

COVID-19 Prevention Program (CPP) for Linden Unified School District

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

Date: January 4, 2021

Authority and Responsibility

Director of Facilities and Maintenance 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 Hazard** 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.
- **Receive notifications form staff regarding potential COVID-19 Hazards**

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **reviewing the current CCP and providing input and suggestions of any new hazards that may exist. Contacting administration regarding any failure or violation of plan implementation.**

Employee screening

We screen our employees by: **having them self-screen according to CDPH guidelines. We are currently developing use of a self-screening app for all employees to use. Any temperature checks will be through use of non-touch thermometers.**

Correction of COVID-19 Hazards

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

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Employees will be notified of the hazard and individuals responsible for the elimination of hazards identified. The hazard will be inspected to ensure elimination of the hazard.

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:

- **Reducing the number of persons in an area at one time, including visitors.**
- **Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.**
- **Staggered arrival, departure, work, and break times.**

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 are stocked in the maintenance department with sites and departments able to place orders for adult and child size reusable cloth face masks and disposable face masks. Staff is provided 3 reusable masks and are responsible to maintain them. Additional masks can be obtained by request through the administration at each site and department. Signage is provided to encourage and remind all visitors to wear masks.**

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: **Solid partitions are provided in areas where public interaction is necessary, such as office areas. Limiting the number of individuals by alternating schedules when possible.**

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

Providing regular maintenance of the heating/air conditioning units, including filter changes and system inspections.

Upgrading the system filters from a Merv 6 to a Merv 10.

Setting systems to maximize outside air flow when systems are in operation, and outside air quality is appropriate to bring indoors.

Cleaning and disinfecting

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

- **The maintenance department maintains a sufficient supply of disinfectant, as well as a supply at each site. Disinfectant is made available in each classroom in common areas. Custodial staff document the disinfecting of restrooms, classrooms, and other common areas by documenting the event on a log sheet made readily available for inspection. Commonly touched items are disinfected throughout the day with a target of hourly disinfecting.**
- **Disinfecting schedules and areas are identified in the Schools Reopening Plan**

Should we have a COVID-19 case in our workplace, we will implement the following procedures: **The areas occupied by a COVID positive person will be closed for use until thorough disinfecting can occur. If possible, the facility will remain closed for 24 hours prior to disinfecting with a recognized appropriate, disinfectant identified as effective in the elimination of the COVID-19 virus.**

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **providing staff with the disinfectant and training on the proper use and method of disinfecting. In addition, custodial staff will disinfect common areas daily, as well as disinfect commonly touched items hourly as feasible.**

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. Staff will be trained in the proper and effective method of disinfecting.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- **Provide hand sanitation posters throughout the workplace to encourage regular hand washing for 20 seconds each time.**
- **Determined the need for additional facilities and provided portable hand washing stations.**
- **Provide additional passing period time for sanitation**
- **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.

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, by providing a list of free COVID-19 testing facilities in the area.**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.]**

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can

readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how. **A protocol for consistent communication regarding positive COVID cases and exposure is developed. The communication is coordinated through the district nurse and relayed through administrators and directors, as needed.**
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- Where testing is not required, how employees can access COVID-19 testing **Employees are provided surveillance testing bimonthly on a voluntary basis. In addition, a list of available free testing locations is provided to employees with the list updated by the County Health Officer.**
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- **Proper disinfecting for COVID-19.**

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 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 **providing additional sick days to cover the need to quarantine and maintaining employment status.**
- 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.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases 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.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
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Rick Hall - Superintendent

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

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

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your 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 your 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 (20 or more COVID-19 cases within a 30-day period)

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**.

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

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, _____, 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?)

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

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

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.

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

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.

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.

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.

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: _____ feet

Minimum: _____ 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.

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:

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:

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.

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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:

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](#)



Enter to Learn...
Leave to **Achieve**

Linden Unified School District

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Educational & Student
Services

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Chief Business Officer

**Linden Unified School District
Reopening Plan for Corona Virus COVID-19
(COVID-19 Safety Plan (CSP) & Cal/OSHA COVID-19 Prevention Plan (CPP))
In Consultation & Compliance with CDPH/SJCPH Guidelines
2020-2021
September 21, 2020
Revised October 23, 2020
Revised January 26, 2021**

Linden Unified School District is committed to providing the best education possible while maintaining a safe learning environment. Below, you will find the guidance followed by the actions/strategies of LUSD to ensure compliance of safeguards during COVID-19 while students and staff return to school. This document will continue to be updated as conditions and planning change. This recent update is based on CDPH guidance dated January 14, 2021 and is designed to support in-person instruction. This COVID Safety Plan (CSP) will be posted to the district and school site webpages effective February 1, 2021.

