COVID-19 Prevention Program (CPP)
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SIGNATURE PAGE

This COVID-19 Prevention Program has been completed and approved.

[Signature]

Garth Lewis
Yolo County Superintendent of Schools
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COVID-19 PREVENTION PROGRAM (CPP)
YOLO COUNTY OFFICE OF EDUCATION

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

The CPP does not replace the Yolo County Office of Education (YCOE) COVID-19 Guidelines and other procedures and policies but is a tool specifically for employee safety that is required by the State of California pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

Authority and Responsibility

Yolo County Office of Education Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, each principal, site coordinator, or site administrator is 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 that is clear and meaningful.

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

- Each Site COVID-19 Lead will implement the following in their workplace:
- Conduct workplace-specific evaluations using the Appendix A: Report of Unsafe Condition or Hazard form.
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.
- 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 annual inspections, or if there is a significant alteration to the site or location 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. When completed, this needs to be turned into the Human Resources (HR) COVID-19 Lead.
  o Director, Support Operation Services will provide training on utilization of the COVID-19 Inspection Form within a month of the adoption of this COVID-19 Prevention Plan.
- Yolo County Office of Education has identified an Office Site COVID-19 Lead (HR COVID-19 Lead), Executive Director of Human Resources, as well as site specific COVID-19 leads.

Employee participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reviewing the CPP document, participating in task force meetings for each program, or conversing with their supervisor.
**Employee screening**

All employees are to conduct a Daily COVID-19 Self-Assessment. A self-screening digital check in system has been designed and implemented at all sites to evaluate if staff should be at work, it also specifies site location for contact tracing purposes.

An employee who experiences any of the symptoms related to COVID-19 is to notify their supervisor and remain home. The employee should contact their Healthcare provider for guidance related to their symptoms/illness or possible exposure. Normal absence reporting procedures are to be followed.

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:

<table>
<thead>
<tr>
<th>Hazard Severity Classification</th>
<th>Correction Schedule</th>
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| **Imminent Hazard**           | Employees must immediately don appropriate personal protective equipment, leave the site / isolate, notify the site administrator and or supervisor, and seek medical consultation from their healthcare provider regarding testing for COVID-19.  
This could include being in close contact with a student, staff or guest who has signs and symptoms of COVID-19 or who states they have tested positive for COVID-19. It may include a contaminated space that needs to be sanitized. |
| **General Hazard – Non-Imminent** | General or non-imminent hazards shall initially be reported to the site administrator. Employees shall initiate a correction in a timely manner, eliminating risk to employees as best possible (i.e., warning signs, caution tape, cones, barricades). Complete corrections within a specific time period (completion date should be 30 days or less, when feasible). |
| **Minor Hazard**              | Schedule corrections into routine maintenance program (when feasible). Provide additional signage, procedures, or barriers. |

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| **Minor Hazard**              | Schedule corrections into routine maintenance program (when feasible). Provide additional signage, procedures, or barriers. |
Control of COVID-19 Hazards

Stay Home if Sick
Employees should conduct a Self-Assessment prior to arrival to work area. People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Students and staff with the following symptoms may have COVID-19 and should not go to school or work site. Employees who have any of the following symptoms should report to their supervisor and Executive Director of Human Resources. The employee should contact their healthcare provider for guidance related to their symptoms/illness or possible exposure.

- Temperature of 100.4 degrees Fahrenheit or higher
- Chills
- Muscle or body aches
- Congestion or runny nose
- New loss of taste or smell
- Sore throat
- Cough (for employees with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Shortness of breath or difficulty breathing (for employees with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever
- Had close contact with someone confirmed to have COVID-19 (Exposure defined as being within six feet or longer than 15 cumulative minutes within a 24-hour period with a qualifying individual) within the past 10 days.
- Tested positive for COVID-19 in the past 10 days

*Note: For employees with chronic conditions, check a symptom only if it has changed from usual or baseline health.

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

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time by adhering to capacities posted.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- The use of plexiglass or other non-porous barriers may be used when 6 feet distance is unable to be maintained, and individuals will be interacting beyond just passing by each other. Masks will be worn.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Employees should always minimize in-person interaction with students or other employees who are not part of their cohort. Utilize remote communication whenever possible.

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. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require additional respiratory protection. In limited situations where a face covering cannot be used for pedagogical or developmental reasons (e.g., communicating...
with young children or those with special needs), a face shield with a drape on the bottom edge can be used instead of a cloth face covering. Staff must wear a face covering inside and outside of the classroom. **All individuals are expected to wear face coverings while at the school or worksite.**

**Use of Face Coverings**
- Face coverings and distancing are not an "either/or," but work together in schools.
- Face coverings are required of all staff, parents, students, and visitors while on campus and regardless of ability to maintain 6’ distance.
- Face coverings must be worn everywhere on campus, indoors and outdoors.
- Face coverings with an exhalation valve or vent are not acceptable. *N95 masks should be used by healthcare workers and first responders when in contact with persons with the signs and symptoms of a contagious illness. When appropriate, N95 and other respirators may require fit testing.*

**Exemptions to Wearing Face Coverings**
- Medical or psychological exemptions from wearing a face covering are rare. See [CDPH guidance on face coverings](#) for persons exempted from wearing a face covering.
- Exemptions from face coverings should require a doctor's note. The note should not disclose the person's health condition but should indicate that wearing a face covering could be harmful to the individual's health or mental wellbeing.
- Persons exempted from wearing a face covering due to a medical condition should wear a nonrestrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

**When face coverings can be removed**
- Face coverings may be removed during meals, snacks, napping and drinking while maintaining a minimum of 6' distance from others.
* Note: Face coverings may NOT be removed during recess or other unstructured outdoor time.

**Face shields and clear masks**
- Face shields should wrap around the sides of the wearer's face and extend below the chin with material attached along the bottom edge, draped onto the wearer. Hooded face shields are another option.
- Face shields or clear masks may be appropriate for people who are deaf or hard of hearing, those who care for or interact with a person who is hearing impaired, for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs).
- Clear masks should not be used if they cause any breathing difficulties or overheating for the wearer.

**Hand Hygiene**
Hand washing is an important action to prevent transmission of infectious disease.
- Practice good hygiene by regularly washing their hands with soap for a minimum of 20 to 30 seconds.
- Provide hand sanitizer with at least 60% ethyl alcohol when handwashing is not practicable.
- Keep hand sanitizer out of the reach of young children.
- Evaluating hand washing facilities to ensure they are functional.
- Determining the need for additional facilities.

**Hygiene Etiquette**
All staff should cough or sneeze into a tissue, handkerchief, shirt sleeve, or elbow. Use alternative verbal expressions and gestures; these could include nodding, touching your heart, bowing, saluting, or other gestures. Use your own water bottles, cups, towels, and other items until they are washed.
Engineering controls

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

Normal Operating conditions:

Programming our thermostats to run the fan in the “on” position during occupied hours based on site operations. We also are running a 2 hour “pre and post” purge, where fans are running with outside air circulation based on the individual unit’s outside air controls to “flush” the buildings prior to and after occupancy. Heat and Air conditioning thresholds are increased during the “pre and post” purge to recapture some energy costs while not occupied. Support Operation Services (SOS) manages operations based on individual programs, buildings, and guidance.

Abnormal Operating Conditions:

There may be circumstances where the amount of outside air needs to be minimized due to hazards such as heat or wildfire smoke. Outside air intake may need to be adjusted based on a variety of data points.

Heating, Ventilation, and Air Conditioning (HVAC) Maintenance:

- Directly managed YCOE sites: YCOE contracts our preventative maintenance for our heating, ventilation, and air conditioning (HVAC) units at directly managed facilities to a contractor. The contractor provides quarterly preventative maintenance inspections including filter changes as well as inspections of all units. Based on inspections, any potential corrective issues or repairs are contracted out to the contractor.

- Sites not directly managed by YCOE: Any buildings where site operations are not directly managed by YCOE, the housing district manages the maintenance of the buildings. District operations vary by location. Site specific information can be requested by contacting the Support Operations Services Department at YCOE.

Additional Air Quality Measures:

- MERV-13’s: YCOE has engaged with a contractor to review all YCOE directly managed HVAC units. Any unit that was designed or upgraded to MERV-13 filtration standards has had MERV-13 filters installed. YCOE has evaluated all HVAC conditions in all YCOE occupied facilities. YCOE has engaged with a contractor or directly installed/modified additional air quality measures through any one of the three following: Photo Electrochemical Oxidation (PECO) units, bi-polar ionization units, or High Efficiency Particulate Air (filtration) units (HEPA).

- On a site-by-site basis, air quality sensors have been installed either on the interior or exterior of buildings to help assist in the decision-making process (site closures, adjusting standard operating procedure, etc.) by providing localized data. The decisions will not be solely based upon this data, other factors may apply.
Equipment/Facility Decontamination and Cleaning following CDC guidelines

- Routinely clean all frequently touched surfaces. Use cleaning agents that are usually applied in these areas and follow the directions on the label. The following touch surfaces should be cleaned:
  - desks
  - tables
  - doorknobs
  - light switches
  - countertops
  - handles
  - phones
  - keyboards and mouse
  - toilets
  - faucets and sinks
  - bus seats and handrails
  - touch screens
  - play and sports equipment
- Suspend facility use permits to maintain a sanitized campus.
- Perform daily disinfection of all shared spaces, e.g., break rooms, classrooms, bathrooms.
- See Yolo County Standards of cleaning below:
  - Yolo County Office of Education Cleaning, Disinfection, and Sanitizing Overview

Three Levels of Site Cleaning

- Daily cleaning
- Specific location
- Schoolwide cleaning

<table>
<thead>
<tr>
<th>Three Levels of Site Cleaning</th>
<th>Method</th>
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<tbody>
<tr>
<td><strong>Daily or More</strong></td>
<td>Cleaning touch surfaces</td>
</tr>
<tr>
<td><strong>Specific Location</strong></td>
<td>Cleaning of an area in which a person with a positive case was present.</td>
</tr>
<tr>
<td><strong>Schoolwide</strong></td>
<td>Cleaning an entire school site due to 3 confirmed persons with COVID-19.</td>
</tr>
</tbody>
</table>

Protection When Cleaning

- Wear an appropriate face covering.
- Wash hands.
- Wear gloves and a gown when cleaning and handling trash.
- Do not touch your face while cleaning.
- First, clean the surface or object with soap and water.
- Then, disinfect using an EPA “N” list product. Ensure the product is approved by the Yolo County Office of Education.
- For a known contamination, isolate the area and expose the area to outside air to the extent possible. Wait as long as feasible before cleaning and disinfecting. Wear gloves, face covering, goggles, gown, and booties.
- Properly dispose of protective equipment.

Disinfecting Soft and Porous Materials

Eliminate as many soft and porous materials from the classroom to reduce the need to disinfect. These could include fabric furniture, rugs, stuffed toys, and other items that are regularly touched. Soft or porous materials like carpet, rugs, or seating in areas are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfecting soft and porous
materials. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item’s label. Use the warmest appropriate water setting. For developing strategies for dealing with soft and porous materials, find more information on CDC’s website on Cleaning and Disinfecting Your Facility.

*Note: Paper-based materials are classified as low-risk and do not necessitate cleaning and disinfecting.*

**Disinfecting vehicles (white fleet) - Transportation**

Vehicles should be thoroughly cleaned and disinfected daily by the driver after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

- Sharing of vehicles will be fully minimized when possible.
- YCOE driving staff will be provided a disinfectant on the EPA List “N” for use in the YCOE Transportation van, or an appropriate wipe substitute.
- Training and related cleaning supplies will be provided to the driver and replenished as needed.
- Cleaning will occur between times of different student occupants with a minimum of once daily.
- Disinfectant, towels, gloves, and training are to be provided to the YCOE transportation driver.

**Time for proper cleaning between students must be allocated.**

**Cleaning and Disinfecting If Someone Is Sick**

- Close off areas used by the person who is sick. Sites do not necessarily need to close operations if they can close off affected areas.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Open outside doors and windows to increase air circulation in the area if safe and appropriate.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Vacuum the space. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. For common spaces, wait until the room or space is and will remain empty before vacuuming, such as at night. Private rooms may be vacuumed during the day.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space so that particles that escape from vacuuming will not circulate throughout the facility.
- Once the area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfecting.
- If more than 7 days have elapsed since the sick person visited or used the facility, additional cleaning and disinfecting is not necessary.
- Continue routine cleaning and disinfecting. This includes everyday practices usually used to maintain a healthy environment.

**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, should not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses using YCOE-provided EPA N List products according to product directions. Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

**Shared Objects**

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each student’s and staff’s belongings separated from others and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time. Clean and disinfect with EPA "N" list products by trained staff between use.
- Avoid sharing electronic devices.
- Avoid having students pass papers forward; utilize an in-box as they leave and enter.
- Keep classroom doors open when possible to minimize door handle usage.
- Do not share personal items.

Care of Students/Staff with Contagious Illness
When YCOE staff encounter a student or staff member with signs and symptoms of a contagious illness, the following guidelines apply:
- Immediately mask the individual if possible and if it will not cause further distress.
- Move the individual away from others.
- Employee(s) providing care must wear PPE including:
  - Disposable isolation gown.
  - N95 filtering facepiece respirator or higher (face mask is acceptable if a respirator is unavailable).
  - Face shield or goggles.
  - Disposable gloves.
- Limit the number of employees in close contact (Exposure defined as being within six feet or longer than 15 cumulative minutes within a 24-hour period with a qualifying individual) with the person suspected of being infectious.
- If a person is in immediate distress, call 911 and identify that the individual has symptoms related to COVID.
- If not in immediate distress, move them to an isolation area identified at each site.
- Arrange for the person to go home or to a healthcare facility.

Home Isolation & Quarantine
- Any student or staff member with symptoms consistent with COVID-19 is to stay home and not go to school or work. **Symptomatic students and staff should get tested immediately.** (A physician's note stating that symptoms are not COVID-19 is acceptable in lieu of a negative test result.)
- Notification of staff for potential exposure at a workplace will occur.
- The YCOE will offer free COVID-19 testing for employees identified as being in close contact due to workplace exposure.
- Sick staff members and students who test negative for COVID-19 must not return to campus until documentation is provided of a negative test, or physician’s note stating symptoms have significantly improved, and are fever free for 24 hours without using fever-reducing medicine.
- Staff members and students who test positive for COVID-19 or do not get tested for COVID-19 must not return to campus until they have met **CDC criteria to discontinue home isolation** including:
  1) at least 24 hours with no fever (without using fever-reducing medicine),
  2) symptoms have improved, **AND**
  3) it has been at least 10 days since symptoms first appeared or positive test was collected if person had no symptoms.
- Any students or staff who were in close contact with someone diagnosed with COVID-19 are to home quarantine in accordance with CDPH guidance for 14 days from the date of exposure regardless of a negative test. "Close contact" is defined as being within 6 feet or longer than 15 cumulative minutes in within a 24-hour period with a qualifying individual suspected of being infectious.
- If any staff member learns of a confirmed case of COVID-19 with potential exposure to staff or students, is required to contact their supervisor and the HR COVID-19Lead (by emailing G-Human-
Resources@ycoe.org) immediately. The supervisor will contact the Workplace Infection Prevention Coordinator (WIPC), Executive Director of Human Resources, for positive cases who will coordinate the completion of the Appendix C: Investigating COVID-19 Cases. The Superintendent, Associate Superintendents, Executive Director of Human Resources (designated WIPC), and/or Director, Support Operations Services (Safety Coordinator) will serve as points of contact for County Public Health. The WIPC may be designated as a point of contact by the YCOE.

- Employee notifications for potential exposure will be dispersed within 24 hours of knowledge of a positive case at a worksite.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix C: Investigating COVID-19 Case form.

- Investigations will be accomplished by using Appendix C: Investigating COVID-19 Cases. Individuals who test positive will be asked about the date of onset of symptoms, the date the test specimen was taken, and individuals with whom they had close contact (per CDC guidelines). A negative test shall not be required for an employee to return to work.

In the event of an outbreak, YCOE will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak by reviewing hazards, policies, procedures, controls, as well as the documented changes resulting from the found information via documentation by the site administrator and/or Director of Support Operations Services on the "Investigating COVID-19 Form." The information will be reported to the Executive Director of Human Resources.

Employees who have a potential COVID-19 exposure in the workplace will be informed of the potential exposure, symptoms to monitor, safety and cleaning and disinfection plan, benefits available to them and the right to a free test for identified close contact. Notification will be via formal written notification from Human Resources communicated within 24 hours of knowledge of the potential exposure.

Other close contacts will be notified via a separate formal written notification by site administrator or Human Resources in addition to the site notification and will be immediately directed to quarantine for 14 days.

Close contacts identified from a workplace exposure are referred for a COVID-19 test through the Yolo County Health Department or their healthcare provider. Appointment registration maybe required and COVID testing is free at community testing sites. You will not be charged a co-pay, but your insurance will be charged. If you do not have insurance, you will not be charged.

An outbreak of three workplace cases or more at one worksite over a 14-day period will be reported via the OSHA reporting form, "CAL/OSHA Employer Required Reporting," within 48 hours of confirmed knowledge/inquiry. YCOE will provide weekly testing for a minimum of two weeks for all onsite employees present during the period of the outbreak. After the two weeks, YCOE will continue to test employees who remain at the workplace weekly until there are less than three positive cases affiliated with the workplace.

A major outbreak of 20 or more COVID-19 cases over a 30-day period at a workplace will
necessitate free testing at minimum twice a week to all employees present during the 30-day exposure period and who remain at the workplace until there are no new cases detected for a 14-day period.

The Superintendent, Associate Superintendents, Executive Director of Human Resources, in consultation with public health, will determine if site closure is warranted. Site closure is required per CDPH for a 5% site positivity rate.

**System for Communicating**

- YCOE will ensure that there is effective two-way communication with all employees by ensuring the following:
- YCOE will provide timely, accurate information to all employees related to leave, benefits, symptoms, on the YCOE website under *Human Resources, COVID-19 Employee Information*.
- When there is a potential exposure at the site, there will be specific written communication from the principal or site administrator in accordance with AB 685 in consultation with the (HR COVID Lead).
- Employees should report if they are experiencing COVID-19 symptoms, had close contact with a confirmed case of COVID-19, or tested positive for COVID-19 and possible hazards to their supervisor and that information will be treated confidentially.
- Any employee can report symptoms and hazards without fear of reprisal.
- Reasonable accommodation will be made for all employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Employees will be surveillance tested in accordance with the appropriate tier requirements. Employees will receive test results. The results of positive tests will be kept confidential.
- In the event YCOE is required to provide testing because of a workplace exposure or outbreak, YCOE will work with the HR COVID Lead and site administrator to communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test which may include closing a cohort or even a school or worksite for the required quarantine period.
- The HR COVID Lead will provide written notification to each known employee who was in close contact with an individual who tested positive for COVID-19 at the workplace.
- Any new procedures or guidelines from State or County Public Health officials will be provided to all employees.
- Employees are required to read and understand this COVID-19 Prevention Program (CPP)

**Training and Instruction**

YCOE will provide effective training that includes:

- The COVID-19 Guidelines, 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 handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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.
- Procedure to follow if a student or staff becomes ill at work with signs and symptoms that may be contagious.
- Absence reporting and return to work requirements for symptoms of illness, close contacts, and positive cases for staff and students.
- Employees are required to read and understand this COVID-19 Prevention Program (CPP)
  - The Keenan Safe Schools Training Module is used to track training of YCOE employees regarding COVID-19, its hazards, and procedures to mitigate spread.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that employees who test positive for COVID-19 are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by following the YCOE workers' compensation reporting process.
- 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

- Employees with COVID-19 symptoms and a positive COVID-19 test 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.
• Employees with COVID-19 symptoms but no known exposure who receive a negative COVID-19 test after their symptoms began can return to work 24 hours after their symptoms have improved.
• 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 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 after testing positive and completing isolation.
• 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.

Appendix A:
Report of Unsafe Condition or Hazard
Yolo County Office of Education
REPORT OF UNSAFE CONDITION OR HAZARD

Optional: Employees may submit this form anonymously
Employee's Name: _______________________________ Job Title: _______________________________

Location of condition believed to be unsafe or hazardous: __________________________________________

Date and time condition or hazard observed: ______________________________________________________

Description of unsafe condition or hazard: _________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

What changes would you recommend to correct the condition or hazard? _________________________________
_____________________________________________________________________________________________

Optional:
Signature of Employee: _____________________________ Date: __________________________

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take any action against an employee in reprisal for exercising right to participate in any communication involving safety. Employees who wish to remain anonymous may wish to send this form, unsigned, to the YCOE Human Resources Department, 1280 Santa Anita Court, Suite 100, Woodland, CA 95776.

Employer’s Response:

Name of Person Investigating Report: _________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Results of investigation (what was found? was condition unsafe or a hazard?): (attach additional sheets if necessary)

__________________________________________________________________________________________

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): (attach additional sheets if necessary)

__________________________________________________________________________________________

Signature of Person Investigating Report: _____________________________ Date: __________________________
Appendix B:

COVID-19 Inspections Form
**COVID-19 Inspections Form**

The site administrator or designee will complete this Inspection form annually or when there is a significant alteration to the site or operation.

<table>
<thead>
<tr>
<th>COVID-19 Administrative Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person conducting the inspection:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Site Location:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Hazard Severity Classification (Imminent, Non-Imminent or Minor)</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 feet desk spacing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barriers/partitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional room air filtration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handwashing facilities (adequate numbers and supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An adequate supply of PPE (gloves, disposable masks, N95 masks, gowns, face shields, other)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate cleaning supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical distancing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff is adequately trained in the use of cleaning material</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff required to use PPE are adequately trained</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Appendix C:
Investigating COVID-19 Cases
## Investigating COVID-19 Cases - Staff

Send completed form to Margie Valenzuela, Executive Director of Human Resources.

**Date Investigation Initiated**

---

**Site/School Name**

---

**Address**

---

**Investigator**

---

**Title**

---

**Investigator**

---

**Title**

---

### Details of Employee (or *Non-Employee*)

**Last Name**

---

**First Name**

---

**Title**

---

**DOB**

---

**Phone #**

---

**Email**

---

**Home Address**

---

**County of Residence**

---

**Date and time employee was last present in the workplace**

---

**Date of Onset**

---

**Date of Specimen**

---

**Was COVID-19 Test Offered?**

---

**(if symptomatic) Collection for Test**

---

**□ Negative □ Positive (Was positive test from YCOE Surveillance Testing?)**

---

**Send Notice to Employees of Potential Exposure**

---

**Date Reported to Public Health**

---

**Date Reported to Workers’ Comp**

---

### Details of Contacts

*Note: Exposure defined as being within six feet or longer than 15 cumulative minutes within a 24-hour period with a qualifying individual.*

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Sex M/F</th>
<th>Age</th>
<th>Staff or Student</th>
<th>Date of last contact w/ case</th>
<th>Setting where contact occurred</th>
<th>County of Residence</th>
<th>Phone Number(s)</th>
<th>Date Notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
*Should an employer be made aware of a non-employee infection source COVID-19 status.

What are the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?
Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of the CPP will indicate what needs to occur if our 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.

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 employees who test positive for COVID-19 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 of the CPP will indicate what needs to occur if our workplace is identified by a local health department as the location of a major COVID-19 outbreak, or there are twenty or more COVID-19 cases.

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 employees who test positive for COVID-19 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.