



San Juan  
Unified School District

# COVID-19 Prevention Program

Alternative Learning Center of Fair Oaks  
El Sereno, La Entrada and Meraki High Schools

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: February 1, 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.
- 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 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.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace when possible— e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. 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.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative 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: Plexiglas partitions have been installed and or provided to each site for use when social distancing may not be possible.

We maximize, 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:

- 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.

### **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. Each employee is responsible for the daily cleaning of their own work area and supplies. Cleaning wipes have been provided for each employee to use daily or more often as needed. Employees using wipes are required to take the Healthy Schools Act training as well as COVID-19 related training through Public School Works before returning to the workplace.

Sharing of vehicles will be avoided to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users if the vehicle is shared with other employees.

### **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 CCR Title 8, section 3380, and provide such PPE as needed.

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

Once the online report is posted reporting employees testing positive or employees who have had exposure to a positive case, the online process involving multiple district department will complete the

investigation process that satisfies the questions listed in CalOSHA provided Appendix C. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be notified in writing the following:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## 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.
- It is recommended that all school employees are tested for COVID-19. 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.
- 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 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 facecoverings.

- 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.

**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 with COVID-19 exposure from the workplace for 14 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 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.
- 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.
- 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.

David Levis  
Principal



2/24/21

## **Additional Consideration #1**

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

**[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]**

This section of 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 public 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 and local public health department.

#### **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.

**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.



## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]**

This section of 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 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**.

## 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.

**The district has in place a robust COVID-19 Safety Plan that addresses identified potential hazards and includes measures taken to mitigate those hazards. The COVID-19 Safety Plan in its entirety is included by reference in each site's Appendix A.**

**Person conducting the evaluation: David Levis and the Site Safety Team for the Alternative Learning Center of Fair Oaks.**

**Date:** 2/23/21

**Name(s) of employee and authorized employee representative that participated:**

**Marc Feliz, Christian LeJeu, Cindy Taurone, Miguel Arias, David Levis**

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
All School sites, teachers meet one-on-one with students.	El Sereno teacher office space, La Entrada Classrooms, Meraki teaching spaces. Various throughout the day.	Less than 6ft and more than 15 min exposure.	Adding adequate plexiglass shielding for teachers.
Staff accessing the copy machine	Counseling Sect. Office. All day	Less than 6ft and more than 15 min exposure	Move copy machine to the "Z" space for Meraki.
Small counseling and meeting space	Rm 9A, various times of day	Less than 6ft and more than 15 min.	Close room 9A for the time being.
Student Restrooms	Large Student Restrooms. All Day	Limited washing options (one sink).	Close one urinal on the male side (center one). Close one female stall (center one). Limit the number of students at a time. Keep outside doors open all the time.

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
Covered walkways (hallway tunnels).	Two sections of the main walk way are tunnels.	Less than 6ft	Post signs of both directional travel but also post signs for one at a time use.

## Appendix B: COVID-19 Inspections

This form is only intended to get you started. You may need to modify this form to include issues that may be more pertinent to your particular type of workplace. Please modify accordingly.

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Completed	M&O	Ongoing
Ventilation (amount of fresh air and filtration maximized)	Completed	M&O/HVAC	Ongoing
Additional room air filtration	Completed	M&O/HVAC	Ongoing
<b>Administrative</b>			
Physical distancing	Completed	Admin/Campus Monitor/Teaching Staff/Custodial Staff	Ongoing
Surface cleaning and disinfection (frequently enough and adequate supplies)	Completed	Custodial Staff	Ongoing
Hand washing facilities (adequate numbers and supplies)	Completed	Custodial Staff	Ongoing
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Completed	Custodial Staff	Ongoing
<b>PPE (not shared, available and being worn)</b>	Completed	Admin/ Custodial Staff	Ongoing
Face coverings (cleaned sufficiently often)	Completed	All Staff	Ongoing
Gloves	Completed	Custodial Staff	Ongoing
Face shields/goggles	Completed	Admin/ Custodial Staff	Ongoing

## Appendix C: Investigating COVID-19 Cases

**THIS FORM IS NOT TO BE USED UNLESS ACCESS TO THE DISTRICT'S ONLINE COVID-19 REPORTING PROCESS IS NOT AVAILABLE. PLEASE CONTACT THE COVID-19 COORDINATOR PRIOR TO COMPLETING THIS FORM.**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

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

**Appendix D: COVID-19 Training Roster**

Date:

Person that conducted the training:

Employee Name	Signature