

Solana Beach School District



Solana Beach School District
Inspiring Wonder and Discovery in Learning and Life

Updated COVID-19 Prevention Program

July 1, 2021

Updated COVID-19 Prevention Program (CPP) for Solana Beach School District (SBSD)

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

Date: July 1, 2021

Authority and Responsibility

Courtney Goode, Assistant Superintendent of Human Resources has overall authority and responsibility for implementing the provisions of this CPP in the 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

SBSD will implement the following in the workplace:

- Conduct workplace-specific evaluations, at least monthly or immediately upon a raised concern, 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.
- Encourage employees to raise COVID-19 concerns to their immediate supervisor.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting issues directly to their site administrator or to the Human Resources Department.

Employee screening

Employees will self-assess for COVID-19 symptoms each day prior to coming to work. In the event an employee has COVID-19 symptoms and/or has had close direct contact, the employee will remain at home and complete the COVID-19 Symptom Reporter.

(<https://laserfiche.sbsd.k12.ca.us/Forms/checkin>)

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:

Plant foreman, the Supervisor and Director of Maintenance & Operations and Facilities, will conduct periodic inspections of the engineering controls of the COVID-19 Prevention Program and make any necessary corrections in a timely manner. Rooms where the ventilation is not working will be closed and students and staff will be moved to an alternate location. Site Administrators will monitor and evaluate the administrative and PPE controls at their respective sites.

Control of COVID-19 Hazards

Physical Distancing

6-foot Physical Distancing requirements have been eliminated for all individuals regardless of vaccination status. SBSB will continually monitor the effectiveness of relaxed physical distancing requirements and may re-institute physical distancing requirements if deemed necessary. During an outbreak where 3 or more employees/students in an exposed group contract the virus, SBSB will re-evaluate the physical distancing requirement. Physical Distancing and barriers will be used in the event of a major outbreak (20 or more employees/students in an exposed group) for all individuals, regardless of vaccination status.

Face Coverings

SBSB provides clean, undamaged face coverings for employees who need one. SBSB requires that all students (K-6) and staff wear face coverings while on campus and indoors. Students and/or staff without face coverings will be provided Personal Protective Equipment (PPE), including masks, per health agency guidance.

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.
- When an employee is outdoors.

Respirators

SBSB provides employees with access to an approved respirator for voluntary use when working indoors or in a vehicle with others, upon request by the employee. In order to use a respirator, the employee must watch a training video, complete a medical questionnaire, and pass the fit-testing, which is conducted by an independent medical provider.

Engineering controls

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

- Increased outside air to all of our HVAC units.
- Increased air circulation to all conditioned spaces.
- All HVAC units have MERV 13 filters, which are changed quarterly.

SBSB routinely evaluates their ventilation systems to ensure they are in proper working condition.

Cleaning and disinfecting

SBSD follows all CDPH recommendations for cleaning. Those recommendations are detailed below:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Cleaning and Disinfecting Work Rooms and Teacher's lounge (After 5:00pm)
- Cleaning and disinfecting all classroom tables, desks, chairs and counter surfaces
- Use of Clorox 360, Victory Hand Held, and/or Ryobi Electrostatic Disinfectant Sprayers.

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

- Separating employees who appear to have COVID-19 symptoms.
- Close off used indoor isolation room/area after the sick individual has left campus
- Place a sign on the door with the date and time of closing
- Room remains closed for 24 hours, or as long as practicable up to 24 hours
- The health clerk will notify the principal and plant foreman that an isolation room/additional areas have been contaminated
- Staff will properly disinfect wearing appropriate PPE equipment
- Following disinfection, can be reused for another sick child/staff member

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 should not be shared to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees themselves before/after each use. Employees have been provided the training and materials to do so.

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, SBSD has trained all staff on proper hand-washing techniques. Additionally, teachers will instruct students on handwashing etiquette, as well as other healthy routines (e.g. covering coughs). Students will participate in handwashing breaks. High-touched surfaces will be disinfected frequently throughout the day and after school by trained staff. Hand sanitizing stations will be provided per health agency guidance as PPE.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

SBSD evaluates 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

This will be accomplished by using the **Appendix C/D: Investigating COVID-19 Cases – Employees/Students** checklist.

Unvaccinated employees who had potential COVID-19 exposure in the workplace will be offered COVID-19 testing at no cost during their working hours.

Symptomatic, unvaccinated employees will also be offered COVID-19 testing at no cost during their working hours, regardless of whether there is a known exposure.

Finally, vaccinated employees who develop symptoms after an exposure will also be provided access to COVID-19 testing at no cost during their work hours.

System for Communicating

SBSD's goal is to ensure that the District has effective communication with employees in a form they can readily read and understand. Email notifications are sent to employees when there is a possible exposure or they have come in direct close contact with an infected individual.

Those notifications, and others related to COVID-19 specific information, include the following:

- Employees should monitor and report COVID-19 symptoms.
- Employees should report possible hazards to their site administrator immediately without fear of reprisal.
- Procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Information related to the voluntary asymptomatic testing that occurs once every 8 weeks.
- Information to access no-cost testing because of a workplace exposure or outbreak.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with a district workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Leaves of absence available to employees.
- Signs and symptoms of COVID-19.
- Cleaning and disinfecting plans.
- Health and safety practices all employees should follow.
- An affirmation that the district does not discriminate, harass, or retaliate against an employee for disclosing COVID-19 diagnosis, an order to quarantine, or for utilizing any benefits they may be entitled to.

Training and Instruction

SBSD has provided effective training and instruction that includes:

- The District's 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.
 - An infectious person may have no symptoms.
- 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.
- Vaccines are available to all staff and are the most effective way of keeping safe from COVID-19.

A list of employees who have completed the training is kept on file in the Human Resources Office.

Exclusion of COVID-19 Cases

When there is a COVID-19 case in the workplace, SBSD will limit transmission by:

Protocol for employees, regardless of vaccination status, who test positive or are suspected to have COVID-19.

1. An employee who has tested positive for COVID-19 or is suspected of having COVID-19 is expected to notify their immediate supervisor as soon as practically possible.
 - a) Provide date of positive test result
 - b) Provide date of when symptoms were first experienced
 - c) Provide the names of the individuals (adults and children) whom they came in close direct contact with at work during the time the employee had their symptoms and 48 hours prior to symptoms. **Close Direct contact** is defined as being within 6 feet of each other within a 24 hour period of time for a cumulative of 15 minutes or more, with or without a mask/facial covering, or contact with body fluids or secretions (coughed or sneezed on).
 - d) Maintain confidentiality of employee as required by the Americans with Disabilities Act (ADA)
2. HR notifies the Superintendent and the District Nurse/San Diego Health and Human Services Agency as well as the Site Supervisor so they can arrange for a substitute.
3. If an employee is confirmed or clinically suspected to have COVID-19 and is symptomatic, they will be sent home to **isolate** and may not return to work until:
 - a) Ten days have passed from the onset of their first symptom **AND**
 - b) Has not had a fever for at least 24 hours without the use of fever reducing medications **AND**
 - c) Symptoms (e.g. cough, or shortness of breath) have improved.
4. If an employee is confirmed to have COVID-19 and is asymptomatic, they will isolate at home and may not return to work until:
 - a) Ten days from the date that the test was taken
 - b) If they develop any symptoms during these 10 days, they will need to follow the isolation instructions above for individuals with symptoms
5. HR will notify any district employee who had direct close contact with the employee/student that tested positive or is suspected to have COVID-19.
6. Communication will be coordinated through the Superintendent's Office/HR to inform site and/or district staff of a positive COVID-19 case, maintaining the confidentiality of the staff member.

Protocol for employees who have had close direct contact with an individual who has tested positive for COVID-19.

1. HR will work with the site administrator to notify employees who had direct close contact with a student and/or staff member who tested positive or is suspected to have COVID-19. **Close direct contact** is defined as being within 6 feet of each other for a cumulative of 15 minutes over a 24 hour period, with or without a mask, or contact with body fluids or secretions (coughed or sneezed on).
2. **Vaccinated employees** do not need to self-quarantine if they have had direct close contact with the student/adult who has known or suspected COVID-19, unless they begin to develop symptoms of COVID-19.
3. **Unvaccinated employees** will self-quarantine for 14 days, starting the date they had their last direct close contact with the student/adult who has known or suspected COVID-19. They may return to school on the 15th day if they have not shown any symptoms.
4. If the **unvaccinated employee** receives a negative test result during the quarantine, the quarantine timeline does not change.
5. Communication will be coordinated through the Superintendent's Office/HR to inform the community of a positive COVID-19 case, maintaining the confidentiality of the employee.

Reporting, Recordkeeping, and Access

It is SBSD's 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/D: Investigating COVID-19 Cases – Employees/Students** checklist to keep a record of and track all COVID-19 cases.
- Provide information related to COVID-19 cases in our district to the public via our COVID-19 dashboard which is located on our District website.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - Ten days have passed from the onset of their first symptom **AND**
 - Has not had a fever for at least 24 hours without the use of fever reducing medications **AND**
 - Symptoms (e.g. cough, or shortness of breath) have improved.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until:
 - Ten days from the date that the test was taken
 - If they develop any symptoms during these 10 days, they will need to follow the isolation instructions above for individuals with symptoms
 - 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.
-

Appendix B: COVID-19 Inspections

Date:

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			
Filters Replaced Quarterly			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing / Hand sanitizing (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other			
PPE			
Face coverings (not shared, available and being worn)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other			

