

Palermo Union Elementary School District

District-Wide COVID-19 Prevention Program (CPP)

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

Date: January 6, 2021

Authority and Responsibility

Kathleen Andoe-Nolind 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.

PUESD's COVID-19 Prevention Plan addresses the following work sites. The site administrator or manager listed has authority and responsibility for implementation of the provisions at the work site.

- Helen Wilcox School: Heather Scott, Principal
- Golden Hills School: Kristi Napoli, Principal
- Palermo School: Kimberly Solano, Principal
- Honcut School: Heather Scott, Principal
- Helen Wilcox Preschool, Palermo Preschool, Honcut Preschool: Kimberly Butcher, Director
- Transportation and Maintenance: Carlos Aguilar, Director of Maintenance and Transportation
- Helen Wilcox Kitchen, Palermo School Kitchen: Connie Cueba, Director of Food Services

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 have implemented the following in our workplace:

- Conducted work group sessions that involved representatives from all employee groups for the purpose of determining work place hazards related to COVID-19 and determining strategies to address these hazards.
- Worked collaboratively with Butte County Public Health and other educational leaders in our county to develop protocols and procedures for the identification and exclusion of individuals who have been exposed to or may test positive to COVID-19.
- Evaluated employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Reviewed 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.
- Evaluated existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Developed and implemented Memorandums of Understanding with both the Palermo Teachers Association (PTA) and CSEA Chapter #366 (CSEA) that outline health and safety protocols related to COVID-19.

In addition, we will:

- Conduct periodic inspections using the **Appendix A: 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.
- Provide the opportunity for all staff to participate in surveillance testing once every other month.
- Continue to work collaboratively with all employee groups to identify health and safety concerns associated with COVID-19.

- Actively engage in contact tracing and the exclusion of employees who have tested positive for COVID-19, exhibit symptoms of COVID-19 or a close contact of an individual who has tested positive for COVID-19 or an individual exhibiting symptoms of COVID-19.

Employee participation

PUESD employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by meeting and working cooperatively with district administration. Employees are encouraged to report their concerns to their immediate supervisor.

Employee screening

All employees are required to self-screen for COVID-19 symptoms prior to reporting to the work site per CDPH guidelines. Upon arrival at their work site, all employees are required to wear facemasks, complete a temperature check and sanitize their hands before reporting for their assigned duties. Employees who exhibit symptoms of COVID-19 are required to immediately leave the work site. In addition, PUESD provides the opportunity for all employees to participate in surveillance testing.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix A: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- All employees will be encouraged to monitor their work environment for unsafe or unhealthy working conditions and will report any concerns to their immediate supervisor.
- Site Administrators and Directors will inspect all work sites on an ongoing basis to ensure that protocols are being followed and that we have adequate supplies of PPE and products for sanitation and hand washing.
- Site Administrators and Directors will document the concern/finding and appropriate correction plan using the Appendix B: COVID-19 Inspections Form and notify the superintendent/designee of their findings and the timeline for correction.

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:

- Conducting meetings and other group activities virtually.
- Reducing the number of persons in an area at one time, including visitors.
- Posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggering arrival, departure, work, and break times.
- Allowing for remote work, if possible.
- Providing plexiglass barriers in areas where physical distancing is not practical.

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 **disposable** 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. All visitors to any work site in the district will be required to use a face covering.

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, 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:

- Use of plexiglass dividers or other physical barriers.

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

- Setting HVAC systems to bring in the maximum amount of outside air.
- Changing HVAC filters on a regular basis and complete any routine maintenance on these systems.
- Using portable air cleaners/filters in classrooms and other work areas.
- Encourage employees to open doors and windows when weather conditions allow.

Cleaning and disinfecting

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

- Ensuring adequate supplies and adequate time for it to be done properly.
- Using cleaning supplies that are effective against the COVID-19 virus.
- Developing and implementing a cleaning schedule that ensures that all work areas are cleaned and sanitized daily and as needed throughout the work day.
- Sanitizing frequently touched surfaces throughout the work day.
- Providing sanitation supplies in all work areas to be used at the employee's discretion throughout the work day.

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

- Immediately close off any work area used by the employee and restrict access to any equipment used by the employee who has tested positive for COVID-19.
- District employees who have been trained in the sanitation process will sanitize any work areas and equipment used by the employee who has tested positive for COVID-19.

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 by:

- Purchasing additional supplies and equipment to reduce and/or eliminate the need for employees to share frequently used materials/equipment.
- Providing sanitation supplies in all work areas so that employees can sanitize materials/equipment as needed.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Provide touch-less hand sanitizer stations in all work areas.
- Ensure that all hand sanitizer/soap dispensers are refilled on a regular basis.
- Encourage and allow time for employee hand washing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage 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.

