

COVID-19 Safety Plan

(CSP)



Part 1: Cal/OSHA Prevention Plan (CPP)

COVID-19 Prevention Program (CPP) for Sutter County Superintendent of Schools

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

Date: January 22, 2021

Authority and Responsibility

The **Sutter County Superintendent of Schools** 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.

Employee participation

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

- Providing opportunities for employees to complete surveys regarding the identification and evaluation of COVID-19 hazards.
- Encouraging employees, and employees' representatives to report all hazards or potential hazards to their immediate supervisor and, if applicable, site Principal.
- Establishing MOUs and contractual language that includes opportunities for continual identification and evaluation of the workplace for COVID-19 hazards.

Employee screening

We screen our employees by: All employees complete a daily online Wellness Check. Employees who are located on a school campus also participate in the site screening process.

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:

Appropriate SCSOS personnel will assess the severity of hazards. Facilities issues will be assessed by the Director of Facilities, Maintenance, Operations & Fleet. Issues with employee conduct or working conditions will be assessed by the Director of Human Resources. Both will report directly to the Superintendent or his designee. All reports will be assessed within a 24 hour period and corrective actions will occur in a timely manner.

Control of COVID-19 Hazards

Physical Distancing

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

- Employees determined to be non-essential may be required to telework as needed or directed by conditions determined by local health and state guidelines.
- In order to reduce the number of persons in an area at one time, including visitors; the SCSOS office may be closed or provided limited access to the public following local health and state guidance.
- Meetings may be limited to numbers that allow proper distancing, held virtually, or combine virtual and in-person attendance to allow distancing.
- Visual cues such as signs and floor markings are used to indicate where employees and others should be located or their direction and path of travel where practicable.
- Based on conditions and the guidance of local and state health officers, departments may stagger arrival, departure, work, and break times.

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. Face coverings and/or shields are available to all employees as requested. Employees are directed to wear face covering following health guidance and to report non-compliance to their direct supervisor.

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. Alternative face coverings are provided by employer.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart as practicable.

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: Screens are installed as practicable at all public contact points such as; office entry reception desks, business counters, individual assessment/meeting stations.

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

- Utilizing HVAC fresh air economizers, 7% fresh air
- Preventatively maintaining our HVAC system every three months, including coil cleaning and filter replacement.
- Ensuring HVAC units have the maximum filtration efficiency for the unit, as applicable, from MERV 9-13.

Cleaning and disinfecting

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

Custodial Staff

- Custodial staff has the appropriate tools, equipment, supplies, and training to provide enhanced disinfecting of the facility.
- Steam shall be the primary solution for disinfection and sterilization due to the hazards and regulations concerning chemical use.
- When a chemical disinfectant must be used, we will follow the Department of Pesticide Regulations and Occupational Safety & Health Administration protocols.
- The school has identified and stocked cleaning products using the following guidelines:
 - Cleaning products should, when feasible, be from the Environmental Protection Agency (EPA)-approved list "N" approved for use against COVID-19
 - Following product instructions for use
 - Reducing the risk of asthma related to disinfecting, selecting disinfectant products, when feasible, on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
 - Avoiding, when feasible, products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Using, when feasible, disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
 - Providing employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
 - Established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Custodial staff has the proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions
- FRA has all products kept out of children's reach and stored in a space with restricted access
- Areas used by any staff or student with temperature or symptoms will be closed off areas and not used before cleaning and disinfection.
 - To reduce risk of exposure, custodial staff will wait 24 hours before cleaning and disinfecting.
 - If it is not possible to wait 24 hours, staff will wait as long as feasible before cleaning and disinfecting

General Staff

- Staff will continue cleaning of high touch areas and surfaces in individuals' work areas throughout the day, including:
 - Tables in classrooms and other common areas
 - Chairs in classrooms and other common areas
 - Doorknobs
 - Teacher area/space
 - Chromebooks/electronic devices
- Staff who serve students on multiple sites will be provided access to cleaning kits for use at those sites.

