

# Redlands Unified School District

## Cal/OSHA COVID-19 Prevention Plan



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

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

**Date: March 10, 2021**

## Authority and Responsibility

**Superintendent Mauricio Arellano** 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.
- 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 of COVID-19 in the workplace.
- Conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
- Treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Mandatory participation in the COVID-19 Awareness Keenan training which will effectively train and reviewing all COVID-19 Awareness signage which includes protocols for mask wearing, COVID-19 Symptoms, and floor marking signage which indicates proper physical distancing.

## Employee screening

Employees are asked to evaluate their own symptoms before reporting to work.

We screen our employees by:

Ensuring face coverings are used during screenings by both screeners and employers.

Employee temperatures are measured with a non-contact thermometer.

Employees will undergo the following pre-screening questionnaire: 1) Have you had a new fever (100.4F or higher) or a sense of having a fever; 2) Have you had a cough that you cannot attribute to another health condition? 3) Have you had a shortness of breath that you cannot attribute to another health condition? 4) Have you had a sore throat, diarrhea, or vomiting that you cannot contribute to another health condition? 5) Have you had muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity (such as physical exercise)?

## 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:

The severity of hazard will be assessed by Redlands Unified School District Risk Manager Heather Roe. The timelines to complete correction will be established by Heather Roe and will be prioritized by level of risk and hazard. Severe hazards should be corrected within 24 hours, high risk hazards to be corrected within 3 business days, medium risk hazards to be corrected with 5 business days, low risk hazards to be corrected within 7 to 10 business days. Follow-up measures may be taken to ensure timely correction, which may include discipline.

## 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:

- Workers may be placed on an alternating A/B schedule, as determined by supervisors, in which they report to work in person on alternating days and work remotely from work on other days to reduce the number of overall individuals reporting to work.
- Employees who are eligible to work from home remotely by Human Resources but must adhere to the protocols, standards, expectations and practices established in the interactive process.
- Visitors to sites will be limited only for essential functions and purposes.
- Visitors may be asked to make appointments by telephone to reduce risk of spread of disease.
- Staff members and essential visitors will undergo a COVID-19 Pre-Screening Questionnaire.
- Staff members and essential visitors will be subject a temperature screening with a non-contact thermometer to assess for fever prior to entering sites and facilities.
- COVID-19 Awareness Signage which includes visual markers of traffic flow patterns, optimal physical distance and other guidelines and protocols and requirements will be visible throughout District sites and facilities.
- Staff will be encouraged to stagger arrivals, departures, work, and break times.
- Work processes or procedures, such as reducing production speed, to allow greater distance between employees will be adjusted as deemed safe and necessary.
- Clearly labeled hallway traffic patterns at each site have been established by site supervisors and administrators.
- Floor markings indicating appropriate social distancing will be placed in high-traffic areas,
- Please see **section [3205\(c\)\(6\)](#)** for details

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. Employees will not be permitted entry to District sites or facilities

without proper use of face coverings. Employees are encouraged to bring their own face coverings when reporting to work. The District will provide or replace face coverings to employees, as needed.

We will make reasonable accommodations. Per CDPH guidelines, for teaching staff to use face shields and drapes, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction. This equipment will be provided, as supplies are available.

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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.

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:

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, we will utilize cleanable, solid partitions made of materials such as plexiglass to provide a barrier at employee work stations.

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

- Windows and doors will be kept open in classrooms for maximum ventilation to the extent possible, except when the United States Environmental (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- HVAC filters have the appropriate MERV rating and ionization system
- All AC will be programmed for more than 15% Air

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Custodians will have increased cleaning and disinfecting responsibilities.
- All restrooms, drinking fountains, playground equipment, break rooms and commonly used objects, areas and surfaces (door knobs, push handles, outside tables, chairs etc.) will be cleaned and disinfected between uses and at the end of the day using EPA approved disinfectants.
- Staff lounges and commonly used items such as microwaves, copy machines and refrigerators will be disinfected throughout the day.
- Signage will be posted in all classrooms, restrooms, staff lounges and sinks on the proper handwashing procedure.

