



COVID-19 **SAFETY PLAN**

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Rialto Unified School District COVID-19 Prevention Program (CPP)

The Rialto Unified School District is fully committed to the health and safety of our employees and making sure the workplace is free of any recognizable hazards. As an employer, the District is committed to mitigating the spread of the novel coronavirus or "COVID-19," at the worksite. In order to be safe and maintain operations, the District has developed this COVID-19 Exposure Prevention, Preparedness, and Response Program to be implemented throughout all of our worksites. The District also identified a team of employees to monitor this pandemic and provide updates as necessary.

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

Authority and Responsibility

Dr. Cuauhtémoc Avila, Superintendent, has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

The District will implement the following in the 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 the 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 the 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 the District's COVID-19 policies and procedures.

Employee participation

All employees are responsible for using safe work practices, following all directives, policies, procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this CPP while performing their duties to minimize the spread of COVID-19 at the workplace. Specific questions about the CPP or COVID-19 should be directed to Personnel Services.

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

- Reporting them to their supervisor;
- Reporting them to Personnel Services; or
- Reporting them to Risk Management;
- Union representatives should address any concerns they have with the Lead Personnel Agents, Lead Agent: Risk Management or during their monthly round table discussion with the Superintendent.

Employee screening

Employees are encouraged to complete a health screening prior to coming to work. As employees enter their work site, they will complete the health screening via the symptom checklist and temperature checks. Only non-contact thermometers are used.

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 hazard, as follows:

- The severity of the hazard will be assessed, and mitigation time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards: Physical Distancing

Where possible, the District will ensure at least six feet of physical distancing in the workplace by:

- Providing plexiglass or similar shields where staff normally interacts with the public and students.
- 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.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

The District provides clean, undamaged face coverings and ensures they are properly worn by employees over the nose and mouth when indoors, 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 (CDHP) or local health department.

The following are exceptions to the use of face coverings in the 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 there is an outside air supply to the area.
- 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.



Engineering Controls

The following measures will be implemented for situations where at least six feet between individuals cannot be maintained: Installation of plexiglass or similar shields at office counters, desks and tables.

The District maximizes, to the extent feasible, the quality of outside air for its buildings with mechanical or natural ventilation systems by:

- HVAC filters were upgraded to MERV13 level per CDC recommendation. MERV13 filters are currently installed at all administrative sites and schools where staff are working. Prior to students returning, MERV13 filters will be installed on all units that serve all student areas.
- Staff is encouraged to open doors and windows when feasible to increase airflow, and screens will be installed on windows when needed.
- HVAC units have been adjusted to allow maximum fresh air exchange and preventative maintenance is performed every three months.

Cleaning and disinfecting

The following cleaning and disinfection measures will be implemented for frequently touched surfaces:

Staff and students will be encouraged to wash their hands with soap and water, and/or use hand sanitizer, regularly throughout the day as follows:

- a) School/work: Arriving at and leaving school or the work site.
- b) Restroom: After using the restroom.
- c) Tissue: After blowing nose with clean tissue and throwing it away.
- d) Eating: Before and after eating food.
- e) Play: Before and after playing outside.
- f) Every 60 minutes: Every 60-minute increment while in learning or work spaces.

Portable handwashing stations will be placed outside at multiple locations to minimize the number of students in the restrooms. Students will be informed of the locations and how they are to be used. Hand sanitizer will be available at the following locations:

- a) School office near entry.
- b) Health office – outside of health office entryways.
- c) In each classroom.
- d) Library.
- e) Multi-purpose room.
- f) Entry to food service lines.
- g) Near or on playgrounds.
- h) Other common areas.



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

When a student, teacher or other staff member tests positive for COVID-19, the following process will occur:

1. The learning/work space where the individual is primarily assigned will be closed and locked to prevent entry.
2. If the positive case location is a classroom/learning space or non-essential office space, the room/space will remain closed for 24 hours prior to commencing the disinfection process. If the positive case location is in a District or school office, staff members working in the office or building, will be temporarily relocated or assigned to work remotely. Signage will be posted on all entry doors stating "DO NOT ENTER: Temporarily Closed for Cleaning/Disinfection" and the office/building will be disinfected as soon as possible to avoid prolonged disruption to district or school operations.
3. Custodians assigned to disinfect the space will wear appropriate Personal Protective Equipment (PPE) as follows:
 - a) Apply and rub in hand sanitizer until dry.
 - b) Put on a face mask/respirator.
 - c) Put on goggles.
 - d) Put on gloves.
4. Custodians with PPE will enter the space and thoroughly clean, disinfect, and sanitize all surfaces, touch points, and flooring using a combination of soap and water, disinfecting spray, disinfecting wipes, and disinfecting misters.
5. Custodians with PPE will then:
 - While still in the space being disinfected, dispose of gloves and isolation gown in trash receptacle.
 - Exit the room.
 - When out of the space:
 - Apply and rub in hand sanitizer until dry.
 - Remove face shield or goggles by grasping the strap and pulling upward being careful not to touch the front of the face shield or goggles.
 - Remove respirator by grabbing the bottom strap and pulling upward then grabbing the top strap and pulling up and outwards away from face being careful not to touch the front of the respirator or facemask.
 - Disinfect face shield or goggles with disinfecting wipes or spray.
 - Disinfect respirator.
 - Apply and rub in hand sanitizer until dry.
 - Lock/secure room.
6. Entry and use of the space will only be allowed after all solutions used to clean and disinfect have dried.

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 using disinfectant spray or wipes.

Sharing of vehicles will be minimized to the extent feasible and high-touch points (for example, steering wheels, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

To implement effective hand sanitizing procedures, the District will:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

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

The District will 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, the District evaluates the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

The District will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory 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 the workplace will be:

- Provided clear criteria that they must meet in order to return to work.
- Additionally, employees who test positive or self-identify as a close contact to someone who has tested positive for COVID-19 are directed to get in contact with Personnel Services at (909) 820-7700 ext. 2404 in order to initiate contact tracing, obtain quarantine and return to work timelines, and leave options as applicable.
- Provided information on COVID-19 test sites within the county.

System for Communicating

The District's goal is to ensure that there is effective two-way communication with all employees, in a form they can readily understand, and that it includes the following information:

- Which employees should report COVID-19 symptoms and possible hazards to, and how (Personnel Services).
- 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.
- Where testing is not required, how employees can access COVID-19 testing.
- In the event that the District is required to provide testing because of a workplace exposure or outbreak, it 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.
- COVID-19 hazards that employees (including other employers and individuals in contact with District workplaces) may be exposed to, what is being done to control those hazards, and District COVID-19 policies and procedures.

Training and Instruction

The District will provide effective training and instruction that includes:

- District COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- 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 station, 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.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

In the occurrence that there is a COVID-19 case in the workplace, the District will limit transmission.

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met in accordance with federal, state and county health guidelines.
- Excluding employees with COVID-19 exposure from the workplace according to CDPH guidelines.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the District has demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping and Access

It is the District's policy to:

- Report information about COVID-19 cases in the 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 the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the District's written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Provide the written COVID-19 Prevention Program 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

- Employees with COVID-19 symptoms will not return to work until all of 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 or the date of a positive test.
- Employees 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 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 is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

The Rialto Unified School District COVID-19 Prevention Program has been approved by:

Cuahtémoc Avila, Ed.D., Superintendent

APPENDIX B: COVID-19 INSPECTIONS

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
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 and 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.

The Contact Tracing for Positive Cases for Staff, as well as the Notice of Potential Workplace Exposure to COVID-19 (pursuant to SB 685), can be found on the following pages.

COVID-19 EMPLOYEE TRACKING

Name of Employee: _____ **Date:** _____

Site: _____ **Job Title:** _____

Phone: _____ **Email:** _____

Date employee started feeling symptoms: _____

- | | | | |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Fever/Chills | <input type="checkbox"/> Cough | <input type="checkbox"/> Loss of Smell/Taste | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> Muscle Aches | <input type="checkbox"/> Sore Throat | <input type="checkbox"/> Nausea/Vomiting |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Running/Stuffy Nose | |

Date employee was/will be tested: _____ Test Results: _____

Tested by: _____

Date employee was exposed: _____ Details: _____

Date the employee was last at work/on site: _____

Employees that may have been exposed (less than 6 feet apart for 15 minutes or more without a mask):

Name: _____ Phone #: _____

Contact Made On: _____ Symptoms: _____

Name: _____ Phone #: _____

Contact Made On: _____ Symptoms: _____

Name: _____ Phone #: _____

Contact Made On: _____ Symptoms: _____

Name: _____ Phone #: _____

Contact Made On: _____ Symptoms: _____

Name: _____ Phone #: _____

Contact Made On: _____ Symptoms: _____

Name: _____ Phone #: _____

Contact Made On: _____ Symptoms: _____

Date Supervisor was contacted: _____

Date M & O/Cleaning Crew was contacted: _____

