

COVID-19 Prevention Program (CPP)

Monroe Elementary School District

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

Date: 1-13-2021

Authority and Responsibility

The Superintendent 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.

N/A

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Working in conjunction with the health team at FCSS, Fresno County Department of Public Health and attending approved trainings through Keenan and Associates; liability and risk management contracted company.

Employee Screening

We screen our employees by:

All Monroe Elementary School employees who are reporting to work (in-person) are required to “self-certify” by answering the questions as outlined in the FCSS Return to Work Toolkit, which are as follows:

Do you have:

1. Fever and/or chills

i. Office-setting Employees: Temperature check to be self-administered by accessing thermometer located at Health & Sanitation Stations or designated area at your work location.

ii. Instructional-setting Employees: Temperature check will be taken by school site designee. Itinerant staff will follow protocols as established by each assigned school district/site.

2. A new or worsening cough

3. Shortness of breath

4. Loss of taste and/or smell

5. Congestion and/or runny nose

6. Sore throat

7. Fatigue

8. Muscle and/or body aches

9. Headache

10. Nausea/vomiting or diarrhea

11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

NOTE: If a Monroe Elementary School employee answers “YES” to only question number 11, determine whether the employee was cleared to return-to-work by Craig Bowden, Principal or Tonja Griggs, Administrative Assistant/CBO. If cleared, the Monroe Elementary School employee can return to in-person work after Day 10.

Below are the steps a supervisor shall follow should an employee contact them in response to their self-certification.

Scenario 1

Employee: Answers No to questions #1 - 11

Supervisor: Employee may report to work

Scenario 2

Employee: Answers Yes to questions #1 - 10

Supervisor: Employee should be off work for a minimum of 10 days from the start of their symptom(s) appearing and symptom free for at least 24 hours before returning to in-person work.

Scenario 3

Employee: Answers Yes to question #10

Supervisor: Ask employee if symptoms are related to dietary changes or concerns. If yes, employee should use regular Sick Leave and return when symptom free. If no, employee should be off work for a minimum of 10 days from the start of their symptom(s) appearing and symptom free for at least 24 hours before returning to in-person work.

Scenario 4

Employee: Answers Yes to question #11

Supervisor: If employee had “close contact” as defined in the Monroe Elementary School Return-to-Work Toolkit, the employee should be instructed to quarantine for 10 days. Consider telework as a possible option in lieu of leave time.

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 the hazard will be assessed and correction time frames assigned, accordingly.

Individuals are identified as being responsible for timely correction.

Follow-up measures are taken to ensure timely correction

Controls of COVID-19 Hazards

Physical Distancing

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

Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements when at all possible.

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

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

Face Coverings

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

Purpose: The following shall be the protocol for wearing a face covering while in a Monroe Elementary School facility as a measure to mitigate the spread of COVID-19.

Monroe Elementary Employees

Face coverings must be worn in Monroe Elementary School facilities when not alone in an enclosed workspace. Employees may remove face coverings when alone in an office. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, and when travelling through Monroe Elementary School facilities.

An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk or linen. Acceptable cloth face covering options include, but are not limited to:

- Face covering provided by Monroe Elementary School
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Face shield with a cloth drape on the bottom*
- Tightly woven fabric, such as cotton T-shirt and some types of towels

NOTE: The employer will provide a face shield with instructions on how to attach a required cloth drape to only Monroe Elementary School instructional-setting staff and employees who are medically unable to wear a face mask. Monroe will provide masks for staff, students, and visitors if without one.

A cloth face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person's face; has holes or tears in the fabric; and/or obstructs an employee's vision do not comply with this protocol. An employee or member of the public must immediately replace their face covering when damaged or leave the facility.

Employees who choose to use a surgical mask or N95 respirator may do so as long as the surgical mask or N95 respirator is in good condition and can remain securely attached to the employee's face. If employees choose to wear an N95 respirator, they may be required to sign a waiver.

*To comply with cloth drape, employee may tape a paper towel to the bottom of the face shield and replace paper towel on a daily basis.

Monroe Elementary School Students

Students shall wear face coverings in compliance with each school site and school district protocol.

Monroe Elementary School Visitors

Visitors must wear a face covering when entering and moving about Monroe Elementary School facilities. When a visitor reaches their destination, they may remove their face covering when a minimum of six feet can be maintained. However, visitors may be expected to keep face coverings on at all times in certain situations.

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.
- 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:

Purpose: To provide guidance to staff on best practices for social distancing. One of the most important mitigation strategies in the fight against COVID-19 is social distancing. This document provides best practices for both the school and office setting. Following these strategies will help assure that office, classrooms, and common areas meet the CDC guidelines for social distancing. If social distancing is not feasible, individuals will need to wear masks until social distancing can be achieved.

BEST PRACTICES FOR SOCIAL DISTANCING

Gatherings, Field Trips and Visitors

Pursue virtual group events, gatherings or meetings, if possible, and promote social distancing of at least six feet between people if events are held; limit group size to the extent possible

Postponing high-contact activities/classes (e.g. PE, field trips, choir, high-contact after-school activities, such as football) and restructuring athletic, performing arts and club activities to keep students engaged while physically distant.

Limit any nonessential visitors, volunteers and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, as much as possible

Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches and communities

Staggered Scheduling

Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible

When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts)

When teleworking or flexing work schedules/hours is not practical or available, employees and others are to maintain a minimum of six feet of physical distance between employees and others, to the extent possible, especially if social distancing is recommended by state and local health authorities.

Mealtime Considerations

Delivering meals to classrooms, the specific area in the campus designated for each class or in kiosks near locations where students will be eating

Having students eat lunch and snacks in the classroom or outside in designated areas for each class so that students do not mix

Student Arrival

Designate multiple student drop-off areas around school; at these drop off areas, assemble multiple health questionnaire check-in stations that are at least six feet apart; Place tape “colored dot” every six feet behind the tables to cue waiting students to wait until called upon

Students should be escorted back to their classes; If classroom staff is not ready to receive students, students should wait in an area that allows for appropriate social distancing; if social distancing is not feasible, students should wear masks

Student Departure

Students should stay in classroom until parent/guardian or bus is ready to receive them; once ready, students should be escorted to the front office or bus loading area by a classroom staff member

Other Considerations for School Settings:

Hold classes in larger rooms, such as the gym, library or cafeteria and space students at least six feet apart

In any locations where students need to line up, place markers on the pavement to show where students stand to maintain a distance of six feet in a single line and where lines form so that lines are at least six feet part

Using block schedules or rotating teachers through the classroom(s) rather than having students change classrooms

Hold staff meetings virtually

If not being used as individual classrooms, consider keeping libraries, gyms and playgrounds off-limits for regular use unless they can be sanitized between groups

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

Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.

- The ventilation system will be properly maintained and adjusted, whether you own and operate the building, or not.

Whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system; opened doors and windows will be utilized when outside air is deemed non hazardous.

Cleaning and disinfecting

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

Purpose: To provide information on intensified disinfecting efforts during the COVID- 19 pandemic.

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected three times per day. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting supplies as appropriate.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found here. Products that do not require EPA registration may be used.

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect. I

OFFICE SETTINGS

Monroe Elementary School Main Office: common area high-touch surfaces will be disinfected three times a day; these areas include door handles and panic hardware, counters, handrails, elevator buttons, light switches, breakroom tables, microwaves, and refrigerator handles; the contracted custodial company will disinfect during the routine nighttime service.

At all office locations, disinfection stations with cleaning supplies, PPE and product use instructions are available to staff to disinfect work areas whenever desired

SCHOOL SETTINGS

Important: Disinfectants should not be applied on items that children might put in their mouths. Cleaning toys and other items used by children should be done with soap and water or an appropriate sanitizing solution.

Monroe Elementary School Site :

FCSS custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, three times day. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected one time per day.

Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean or disinfect. Disinfecting supplies are available to staff in designated areas or by contacting the site custodian.

All classrooms and bathrooms are fogged with an EPA approved disinfecting and sanitizing solution 3-5 times per week via automated sanitizing system.

