



## **Davis Joint Unified School District's Cal/OSHA COVID-19 Prevention and Preparedness Program (CPP) and Safe Return to In-person Instruction and Continuity of Services Plan**

Established: January 25, 2021

Updated: February 1, 2021

Updated July 6, 2021

Updated August 3, 2021

This plan is a fluid working document that may be adjusted as public health conditions and/or guidance changes. Health and safety updates are regularly shared with students, parents, staff and community members via the [District COVID-19](#) website, weekly [Superintendent Constant Contact](#), biweekly [Staff Insight](#) newsletter and monthly [Parent Broadcast](#) communications. Staff, parent, and community input was solicited during the 2020-21 school year via the [fall2020@djUSD.net](mailto:fall2020@djUSD.net) email, multiple parent and staff surveys, and public comment for Board of Education meetings. Input on the health and safety plan will be gathered during the 2021-22 school year via the [safereturn2021@djUSD.net](mailto:safereturn2021@djUSD.net) email and public comment during Board of Education meetings.

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### **I. POLICY**

**Davis Joint Unified School District** ("the District") is fully committed to the health and safety of our students, employees, and visitors, and making sure the workplace is free of any recognizable hazards. As an employer and as educators, we are committed to mitigating the spread of the novel coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, at school and the worksite. In order to be safe and

maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Program ("Program") to be implemented throughout the District and at all our schools and worksites. We have also identified a team of employees to monitor this pandemic and provide updates as necessary.

It is the intent of this District to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce exposure to COVID-19. No employee is required to work at a job the employee knows is not safe or healthful. Cooperation in detecting hazards and, in turn, controlling them, is a condition of employment. Employees should inform their supervisor immediately of any situation beyond their ability or authority to correct.

This Program is based on currently available information from Cal/OSHA, the Centers for Disease Control, and the California Department of Public Health available at the time of its development and is subject to change based on further information provided by these agencies and other State and local public health officials. The District may also amend this Program based on operational needs.

## II. DESIGNATION OF RESPONSIBILITY

This Program will be administered at a District level by Laura Juanitas, Associate Superintendent of Student Support Services ([ljanitas@djUSD.net](mailto:ljanitas@djUSD.net)) who has the overall authority and responsibility for implementation. At the site and facility level, the program is managed by site principals and facility directors with back-up from District nurses. A full list can be found here:

School or Department	SITE LEAD Principal or Director (name and number)	BACK-UP LEAD Site Nurse (name and email)
Birch Lane Elementary	Principal Jim Knight, 530-757-5395	Laura Bork <a href="mailto:lbork@djUSD.net">lbork@djUSD.net</a>
César Chávez Elementary	Principal, Veronica Dunn, 530-757-5490	Angela Ikeda <a href="mailto:aikeda@djUSD.net">aikeda@djUSD.net</a>
Fairfield Elementary	Principal, Gay Bourguignon 530-757-5394	Sean Maroney, <a href="mailto:smaroney@djUSD.net">smaroney@djUSD.net</a>
Korematsu Elementary	Principal, Diana Curtaz 530-757-5358	Angela Ikeda <a href="mailto:aikeda@djUSD.net">aikeda@djUSD.net</a>
Montgomery Elementary	Principal, Amelia Hess 530-759-2100	Amy Stacy <a href="mailto:astacy@djUSD.net">astacy@djUSD.net</a>
North Davis Elementary	Principal, Sarah Roseen 530-757-5475	Amanda Gibson <a href="mailto:agibson@djUSD.net">agibson@djUSD.net</a>
Patwin Elementary	Principal, Gay Bourguignon 530-757-5394	Sean Maroney <a href="mailto:smaroney@djUSD.net">smaroney@djUSD.net</a>

Pioneer Elementary	Principal, Ron Thomas, Jr. 530-757-5480	Amanda Gibson <a href="mailto:agibson@djud.net">agibson@djud.net</a>
Willett Elementary	Principal, John Campbell 530-757-5460	Sean Maroney <a href="mailto:seanmaroney@djud.net">seanmaroney@djud.net</a>
Da Vinci Junior High	Principal, Annie Nelson 530-757-1615	Sean Maroney <a href="mailto:smaroney@djud.net">smaroney@djud.net</a>
Emerson Jr. High	Principal, Mike Dufresne 530-757-5430	Sean Maroney <a href="mailto:smaroney@djud.net">smaroney@djud.net</a>
Harper Jr. High	Principal, Jenn Mullin 530-757-5330	Karla Mahoney <a href="mailto:kmahoney@djud.net">kmahoney@djud.net</a>
Holmes Jr. High	Principal, Jean Kennedy 530-757-5445	Laura Bork <a href="mailto:lbork@djud.net">lbork@djud.net</a>
Davis Senior High School	Principal, Tom McHale 530-757-5400	Abby Serin <a href="mailto:aserin@djud.net">aserin@djud.net</a>
Da Vinci Charter Academy High School	Principal, Tyler Milsap 530-757-7154	Amy Stacy <a href="mailto:astacy@djud.net">astacy@djud.net</a>
King High School	Principal, Cristina Buss 530-757-5425	Abby Serin <a href="mailto:aserin@djud.net">aserin@djud.net</a>
Davis School for Independent Study	Principal, Rob Kinder 530-757-5333	Amy Stacy <a href="mailto:astacy@djud.net">astacy@djud.net</a>
Special Ed Preschool	Program Specialist, Jennifer Galas 530-757-2127	Angela Ikeda <a href="mailto:aikeda@djud.net">aikeda@djud.net</a>
Children's Center Preschool	Principal, Jenna Gonzalez 530-757-5340	Angela Ikeda <a href="mailto:aikeda@djud.net">aikeda@djud.net</a>
District Office	Associate Superintendent, Laura Juanitas 530-757-5300	Amy Stacy <a href="mailto:astacy@djud.net">astacy@djud.net</a>
Maintenance and Operations	Director, Denise Brogan 530-757-759-2182	Laura Bork <a href="mailto:lbork@djud.net">lbork@djud.net</a>
Student Nutrition Services	Director, Mark Powell 530-759-2186	Laura Bork <a href="mailto:lbork@djud.net">lbork@djud.net</a>

### III. MANAGEMENT AND SUPERVISORS

All principals, managers and supervisors must be familiar with this Program and are responsible for communicating with their students, families, and employees about COVID-19 exposure and protections in a language they understand. Principals, managers and supervisors must always set a good example by following this Program at all times. This involves wearing an appropriate face covering while indoors at work, practicing good personal hygiene, and ensuring jobsite safety practices are in place to prevent the spread of the virus. Principals, managers and supervisors must ensure the Program is being enforced and observed by all students, employees and visitors to District facilities.

The District shall maintain records of the steps taken to implement the written COVID-19 Prevention Program. The District's written Program has been distributed to all employees and shall be made available at the workplace to employees, authorized employee representatives, and to Cal/OSHA representatives immediately upon request. **[Cal. Code Regs., tit. 8, §3205(c)(9)(C)&(D)]**

### IV. EMPLOYEE AND STUDENT RESPONSIBILITY AND EXPECTATIONS

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our workplaces. We ask employees to help with our prevention efforts while at work and with regular health and safety education of students and visitors. Specific questions about this Program should be directed to Associate Superintendent Laura Juanitas.

In addition to those set forth in this Program, students, employees and visitors must adhere to the following expectations:

- Mandatory mask wearing when indoors for all students, employees, and visitors (masks are optional outdoors)
- Frequent handwashing and use of hand sanitizer
- Optimal indoor ventilation which includes MERV 13 air filters in all HVAC systems and two portable air purifiers in every teaching space and office
- Daily disinfection of all district spaces with emphasis on high-touch surfaces (doorknobs, sinks, bathrooms)
- Students and employees should stay home when sick and get tested for COVID-19 when experiencing symptoms
- Weekly COVID-19 saliva testing if unvaccinated or when exposed to COVID-19 (even if vaccinated)
- Robust contact tracing, quarantine and isolation procedures
- Providing vaccination opportunities for all eligible students and employees (includes hosting vaccine clinics on campus)

### V. SYSTEM FOR COMMUNICATING INFORMATION RELATED TO COVID-19 TO EMPLOYEES, STUDENTS AND FAMILIES **[Cal. Code Regs., tit. 8, §3205(c)(1)]**

- A. Employee and Student Reporting Requirements **[Cal. Code Regs., tit. 8, §3205(c)(1)(A)]**

All parents (of students) and employees are required to notify [covid19reporting@djusd.net](mailto:covid19reporting@djusd.net) immediately if any of the following occur (employees must also notify their supervisor):

- If a student or employee is experiencing any [COVID-19 symptoms](#)
- If a student or employee has been exposed to, or potentially exposed to COVID-19 outside of work or school
- If they witness any unsafe conditions or violations of the District's COVID-19 Safety Protocols in order to minimize the potential spread of illness to others
- If they observe possible COVID-19 hazards at school or in the workplace

The [covid19reporting@djusd.net](mailto:covid19reporting@djusd.net) email is monitored daily by health services staff and the reporter will receive a response within 24 hours.

#### Methods of Reporting:

- If an employee experiences symptoms during self-screening, or they become ill in the workplace, the employee must immediately remove themselves from the work environment, inform their supervisor and report symptoms to [covid19reporting@djusd.net](mailto:covid19reporting@djusd.net)
- If a student experiences symptoms during self-screening, the student must stay home from school and the parent must report the symptoms to the [covid19reporting@djusd.net](mailto:covid19reporting@djusd.net) email and alert the school attendance office of symptoms
- If the student becomes ill during the school day, they will be sent to the outdoor health isolation area on campus where they will be assessed by a nurse or trained employee
- Students and employees must report positive COVID-19 tests to [covid19reporting@djusd.net](mailto:covid19reporting@djusd.net) and to their supervisor, or the school nurse
- Parents of students and employees must report to [covid19reporting@djusd.net](mailto:covid19reporting@djusd.net) if they have been in close contact with a person who has tested positive for COVID-19; employees must also report to their supervisor (close contact means they have been within six (6) feet of the person for at least fifteen (15) minutes in a 24 hour period)
  - Associate Superintendent Laura Juanitas [juanitas@djusd.net](mailto:juanitas@djusd.net) will assign a District Nurse to interview the employee/parent to determine possible exposure to others

The District will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement. Students will not be penalized for absences due to COVID-19 symptoms, a positive test, or quarantine due to exposure to a person who has tested positive for COVID-19.

Additional information on reporting procedures can be found on the District's [Plan for When Students or Staff Become Ill](#) website.

#### B. Accommodation Of Employees Who Are At Increased Risk Of COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(1)(B)]

Employees who are at an increased risk of COVID-19 are encouraged to speak with Personnel Services to discuss appropriate reasonable accommodations that may be available. The Director of Personnel Services or designee shall meet with the employee in an interactive process to determine if the District can reasonably

accommodate these individuals, so they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. A doctor's note may be required to provide certain accommodations. If there are more employees requesting a modified assignment than the District can accommodate, the District will grant accommodations based first on a Doctor's note for the employee; second, based on a Doctor's note regarding an individual(s) living in the member's household; and third, based on seniority date.

C. Access to COVID-19 Testing **[Cal. Code Regs., tit. 8, §3205(c)(1)(C)]**

1. Surveillance Testing for Students and Employees with No Known Exposure to COVID-19

Weekly testing for asymptomatic individuals is highly recommended for all students and employees, but is not required. The COVID-19 testing shall be provided at no cost to students and employees during school or employees' working hours and can be received at a [Healthy Davis Together](#) testing facility. In addition, Healthy Davis Together provides free testing for staff and students on some District school sites. Updated testing information can be found on the DJUSD [On-Campus COVID-19 Testing](#) website.

2. Employee or Student Experiencing Recognized COVID-19 Symptoms

Symptomatic Testing will be available to all employees or students who are exhibiting symptoms or have come into contact with someone who has tested positive or is suspected of having COVID-19. Employees or students who are ill and/or exhibiting symptoms of COVID-19 should not report to work or come to school; instead, they are strongly encouraged to contact their healthcare provider, the Yolo County Public Health Department (YCPH), or visit the Healthy Davis Together testing site at the Mondavi Center to arrange testing. **[Cal. Code Regs., tit. 8, §3205.1(b)(1) and 3205.2]**

Upon receiving the test results, employees and students should immediately notify [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net) to advise them of the test result. Employees should also notify their supervisor who will also make a report to the Covid-19 reporting line.

On some of the District school sites, staff and students may receive a rapid antigen test per [Protocol #42 Site-Based Symptomatic/Response COVID-19 Testing](#) before leaving campus if an employee or parent/guardian has registered the student with Healthy Davis Together and completed the [DJUSD waiver](#).

- Test results within 15 minutes (information about the test can be found here [\(English\)](#) [\(Spanish\)](#))
- Positive rapid antigen test result: required to self-isolate for 10 days
- Negative rapid antigen test result: required to stay home and self-isolate until they can provide a negative saliva (PCR) test result, 24 hours fever free without fever-reducing medication, and symptoms improve

3. COVID-19 Testing In The Event Of COVID-19 Outbreak Or Multiple COVID-19 Infections **[Cal. Code Regs., tit. 8, §3205.1(b)]**

Per current [CDPH guidance](#), in the event the Yolo County Public Health Department identifies a District site as the location of a COVID-19 outbreak or when there are three (3) or more COVID-19 cases in a

workplace/school within a 14-day period, free COVID-19 testing will be immediately provided through the Yolo County Public Health Department, Healthy Davis Together, or the staff or students' medical provider to all students and employees who were physically present at the exposed site during the relevant 14-day period. Testing will be provided on a weekly basis, or more often if recommended, until the health department deems surveillance testing is no longer required. **[Cal. Code Regs., tit. 8, §3205.1 (a)(2), (b)(1) and (2)]**

4. Investigation Of Workplace/School COVID-19 Illness. **[Cal. Code Regs., tit. 8, §3205.1(d)]**  
**[Cal. Code Regs., tit. 8, §3205.2(d)]**

Immediately following notice of a COVID-19 infection, a COVID-19 outbreak, the District shall investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak following the procedures set forth in [Section VII \(A\) \[Investigating And Responding To Covid-19 Cases In The Workplace\]](#).

The District shall report within three (3) days all positive employee tests to [North Bay Insurance Authority COVID-19 Positive Test Reporting](#). All employee personal identifiable information will be redacted from the positive test result.

The District shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring at the workplace. **[Cal. Code Regs., tit. 8, §3205(c)(9)(B)]**

The District shall keep a record of and track all COVID-19 cases for employees and students. The District will record name, contact information, location of work/school, the date of the last day at the workplace or school, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with any and all personal identifying information removed. **[Cal. Code Regs., tit. 8, §3205(c)(9)(E)]**

At the time an employee is excluded from the workplace for reasons related to COVID-19, the District will provide the affected employee with information regarding any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick leave benefits, the District's leave policies and leave guaranteed by contract).

**Please note:** A negative COVID-19 test shall not be required for an employee to return to work or a student to return to school. **[Cal. Code Regs., tit. 8, §3205(c)(11)(C)]**

5. COVID-19 Investigation, Review And Hazard Correction. **[Cal. Code Regs., tit. 8, §3205.1(e)]**

Immediately following notice of multiple COVID-19 infections and/or a COVID-19 outbreak, the District shall:

- Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19 **[Cal. Code Regs., tit. 8, §3205.1(e)]**
- Investigate whether any new or unabated COVID-19 hazards exist in the workplace including, but not limited to: **[Cal. Code Regs., tit. 8, §3205.1(e)(1)]**



- The District's leave policies and practices and whether employees are discouraged from remaining home when sick
- The District's student absence policies and whether students are discouraged from remaining home when sick
- The District's COVID-19 testing policies
- Insufficient outdoor air
- Insufficient air filtration
- The District's cleaning and disinfection practices
- Lack of adherence to wearing masks indoors

This review shall be updated every thirty (30) days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary. Based on the findings of this investigation and review, the District shall implement changes to reduce the transmission of COVID-19. Among the changes the District will consider are:

- Moving indoor tasks outdoors or having them performed remotely
- Increasing outdoor air supply when work is done indoors
- Improving air filtration
- Increasing physical distancing as much as possible
- Respiratory protection
- Other applicable controls

6. COVID-19 Investigation, Review And Hazard Correction. **[Cal. Code Regs., tit. 8, §3205.2(e)]**

Based upon the severity of the outbreak, per Yolo County Public Health Guidance, the District may take the following actions:

- Replace the Minimum Efficiency Reporting Value (MERV) 13 filters in workplace/school and the filters in the portable High Efficiency Particulate Air (HEPA) filtration units
- Determine need for changes to existing respiratory protection program to limit COVID-19 hazards
- Evaluate halting operations at the workplace/school until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by the local health department

7. Notifications To The Local Health Department. **[Cal. Code Regs., tit. 8, §3205(c)(9), 3205.1(f)] 3205.2(f)]**

The District shall contact the local health department immediately, but no later than 48 hours after the District knows of a positive COVID-19 case, for guidance on preventing the further spread of COVID-19 within the workplace.

The District shall provide the local health department with the following information:

- Total number of COVID-19 cases in the specific workplace/school
- For each COVID-19 case — the name, contact information, occupation, workplace/school location and address, the hospitalization and/or fatality status, and any other information requested by the local health department



The District shall continue to give notice to the local health department of any subsequent COVID-19 cases at school or the workplace as required by Labor Code section 6409.6.

D. Employees/Students Who Test Positive For COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(1)(C)]

Employees or students who test positive for COVID-19 must stay home and not come to work/school until the criteria set forth in [Section VII \(A\) \[Investigating And Responding To Covid-19 Cases In The Workplace\]](#) are met.

E. COVID-19 Policies and Procedures [Cal. Code Regs., tit. 8, §3205(c)(1)(D)]

DJUSD will provide regular training with staff and students, both virtually and in-person, to promote and enforce health and safety measures. Educational videos, signage, and other documents will be shared with school sites, students, and families to encourage safe behavior and practices and are available on the DJUSD website at [www.djUSD.net/COVID-19](http://www.djUSD.net/COVID-19). Additional information regarding Return to Campus will be regularly included in the District's social media, Superintendent communications to parents, staff email newsletters and website updates.

The District shall maintain records of the steps taken to implement the written COVID-19 Prevention Program as a means to mitigate the risk of exposure to COVID-19 at each workplace/school. The District's written COVID-19 Prevention Program has been distributed to all employees, authorized employee representatives, students and parents via the [Healthy Campuses](#) and [Healthy Behavior](#) webpages, by distribution in hardcopy form prior to returning to work/school, via email to all employees and parents, and by student, parent and staff training provided in-person and virtually. It will also be made available to representatives of Cal/OSHA immediately upon request. [Cal. Code Regs., tit. 8, §3205(c)(9)(C)&(D)]

The policies and procedures information includes:

- Cleaning and disinfection policy
- Face covering policy
- COVID-19 exposure control plan
- Reporting and monitoring student and employee illness protocol
- Reporting workplace COVID-19 safety issues
- [Policy #36 Staff PPE Guidelines](#)
- [Daily Illness Screening Checklist](#)
- [Policy #39 Respiratory Protection Program - N95 Respirator](#)

Parents, students and employees who have questions regarding these new policies and procedures should contact their principal, supervisor, or Associate Superintendent of Student Support Services, Laura Juanitas [ljanitas@djUSD.net](mailto:ljanitas@djUSD.net).

VI. PROCESS FOR IDENTIFYING AND EVALUATING COVID-19 HAZARDS AND PROVIDING STAFF AND COMMUNITY INPUT [Cal. Code Regs., tit. 8, §3205(c)(2)]

A. Workplace/School Risk Assessment

The District has performed a detailed risk assessment of each workplace/school in order to identify and evaluate potential COVID-19 exposure hazards. [Cal. Code Regs., tit. 8, §3205(c)(2)(D)]

The District allows parents, students, employees and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards. The District has involved its parents, students, and employees in the risk assessment process by creating the [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net) email to report all COVID-19 hazards. In addition, during the 2020-21 school year, this plan was shared with parents via Superintendent Constant Contact messages, twice monthly Board of Education presentations (with public comment), the [fall2020@djUSD.net](mailto:fall2020@djUSD.net) email, and was posted on the <https://www.djUSD.net/covid-19> website. For the 2021-22 school year, feedback will be solicited via the [safereturn2021@djUSD.net](mailto:safereturn2021@djUSD.net) email, regular Board of Education presentations, Superintendent messaging, and will be posted on the <https://www.djUSD.net/covid-19> website. All reporting will be evaluated by Associate Superintendent Laura Juanitas ([ljuanitas@djUSD.net](mailto:ljuanitas@djUSD.net)) or designee within 24 hours or by the next business day. [Cal. Code Regs., tit. 8, §3205(c)(2)(A)]

The District's risk assessment included the following elements: [Cal. Code Regs., tit. 8, §3205(c)(1)(D)]; [Cal. Code Regs., tit. 8, §3205(c)(2)(D)]

- Identifying all interactions, areas, activities, processes, equipment, and materials in each workplace/school that could potentially expose employees or students to COVID-19 hazards; including: [Cal. Code Regs., tit. 8, §3205(c)(2)(D)]
  - Identifying all places and times when employees or students may congregate or come in contact with one another during the work/school day [Cal. Code Regs., tit. 8, §3205(c)(2)(D)(1)]
  - Evaluating employees and students' potential workplace exposure to any individuals who may enter the workplace [Cal. Code Regs., tit. 8, §3205(c)(2)(D)(2)]
  - Evaluating how individuals enter, leave, and travel through the workplace and/or between fixed workstations and classrooms [Cal. Code Regs., tit. 8, §3205(c)(2)(D)(2)]
- For all indoor locations, evaluating how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system [Cal. Code Regs., tit. 8, §3205(c)(2)(E)]
- Reviewing all applicable orders and guidance from the CDC, the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the District's industry, location and operations [Cal. Code Regs., tit. 8, §3205(c)(2)(F)]
- Evaluating the COVID-19 prevention controls the District has already implemented in each workplace and determining whether there is a need for different and/or additional controls. This evaluation includes, but is not limited to, the following controls already implemented by the District: [Cal. Code Regs., tit. 8, §3205(c)(2)(G)]
  - Protocols for correcting COVID-19 hazards
  - Face covering protocols
  - Any other engineering controls, administrative controls, and/or PPE implemented by the District to eliminate COVID-19 hazards

The District will continue to conduct the above-described COVID-19 risk assessment on a regular basis and will conduct periodic inspections of each workplace/school to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District's COVID-19 policies and procedures. The District will update this Program every six months as necessary based on any new findings and/or determinations reached in the ongoing risk assessments. **[Cal. Code Regs., tit. 8, §3205(c)(2)(H)]**

B. Student and Employee Health Screening Process **[Cal. Code Regs., tit. 8, §3205(c)(2)(B)]**

The District has developed and implemented the following process to screen students and employees for COVID-19 symptoms and to prevent a student or employee who is exhibiting COVID-19 symptoms from entering the workplace.

Employee and student responsibilities to help stop the spread of COVID-19:

1. Employee/Student At-Home Self Evaluation **[Cal. Code Regs., tit. 8, §3205(c)(2)(B)]:**

To keep all employees and students safe, the District is following local and State health department recommendations. The employee/student must self-assess for COVID-19 symptoms and risk factors before reporting to work/school each day by asking themselves the following questions:

- Has the employee/student or any member of their household had any signs or symptoms of a fever in the past 72 hours such as chills, sweats, felt “feverish” or had a temperature that is elevated for me/100.4 degrees F or greater?
  - If the employee/student is feeling “feverish”, take temperature
- Does the employee/student or any member of their household currently have (or, in the last 72 hours, had) any of the following symptoms?
  - Cough
  - Trouble breathing, shortness of breath or severe wheezing
  - Sore Throat
  - Nasal Congestion/Runny Nose
  - Myalgia (Body/Muscle Aches)
  - New loss of taste and/or smell, or a change in taste
  - Diarrhea
  - Nausea
  - Vomiting
  - Fever of 100.4 degrees Fahrenheit or above, or possible fever symptoms like alternating chills and sweating
  - Chills or repeated shaking with chills
  - Headache
- Within the last 14 days, has the employee/student been in contact with someone with a confirmed diagnosis of COVID-19?
- Does the employee/student currently have any of the following possible emergency symptoms?
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake

- Bluish lips or face

If an employee or student responds yes to any of the above questions, **they must not report to work or school** and immediately contact [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net) and their direct supervisor (employees) or school attendance office (students). By entering the workplace/school, the employee/student attests to the fact that they have self-assessed and passed a self-screening for fever and other symptoms.

C. If An Employee or Student Becomes Sick At Work or School [Cal. Code Regs., tit. 8, §3205(c)(2)(C)]

If symptoms are present during self-screening or if the employee/student becomes ill in the workplace or school, there are responsibilities for the employee/student, the employee's supervisor, and potentially the employee's coworker(s) found in [Policy #40 COVID-19 On-Site Isolation and Screening Protocol for When Students/Staff Become Ill at School](#).

1. Sick Employee

If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus during the work day, the employee is required to:

- Put on a medical (surgical) face mask over their existing face covering
- Immediately report their symptoms to their supervisor and [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net) and provide a cell phone number to the supervisor before leaving work
  - **NOTE:** If the employee is experiencing severe symptoms and requires medical attention, they should notify their supervisor so that 911 can be called
  - **NOTE:** AED training with reference to hands-only CPR is provided to all staff
- The supervisor will direct the employee to leave work
- Avoid close contact with other employees while at and when leaving the workplace
- Employees are encouraged to get tested for COVID-19
  - If an employee tests positive, they isolate for ten (10) days and then can return to work if symptoms improve and 24 hours without a fever
  - If an employee tests negative, and does not have a known COVID-19 exposure, they can return to work once symptoms are improving and after 24 hours without a fever
  - If an employee does not get tested, they are presumed to be positive and cannot return to work for ten (10) days after symptoms started and if symptoms are improving and 24 hours without a fever
- Employee should seek medical care immediately if they:
  - Have difficulty breathing (shortness of breath)
  - Have symptoms such as fever and cough that are getting worse
  - Are unable to care for symptoms at home
  - Are over age 65 or have a compromised immune system
- If the employee is unable to return to work after three (3) days due to symptoms, they should contact their medical provider (if they have not already done so) and their supervisor; the supervisor will contact [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net) and/or Director of Personnel Services Derek Brothers [dbrothers@djUSD.net](mailto:dbrothers@djUSD.net)

## 2. Sick Student

If a student starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus during the school day, the student and staff are required to:

- Teachers will visually assess students using the [Classroom Visual Screening Flowchart](#)
- Teacher contacts office to report symptoms of illness
- Provide medical mask for student (may replace or put on over face covering)
- Student exits classroom and waits near door or goes to designated health screening isolation location
- Health Services Staff or designee meets student at classroom or health screening area to assess for illness
  - Every school site is furnished with a 10 x 10 foot red pop-up canopy and A-frame sign to designate outdoor isolation area
  - Area supplied with easily cleaned chairs or bench, personal protective equipment, first aid supplies and trash can
  - Area will be disinfected between use
- Health Services staff or designee will don appropriate PPE (personal protective equipment) before entering screening area to assess student/staff using:
  - [Isolation Area Health Screening Checklist - English](#) [\(Spanish\)](#)
- Sick students will remain in screening area under supervision until they can be transported home
- Students may receive a rapid antigen test per [Protocol #42 Site-Based Symptomatic/Response COVID-19 Testing](#) before leaving campus if parent/guardian has registered the student with Healthy Davis Together and completed the DJUSD waiver
  - Test results within 15 minutes (information about the test can be found here [\(English\)](#) [\(Spanish\)](#))
  - Positive rapid antigen test result: Student required to self-isolate for ten days
  - Negative rapid antigen test result: Student required to stay home and self-isolate until they can provide a negative saliva (PCR) test result, 24 hours fever free without fever-reducing medication, and symptoms improve
- Health Services staff will report the student's symptoms to the [covid19reporting@djusd.net](mailto:covid19reporting@djusd.net) email and provide a cell phone number of the parent
- Health Services staff will contact parents to discuss symptoms and provide additional information about the isolation period and encourage the student to receive a COVID-19 test
  - If the student tests positive, they isolate for ten (10) days and then can return to school if symptoms are improving and after 24 hours without a fever
  - If student tests negative and did not have a known COVID-19 exposure, they can return to school once symptoms are improving and after 24 hours without a fever
  - If student does not get tested, they are presumed to be positive and cannot return to campus for ten (10) days after symptoms started and if symptoms are improving and after 24 hours without a fever
- Parent should seek medical care immediately for student if the student:
  - Has difficulty breathing (shortness of breath)
  - Has symptoms such as fever and cough that are getting worse
  - Is unable to care for symptoms at home
  - Has a compromised immune system

### 3. Sick Coworker

If an employee feels that one of their coworkers may be exhibiting symptoms of illness associated with the COVID-19 virus, they should contact their supervisor and [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net). The supervisor, a District Nurse or trained designee will:

- Contact the ill employee to ask about health status
- If the employee indicates they are feeling sick, the District Nurse will ask the employee for the employee's contact information, including home or mobile telephone numbers, and instruct the employee to go home and contact their healthcare provider

### 4. Supervisor and District Nurse Duties [Cal. Code Regs., tit. 8, §3205(c)(2)(C)]

If a supervisor or District Nurse is informed that an employee or student is feeling sick and/or experiencing symptoms of illness associated with COVID-19, the supervisor or District Nurse is required to:

- Ask the employee or student's parent for the employee's/student's parent's contact information, including home or mobile telephone numbers
  - **NOTE:** If the employee or student is experiencing severe symptoms and requires urgent medical attention, the supervisor must call 911 and notify the dispatcher that the distressed employee/student may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions
- Instruct the employee/s to leave work immediately and to avoid close contact with other employees when leaving the workplace; for students, instruct the parent about isolation and quarantine procedures
- Instruct the employee/student to follow the CDC-recommended steps in [What to Do If You Are Sick](#)
- Immediately report the employee's/ student's illness and departure to [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net)
- Instruct the employee/student to remain home until well and inform them they will be contacted by a District Nurse to discuss symptoms, whether they should be tested for COVID-19, and when they can return to work/school

## VII. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE AND SCHOOL [Cal. Code Regs., tit. 8, §3205(c)(3)]

- A. Procedure for Investigating Individual COVID-19 Cases, Multiple COVID-19 Infections, and/or COVID-19 Outbreaks In School or the Workplace [Cal. Code Regs., tit. 8, §3205(c)(3)(A)]

In order to prioritize health and safety, DJUSD in conjunction with the Yolo County Health Department, has created protocols related to positive COVID-19 cases in the school setting. Upon learning that there has been a COVID-19 Incident at a District workplace, the District will take the following actions in order to determine if other students or employees may have been exposed to COVID-19 in the workplace by the sick individual(s). [Cal. Code Regs., tit. 8, §3205(c)(3)(B)]

### Important Definitions

- **Close Contact:** A close contact is a person who is less than six (6) feet from a case for greater than fifteen (15) minutes over a 24 hour period, regardless of whether a face covering was worn. In some school situations, it may be difficult to determine whether individuals have met this criteria and an entire group or classroom may need to be considered exposed, particularly if people have spent time together indoors.
- **Isolation:** Isolation restricts the movement of ill persons to help stop the spread of infectious diseases. [Instructions for Home Isolation and Health Monitoring](#)
- **Quarantine:** Quarantine restricts the movement of persons who were exposed to a contagious disease. [Instructions for Home Quarantine and Health Monitoring](#)
- **Confirmed Case:** Someone who tests positive for COVID-19.
- **New Onset of COVID-19 Symptom(s):** Within the last 24 hours, is experiencing any new symptom(s) consistent with [COVID-19](#).
- **School Site COVID-19 Lead:** School Nurse or [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net)