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

- Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period in a manner that does not create a hazard to employees using EPA

approved products and solutions.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

- Sharing of personal protective equipment is prohibited and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.
- When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- To protect employees from COVID-19 hazards, we will evaluate handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer.
- We will encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- Fixed and mobile hand sanitizing stations are made readily available in all restrooms and throughout all District sites and facilities.

### **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. Please see **[Section 3205\(c\)\(E\)](#)** for details on required respirator and eye protection use.

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. [Delete if not applicable to your workplace.]

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

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:

- Having an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
- We will take the following actions when there has been a COVID-19 case at the place of employment:
  - Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
  - Determine who may have had a COVID-19 exposure. This requires an evaluation of the

activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period. Note: See subsection (c)(10) for exclusion requirements for employees with COVID19 exposure.

- Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - All employees who may have had COVID-19 exposure and their authorized representatives.
  - Independent contractors and other employers present at the workplace during the high-risk exposure period.
- Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C). 5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees. EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.
- The employer shall ensure that all employee medical records required by this section and sections 3205.1 through 3205.4 are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.
  - EXCEPTION 1 to subsection (c)(3)(D): Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.
  - EXCEPTION 2 to subsection (c)(3)(D): This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.
- 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 should report COVID-19 symptoms to **Human Resources Manager Mary Anderson** ([Mary\\_Anderson@redlands.k12.ca.us](mailto:Mary_Anderson@redlands.k12.ca.us)) and possible hazards to **Risk Manager Heather Roe** via email ([Heather\\_Roe@redlands.k12.ca.us](mailto:Heather_Roe@redlands.k12.ca.us)).
- Employees are asked to report to the District, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness will be readily available on our website.
- While testing may not immediately be required, employees are encouraged to utilize the San Bernardino County Department of Public Health website ([www.sbcovid19.com](http://www.sbcovid19.com)) or seek out their healthcare provider to find testing locations and schedules at their convenience.

- Once school sites are open, a testing cadence will be determined, and testing will be provided at no cost by the District to employees.
- In the event we are required to provide testing under this section, **section 3205.1, or section 3205.2** 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, which may include a mandatory period of isolation and/or quarantine.
- If testing is required, this will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section [3205.1](#), Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section [3205.2](#), Major COVID-19 Outbreaks.
- In accordance with subsection (c)(3)(B)3., 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.

## 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.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## 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.
- For employees excluded from work under subsection (c)(10) and otherwise able and available to work, employers shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in



determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. EXCEPTION 1: Subsection (c)(10)(C) does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission. EXCEPTION 2: Subsection (c)(10)(C) does not apply where the employer demonstrates that the COVID-19 exposure is not work related. (D) Subsection (c)(10) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections. (E) At the time of exclusion, the employer shall provide the employee the information on benefits described in subsections (c)(5)(B) and (c)(10)(C). EXCEPTION to subsection (c)(10): 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 the return to work requirements of subsection (c)(11) 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.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to 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.
    - 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.
  - 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 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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## 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: Heather Roe**

**Date: January 29, 2021**

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

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
Points Of Entry	Ingress & Egress	Low	Signage, Increase Number of Points, Sanitation Stations, Health Questionnaire, Temperature Checks
Classroom Sanitation	Daily	Low	Regularly and Routinely, Between Stable Groups
PPE	Daily	N/A	Sufficient supply on-hand and worn at all times
Desk Shields	Daily	N/A	Used on desks where students sit and sanitized between students
Sanitation Stations	Daily	N/A	At entry points, in classrooms, and in common areas. Contains wipes, sanitizers, PPE
Signage & Traffic Flow	Daily	Low	Used to control ingress, egress, and movements in all common areas.
Isolation Room	Daily	Medium	Stocked with additional PPE which includes gloves, gowns, and N95 Face Masks

