



Shasta Collegiate Academy

*To continue to provide an exemplary
individualized education in a nurturing
Community to students with diverse needs.*

PRINCIPAL

Timothy R. Calkins

Gary Connolly, Administrative Intern

COVID-19 Safety Plan

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 01/25/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Shasta Union High School Distr

Number of schools: 5

Enrollment: 4100

Superintendent (or equivalent) Name: Jim Cloney

Address: 2200 Eureka Way

Phone Number: 530-241-3261

Redding, CA 96001

Email: jcloney@suhsd.net

Date of proposed reopening:
08/12/2020

County: Shasta

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Grade Level (check all that apply)

☐ TK ☐ 2nd ☐ 5th ☐ 8th ☒ 11th

☐ K ☐ 3rd ☐ 6th ☒ 9th ☒ 12th

☐ 1st ☐ 4th ☐ 7th ☒ 10th

Type of LEA: Union High School District

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, Jason Rubin, 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?)

50% of students are on campus each day with the exception of Wedne

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

The District is using a hybrid model.

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

Through social distancing and masking.

☒ **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: 6 feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Provides for maximum instructional time for students _____

☑ 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:

Each site will be offered surveillance testing once a month until June

☑ 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:

We will be referring students to local testing sites if they have symptoms

☒ **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: N/A

Date: _____

☐ Parent and Community Organizations

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

Name: N/A

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) N/A, we are already open. 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

Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - 3205, COVID-19 Prevention
 - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
 - 3205.2, Major COVID-19 Outbreaks
 - 3205.3, Prevention in Employer-Provided Housing
 - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
 - The four **Additional Considerations** provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



COVID-19 Prevention Program (CPP) for The Shasta Union High School District.

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

Date: 12/20/2020

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Notifying district or site administration of potential hazards, employees may also notify site safety team members or bargaining unit site representatives of potential hazards and other items related to Covid 19 that they feel needs to be discussed with the district safety team.

Employee screening

We screen our employees by: having them complete a self-health assessment each morning. Employees complete the self-health assessment following the CDPH guidelines.

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.

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, 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.
- Host virtual staff meetings as often as possible or hold outdoor meetings with appropriate distancing and everyone will wear a mask.
- Placing student desks at least 6 feet from teacher's desk/workstation

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. In-lieu of using the District provided PPE, staff members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the district.

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 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.

If someone enters a workplace without a mask, staff members are encouraged to notify site administration and not confront the person.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Provide plexiglass partitions and other barriers to the extent feasible.

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

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.

- The ventilation system will operate on the mode which delivers the most fresh air. HVAC filters will be changed at the recommended intervals.

Cleaning and disinfecting

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

- The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are disinfected frequently and regularly, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- Daily cleaning and disinfecting shall be done by trained custodial personnel. Staff members who wish to further disinfect their classrooms will be provided District approved disinfecting products if they have completed necessary training. (DPR 104 available on line)

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Normal sanitization protocols will be followed in the area where the exposure took place along with a deep cleaning which includes wiping down the entire area and fogging the area.

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 custodial personnel or by employees who have taken the DPR 104 course, who will use district provided sanitizing materials.

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.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encourage employees to wash their hands for at least 20 seconds each time.
- Every room with a sink shall be stocked with soap, hand sanitizer, and hand drying equipment including but not limited to stacks of paper towels.
- Hand sanitizer shall be provided at all workstations and classrooms on a school campus.
- All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked daily and restocked as needed

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. **[reference section 3205(c)(E) for details on required respirator and eye protection use.]**

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

Investigating and Responding to COVID-19 Cases

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

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours, this may include the ordering of a test online using the employees' medical benefits if they have medical benefits.
- Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures in conjunction with the Shasta County Public Health Department. All persons who may have come in close contact with the infected individual shall be notified to the degree possible. As part of contact tracing, classroom teachers will be contacted to determine if they have met the close contact criteria while maintaining student confidentiality. The District will maintain regular communication with the Associations regarding current infection data in the District. Any available District data on COVID positives, quarantined and/or isolated staff and students will be accessible via the staff section of the District website.

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:

- Employees should report COVID-19 symptoms and possible hazards to the District nurses or administration without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness who may need an accommodation should contact the HR department.
- If an employee wants to access COVID-19 testing, they can contact the HR department or District nurses for information.
- 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.
- Employees will be notified of a positive Covid case in the workplace as per AB685 requirements.

We will provide effective training and instruction that includes:

- 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.
- Safely using cleansers and disinfectants by reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

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 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've demonstrated that the COVID-19 exposure is work related. This will be accomplished by following the collective bargaining agreement and working with our worker's compensation provider.
- 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 District tracking 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 14 days from the time the order to quarantine was effective.
-

Jason Rubin

Associate Superintendent Human Resources



Signature

1/25/2021

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

[illegible]

Appendix B: COVID-19 Inspections

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.

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 often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Date: _____

DOC: _____

Name: _____

DOB: _____

School: _____

Position: _____

Staff Member Worksheet

Respondent: _____

Phone: _____

Last day at work: _____

Return to work: _____

☐ **Out Due to Symptoms:**

Symptom start date: _____

List symptoms: _____

May return after: _____ (if fever free for 24 hours and symptoms improved)

☐ **Test:** Y N Date Covid-19 test administered: _____ Result: _____

Location of Test: _____ Copy Available? _____

☐ **Covid Positive:** Y N Dates Possibly Infectious at Work: _____

Return dates for contacts: _____

Names of Close Contacts: _____

☐ **Out as a Close Contact:**

Exposure Date: _____ Quarantine Dates: _____

Close Contact to: Student _____ (Initials ____)

Staff _____ (Initials ____)

Outside Contact _____

(Close contacts are people within 6 feet for 15 minutes or more including staff and students)

Notes:

Date: _____ School: _____ DOC: _____

Name: _____ DOB: _____ Student: _____ Staff: _____ SUHSD: _____

Covid-19 Positive Student Worksheet

1. Attach student demographic information & copy of Close Contact Log

2. Team Contacts:

a. Administrator: _____ Cell: _____

b. RN/LVN: _____ Cell: _____

c. Clerical: _____ Cell: _____

3. Positive test results reported to _____ by _____

Parent/Guardian Contact

Respondent: _____ Phone: _____

Test: Date Covid-19 test administered: _____ Location of Test: _____

Date positive results received: _____ Type of Test: _____ Copy available: Y N

Home Contacts: Has anyone else in the house tested positive? Y N If Yes, list: _____

Are there other SUHSD students in the home? Y N Name(s): _____

Do you know when/where exposure occurred: _____

Symptoms: Y N If yes, start date: _____ List symptoms: _____

Public Health: Have you been contacted by public health? Y N

Isolation End Date: _____

Contact Tracing: May we share your child's name with his teachers/bus driver for? Y N

Last day of Attendance: _____ Return-to-School: _____

Bus: Y N Carpool: Y N Sports/clubs: _____

CTE: _____ Off tract day: _____

Contact Tracing needed for the following dates: _____

School close contacts return dates: _____

Close contacts are people within 6 feet for 15 minutes or more including staff and students. Please consider lunchtime, before/after class, bus or carpool, sports, counseling or other staff contacts, group projects, before or after school activities, etc., as well as any other SUSHD student outside of school hours. (list on the back)

Notes _____

[illegible]

**Board of Trustees**

*Constance Pepple
Ron Zufall
Gregory Hartt
Jamie Vericker
Joseph Ayer*

Superintendent

Jim Cloney

Assembly Bill 685 NOTIFICATION

January 22, 2021

RE: **AB 685 Notice of Potential Exposure to COVID-19**

To: Employees at Foothill High School

We have recently received information that there was an individual(s) confirmed to have COVID-19 or has been ordered to isolate at your worksite, Foothill High School. This notice is being provided to all employees who were at your worksite within the potentially infectious period and who may have been potentially exposed. This is not intended to notice you of actual exposure or a close contact with the individual, but rather to inform you that someone at your worksite has or had COVID-19. Given recent changes in the law, you will receive this type of notice each time a similar event occurs at your worksite.