**What happens if a student or employee responds “yes” to one of the [Daily Illness Screening Checklist](#) questions, has a temperature of 100.4 or above, and/or exhibits a new onset of COVID-19 symptom(s) before coming to school/work, with no known exposure to a Confirmed Case?**

- Class and school remain open
- Student or employee should not come to school or work
- Student or employee must report symptoms to [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net)
- Student or employee must self-isolate for ten (10) days; may return earlier with a negative PCR saliva test AND 24 hours without a fever AND other symptoms improve
- May also return earlier if healthcare provider has confirmed an alternate diagnosis (i.e. strep throat), and cleared student or employee to return to school
- No DJUSD communication to classroom, workplace, or school community needed at this time

**What happens if a student or employee has a new onset of COVID-19 symptom(s) while at school/work?**

- Class and school remain open
- Employee should go directly home to self-isolate and get tested
- Student will be supervised at the outdoor health isolation area until they can be sent home to self-isolate; for more information, see [Policy #40 Onsite Isolation and Screening for When Students or Staff Become Ill at School or Work](#)
- School Nurse may perform a rapid antigen test with parent/guardian consent on file; see [Isolation Area Screening Checklist - English \(Spanish\)](#) for more information regarding protocol following test results
- If the school nurse is unable to perform a rapid antigen test, the parent will be encouraged to take the student to a Healthy Davis Together testing site
- Student or employee must report illness to [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net)
- Student or employee must self-isolate for ten (10) days; may return earlier with a negative PCR saliva test AND 24 hours without fever AND other symptoms improve
- May also return earlier if healthcare provider has confirmed alternate diagnosis (i.e. strep throat), and cleared student or employee to return to school/work
- No District communication to classroom, workplace, or school community needed at this time



**What happens if a student or employee has been in close contact with someone who tested positive for COVID-19 AND they were not wearing a mask indoors when within six feet for greater than 15 minutes?**

- Class and school remain open
- Student or employee must report exposure to [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net)
- Unvaccinated close contact student or employee must quarantine 10 days; should get tested; monitor symptoms; contact their healthcare provider
- If the unvaccinated student or employee has siblings, family, or household members at other school sites with unmasked exposure to the same confirmed case, they must also quarantine
- For these unvaccinated contacts who have not had ANY symptoms, they may discontinue quarantine after Day 7 if they have a negative PCR (saliva) test collected after Day 5 from the date of last exposure
- If the student or employee is fully vaccinated, and they do not live with the confirmed case, they will not be sent home or be required to quarantine BUT they should continue to monitor symptoms and get tested for COVID-19 per [CDPH Guidance for Fully Vaccinated People](#)
- If the student or employee is fully vaccinated, but lives with confirmed case, they will be sent home, but may return to work/school with proof of a negative COVID-19 test
- DJUSD will provide communication to student families and employees if the infectious window occurred in a school setting

**What happens if a student or employee has been in close contact with someone who has tested positive for COVID-19 BUT both parties were wearing a mask when indoors?**

- Class and school remain open
- Student or employee must report exposure to [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net)
- Unvaccinated student or employee may follow a modified 10-day quarantine to continue to attend school for in-person instruction IF they are asymptomatic, continue to wear a mask, undergo at least twice weekly testing during the 10-day quarantine, AND continue to quarantine for all extracurricular activities at school and in the community (includes sports)
- If the unvaccinated student or employee has siblings, family, or household members at other school sites with exposure to the same confirmed case, they will also be required to follow the modified quarantine if they are also unvaccinated
- If the student or employee is fully vaccinated, they will not be sent home or required to quarantine, but they should continue to monitor symptoms and receive regular COVID-19 testing
- DJUSD will provide communication to student families and employees if the infectious window occurred in a school setting

**What happens if a student or employee tests positive for COVID-19 and was on campus or at a school activity during their infectious period? [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(1)]**

- Class and school remain open
- Student or employee must report positive test to [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net)
- Student or employee who tests positive must [isolate](#) per CDC guidelines and be excluded from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date, whichever is later

- Health Services staff will gather information regarding details of known close contacts and will provide information to Yolo County Public Health School Liaison
- Unvaccinated close contacts of confirmed case, see above scenarios
- Vaccinated close contacts of confirmed case will not be sent home or required to quarantine, but they should continue to monitor symptoms and receive regular COVID-19 testing
- DJUSD will notify all student and employee close contacts with confirmed case in writing by email and/or phone
- DJUSD will notify school community (parents and employees) in writing by email of a confirmed case

#### **What happens if a student or employee who had symptoms of COVID-19 tests negative?**

- Class and school remains open
- The student or staff member must report symptoms and results to [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net)
- Student or employee is able to return to school when they are twenty-four (24) hours post-fever (without taking any fever-reducing medication) and other symptoms are improving
- If the student or employee had close contact with known positive case in the last 14 days, they must remain in quarantine for 10 days from last known contact with positive case despite a negative test
- No communication from DJUSD to classroom or school community is needed at this time

#### **What happens if there is an outbreak of COVID-19 cases?**

Per current [CDPH guidance](#), if three (3) or more cases of COVID-19 within a 14 day period are identified in a school community, this is considered an outbreak. District Health Services Staff will:

- Identify and create a list of all school cases and contacts, including illness onset date, symptoms, date tested, and test results
- Confirm which classes had confirmed cases or symptomatic students and staff members and if recent events or gatherings involved any cases or symptomatic persons
- Work with Yolo County Public Health to determine whether the school meets closure criteria

#### **Testing following an Outbreak:**

- In the event the Yolo County Public Health Department identifies a District site as the location of a COVID-19 outbreak, free COVID-19 testing will be immediately provided through the Yolo County Public Health Department, Healthy Davis Together, or the staff or students' medical provider to all staff and students who were physically present at the exposed site during the relevant 14-day period
- Testing will be provided on a weekly basis, or more often if recommended, until the health department deems surveillance testing is no longer required

#### **School Closure Determination:**

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted. Closure will be done in consultation with the local health officer. Situations that may require a school closure are:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school

- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected
- Local health officer determines that school closure is warranted

#### **What happens to teaching and learning if an entire classroom or school needs to close?**

The teachers and students would transition into an online Distance Learning model until they can return to the classroom. DJUSD will have a plan and teacher training in place for this scenario.