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

All areas, materials, and equipment used by a COVID-19 case will be closed off and separated out from general use areas. District custodians will ensure all PPE and safety equipment are worn, and will use EPA approved disinfectant/sanitizer to clean and disinfect all areas, materials, and equipment individually. An additional cycle of fogging with EPA approved solution will be conducted in all affected work spaces.

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:

The employee will disinfect with EPA disinfecting solution all common areas, equipment, and surfaces after every use.

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:

- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer
- Avoid touching eyes, nose and mouth with unwashed hands
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free (See Return to Work/School After Illness Protocol)
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning/disinfecting
- Avoid large gatherings during assigned breaks and lunch times as much as possible
- Minimize close contact and no physical greetings such as a handshake or hug

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. [reference 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.

Purpose: To provide guidance to staff on what PPE may be applicable to their job duties in response to COVID-19.

To obtain the best pricing and track expenditures for possible reimbursement, PPE specific to COVID-19 response shall be procured in bulk quantities by the Facilities & Operations Department and distributed as needed. Departments with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

SURGICAL FACE MASKS

Who should use: Designated positions such as: School nurses, LVNs, custodial staff and ill persons.

When to use: When required by state or local health order (As of 5/19/2020, the City of Fresno Emergency Order 2020-13 requires employees of essential businesses to wear facial coverings while in the essential facility)

Typical tasks necessitating use: Employee presence in an essential facility, nursing services (nurses providing nursing services/procedures, masking any student or staff that are showing signs and symptoms of respiratory illness).

MEDICAL-GRADE GLOVES

Who should use: Custodians, maintenance personnel, teachers, paraeducators, school nurses, licensed vocational nurses, and anyone using disinfecting products that require skin protection.

When to use: When using cleaning products that require skin protection, when a person may come into contact with bodily fluid or other contaminants.

Typical tasks necessitating use: Cleaning, providing first aid, specialized healthcare procedures.

FACE SHIELDS/EYE PROTECTION

Who should use: Custodians, teachers, paraeducators, school nurses or anyone trained to do specialized healthcare procedures.

When to use: When splash protection is required.

Typical tasks necessitating use: Providing first aid, performing specialized healthcare procedures and cleaning contaminated areas and while doing medical aerosol procedures such as oral or tracheostomy suctioning or nebulizer treatments.

NOTE: The face shield guidance on this PPE protocol is for specific medical procedures and tasks that require splash protection.

MEDICAL-GRADE PROTECTIVE GOWNS

Who should use: Custodians, teachers, paraeducators, school nurses, and licensed vocational nurses.

When to use: Generally, when clothing needs to be protected from contaminants.

Typical tasks necessitating use:

Level 1 Medical Grade Gown: Basic care such as, diapering, providing first aid, and performing non-aerosol generating specialized healthcare procedures.

Level 3 Medical Grade Gown: Aerosol generating procedures, isolation rooms, and cleaning contaminated areas.

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:

As is practicable offer Covid-19 testing at no cost during their working hours.

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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Employees will refer to district COVID-19 reporting flow chart.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

- Where testing is not required, how employees can access COVID-19 testing:

As practicable, provide a list of available community accessible testing sites.

- 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.

N/A

- 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.
 - Curbside service for all visitors; must call office and request permission to enter, or have material delivered to vehicle
 - Locked exterior doors during work hours to prevent direct, visitor access to building
 - Signage around campus directing visitors to call office for assistance, wear PPE, and wash hands regularly
 - Additional signage in building requiring social distancing, appropriate safety and sanitizing procedures
 - Health screening and temperature check for all visitors entering building
 - District staff self screen prior to entering building
 - Regular sanitizing of equipment and surfaces
 - Regular automated sanitizing with fogging system using EPA approved disinfectant and sanitizer

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.

Make available additional COVID-19 related safety trainings offered by District liability and risk management company.

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.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

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 "in occurrence with FCDPH requirements at the time of event" after the last known COVID-19 exposure to a COVID-19 case.
 - Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by using available Federal and State relief benefits. Follow employee leave protocols as it relates to illness including Covid 19.
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- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use 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.

N/A