



**COVID-19**

**PREVENTION PROGRAM (CPP)**

**(CCR Title 8 §3205)**

Board Approved

March 3, 2021

## **What is Coronavirus Disease 2019 (COVID-19)**

On February 11, 2020 the World Health Organization [announced](#) an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

## **Coronavirus Disease 2019 (COVID-19) – How Does the Virus Spread?**

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets, or small particle aerosols, produced when an infected person exhales, talks or vocalizes, coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in [many affected geographic areas](#). Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.

## **COVID-19 Prevention Program**

California employers are required to establish and implement an COVID-19 Prevention Program to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC.

## **Introduction**

The El Monte Union High School District (District), and its administration is committed to the health and safety of all employees and recognizes the need to comply with regulations governing injury, accident prevention, and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity, and promote a safe and healthy work environment.

The District's COVID-19 Prevention Program (CPP) is a framework applicable during the current COVID-19 public health emergency. The protocols that are outlined in this document are a passed approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and district operations.

The CPP is not applicable to students or third parties that may enter or conduct business at El Monte Union High School District facilities.

## **Essential Infection Prevention Measures – General Statement**

1. The District supports the use of video and/or telephonic meetings and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.
2. The District supports the distribution of posters to each school and work location to be displayed in common areas that provide health & hygiene guidelines.

## **Essential Infection Prevention Measures – District Strategies Control of COVID-19 Hazards**

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to COVID-19 in the workplace:

1. Encourage sick employees to stay home.
2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.
3. Follow state and public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.
4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
5. Provide and require employees to use face coverings. Face coverings must be worn whenever an employee comes within six feet of another person. Cloth face coverings made of tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth, should be worn whenever a district employee comes within 6 feet of others. The face covering requirement does not apply to employees who have trouble breathing or who have medical or mental health condition that prevents the use of a face covering. Face coverings are not

considered respiratory or Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms or who are pre-symptomatic from spreading COVID-19.

6. Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.
7. Encourage frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility. Hand sanitizer does not work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.

### **Essential Infection Prevention Measures – Employee Responsibility**

During this COVID-19 public health emergency, district employees have a collective responsibility to ensure the protection of all people in the workplace, to comply with district policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

1. Employees are required to self-screen at home each workday for COVID-19 symptoms prior to reporting for their shift. (CATAPULT) Employees should follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

An employee should stay home if they are sick, follow public health agency guidelines, and contact their supervisor if they experience these symptoms:

- fever or chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headache
  - new loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea
2. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing and have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician and their supervisor or district RN before physically returning to work.
  3. Employees must promptly disclose positive COVID-19 tests. Employees who test positive for the COVID-19 virus should not return to work until the following occurs:
    - At least 24 hours have passed with no fever (without the use of fever-

reducing medication) and,

- no acute respiratory illness symptoms, and
  - At least 10 days have passed since the symptoms first appeared.
4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.
  5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable and maintaining a distance of at least 6 feet between persons at the workplace when possible.
  6. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
  7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects. Hand sanitizer does not work if the hands are soiled.
  8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
  9. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
  10. No employees shall bring cleaning products and/or disinfectant into the workplace that has not been approved by the District.
  11. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.
  12. Employees must cooperate with district investigations related to the onset of illness, date of symptoms, others with whom the employee had close contact, and COVID-19 testing among other topics. The investigation will help the District identify employees who may have been exposed and require/recommend quarantine to prevent further workplace exposure.

### **Personal Protective Equipment (PPE)**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. Note: cloth face coverings are not considered personal or respiratory protective equipment. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information of PPE effectiveness in preventing the spread of COVID-19.

### **Cleaning and Disinfection Policy and Practice**

The District recognizes that high traffic, high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID- 19 virus.

The District will assign personnel and establish schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restrooms, bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, dwell time).

### **Cleaning and Disinfecting – Confirmed COVID-19 Case**

1. Temporarily close the general area where the infected employee worked until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours, or as long as practical, before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms, and travel areas, with a cleaning agent approved for use by the EPA against COVID-19.
4. District custodial personnel cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

### **District Response – Confirmed or Suspected COVID-19 Case**

When required, the district will consult with state and local public health care agencies for mitigation practices and responsible protocol.