## Appendix B: COVID-19 Inspections

Date: March 9, 2021

Name of person conducting the inspection: Heather Roe

Work location evaluated: All District Sites

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Sufficient Stock On-Site	Site Admin	No Correction Needed
Ventilation (amount of fresh air and filtration maximized)	Windows & Doors will Remain Open & HVAC Fans Programmed On	Site Admin	No Correction Needed
Additional room air filtration	None Needed	None Needed	No Correction Needed
<b>Administrative</b>			
Physical distancing	Signs in Place	Site Admin	No Correction Needed
Surface cleaning and disinfection (frequently enough and adequate supplies)	Sufficient Stock On-Site	Site Admin	No Correction Needed
Hand washing facilities (adequate numbers and supplies)	Sufficient Stock On-Site	Site Admin	No Correction Needed
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Sufficient Stock On-Site	Site Admin	No Correction Needed
<b>PPE (not shared, available and being worn)</b>	Sufficient Stock On-Site	Site Admin	No Correction Needed
Face coverings (cleaned sufficiently often)	Sufficient Stock On-Site	Site Admin	No Correction Needed
Gloves	Sufficient Stock On-Site	Site Admin	No Correction Needed
Face shields/goggles	Sufficient Stock On-Site	Site Admin	No Correction Needed
Respiratory protection	Sufficient Stock On-Site	Site Admin	No Correction Needed

## Appendix C: Investigating COVID-19 Cases

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: January 29, 2021**

**Name of person conducting the investigation: Mary Anderson**

### What to do if there is a Confirmed or Suspected Case of COVID-19 in a School

*What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?*

**Table 2. Actions to take if there is a confirmed or suspected case of COVID-19 in a school**

	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing). Symptom screening: per <a href="#">CDC Symptom of COVID-19</a> .	<ul style="list-style-type: none"> <li>Send home if at school.</li> <li>Recommend testing (if positive, see #3, if negative, see #4).</li> <li>School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>No action needed.</li> </ul>
2.	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> <li>Send home if at school.</li> <li>Exclude from school for 10 days from last exposure, per <a href="#">CDPH quarantine</a> recommendations.</li> <li>Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative).</li> <li>School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.</li> </ul>
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> <li>Notify the LHD.</li> <li>Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.</li> <li>Identify school contacts (†), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious.</li> <li>Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).</li> <li>Disinfection and cleaning of classroom and primary spaces where case spent significant time.</li> <li>School remains open.</li> </ul>	<ul style="list-style-type: none"> <li>School community notification of a known case.</li> <li>Notification of persons with potential exposure if case was present in school while infectious</li> </ul>
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> <li>May return to school after 24 hours have passed without fever and symptoms have started improving.</li> <li>School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification if prior awareness of testing.</li> </ul>