Appendix C: Investigating COVID-19 Cases – Employees

School Site _____

Date _____

Employee Initials _____

Employee Positive COVID-19 Case Checklist

1. Notification of positive case at school / department site:

- Public Health notifies the District nurse of positive case
- Employee contacts Principal/Supervisor; Principal/Supervisor contacts their District nurse
- Employee contacts Human Resources, Human Resources contacts District nurse

2. District Nurse contacts Student Services, HR and Site Principal

- District nurse confirms positive COVID-19 case with Public Health
- District nurse contacts employee confirming positive diagnosis and provides return date for the employee with guidance from Public Health Department
- District nurse confirms if the employee had close direct contact with:
 - Students
 - Staff
 - Substitute
- District nurse contacts:
 - Human Resources
 - Site Principal or Supervisor

3. Notification to Superintendent

- HR notifies the Superintendent and Executive Assistant to the Superintendent
- Provide date for students/staff returning to school
- Update COVID-19 Dashboard Information Sheet

4. Notification to SBSD Governing Board

- Superintendent notifies SBSD Board members

5. Principal contacts classroom teacher of positive COVID-19 case and need to pivot to online learning for 14 days

- Principal contacts classroom teacher of positive COVID-19 case (*The positive individual will not be identified by name to ensure privacy*)
- Principal confirms with teacher any other staff member in school who has been in close direct contact with the affected class cohort during the exposure period
- Principal contacts staff members who have been in close contact and need to quarantine for 14 days, will be provided with an [information sheet](#) regarding quarantining at home.
- Principal confirms if a substitute was in the classroom who would need to be notified.
- Principal contacts site School Counselor to reach out to students for social-emotional support
- Principal contacts site specialists (i.e., special education, ELD, Discovery Lab, Psychs, etc.) to communicate that the class or individual has been isolated/quarantined and that class will be pivoting to online learning
- Principal will communicate with SS/HR after they speak with the classroom teacher so that they can communicate with Leadership team and District staff

6. Principal notifies principal of sister school who share site (SV/SKY or SH/SKY)

- All families/staff who share the site are notified of positive COVID-19 case

7. Principal, Student Services, HR, Superintendent and District Nurse personalize communication (MAKE A COPY OF ALL COMMUNICATION):

- [Class Communication](#) (Grades 2-6) - Class Pivot to Online Learning Due to Positive Case
- [Class Communication](#) (Grades K-2) - Class Pivot to Online Learning Due to Positive Case
- [Class Communication](#) Presumptive Case
- [Employee Notice of Direct Contact or Presumptive Case \(AB 685 - Close Contact\)](#)

- [School Community](#) Communication
- [Site Staff Notice of Potential Exposure Communication \(AB 685 - Potential Exposure\)](#) and Talking Points for Staff
- Any changes to communication letters need to be approved by the Superintendent prior to sending out

8. Principal notifies plant foreman and HR/SS notifies Director of Maintenance and Operations of positive case

- Plant Foreman places notice on door for room closure

9. SS contacts Instructional Services of positive case and class pivoting to online learning

- Instructional Services contacts classroom teacher and principal to determine plan for instructional support

10. HR

- HR contacts classroom teacher to provide employee with information (i.e., COVID-19 testing sites, classroom transition compensation, leave information, if needed, EASE information, etc.)
- HR informs both employee unions [AB 685 Union Notification](#)
 - Must include the names of the individuals in the respective union who had direct, close contact

11. Communication Circles

- HR/Student Services contacts Superintendent and Superintendent's Admin Assistant
- Superintendent's office contacts Board members
- Principal contacts classroom teacher, other staff members in close direct contact. Contacts substitute teacher if they were in the class during the exposure
- Principal/SS/HR contacts principal of sister school sharing site
- Principal contacts M&O regarding closure of classroom
- District nurse contacts the classroom teacher at school where the younger or older sibling attends
- Principal contacts classroom families of need to quarantine (Parent Square - phone, text, email)
- Principal(s) contacts school staff and sister school staff sharing the building
- Human Resources contacts both union leaders with [AB 685 Union Notification](#)
- Human Resources contacts Leadership
- Human Resources contacts SBSD staff
- Principal contacts entire school community of positive COVID-19 case on campus
- Principal contacts plant foreman/night custodian of need to close room for 24 hours
- HR/SS notifies M&O of positive case at site and room closure
- Principal holds a special staff meeting (either in the afternoon or following morning), inviting HR/SS/Superintendent/district nurse
- Superintendent's office/HR/SS coordinate to update Dashboard

12. Follow-up communication sent to families of quarantined students (if needed)

- [Quarantine Classroom](#) communication

Admin/Supervisor Signature

Date

District Nurse

Date

Human Resources

Date

Appendix D: Investigating COVID-19 Cases – Students

School Site _____

Date _____

Student Initials _____

1. Notification of positive case at school site:

- Public Health notifies the District of positive case at school site
- Parent/guardian contacts classroom teacher, teacher contacts their District nurse
- Parent/guardian contacts principal, principal contacts their District nurse