## Confirmed COVID-19 Case

The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days (see table below).

Person Exposed	Exposure to	Recommended Precautions
<ul style="list-style-type: none"> <li>▪ Household member</li> <li>▪ Intimate partner</li> <li>▪ Individual providing care in a household without using recommended infection control precautions.</li> <li>▪ Individual who has had close contact (less than 6 feet) for a cumulative total of 15 minutes or greater in any 24-hour period.</li> </ul>	<p>Person with <b>symptomatic COVID-19</b> during the period from 48 hours before symptoms onset until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.</p> <p>Or</p> <p>Person who tests positive <b>without COVID-19 symptoms</b> during the period from 48 hours before until 10 days after the specimen for their first positive test was collected.</p>	<ul style="list-style-type: none"> <li>▪ Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.</li> <li>▪ Self-monitor for COVID-19 symptoms.</li> <li>▪ Avoid contact with people at higher risk for severe illness.</li> </ul>

If an employee is confirmed by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

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

The District will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak. A COVID-19 outbreak is defined as 3 or more cases of COVID-19 in a 14-day period. A major COVID-19 outbreak is defined as 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

1. **The District will provide legally mandated COVID-19 testing to all exposed employees in the workplace**, except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours.

2. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
3. We will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in **Responding to Positive or Suspected COVID-19 Cases in the Workplace**.
4. The District will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Investigation, Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace**.
5. The District will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
  - Leave policies and practices to ensure employees are encouraged to remain home when sick;
  - COVID-19 testing process;
  - Insufficient outdoor air;
  - Lack of physical distancing, face coverings or use of other PPE;
  - Evaluation of mechanical ventilation;
  - Determine the need for additional respiratory protection;
  - Determine whether to halt some or all operations until the COVID-19 hazard has been corrected;
  - Implement any other control measures as required by Cal/OSHA.
6. Notify the local health department as required by law.

### **Suspected COVID-19 Exposure**

In a case where an employee knew they have been in close contact with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence for 14 days from the last date that they were in close contact with that person. Employee should notify their supervisor and district nurse of the suspected COVID-19 exposure. Close contact refers to any person who has been within 6 feet of a potential infectious COVID-19 person for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the exposure period. The exposure period is 48 hours prior to a COVID-19 person having symptoms, or positive test, until 10 days after, and 24 hours without fever. The employee suspected of being exposed to the COVID-19 infection should, as soon as practical, corroborate the COVID-19 exposure by medical verification.



## **Communication**

Communication between employees and the District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the Assistant Superintendent of Human Resources or designee that is intended to accomplish clear and concise exchanges of information by providing a single point of contact for administrators and supervisors.

All district employees are encouraged to freely communicate with administrators or supervisors with regard to COVID-19 symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

Administrators, supervisors, or designees who, after assessing the report, determine that additional guidance or assistance is required, shall contact the Assistant Superintendent of Human Resources to triage the report and notify essential district personnel for an appropriate response.

## **Reporting, Recordkeeping, and Access**

The District is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of the District's efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and Cal/OSHA immediately upon request.

## **Employee Training**

The District will provide training in the general description of COVID-19 symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, online video trainings and/or acknowledge receipt of the District's COVID-19 Prevention Program.

## References

1. Coronavirus Disease 2019 Basics Centers for Disease Control and Prevention (May 12, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics>
2. How Does the Virus Spread? Centers for Disease Control and Prevention (March 23, 2020). <https://faq.coronavirus.gov/spread/how-does-the-virus-spread/>
3. Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19. State of California – Department of Industrial Relations (May 14, 2020). <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
4. Public Health Recommendations for Community-Related Exposure. Centers for Disease Control and Prevention (March 30, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
5. CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again. Centers for Disease Control and Prevention (May 2020). <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activites-Initiaties-for-COVID-19-Response.pdf#page=45>
6. Cleaning and Disinfection for Community Facilities. Centers for Disease Control and Prevention (May 27, 2020). [https://www.cdc.gov/coronavirus/2019-ncov/community /organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
7. COVID-19 Industry Guidance: Office Workspaces. California Department of Public Health (May 12, 2020). <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>