Guidance:

- Students should remain in the same space and in groups as small and consistent as practicable.
- Minimize the movement of students and staff as much as practicable.
- Maximize space between seating and desks. Distance teacher and staff desks at least six feet away from student desks.
- Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable.
- Serve individually plated or bagged meals.
- Minimize congregate movement through hallways as much as practicable.
- Consider holding recess in separated areas designated by class.
- Avoid large gatherings such as assemblies and dances.
- Identify an isolation room for students who are not feeling well to minimize contact with others until they can be transported home or to a healthcare facility.
- Limit nonessential visitors on campus.

LUSD Implementation Strategies Include:

- Classrooms will be evaluated and non-essential furniture and items will be moved or removed to create as much social distancing as possible in the classroom.
- Teacher and other staff desks will be at least 6 feet from student desks.
- Desks will be separated to promote distance and avoid face to face configurations.

- Partitions will be provided in classrooms where face-to-face seating cannot be avoided, or where 6 ft social distancing can not be achieved.
- Fresh air ventilation will be optimized as possible.
- Ventilation systems will be evaluated according to the ASHRAE guidance for professional recommendations.
- TK – 6th grade classes will be self-contained and will stay together through the day as much as practical. This includes sitting together, while distancing, during breakfast and lunch, and occupying the same area during recess. Each grade level and class will have designated areas in common areas such as the cafeteria and outdoors.
- Recesses and lunch schedules will be spread out to encourage cohorts by reducing the number of students out or together at any time.
- 7-8th grade classes will stay together by class as practical. This includes sitting together, while distancing, during breakfast and lunch, occupying the same area during recess.
- 9-12th grade classes will practice social distancing as best as practical in the MPR and outside in the morning, between periods, and during lunch. The LHS campus has multiple access points, providing greater opportunity for social distancing when arriving and leaving campus. While PRIDE has one access point, the low enrollment allows for social distancing throughout the day.
- Meals will be served plated or bagged as practical. Otherwise Food Service Staff will provide meals and salad bars/buffets will be eliminated to reduce multiple contacts.
- Student pathways will be evaluated and pathways will be established to maximize ability to social distance during movement. Where feasible, students and parents will come on campus and leave campus in one direction, as well as moving about campus or in hallways.
- All large gatherings, such as rallies, assemblies, Back –to-School nights will be virtual or non-existent.
- Students who are symptomatic will be isolated and required to wear a face covering while arrangements are made to go home. Each site will determine a supervised space a student can be isolated while waiting for a parent to take the student off campus.
- Only essential persons will be on campus. Presenters, volunteers, and parents will be required to be off campus unless conducting essential business. Any visitors will be required to wear a face covering.

Self-Screening for Symptoms

Guidance:

- Before students and staff come to school, they should conduct a self-screening for signs and symptoms of COVID-19. Parents/guardians should assist younger children with the screening.
- Anyone who has been exposed to someone with COVID-19 in the past 14 days or has COVID-19 symptoms must not go to a school site.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms.

LUSD implementation strategies include:

- Parents will be advised to monitor students to evaluate for symptoms, including taking student temperature as practical and keep any student with symptoms home from school.
- Staff will self-monitor for symptoms and stay home if symptomatic, following the guidelines of the SJCOE flow chart (attached).

- Any person exposed to a person COVID-19 will be required to stay home for 14 days from the time of exposure.
- Any person COVID positive, exposed to a person COVID positive, or symptomatic of COVID will be highly encouraged to test for the virus. To facilitate the testing, the individual, or family will receive a list of public testing locations and facilities.
- TK-8 grades will have individual temperatures monitored daily for the first 3 weeks, and as needed thereafter.
- 9-12 grades will have temperatures monitored as practical and needed.

Transportation

Guidance:

- Physical distancing when getting on/off the bus may be required.
- Open windows and maximize space between students and between students and the driver on school buses where practicable.
- Staff should wear face coverings.
- Students should be encouraged to use cloth face coverings and avoid touching their faces.
- Siblings may be encouraged to sit together.
- Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who exhibits symptoms of COVID-19.

LUSD Implementation strategies include:

- Students will be required to maintain social distance while waiting and loading and unloading from the bus.
- Siblings will sit together while riding the bus.
- Minimum of two (2) windows will be open and social distancing will be implemented as practical
- Bus drivers will wear face coverings when students are present.
- Students will wear face coverings. Drivers will have disposable masks to provide if a student arrives without a covering.
- Bus drivers will disinfect the bus after each trip, with particular attention to common touch areas.

General Safety Precautions

Guidance:

- Schools should teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Fragrance free hand sanitizer with at least 60% ethyl alcohol should be used when handwashing is not practicable.
- Portable handwashing stations throughout a site and near classrooms should be considered to minimize movement and congregations in bathrooms to the extent practicable.
- Schools should limit sharing, including by ensuring adequate supplies to minimize the sharing of high-touch materials to the extent practicable or limit use of supplies and equipment to one group of children at a time, with cleaning and disinfection between uses.