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.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

Upon notification of positive COVID-19 case(s) at any work site, the district will immediately contact the positive individual in order to complete contact tracing and determine the possible exposure of other employees. If it is determined that employees are considered close contact the district will:

- Immediately contact any close contacts by phone call in order to notify them of their exposure.
- Notify all employees via their district email account that there has been a positive COVID-19 case in the work place.
- Require any close contacts of the positive individual to quarantine for 10-14 days from their last exposure to the positive individual.
- Require any individuals testing positive for COVID-19 to quarantine for 10 days from the date of the positive test.

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. All employees will receive a copy of PUESD's CPP in order to notify them of the following:

- Employees shall report positive COVID-19 test results, exposure to a COVID-19 positive individual or any COVID-19 symptoms to their immediate supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- The district will engage in the interactive process for determining possible accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Employees may access voluntary COVID-19 testing at the following locations in Butte/Glenn county:

Chico

Ampla Health Chico: 680 Cohasset Rd. (530) 342-4395; M – F, 9 – 11am by appointment only. All ages.

OptumServe Testing: 900 Mangrove Ave. <https://lhi.care/covidtesting> M – F, 7am-7pm by appointment only. All ages.

Chico Immediate Care: 376 Vallombrosa Ave. (530) 891-1676 M-F 7am-7pm, Sat/Sun 8am-4pm. Viral testing available by appointment only. Do not have to be symptomatic, billed through insurance. Ages 5 and over.

CVS Chico: 7 days per week, 10:30am – 5:30pm, by appointment only for symptomatic individuals. Forest Ave and Esplanade locations only. Ages 18 and over.

Oroville

Ampla Health Oroville: 2800 Lincoln Blvd, Oroville 95966. 534-7500; M – F, 1-3pm by appointment only. Age 8 and over.

Oroville Hospital COVID Clinic: 2767 Olive Hwy. (530) 538-3251 8am-8pm, 7 days per week by appointment only with provider referral/order. All ages.

CVS Oroville: 7 days per week, 9am – 5:30pm by appointment only for symptomatic individuals. Ages 18 and over.

Gridley

Ampla Health Gridley: 520 Kentucky St. (530) 846-6231; M – F, 1-3pm by appointment only. All ages.

Rite Aide: 1583 Hwy 99, Gridley. (530) 846-3334; 7 days per week by appointment only. Ages 18 and over.

Orchard Hospital Medical Specialty Center: 284 Spruce St. Gridley. M-F 8am-5pm by appointment only. All ages.

Magalia

Ampla Magalia: 14137 Lakeridge Circle, Magalia (530) 873-5030 M – F 9 – 11am by appointment only.

Rite Aide: 14115 Lakeridge Circle, Magalia 530-873-0800 7 days per week by appointment only. Ages 18 and over.

Glenn County

Glenn Medical: 1133 W. Sycamore Street, Willows. 530-934-1832

Northern Valley Indian Health: 207 N. Butte Street, Willows. 530-826-3694

Ampla Hamilton City: 278 Main Street, Hamilton City. 530-826-3694

Immediate Care: 1361 Cortina Drive, Orland. 530-865-3400

Ampla Orland: 1211 Cortina Drive, Orland. 530-865-5544

FirstCare Medical: 750 E. Walker Street, Orland. 530- 865-4400

OptumServe Testing: 327 4th St. (Orland Memorial Hall.) <https://lhi.care/covidtesting> (888)-634-1123 Tues – Sat. 7am – 7pm by appointment only. All ages.

- 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.

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.
- Employees will sign an Affirmation of Completion of Training upon completion of the 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 10-14 days after the last known COVID-19 exposure to a COVID-19 case.
- Ensuring employees will continue to maintain their seniority and all other employee rights and benefits while on COVID-19 related leave.
- Providing employees at the time of exclusion with information on available benefits and leaves and the option to work remotely, if applicable.
- Providing 10 additional days of COVID-19 related leave for use by the employee, in the event that they are exposed to, or test positive for COVID-19 as negotiated with both PTA and CSEA #366.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. 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 that 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.
 - Employees who are a close contact of an individual who tested positive for COVID-19, but remain asymptomatic may return to work if 10 days have passed since their last exposure to the infected individual.
 - Employees with COVID-19 symptoms, who have not tested positive for COVID-19 will not return to work until all the following have occurred:
 - At least 72 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.
 - 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: COVID-19 Hazard and Inspection Report

Date:

Description of Reported/Identified COVID-19 Hazard:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
HVAC Filters			
Hand washing stations			
Hand Sanitizer Dispensers			
Hands-free Thermometers			
Drinking Fountains/Bottle Fillers			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings			
Gloves			
Face shields/goggles			

Description of corrective action: