



SIERRA SANDS Unified School District

Cal/OSHA
COVID -19
Prevention
Program
(CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.
Revision Date: 8/01/2022

Table of Contents:

[Authority and Responsibility](#)

[Identification and Evaluation of COVID-19 Hazards](#)

[Employee Participation](#)

[Employee Screening](#)

[Correction of COVID-19 Hazards](#)

[Controls of COVID-19 Hazards](#)

[Face Coverings](#)

[Engineering Controls](#)

[Cleaning and Disinfecting](#)

[Hand Sanitizing](#)

[Personal Protective Equipment \(PPE\) Used to Control Employees' Exposure to COVID-19](#)

[Testing of Symptomatic Employees](#)

[Investigating and Responding to COVID-19 Cases](#)

[System for Communicating](#)

[Training and Instruction](#)

[Exclusion of COVID-19 Cases](#)

[Reporting, Recordkeeping, and Access](#)

[Return-to-Work Criteria](#)

[Appendix A: Identification of COVID-19 Hazards](#)

[Appendix B: COVID-19 Inspections](#)

Authority and Responsibility

Bryan Auld, Assistant 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 implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Document the vaccination status of our employees by using the K-12 software program which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. The district is implementing practices and protocols for the workplace as outlined by the Centers for Disease Control and Prevention (CDC), CAL/OSHA, U.S. Department of Health and Human Services, California Department of Education and Kern County Superintendent of Schools. These include but are not limited to employee self-screening before entering the workplace, stay home if sick or exhibiting symptoms of COVID-19. If there has been a direct exposure outside of the workplace the employee needs to contact the Human Resources Department for isolation and quarantine directives. Employees will be notified and provided isolation and quarantine directives if they have been identified through contact tracing as having been exposed to COVID-19 at the work site.
- 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 and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Site Safety Committees shall continue to meet regularly to discuss possible COVID-19 hazards. In each instance, those hazards will be reported to the Human Resources department immediately and at the District Safety Committee meetings which will be held frequently.

Employee Participation

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

The district frequently negotiates and/or consults with the three bargaining units that represent the employees of the Sierra Sands Unified School District (Desert Area Teachers Association, California School Employees Association and its Ridgecrest Chapter #188, and Desert Area Guidance Association). During the Pandemic, several Memorandums of Understanding (MOUs) have been agreed upon regarding working conditions for employees. The district will continue to collaborate with representatives from each bargaining unit to ensure participation in the identification and evaluation of COVID-19 hazards.

Employee Screening

We screen our employees and respond to those with COVID-19 symptoms by:

The district has encouraged all employees to engage in a daily health assessment before entering their workplace. The California Department of Public Health guidelines will be used to determine when a "passive" (self administered) screening or "active" (screening) assessment is necessary.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are 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 district has developed a committee that ensures that COVID-19 protocols are implemented consistently throughout the district. The committee consists of the following: Bryan Auld (Assistant Superintendent of Human Resources), Shane Herbert (Director of Maintenance), Kevin Wythe (Coordinator of Student Support Services), and Carol Brewster (Human Resources Technician). The committee meets frequently and will be responsible for ensuring that unsafe or unhealthy work conditions, practices, and procedures are documented on Appendix B: COVID-19 Inspections Form, and corrected in a timely manner. In addition, a district-wide COVID-19 Safety Plan has been implemented for all school sites to follow. A component of the site administrator's responsibility is to report unsafe or unhealthy conditions to the Human Resources Department so that the condition is corrected in a timely manner. Once a COVID-19 hazard has been identified by a site, the committee will determine the severity of the hazard. Any hazard that is determined to be severe will be addressed quickly as it will become a district priority to resolve the hazard. In addition, regardless of the severity of the hazard, each reported hazard will be assigned to the appropriate department for resolution.

Controls of COVID-19 Hazards

Face Coverings

Face coverings are no longer required indoors in K-12 schools as of March 11, 2022 at 11:59pm per California Department of Public Health (CDPH).

We will continue to provide N-95 and surgical grade face coverings to all employees who ask for one.

Engineering Controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

Frequent maintenance and air quality checks throughout all district facilities.

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

All district HVAC systems have been inspected by the district's Maintenance & Operations department. Each classroom is equipped with a centralized HVAC system with air filtration with a minimum efficiency reporting value (MERV) of 13 or better: or equipped with a centralized HVAC system with air filtration with a minimum efficiency reporting value (MERV) of 8, and portable air purifiers. In classrooms that have a shared ventilation system, air purifiers have been installed based on the square footage of the space to ensure the air in each space is being properly purified.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

The district's custodial, transportation, and food service staff have been trained in the safe use of specific chemicals used to clean and disinfect. In addition, all sites have been provided with hydrostatic cleaning equipment and supplies and have been trained in the proper use of both.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

The district's custodial staff have received training with regard to cleaning and disinfecting a space or materials that might have been contaminated by a COVID-19 positive case. The district has procured sufficient supplies and PPE to ensure that all custodians have access to a personal stock and,

consequently, are not asked to share equipment or supplies, in order to reduce the risk of exposure and transmission.

Hand Sanitizing

To implement effective hand sanitizing procedures, we:

The district has installed and/or set up hand sanitizing stations throughout district properties. Some of the hand sanitizer stations are touchless. In addition, there are hand sanitizer pumps provided at all desks and in all spaces. The Maintenance & Operations department has installed touchless hand soap dispensers and paper towel dispensers at all school sites. Signs have been installed at each site encouraging people to wash their hands frequently and for 20 seconds at a time.

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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

The district supplies respirators to employees who are required to use or who are exposed to a hazardous atmosphere. Additional PPE including face shields with drapes, other eye protection and N95 masks are made available upon request.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

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

Testing of Symptomatic Employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix C: Investigating COVID-19 Cases form.

We also ensure the following is implemented:

The Human Resources department will maintain a log recording each incident of a direct exposure and/or a positive case. The HR department will also be responsible for conducting contact tracing, notifying employees if there has been an exposure, and providing employees with instruction on how to respond to exclusion of COVID-19 cases. The district has entered into a contract with Ridgecrest Regional Hospital and Liberty Ambulance to administer COVID-19 tests at no cost to the employee during their working hours where a workplace outbreak is suspected.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms, possible close contacts and hazards to, and how.

Employees should report COVID-19 symptoms and possible hazards to the district's Human Resources Department.

- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

All employees who are eligible for the district's health care plans can utilize those benefits to seek medical attention including COVID-19 testing. In addition, the district has partnered with Ridgecrest Regional Hospital's Liberty Ambulance for conducting workplace outbreak testing.

- Access to COVID-19 testing when testing is required. The district has partnered with Ridgecrest Regional Hospital's Liberty Ambulance to ensure testing will be available for employees, in accordance with CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- The COVID-19 hazards employees (including other employees 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.

The district's Human Resources staff are responsible for communicating information regarding potential COVID-19 hazards and our COVID-19 policies and procedures. Each case is handled in a confidential manner.

Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

All district employees will complete a COVID-19 Workplace Safety Training. Included within the training is information regarding safety protocols, PPE, FFCRA leave, and daily health assessments. HR will keep a copy of each site's COVID-19 training roster.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.
- The Human Resources department also keeps a record of every positive case and/or direct exposure. The record includes the date of the onset of symptoms and/or the exposure and the date the employee is cleared to return to work.

Return-to-Work Criteria

Please review the quarantine/isolation guidelines listed below:

Persons Who Test Positive for COVID-19

- Stay home for at least 5 days.
- Isolation can end after day 5 if symptoms are not present or are resolving (no fever) and a diagnostic specimen collected on day 5 or later tests negative.
- If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10,
- If fever is present, isolation should be continued until fever resolves.
- If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after day 10.

Persons who are exposed to someone with COVID-19 regardless of vaccination status:

Effective April 6, 2022, SSUSD will be implementing the following new guidance received from CDPH. Asymptomatic persons who are exposed to someone with COVID-19, *regardless of vaccination status*, will not be required to quarantine from work. Persons infected within the prior 90 days do not need to be tested, quarantined or excluded from work unless symptoms develop. However, it is recommended that exposed individuals:

1. Test 3-5 days following last exposure.
2. Wear a well-fitting mask indoors around others for at least 10 days following the date of last exposure, especially in indoor settings and when near those at higher risk for severe COVID-19. (Recommended but not required.)
3. Strongly encouraged to get vaccinated or boosted.
4. Monitor closely for symptoms. Test and stay home if symptoms develop. If the result is positive, follow the guidance for Persons Who Test Positive for COVID-19 above.

SIGNATURE PAGE:

Mr. Bryan Auld

Bryan Auld

8/1/2022

Top Management Representative

Signature

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: Mr. Bryan Auld

Date: 01/20/2021

Name(s) of Employees and Authorized Employee Representative that Participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

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			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.