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

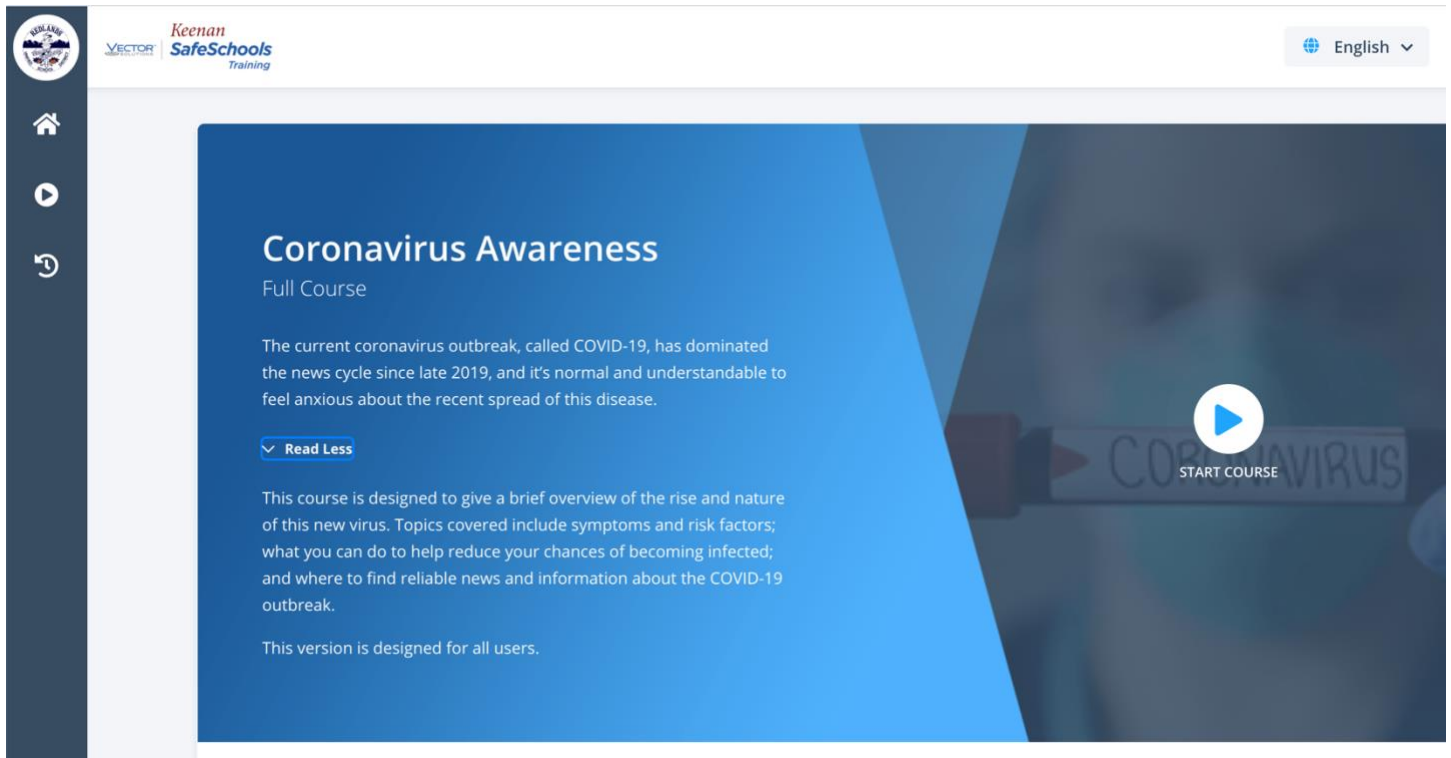
(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

## Appendix D: COVID-19 Training Roster

Date: August 31, 2020

Person that conducted the training: Keenan SafeSchools

All staff members of the Redlands Unified School District have received a mandatory webinar training focused on Coronavirus Awareness. The training included symptoms and risk factors related to COVID-19 and how to reduce the spread of the infection. This training also shared where to find the most reliable news and information about COVID-19. All staff members have access to this training as a refresher, and they may access other COVID-19 training now available through this portal.



The screenshot displays the Keenan SafeSchools Training portal. At the top left is the Redlands Unified School District logo. Next to it is the 'VECTOR Keenan SafeSchools Training' logo. On the top right, there is a language selection dropdown menu set to 'English'. A dark sidebar on the left contains navigation icons for home, play, and refresh. The main content area features a blue background with the title 'Coronavirus Awareness' and the subtitle 'Full Course'. Below the title is a paragraph: 'The current coronavirus outbreak, called COVID-19, has dominated the news cycle since late 2019, and it's normal and understandable to feel anxious about the recent spread of this disease.' A 'Read Less' button is visible. Further down, another paragraph states: 'This course is designed to give a brief overview of the rise and nature of this new virus. Topics covered include symptoms and risk factors; what you can do to help reduce your chances of becoming infected; and where to find reliable news and information about the COVID-19 outbreak.' The final line reads: 'This version is designed for all users.' On the right side of the main content area, there is a large play button icon with the text 'START COURSE' below it, overlaid on a background image of a person holding a sign that says 'CORONAVIRUS'.

## **Additional Consideration #1**

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

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 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.
- [describe other applicable controls].

#### **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 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 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**.