the maximum capacity creating an exposure hazard	Mask required signs posted. Classes take turns using the hallway and wait for classes to finish entering and exiting. No more than 2 classes in the hallway at one time.
Front of school / arrival & dismissal	Arrival / dismissal	As students and staff members arrive and leave campus, there is a potential to mix and create an exposure hazard	Arrival times clearly posted. Students eating breakfast may arrive beginning at 8:00 and are taken directly to the cafeteria for breakfast. When finished, students proceed to a clearly marked wait spot and then go to their respective outdoor morning walk areas. Students not eating breakfast can be dropped off at 8:20 and then proceed to their

			<p>morning walk areas. If they arrive early, they stand near a clearly marked wait spot until morning walk begins. Students wait out front for pick up and there are clearly marked wait spots for each student.</p> <p>Face covering outdoors highly recommended</p>
Bike / scooter rack	Arrival / dismissal	<p>Students use the space to park bikes and scooters. "Parking spaces" are in close proximity to each other which may create an exposure hazard</p>	<p>The scooter parking is located in the quad just outside the office and students must enter the office one at a time to park scooters. Bike rack outside in a large area with lots of space. Students park bikes one at a time.</p>

## Appendix B: COVID-19 Inspections

**PLEASE COMPLETE THIS FORM ON A MONTHLY BASIS ALONG WITH YOUR SITE'S ALREADY EXISTING PROCESS FOR COMPLETION OF THE MONTHLY PROPERTY CHECKLIST. RETAIN BOTH DOCUMENTS IN THE USUAL MANNER.**

**Date:** [enter date]

**Name of person conducting the inspection:** [enter names]

**Work location evaluated:** [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Ventilation* (amount of fresh air and filtration maximized)	Completed	Principal M&O	August 21, 2021
Additional room air filtration*	Completed	Principal M&O	August 21, 2021
<b>[Add any additional controls your workplace is using]</b>			
<b>Administrative</b>			
Surface cleaning and disinfection (frequently enough and adequate supplies)	Completed	Principal M&O	August 21, 2021
Hand washing facilities (adequate numbers and supplies)	Completed	Principal M&O	August 21, 2021
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Completed	Principal M&O	August 21, 2021
<b>[Add any additional controls your workplace is using]</b>			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>[Add any additional controls your workplace is using]</b>			
PPE (not shared, available and being worn)	Completed	Principal M&O	August 21, 2021
Face coverings (cleaned sufficiently often)	Completed	Principal M&O	August 21, 2021
Gloves	Completed	Principal M&O	August 21, 2021
Face shields/goggles	Completed	Principal M&O	August 21, 2021
Respiratory protection	Completed	Principal M&O	August 21, 2021
<b>[Add any additional controls your workplace is using]</b>			

\*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

## **Appendix C: Investigating COVID-19 Cases**

THIS APPENDIX IS NOT USED AS SAN JUAN UNIFIED SCHOOL DISTRICT'S ONLINE REPORTING, INVESTIGATION, CONTACT TRACING, ACKNOWLEDGMENT AND NOTIFICATION PROCESS IS DONE WITHIN THE IRIS REPORTING PLATFORM.

## Appendix D: COVID-19 Training Roster

**ONLY USE THIS FORM FOR EMPLOYEES OR SUBSTITUTES WHO CANNOT ACCESS THE DISTRICT'S PUBLIC SCHOOL WORKS TRAINING PLATFORM.**

Date:

Person that conducted the training:

Employee Name	Signature

## **Appendix E: Vaccination Status**

THIS APPENDIX IS NOT USED AS SAN JUAN UNIFIED SCHOOL DISTRICT'S PROCESS FOR RETAINING VACCINATION STATUS USES AN ONLINE REPORTING TOOL TO MAINTAIN CONFIDENTIALITY AND RETAIN RECORDS.