#### **B. Confidentiality of Employee and Student Medical Information [Cal. Code Regs., tit. 8, §3205(c)(3)(C)&(D)]**

The District will keep all personal identifying information relating to individuals with confirmed COVID-19 cases and/or individuals who are experiencing COVID-19 symptoms confidential. In addition, all COVID-19 testing or related medical services provided by the District will be administered in a manner that ensures the confidentiality of identity of employees receiving these services.

Please be advised that the District is required by law to provide unredacted information on COVID-19 cases to the local health department, CDPH, and the National Institute for Occupational Safety and Health (NIOSH) immediately upon request. Except as required by law, this information will not be disclosed or reported by the District without the employee's express written consent to any person within or outside the workplace.

#### **VIII. CORRECTION OF IDENTIFIED COVID-19 HAZARDS [Cal. Code Regs., tit. 8, §3205(c)(4)]**

The District has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

The District will regularly evaluate the corrective measures it has taken to address these hazards in order to determine whether these measures are effective. In the event the District determines that a corrective measure was not effective, the District will identify and implement additional corrective measures to correct the COVID-19 hazard. [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(5)]

In addition, the District will continue to perform COVID-19 risk assessments on a regular basis in order to identify any other COVID-19 hazards that might arise at each workplace. In the event the District identifies other COVID-19 hazards, this section of the Program will be modified to identify those hazards and the measures the District has taken to correct the hazard.

All COVID-19 hazards should be reported to Associate Superintendent Laura Juanitas [ljanitas@djUSD.net](mailto:ljanitas@djUSD.net) or Director of Personnel Services Derek Brothers [dbrothers@djUSD.net](mailto:dbrothers@djUSD.net). Appropriate personnel will be assigned to investigate the hazard within 24 hours or by the next business day.

All employees who had potential COVID-19 exposure in the workplace will be provided with information on any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick leave benefits, the District's leave policies, and leave guaranteed by contract). Employees are encouraged to contact Personnel Services with specific questions. [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(4)]

The District Maintenance and Operations Department will maintain a log of work orders related to COVID-19 hazards and will track corrective measures and the date the correction was made.

## **IX. STUDENT, PARENT, AND EMPLOYEE TRAINING AND INSTRUCTION [Cal. Code Regs., tit. 8, §3205(c)(5)]**

On July 12, 2021, the California Department of Public Health published updated guidance for TK-12 schools. The founding principal of the guidance is that all students must have access to safe and full in-person instruction at the onset of the school year, as well as to minimize missed school days on an ongoing basis. Prior to the beginning of the school year, and regularly thereafter, employees and students must participate in COVID-19 training. Training will be provided in English and Spanish and covers the following topics that are easy to understand including verbal, visual, audiovisual and picture-centered handouts posted on the [Healthy Behavior](#) website:

The training will emphasize the following:

- Mandatory mask wearing when indoors for all students, employees, and visitors (masks are optional outdoors) [Cal. Code Regs., tit. 8, §3205(c)(5)(G)]
- Lunch (and all eating) will occur outdoors unless there is a smoke advisory or inclement weather
- Frequent handwashing and use of hand sanitizer [Cal. Code Regs., tit. 8, §3205(c)(5)(F)]
- Optimal indoor ventilation which includes MERV 13 air filters in all HVAC systems and two portable air purifiers in every teaching space and office
- Daily disinfection of all district spaces with emphasis on high-touch surfaces (doorknobs, sinks, bathrooms)
- Students and employees should stay home when sick, report symptoms to [covid19reporting@djUSD.net](mailto:covid19reporting@djUSD.net), and get tested for COVID-19 when experiencing symptoms [Cal. Code Regs., tit. 8, §3205(c)(5)(H)]
- Weekly COVID-19 saliva testing if unvaccinated or when exposed to COVID-19 (even if vaccinated)
- Robust contact tracing, quarantine and isolation procedures
- Vaccinations for all eligible students and employees (includes hosting vaccine clinics on campus)
- The importance of proper use and care of Personal Protective Equipment (PPE), including surgical masks, face shields, disposable gowns and gloves
- Indoor physical distancing is not required when other mitigation strategies are implemented (i.e. masking)

## **X. PHYSICAL DISTANCING GUIDELINES [Cal. Code Regs., tit. 8, §3205(c)(6)]**

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with the CDC K-12 School Guidance.

## **XI. FACE COVERINGS [Cal. Code Regs., tit. 8, §3205(c)(7)] [Cal. Code Regs., tit. 8, §3205(c)(7)(F)]**

In order to comply with the federal, State and county directives to slow the spread of COVID-19 and to better protect the DJUSD community from exposure to COVID-19, the District is requiring all students, employees,

and visitors to wear an appropriate face covering when indoors, regardless of vaccination status. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The face covering must cover the student, employee, or visitor's nose, mouth, and chin; may not have a valve; and must be clean and undamaged. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The District will provide, free of charge, paper and cloth face coverings for all students, employees, and visitors to use on campus. Teachers will have a supply of face coverings in their classroom and if an employee needs a replacement face covering, they should contact their supervisor. Students, employees, and visitors may use their own face covering if preferred so long as the face covering is clean and undamaged and meets the California Department of Public Health guidelines.

Please be advised that face shields are not a replacement for face coverings, although they may be worn together for additional protection. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The following are exceptions to the District's face covering requirement:

- While outdoors
- While eating and drinking indoors, provided physical distancing and the outdoor air supply has been maximized to the greatest extent possible [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(2)]
  - Note: To the extent possible, lunches (and all eating) will occur outdoors unless there is a smoke advisory or inclement weather.
    - Inclement weather: doors and windows will be kept open when students and employees are eating indoors
    - Smoke advisory: doors and windows will be closed to allow maximum efficiency of the air filtration systems
- Students or 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. This must be documented by a note from a medical doctor. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(4)]
  - Students and employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. [Cal. Code Regs., tit. 8, §3205(c)(7)(B)]
- When an employee is alone in a room and no one is expected to enter the room in the next hour [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(1)]
- When an employee is performing specific tasks that cannot feasibly be performed with a face covering [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(5)]
  - **NOTE**: This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee must be at least six (6) feet away from all other persons

Visitors to district property will be limited to only those necessary and must be approved. Visitors are instructed to check in with the administrative assistant at the school site or department office and are required to provide their name, cell phone number and the purpose of their visit. All visitors are required to wear an appropriate face covering while indoors on district property unless medically exempt. Visitors who do not have an appropriate face covering will be provided a disposable face covering by the District.

## **XII. CONTROL MEASURES & PERSONAL PROTECTIVE EQUIPMENT IMPLEMENTED AT THE WORKPLACE AND SCHOOL [Cal. Code Regs., tit. 8, §3205(c)(8)]**

### **A. Workplace/School Ventilation [Cal. Code Regs., tit. 8, §3205(c)(8)(B)]**

The District has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees and students, for instance from excessive heat, cold or smoke from a wildfire.

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

- Installing MERV 13 filters in all HVAC systems
- Installing two portable air purifiers in all classrooms, teaching spaces and school front offices; additional portable air purifiers will be placed in offices and other spaces where staff or students are present
- Providing removable door stops for all classroom doors and teaching spaces on campus to facilitate keeping doors open as much as possible
- Repairing windows and providing screens to facilitate keeping windows open as much as possible

### **C. Cleaning And Disinfecting Protocols [Cal. Code Regs., tit. 8, §3205(c)(8)(C)]**

The District has instituted regular housekeeping practices, which include cleaning and disinfecting common surfaces, workplace common areas, frequently used tools and equipment, and other frequently touched surfaces and objects (e.g., door knobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces and steering wheels) in the workplace in accordance with current [CDC guidelines](#). The District encourages employees to regularly do the same in their assigned work areas. The District will inform students, parents, employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

The District has implemented the following cleaning and disinfecting protocols: **[Cal. Code Regs., tit. 8, §3205(c)(8)(C)(1)]**

- Established procedures to routinely clean and disinfect commonly touched surfaces and objects (e.g., door handles, flat surfaces, handrails, restrooms, etc.) throughout the workday, including:
  - Using disinfectants that are [EPA approved](#) for use against the virus that causes COVID-19
  - Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time)
  - Following safe work practices such as never mixing products together and using adequate ventilation
  - Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces

- Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products, tools and chemical resistant gloves. This includes making sure disinfectants are available to workers throughout the worksite
- Cleaning and disinfecting workstations and/or District-owned vehicles at the end of the workday
- Breakroom areas will be cleaned once per day; employees performing cleaning will be issued proper Personal Protective Equipment (PPE), such as gloves and gowns, as recommended by the CDC
- All trash receptacles at the workplace will be changed daily by someone wearing gloves
- Employees are encouraged to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks
- When using the break room, employees should wash their dishes after use, dispose of all refuse so that no one else has to do so or come into contact with it, and wash their hands after completing the above tasks; soap, paper towels and hand sanitizer will be provided in the breakroom
- All restrooms are thoroughly cleaned and disinfected daily

D. Available Handwashing Facilities **[Cal. Code Regs., tit. 8, §3205(c)(8)(D)]**

The District evaluated its existing handwashing facilities to ensure that hand-washing facilities are readily accessible to all employees and students at all times. The District encourages all employees and students to wash their hands frequently and has adjusted productivity expectations to allow extra time for employees and students to thoroughly and frequently wash their hands.

To ensure that employees and students have ample opportunity to properly wash their hands, the District has determined that the number of handwashing facilities is adequate and has:

- Purchased single-use towels and additional soap
- Provided hand sanitizer throughout worksites and classrooms
- Placed additional handwashing supplies as close to work areas and break areas as possible to allow for frequent handwashing
- Purchased 50 portable handwashing stations to be used at school sites throughout the District for student use

In addition, employees and students are strongly encouraged to follow the below protocols with respect to handwashing:

- Engage in thorough hand-washing. Hands should be washed with soap and water for at least 20 seconds
- If employees have limited access to hand-washing or hand sanitizing, employees—as a last resort—can use district-provided disposable gloves to limit hand contact with potentially contaminated surfaces; employees should wash or sanitize hands as soon as possible after removing gloves
- If N95 respirators and/or other PPE are worn to protect against other hazards at work, hands should be washed before putting on PPE and after taking it off; reusable PPE should be cleaned and sanitized per manufacturer and CDC recommendations

E. Personal Protective Equipment **[Cal. Code Regs., tit. 8, §3205(c)(8)(E)]**

1. Additional Personal Protective Equipment **[Cal. Code Regs., tit. 8, §3205(c)(8)(E)(1)]**



The District has evaluated the workplace and determined that in addition to wearing the required face coverings, the following will be required for employees in specific departments in order to prevent exposure to COVID-19 hazards. See [Policy #36 Personal Protective Equipment Guidelines](#).

- Student Nutrition Services (SNS) employees will wear gloves
- Custodial Services employees will wear gloves, surgical face masks and disposable gowns when cleaning spaces recently occupied by a student or employee who was experiencing symptoms of illness
- Health Services employees may wear gloves, surgical face masks or N95 respirators, face shields and disposable gowns when evaluating a student or employee for illness

The District shall reevaluate the workplace periodically and shall reassess whether additional Personal Protective Equipment (PPE) is needed in order to prevent exposure to COVID-19 hazards.

To the extent that employees are required to wear additional PPE in order to prevent exposure to COVID-19 hazards, the District will provide the additional PPE.

2. Use Of N95 Respirators When Requested **[Cal. Code Regs., tit. 8, §3205(c)(8)(E)(2)& (3)]**

In situations when a student is unable to wear a face covering due to a medically documented condition, the District shall provide the employee with N95 respirator training and fit testing, upon request at no cost to the employee. Should N95 respirators be requested at the workplace, the District shall follow the written respiratory protection program, [Policy #39 Respiratory Protection Program - N95 masks](#) **[Cal. Code Regs., tit. 8, §5144]**

The District has designated District nurses, Amy Stacy ([astacy@djusd.net](mailto:astacy@djusd.net)) and Laura Bork ([lbork@djusd.net](mailto:lbork@djusd.net)), to administer and oversee the N95 respiratory protection program and conduct the required evaluations of the program.

3. Cleaning and Disinfecting Sick Employee's/Student's Work Area/Classroom **[Cal. Code Regs., tit. 8, §3205(c)(9)(C)(3)]**

After being informed that an employee or student has tested positive for COVID-19, all areas frequently accessed by the employee or student will be closed for 24 hours and then cleaned and disinfected. In addition, all materials, tools, equipment, and commonly touched surfaces used by the sick employee or student during the high-risk exposure period will be cleaned and disinfected after a 24-hour waiting period.