We are not able to identify the person due to the confidential nature of this information and ask that you be courteous and respectful and not speculate as to the identification of the individual referenced in this notification. Although you are receiving this notice as required by law, you may or may not have had any contact with the individual related to this notice. In addition, our regular cleaning protocol, use of masks and social distancing, and other safety protocols and prevention procedures taken by the District help to reduce the risk of contracting the virus at your worksite. Persons that have been identified as having had close contact (within 6 feet for at least 15 minutes) will be contacted separately. If you are not contacted separately, you have not been identified to date as a close contact with the individual(s).

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. Symptoms include fever, cough, and shortness of breath, loss of taste or smell, headache, muscle aches, and can sometimes cause very mild illness in children. If you experience these or any other symptoms, please contact your healthcare provider and let them know that you may have been exposed to COVID-19.

Employees should not report to work if they are sick or have received a quarantine or isolation order. Should you test positive for COVID-19, be sure to contact the Human Resources Department or our District Nurses immediately.

COVID-19 Related Benefits and Leaves

Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care for family members, may be eligible to take leaves pursuant to federal and state law and the District's collective bargaining agreement or MOU.



Board of Trustees

Constance Pepple
Ron Zufall
Gregory Hartl
Jamie Vericker
Joseph Ayer

Superintendent

Jim Cloney

These leaves include:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and collective bargaining agreement and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your collective bargaining agreement or MOU.

CSEA Employees: Please see leaves beginning on page five of the agreement that can be found in the link [here](#)

SSEA-Certificated/ESP Employees: Please see leave beginning on page five of the agreement that can be found in the link [here](#)

Disinfection and Safety Plan

The District disinfects each classroom and all common areas, including office spaces, each evening. Restrooms are cleaned at least daily and high contact surfaces such as door handles and light switches are disinfected throughout the day. The work areas of the individual with COVID-19 have been or will soon be deep cleaned and sanitized. If you have any questions about the District's safety protocols, please review our reopening plan which is available in the link [here](#)

Prohibition Against Discrimination and Retaliation

Please note that federal and state laws, as well as District policy, prohibit discrimination or retaliation against any employee who contracts COVID-19 or exercises his/her rights under the applicable laws and policies. The District takes these prohibitions very seriously.

If you have any questions or concerns, please contact me directly at Jason Rubin, jrubin@suhsd.net or 241-3261.

Sincerely,

Jason Rubin
Associate Superintendent HR

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 offer COVID-19 testing to all employees who wish to be tested in our exposed workplace with the exception of 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 offered an opportunity to be tested immediately 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.

[illegible]

Date notified of 3rd positive case in 14 days:				
Date of outbreak testing:				
Public Health Notified of Outbreak:	Notified by _____ on 1/01/2021			
Notification to all that have been on campus:	Notified via School Messenger and Email on 01/01/2021			
Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.	The three COVID positive cases appear to be completely unrelated. One was a non-employee who was only on campus two days. And, the other two were on campus in different workplace areas during a time of distance learning with no children on campus. Staff and students will continue to be reminded to stay home if they are having any symptoms.			
The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.	If outbreak continues, must be updated on or before 2/01/2021			
The employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required by subsections (e)(1) and (e)(2). The employer shall 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, and other applicable controls.	We will continue to practice PPE requirements and social distancing. Additionally, we will continue to remind all school community members to stay home when experiencing symptoms, wear a mask when not in room alone with door closed, and to social distance. Continue with office locked to minimize traffic. Continue with staff meetings/collaboration on virtual platform whenever possible.			

Additional Consideration #2

Major COVID-19 Outbreaks

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

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

COVID-19 testing

We will offer 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.