2. District Nurse contacts Student Services, HR and Site Principal

- District nurse confirms positive COVID-19 case with Public Health
- District nurse contacts parent/guardian confirming positive diagnosis and provides return date for the student with guidance from Public Health Department
- District nurse confirms if there are additional siblings (including SBSB preschool) who attend SBSB schools and will need to quarantine.
- District nurse/principal confirms attendance dates in Aeries relating to potential exposure to others
- District nurse/principal/SS/HR double check in Aeries to confirm if there are siblings in the household who will need to quarantine, if they are not able to contact the family initially
- District nurse/Principal/SS/HR communicate with CDC School Age program to determine if the student who tested positive participates in their program
- District nurse/Principal/SS/HR communicates with CDC preschool program to determine if there is a younger sibling in the program who needs to quarantine
- District nurse/Principal/SS/HR check to see if positive COVID-19 case rides the bus (SV student)
 - Students who ride the bus with the positive case will need to be identified to determine need for all students on the bus to be quarantined
- The entire class will pivot to online learning for 14 days
 - Cohort (A or B) with positive case will need to quarantine at home for 14 days
 - Cohort (A or B) without positive case will be excluded from school for 14 days but does not need to quarantine at home

3. Notification to Superintendent

- Student Services/HR notifies the Superintendent and Executive Assistant to the Superintendent
- Provide date for students/staff returning to school

4. Notification to SBSB Governing Board

- Superintendent notifies SBSB Board members

5. Principal contacts classroom teacher of positive COVID-19 case and need to pivot to online learning for 14 days

- Principal contacts classroom teacher of positive COVID-19 case (*The positive individual will not be identified by name to ensure privacy*)
- Principal confirms with teacher any other staff member in school who has been in close direct contact with the affected class cohort during the exposure period
- Principal contacts staff members who have been in close contact and need to quarantine for 14 days, will be provided with an [information sheet](#) regarding quarantining at home.
- Principal confirms if a substitute was in the classroom who would need to be notified.
- Principal contacts site School Counselor to reach out to students for social-emotional support

6. Principal notifies principal of sister school who share site (SV/SKY or SH/SKY)

- All families/staff who share the site are notified of positive COVID-19 case

7. District nurse contacts teacher at the school where the sibling attends

- Notifies teacher that only the sibling in the class needs to quarantine

8. Principal, Student Services, HR, Superintendent and District Nurse personalize communication (MAKE A COPY OF ALL COMMUNICATION):

- [Staff Communication](#) and Talking Points for Teachers and Office Staff
- [Quarantined Classroom](#) Family Communication

- [School Community](#) Communication
- [Presumptive Case](#) Communication
- Any changes to communication letters need to be approved by the Superintendent prior to sending out

9. Principal notifies plant foreman and HR/SS notifies Director of Maintenance and Operations of positive case

- Plant Foreman places notice on door for room closure

10. SS contacts Instructional Services of positive case and class pivoting to online learning

- Instructional Services contacts classroom teacher and principal to determine plan for instructional support

11. HR

- HR contacts classroom teacher to provide employee with information (i.e., COVID-19 testing sites, classroom transition compensation, leave information, if needed, EASE information, etc.)

12. Communication Circles

- Superintendent's office contacts Board members
- Principal contacts classroom teacher, other staff members in close direct contact. Contacts substitute teacher if they were in the class during the exposure
- Principal/SS/HR contacts principal of sister school sharing site
- Principal contacts M&O regarding closure of classroom
- BS contacted bus company (if SV student)
- District nurse contacts the classroom teacher at school where the younger or older sibling attends
- District nurse/SS/HR contacts CDC and/or CDC preschool if positive individual participated in the School Age program or has younger sibling in preschool
- District nurse contacts CDC School Age program to communicate classroom in quarantine/online learning
- Principal contacts classroom families of need to quarantine (Parent Square - phone, text, email)
- Principal(s) contacts school staff and sister school staff sharing the building
- Superintendent's office contacts Leadership
- Superintendent's office contacts SBSB staff
- Principal contacts entire school community of positive COVID-19 case on campus
- Principal contacts plant foreman/night custodian of need to close room for 24 hours
- HR/SS notifies M&O of positive case at site and room closure
- Principal holds a special staff meeting (either in the afternoon or following morning), inviting HR/SS/Superintendent/district nurse
- Student Services contacts Instructional Services
- Superintendent's office updates Dashboard

13. Follow-up communication sent to families of quarantined students (if needed)

- [Quarantine Classroom](#) communication

Admin/Supervisor Signature

Date

District Nurse

Date

Human Resources

Date