- **Cleaning supplies will be checked regularly and restocked as needed.**
- **Work sites and surfaces are cleaned and disinfected daily after each use. This occurs per the site cleaning schedule.**
- **Should we have a COVID-19 case in our workplace, we will implement the following procedures:**

SCSOS facilities: After the appropriate quarantine and entry delay as applicable, affected areas and surfaces are fogged with Petra ULV500 Hydrochlorous Acid (HOCL), then treated with the same product by thorough wiping, and left to dry, before re-entry is allowed. In certain, limited situations, areas may be additionally treated with steam, quaternary ammonia compounds, after appropriate wait time from the use of ULV500. Force labor typically performs the service.

Host site: Will follow the site safety procedures for cleaning and disinfection.

The SCSOS COVID-19 Liaison shall coordinate with the FMOF department to ensure the work space(s) and area(s) used by the employee are closed off, outside doors and windows are opened if applicable, ventilating fans are deployed to increase air circulation in the area if possible, and the workspace is disinfected. The custodial response team shall wait 24 hours or as long as practical before beginning cleaning and disinfection, and/or shall wear appropriate protective equipment when cleaning and disinfecting the area. The custodial response team is to clean and disinfect all the work areas used by the employee. This includes all areas such as offices, bathrooms, common areas and shared equipment.

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. Each work location also has been issued a cleaning kit in order to properly clean and disinfect any shared equipment or tools. To the extent possible, each employee will be provided their own tools for their position to limit sharing.

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. Each vehicle has been issued a 'cleaning kit' alongside the standard first aid kit and fire extinguisher. Cleaning kits include all necessary PPE and equipment for individual drivers to service the vehicle between use and as needed for the comfort and security of the respective driver. Equipment does include a portable steamer and spray bottles with ULV500.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we will:

- Make handwashing facilities and hand sanitizer stations available.
- Determine the need for additional facilities. Evaluations will continue to occur. We will adjust as necessary and include hand washing facilities as part of standard site inspections.
- Allow time for employee handwashing. Employees should wash their hands for at least 20 seconds each time.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section

5144 when the physical distancing requirements are not feasible or maintained.

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

Investigating and Responding to COVID-19 Cases

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:

- Offered COVID-19 testing at no cost during their working hours.
- Provided information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases (below).

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 includes the following information:

- To whom and how employees should report COVID-19 symptoms and possible hazards.
 - An employee must notify his or her supervisor and/or the COVID-19 Liaison (Director of Human Resources) if:
 - The employee is diagnosed with COVID-19
 - The employee has COVID-19 like symptoms
 - The employee develops symptoms of COVID-19 at work
 - The employee has been in close contact with someone who is diagnosed with or suspected to have COVID-19.

(NOTE: Employees can report symptoms and hazards without fear of reprisal.)

- Procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- How employees can access COVID-19 testing where testing is not required.
- The plan for providing testing and informing affected employees of the reason for the testing and the possible consequences of a positive test (in the event we are required to provide testing because of a workplace exposure or outbreak).
- Information about COVID-19 hazards that 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.
- SCSOS Employee COVID Response Flowchart-see attached

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:
 - o COVID-19 is an infectious disease that can be spread through the air.
 - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - o 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.
- How to work safely with challenging students within the classroom while maintaining safety.
- Proper cleaning methods and materials to properly clean and disinfect surfaces and work spaces.

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 10 days after the last known COVID-19 exposure to a documented 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 employer provided sick leave benefits where permitted by law and/or collective bargaining agreement and when not covered by workers' compensation.
- 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.
- Report information about COVID-19 positive cases in accordance with AB685 which would include noticing employees and the employee's exclusive representative of potential worksite exposure.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until at least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.



Tom Reusser
Sutter County Superintendent of Schools

2-1-21

Date

Appendix B: COVID-19 Inspections

[NOTE: Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section will be added to the CPP if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in the workplace within a 14-day period. (Reference section 3205.1 for details.)

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - 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.
 - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section will be added to the CPP should the workplace experience 20 or more COVID-19 cases within a 30-day period. (Reference section 3205.2 for details.)

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

This section will be added to the CPP if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section 3205.4 for details.

NOTE: This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.]

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operators and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operators and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seat belt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seat belt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following

conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

SCSOS Employee Covid Response Plan

How am I feeling?

Feeling fine,
except that I was directly exposed
to someone with Covid19

Feeling sick...

Employees who had a close contact (closer than 6', without a face covering, for more than 15 minutes) to a confirmed Covid19 case at work, home, or in the community ...

OR

Employees who are unable to be tested after a close contact (closer than 6', without a face covering, for more than 15 minutes) with a confirmed case and do not have symptoms

Contact Supervisor Immediately

Contact Covid19 Coordinator, Kathy Mercier at 530.844.3897 (text/call)

Home Quarantine - quarantine for 10 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 10 days of exposure

Any Covid19 symptoms?

Yes. Encouraged to take a Covid19 test Sutter Co Health:

[government/depts/cao/em/coronavirus/suttercounty](https://www.sutterhealth.org/government/depts/cao/em/coronavirus/suttercounty)

Contact Covid19 Coordinator, Kathy Mercier at 530.844.3897 (text/call) for direction and next steps.

No. Return to work.

Feeling sick, with classic Covid19 symptoms

Symptoms:
fever * cough * chills
shortness of breath
muscle aches * nausea
headache * sore throat
diarrhea * congestion
new loss of taste or smell

1. Contact supervisor
2. Contact Covid19 coordinator at 530.844.3897 Kathy Mercier
3. Home isolation/quarantine
4. Testing for Covid19 is highly recommended

Employee will be eligible for EFMLA

Employee Family Medical Leave Act

Contact Jenny Gibbs, HR, 822.2903 to schedule a meeting to review leave options and discuss necessary documentation.

Feeling sick, with symptoms other than Covid19 symptoms

Employee should take appropriate leave.

Put sick leave in AESOP as soon as possible.

*A decision to test is a decision to isolate

SCSOS COVID-19 Safety Plan (CSP)

Pat 2: COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date:
__1/29/21__

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: __Sutter COE__

Number of schools: __3__

Enrollment __389__

Superintendent (or equivalent) Name: __Tom Reusser__

Address: __970 Klamath Lane__

Phone Number: __(530)822-2900__

__Yuba City, CA__

Email: __tomr@sutter.k12.ca.us__

Date of proposed reopening:

__FRA/PCA- 11/2/20, SpEd- 11/9/20__

County: __Sutter__

Grade Level (check all that apply)

Current Tier: __Purple__

(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: __COE__

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, __Tom Reusser__, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

FRA: Cohort groups will include no more than 14 students and no more than 2 supervising adults.

PCA: N/A Independent Study

SpEd: Cohorts will be at a maximum of 7 students on an A/B model. Students in cohort A attend Monday/Tuesday and cohort B attends Wednesday/Thursday.

If you have departmentalized classes, how will you organize staff and students in stable groups?

FRA: To minimize the number of contacts and help students feel safe, as much as practicable, students will work with the same group of students each day of attendance (sometimes referred to as a "stable cohort" in the literature on health and safety). This grouping of students will be purposeful in that all students will share a credentialed teacher and not rotate unnecessarily between groups or classes.

During the Covid 19 pandemic, FRA will follow this guidance for student cohorts for all models of in-person learning including, but not limited to the following models:

- Cohorts meeting 1 day per week
- Cohorts meeting daily on a modified hybrid – 5 days per week, 3 hours per day

This may be adjusted as guidance is provided by CDE, CDHP and Local Health Officer.

Students will, as is reasonable, stay in consistent and predictable groups to minimize transitions and contact.