LUSD Implementation Strategies include:

- All administration, staff, and students will receive training on effective behaviors to avoid being infected or infecting others.
- Staff will receive training on the plan at staff meetings and through distribution via email. Additional safety training will come through a web-based training program specific on COVID-19.
- Families will be directed to the reopening plan available on the district webpage through Facebook Live!, Parent Square, and the phone messenger, as well as posting the plan on the district and each sites Facebook page.
- Hand sanitizer stations will be provided to each classroom and in common areas.
- Signage will be regularly placed through the school to remind students and staff to social distance, wear a mask, and wash hands. The signage will be placed in common areas such as offices, classrooms, and cafeterias.
- The elimination or reduction of sharing will be implemented to the extent practical supplying as much as possible individual student supplies, or minimizing groups.
- Common items will be regularly disinfected by custodians and teachers will have disinfectant in the classroom to disinfect classroom supplies.
- Commonly touched items will be disinfected hourly throughout the school day by custodial staff. Such items include, but not limited to faucets, fountains, latches and knobs hand rails, push bars.
- Students will wash/disinfect their hands and upon entering and leaving a classroom. Emphasis on hand sanitation will eliminate the need for disinfecting of play equipment between cohorts.
- To the extent possible, common items will be eliminated.
- All classrooms and common areas will be cleaned and disinfected by the custodian once daily. All commonly touched items will be disinfected hourly, as possible. The cafeteria tables, surfaces, and commonly touched items will be disinfected after each cohort. Common drinking fountains will be disinfected after each cohort. Restrooms will be cleaned daily and disinfected hourly.

Other Safety Considerations

Guidance:

- All staff should use cloth face coverings unless Cal/
- OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction
- Students should wear cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.
- Students and staff should be frequently reminded not to touch their face covering and to wash their hands frequently.
- Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.

LUSD Implementation Strategies include:

- All Staff will be supplied 5 reusable cloth face coverings. Teachers will be provided face shields, as needed. Staff will wear face coverings when entering and inside buildings, and anytime it is possible to come within 6 ft. of another person.

- All students will be supplied cloth face coverings. All students will wear face coverings in class, and any time waiting or walking in line.
- Individuals that are unable to wear a mask will wear a face shield with a drape on the lower end of the shield.
- Face coverings can be removed for snacks, meals, and outdoor activity. The masks will be placed in a clean paper bag marked with the student's name and date.
- A supply of face masks, including disposable masks as backup, will be in stock to ensure a 1-2 month coverage while new orders are placed.
- Posters will be displayed reminding all students and staff of social distancing and avoiding hand to face contact.
- Staff with regular contact with the public will be supplied with transparent shields, and/or cloth face coverings and gloves.
- Food Service staff handling or serving food will wear gloves in addition to face coverings.

Considerations for Reopening and Partial or Total School Closures

Guidance

When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, refer to the CDPH Framework for K-12 Schools, and implement the following steps:

- In consultation with the local public health department, the appropriate school official should ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait for at least two hours and as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be cleaned and disinfected.
- Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department

LUSD Implementation Strategies include:

LUSD will utilize the "CDPH COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year" dated January 14, 2021.

If there is a positive COVID-19 case in a LUSD school, the following will occur:

- Any space occupied by the COVID positive person will be closed off until properly disinfected.
- The LUSD school nurse will conduct “contact tracing” utilizing the developed contact tracing form (attached) and the staff/community will be notified of a positive case as appropriate while maintaining confidentiality. Staff and parents of students who were in proximity of a COVID positive person will be contacted and informed. Staff and parents of students who were exposed to a COVID positive person, will be contacted and required to quarantine for 10 days. “Exposed” is defined by public health as being within 6 feet of a COVID positive person for 15 minutes or longer.
- Available Leave information will be available and provided to staff on the Human Resources tab of the district webpage.
- Staff and community will be reminded and encouraged to continue social distancing when not on school grounds, or during a school closure.
- A decision to close a school will be made in consultation with the County Public Health Officer. The ability to contact trace, isolate, and quarantine will help determine the need for a closure. A closure may result if:
 - Within a 14-day period, 25% or more stable groups experience an outbreak of 3 or more positive cases
 - Within a 14-day period, at least 3 outbreaks have occurred in the school and more than 5% of the school population is infected
 - The Public Health Officer determines a need to close a school due to other local factors
- A school may reopen after 14 days have passed and the school has been cleaned and disinfected, with the review and approval of the public health department.
- The school district may close if 25% or more schools within the district have closed due to COVID-19 within 14 days, and in consultation with the public health department.
- The school district may reopen following 14 days, in consultation with the public health department.

What to do if there is a Confirmed or Suspected Case of COVID-19 in a School

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19? Revised 1/14/2021

Table 2. Actions to take if there is a confirmed or suspected case of COVID-19 in a school

	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 (t) 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 COVID19 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 (t), inform the LHD of identified contacts, and exclude 	<ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with
		<ul style="list-style-type: none"> • contacts (possibly the entire stable group (tt)) 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). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. 	<ul style="list-style-type: none"> • potential exposure if case was present in school while infectious
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.

(t) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(tt) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.