- The same group of students are in the same cohort each day of attendance where practicable
- Cohort sizes will be determined by the maximum capacity for students in the cohort's learning space while meeting 6-foot physical distancing objectives
- Each cohort should be in a separate room and not mix with other cohorts
- Teachers should remain primarily with one cohort of students, if feasible
- Geographic considerations should be used to designate cohorts to support transportation needs
- Service providers and other adults who typically rove from room to room, will be limited to prevent cross contamination

PCA: N/A- Independent Study

SpEd: For Special Education students who are dual enrolled into mainstream classes, these students will be in a classroom cohort for either their special education room or their general education classroom and then attend via zoom in the other classroom.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

FRA: When electives are available, FRA has procedures in place to minimize exposure during intermingling of cohorts by ensuring appropriate use of; facial coverings, sanitation stations, individually assigned materials to prevent sharing, 6-ft. physical distancing and/or physical barriers. The classroom may be expanded to use spaces on campus where possible to extend the "four walls" of the classroom. Staff will implement plans to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

PCA: N/A- Independent Study

SpEd: Students that are enrolled into Electives will either participate in their Special Day classroom or their Elective via the online platform.

☒ Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

SCSOS has implemented procedures to support 6-ft physical distancing for staff and student as they enter, exit and move throughout the day, including:

- Altering offices, reception area, and all other common space for physical distancing.
- Several entry and exit points for all staff, students and parents.
- Cohorts of students will be assigned a timeframe for arrival and departure from an assigned point.

- Parents are encouraged to remain in their vehicles and drop off older children at the designated drop off zones.
- Parents who need to escort younger children to their screening and during pickup will be required to wear a mask.
- Posting signs in meeting rooms limiting the capacity and layout for physical distancing.
- Passing periods and break times will be staggered to avoid congestion.
- Placing signs and/or markers to assist with physical distancing, including:
 - “Stand here” markers where students or staff are required to assemble or wait in line
 - “One Way” markers to establish single direction flow in hallways
 - At restrooms to:
 - Limit entry to students from specific classrooms nearby
 - Limit the number of students using it at one time
 - Indicate where to wait in line

☒ Face Coverings and Other Essential Protective Gear: How CDPH’s face covering requirements will be satisfied and enforced for staff and students.

All staff and students will utilize face coverings as indicated by recommendations from the Center for Disease Control, the California Department of Public Health Guidance for the Use of Face Coverings. Face coverings must be worn by students, staff, and guests unless “exempted” due to a medical condition confirmed by a school health official:

- While waiting to enter the school campus
- While on school grounds (except when eating or drinking)
- While leaving school
- While on a school bus

Non-restrictive alternatives to a face covering will be identified and implemented by agreement between the school health official and the parent/guardian.

The school has a supply of disposable face coverings for anyone who is unable to provide their own. Responses for failing to wear a cloth face covering include:

- Providing disposable face covering
- Exclusion from campus

Staff will be trained and students will be taught and frequently reminded of the proper use of face coverings, including proper use, removal and washing of face coverings and the importance of not touching their face and washing their hands frequently

☒ Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Daily symptom screening of all staff for COVID-19 symptoms including:

- Daily online Wellness Checks- reporting by staff members if they have been exhibiting COVID-19 related symptoms, or have been in recent contact with anyone with COVID-19 or related symptoms.
- Not admitting staff with temperatures >100F and logging information for COVID-19 liaison
- Staff members who have a temperature > 100F or demonstrate symptoms will leave campus to return home

Daily screening of all students and visitors for COVID-19 symptoms including:

- Daily questionnaire and reporting:
 - Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, or flu-like symptoms? or with anyone who has been diagnosed with COVID-19 within the last 14 days?
 - Do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
 - Do you or your child have any other signs of communicable illness such as a cold or flu?
 - Have you or your child experienced diarrhea or vomiting (within the past 24 hours)
- Use of touchless thermometers to take temperature if student indicates any of the above
- Not admitting students with temperatures >100F and logging information for COVID-19 liaison

Students who have a temperature > 100F or demonstrate symptoms will be isolated in the health office until they can be picked up by a family member.

☒ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

SCSOS has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:

- After using restroom
- Before and after eating
- When entering a classroom or office
- After taking off or putting on their cloth face covering
- After prolonged exposure to high touch areas
- Before and after each task when preparing food in any class

SCSOS is using video and print resources as instruction for students in handwashing and other hygiene practices. Examples include:

- [Fight Germs! Wash Your Hands! – CDC](#)
- [How to Wear a Fabric Mask Safely | WHO](#)
- [Wash Your Hands! | CDC](#)
- [How to Wear a Fabric Mask Safely | WHO](#)
- [How to Handrub | WHO](#)
- [How to Handwash | WHO](#)

✕ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

If a student or staff member tests positive for COVID-19, Table 2 from January 14, 2021 CDPH Reopening In-Person Instruction Framework and Public Health Guidance for K-12 School in California will be followed:

	Student or Staff with:	Action	Communication with School Community
1	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19.	<ul style="list-style-type: none"> • Send home if at school. • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open. 	<ul style="list-style-type: none"> • No action needed.
2	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> • Notify the LHD. • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. • Identify school contacts (†), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious. • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). 	<ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with potential exposure if case was present in school while infectious

		<ul style="list-style-type: none"> • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. 	
4	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

Tracing

SCSOS has designated a COVID-19 liaison, to act as the communication point for all COVID-19 concerns. This individual's responsibilities include:

- Managing and supporting contact tracing
- Notifying exposed persons
- Creating and maintaining a database of exposed students and staff
- Communicating with, and submitting lists of exposed students and staff to the local health department

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum 6 feet

Minimum 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

FRA leadership will support staff and community in understanding the school's reopening plan. Staff will be trained on health and safety protocols at Site-based PD focusing on all elements of this plan, especially:

- Enhanced sanitation practices
- Physical distancing guidelines and their mandatory use of face coverings
- Screening practices
- COVID-19 specific symptom identification

Families and Community will be supported through ongoing communications, forums, and/or webinars.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff members who have symptoms of Coronavirus 2019 or who are direct contacts of someone with COVID-19 will be rapidly tested, as feasible, even if the individual is asymptomatic. Note: Indications from public health is that rapid testing may not always be possible or feasible due to conditions outside of the school's control.

- Staff member will be sent home if not already quarantined
- Individual will be directed to undergo testing through:
 - Their healthcare provider, or the County Health Department Testing Sites
- Staff member will be instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after a positive test.)
- School-based close contacts (staff and students) will be identified and instructed to test and quarantine for 14 days
 - In stable elementary classroom cohorts: entire cohort
 - In other settings: use seating chart, consult with teacher/staff
- Public Health Department will be notified

Should the state's mandate for testing differ from the testing procedures above, SCSOS will comply with state mandates where possible.

SCSOS will adhere to state mandated asymptomatic testing cadences, as feasible. Current recommendation (not mandated)

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Students who have symptoms of Coronavirus 2019, or have been exposed to someone with Coronavirus 2019 will be provided with testing information, even if the student is asymptomatic.

- Student will be sent home if not already quarantined
- Student will be directed to undergo testing through:
 - Their healthcare provider, or County Health Department Testing Sites
- Student will be instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after a positive test.)
- School-based close contacts (students and staff) will be identified and instructed to test and quarantine for 14 days
 - In stable elementary classroom cohorts: entire cohort
 - In other settings: use seating chart, consult with teacher/staff
- Public Health Department will be notified

SCSOS will adhere to state mandated asymptomatic testing cadences, as feasible.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

SCSOS leadership will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act), by:

- Documenting/tracking incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- Communicating with the parent/caregiver if a student is exhibiting symptoms of COVID-19, referring to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- Notifying local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Instructing sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.

N/A

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Sutter County Superintendent of Schools County Community Schools and Special Education Schools opened while Sutter County was in the RED Tier on November 2 and 9 respectively.

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: CTA MOU

Date: 10/30/20

Name: CSEA MOU

Date: 9/1/20

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Parent Advisory Committee

Date: 9/17/20

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

N/A

Local Health Officer Approval: The Local Health Officer, for (state County) _____, County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub