

COVID-19 Prevention Program (CPP)

Humboldt County Office of Education

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

Date: December 22, 2020

Authority and Responsibility

The Superintendent of Schools 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.

HCOE regularly reviews 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. Orders and guidance are reviewed collaboratively in a variety of countywide group meetings including Superintendents' meetings, Human Resources Network meetings, Risk and Safety Management meetings, Countywide School Nurse meetings, staff meetings, and other Job-Alike meetings. The Humboldt County Public Health Department has designated a Public Health Liaison and a Physician as a source of support, guidance, and collaborative communication during the pandemic.

Employee Participation

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

- Maintaining ongoing reciprocal verbal and written communication with between employees and administration.
- Employees shall be educated and empowered by management to respectfully remind others to follow all policies, procedures, and practices adopted related to COVID-19.
- HCOE has identified a group of employees and managers as the "Safe School Team" and has provided them with exposure and response training to respond effectively and immediately to COVID-19 in the workplace in order to prevent or reduce the risk of transmission.
- HCOE developed a document to assist "Safe School Team" in the process of contact tracing found in Appendix C: Workplace Infection Control Coordinator COVID-19 Contact Tracing Guide.
- Managers work directly with Superintendent and Personnel management in response to a confirmed positive case of COVID-19.

Employee Screening

We screen our employees by:

- Prior to coming to work employees are asked to take their temperature.
- Don't take temperature within 30 minutes of exercising or after taking medications that could lower temperature, like acetaminophen
- Employees should contact their supervisor and not come into work if: feeling ill or have a temperature 100.4 or higher
- If employee starts feeling ill at work they should go home immediately and notify their supervisor
- Employees should communicate with their supervisor if they have any medical conditions that may put them at higher risk for coronavirus-related complication.
- Refer to the CDC symptoms to watch for as well as their interactive SelfChecker on the same link

Each day employees receive an email at 6:00 a.m. asking that they complete a symptom check, which takes under 2 minutes and complete the symptom checker before work each morning. If they do not reply to the daily email, they will be sent a reminder at 8:00 a.m. They can choose to receive the daily symptom check notice as a text message by simply indicating that preference in any daily symptom check and entering their cell phone number. The daily check can be used only once; however, if they indicate that they are working from home but then change their mind, employees can click the link below to retake the survey for that purpose. We also have QR codes posted at the entrances of all buildings that can be scanned with a cell phone camera to bring up the link to retake the survey.

Here is the link to retake the survey if needed: https://hcoe.sjc1.qualtrics.com/jfe/form/SV_eJvQqmsNyediE3r
For more information about the daily symptom check, this link provides video from the vendor, Qualtrics that explains the product, and also has a list of frequently asked questions that we will be updated as needed.
<https://sites.google.com/hcoe.org/hcoe-symptom-check>

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:

- 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.
- The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders.
- Interviews with individuals who may be familiar with the condition, practice or procedure being inspected may be conducted.
- Walk-through visits may be conducted, as appropriate.
- Meetings with individual(s) who may have valuable contributions toward the assessment of the conditions, practices or procedures may be conducted.
- As a part of the inspection, specific individuals will be identified as responsible for timely correction or improvement of conditions, practices, or procedures, and will be provided instructions for completion.
- Follow up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.

Controls of COVID-19 Hazards

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, 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.
- Adjusted work processes or procedures, as needed, to allow greater distance between employees.
- Employees will be provided with information from CDC and CDPH on physical distancing and shall be directed to engage in physical distancing at all times to the extent possible.
- Where physical distancing is not feasible, employees shall be required to wear a face covering and physical barriers and plastic shields will be put in place where appropriate to help stop the spread of COVID-19.

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.

- All employees shall be required to wear face coverings consistent with state guidelines, HCOE program decisions, and with the school site procedures adopted where they are assigned to work.
- Negative COVID-19 test results shall not be used as an alternative to face coverings.
- Any exceptions or exemptions for use of face coverings must be authorized by division leads and shall be consistent with state and local public health guidance.

- Employees shall be provided with CDC resources on how to properly put on, remove, and launder face coverings.
- Signage on how to properly wear a face covering shall be posted in various visible locations on HCOE premises.
- Disposable masks shall be made available to employees who do not have a face covering or who forget to bring a face covering with them to their assigned workplace.

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

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

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

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Plastic shields have been installed in many workstation to reduce droplet exposure
- Maintenance shall conduct periodic workplace-specific evaluations using Appendix A: Identification of COVID-19 Hazards form.
- Maintenance shall 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.
- Maintenance and Managers who engage independent contractors or other individuals in work on HCOE worksites shall evaluate potential workplace exposures to all persons who may enter the workplace.
- At regularly scheduled meetings, Cabinet members shall periodically evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.

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

- Ventilation system will be properly maintained and adjusted, in all HCOE buildings and locations
- Increase filtration efficiency to the highest level compatible with the existing ventilation system
- Identify all areas where 'scrubs' and 'shields' are located for purpose of cleaning, maintaining, and replacing as needed. See attachments for site specific locations.

Cleaning and disinfecting

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

- HCOE has established routine schedules to clean and disinfect common surfaces and objects in the workplace.
- Common surfaces and objects include but are not limited to counters, tables, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, company automobiles, tools, machinery, containers, and trash cans.
- Certain staff, such as custodians and maintenance and operations staff, shall receive specialized training and be required to disinfect common surfaces and objects in the workplace at least twice daily.
- All staff expected to disinfect areas compromised by exposure to individuals diagnosed with COVID-19 shall receive specialized training and shall wait 24 hours before disinfecting the areas affected.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, and review and compliance with manufacturer instructions for proper use.
- Employees are encouraged to clean workstation items they come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees properly trained in disinfecting procedures.
- Disinfecting training and supplies shall be made available to certain staff including but not limited to custodial and maintenance staff.
- All staff shall be trained and required to sanitize shared spaces or items after each use including but not limited to copiers, refrigerators, microwaves, water coolers, vending machines, breakrooms, etc.
- Sanitizing supplies shall be made available in all communal areas and near all shared spaces or items.
- All staff required to sanitize shall be properly trained and provided with the appropriate PPE including gloves.
- Sharing of vehicles shall be minimized to the extent feasible, and high-touch points such as the steering wheel, door handles, seatbelt buckles, armrests, and shifter, shall be disinfected between users.

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

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:

- An evaluation of the appropriate need for PPE as required by Title 8, section 3380, such as gloves, goggles, and face shields, shall be conducted and such PPE shall be provided accordingly.
- Use of respiratory protection shall be evaluated in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.
- Eye protection and respiratory protection shall be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- PPE, such as but not limited to gloves, goggles, face coverings, and face shields shall not be shared.

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

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Handwashing facilities shall be evaluated to determine any need for additional facilities.
- Employees shall be provided with effective hand sanitizer and shall be prohibited from using hand sanitizer containing methanol (e.g. methyl alcohol).
- Employees shall be provided with information on and encouraged to engage in proper handwashing including washing their hands for at least 20 seconds each time.
- Employees shall be allowed time for regular handwashing.

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.

- An evaluation of the appropriate need for PPE as required by Title 8, section 3380, such as gloves, goggles, and face shields, shall be conducted and such PPE shall be provided accordingly.
- Use of respiratory protection shall be evaluated in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.
- Eye protection and respiratory protection shall be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
- PPE, such as but not limited to gloves, goggles, face coverings, and face shields shall not be shared.

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:

- If required for purposes of verification, COVID-19 individual test results and information containing specific individual names and medical information shall be maintained in a secure place and shall not be shared through insecure means such as non-encrypted email.
- All employees shall affirm by signature that they will immediately report to their supervisor if they have symptoms of COVID-19, have been diagnosed with COVID-19, have recently had close contact with someone with a confirmed diagnosis of COVID-19.

- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19 and are not due to a known or chronic condition, the employee shall immediately return home, go to a healthcare facility if needed, or self-isolate until they can be safely transported away from the worksite to the appropriate place, ensuring they are wearing a face covering and physically distanced from others.
- Supervisors shall inform employees they must go home or to a healthcare facility as needed if they are visibly exhibiting symptoms consistent with COVID-19 and not due to a known or chronic condition.
- HCOE shall provide employees with appropriate resources on COVID-19 including how to seek medical care and what to do in the event they have symptoms, such as that provided on CDC about what to do if you are sick.
- Employees with a confirmed positive case of COVID-19 shall be excluded from the workplace until return-to-work requirements consistent with state and local public health guidelines have been met.
- A negative COVID-19 test shall not be required for an employee to return to work from isolation.

Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are symptomatic shall include:

- At least 14 days have passed since the date of the onset of symptoms;
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication;
- COVID-19 symptoms have improved.

Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are asymptomatic shall include:

- A minimum of 14 days has passed since the date of the specimen collection of their first positive COVID-19 test.
- If an order to isolate or quarantine an employee is issued by the local or state health official, the employee so ordered shall 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 relevant return-to-work criteria shall be met.

Employees excluded from the workplace due to a positive confirmed case of COVID-19 or a close contact exposure to COVID-19 that has been determined as work-related shall maintain earnings, seniority, and all other employee rights and benefits for the duration of the isolation or quarantine where permitted by law and when not covered by workers' compensation.

Employees excluded from the workplace shall be provided with a staff notification letter within 24 hours from knowledge of the need for exclusion that includes information on where and how free COVID-19 tests can be obtained, available leaves and benefits, and the disinfection and safety plan that SBCEO will implement or complete. See sample template Appendix D: Staff Notification of Exposure Letter.

Employees who have had potential exposure to COVID-19 in the workplace, as determined through contact tracing, shall be offered COVID-19 testing at no cost during their established work schedule.

Employees who have had potential exposure to COVID-19 in the workplace shall be provided with information on COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

Employees who have had potential exposure to COVID-19 in the workplace shall be provided with information at the time of exclusion from the work environment, on available benefits.

HCOE shall work closely with the Humboldt County Public Health Department so that they may engage in proper contact tracing and timely notification to any individuals who may be affected by a COVID-19 case.

Employee information shared with Public Health may include the employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. The employee's name and date of birth will not be disclosed unless asked by the health officials.

Additional information provided to Public Health may include which others have been in close contact with the individual with COVID-19.

Any physical space that has been identified as exposed to an individual with COVID-19 shall be closed for 24 hours and then disinfected by staff trained and wearing proper Personal Protective Equipment (PPE).

Outbreaks

In the event three or more cases of COVID-19 are identified in a workplace environment within a 14-day period, additional precautions shall be taken.

HCOE shall provide COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of an outbreak as identified by the local health department or within the relevant 14-day period from the last known date of exposure to a confirmed positive COVID-19 case.

Employees shall be provided with information about where they can obtain a COVID-19 test at no cost to them during employees' working hours.

All employees identified as having been in the exposed workplace during the infectious period shall be immediately tested and then tested again one week later.

Negative COVID-19 test results of employees with COVID-19 exposure shall 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, HCOE shall 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 the workplace for a 14-day period.

HCOE shall provide additional testing as deemed necessary by Cal/OSHA.

HCOE shall exclude all employees identified through contact tracing as having potential exposure in the workplace and those employees shall not return to work until the relevant return-to-work criteria has been met.

HCOE shall immediately investigate at minimum the items in this section and shall determine possible workplace-related factors that contributed to the COVID-19 outbreak.

- Leave policies and practices and whether or not employees are discouraged from remaining home when sick.
- COVID-19 testing procedures.
- Insufficient outdoor air (lack of ventilation).
- Insufficient air filtration.
- Lack of physical distancing.

HCOE shall 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 review shall be updated every thirty days that the outbreak continues.

The review shall be updated in response to new information received or to new or previously unrecognized COVID-19 hazards.

The review shall be updated when otherwise necessary.

The investigation and review shall result in the implementation of changes to reduce the transmission of COVID-19 and shall consider at minimum, the items listed in this section.

- 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.
- Other identified applicable controls.

Immediately, but no longer than 48 hours after knowledge of 3 or more cases of COVID-19 in the workplace, HCOE shall contact the local health department for guidance on preventing the further spread of COVID-19 in the workplace.

HCOE shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation (if an employee), workplace location, any hospitalization and/or fatality status, and any other information requested by the local health department.

HCOE shall continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major Outbreaks

In the event twenty or more cases of COVID-19 are identified in a workplace environment within a 30-day period, additional precautions shall be taken as outlined in this section.

- HCOE shall provide twice weekly COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of a major outbreak as identified by the local health department or within the relevant 30-day period from the last known date of exposure to a confirmed positive COVID-19 case.
- Employees shall be provided with information about where they can obtain a COVID-19 test at no cost to them during employees' working hours.
- HCOE shall exclude all employees identified through contact tracing as having potential exposure in the workplace and those employees shall not return to work until the relevant return-to-work criteria has been met.
- The investigation and review, consistent with the procedures outlined in the case of an outbreak, shall result in the implementation of changes to reduce the transmission of COVID-19.

In addition to the requirements of the HCOE COVID-19 Prevention Plan Correction of COVID-19 Hazards, HCOE will take the following action:

- In buildings or structures with mechanical ventilation, 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, use filters with the highest compatible filtering efficiency.
- 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.
- 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.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards are corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

HCOE shall comply with the requirements for notification to the Humboldt County Public Health Department.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

HCOE's goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand that includes at minimum the items listed below.

- Employees should report COVID-19 symptoms and possible hazards to the employee's supervisor, division lead, or human resources.
 - Employees can report symptoms and hazards without fear of reprisal.
 - Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness shall have an interactive process meeting with the employee's supervisor, division lead, personnel management, or a combination thereof.
 - Resources about where to obtain a voluntary COVID-19 test (non-surveillance) as needed.
 - In the event HCOE is required to provide testing because of a workplace exposure or outbreak, management shall communicate the plan for providing testing and inform employees of the reason for the testing and the possible consequence of a positive test.
 - Information about COVID-19 hazards that employees (including other employers and individuals in contact with the workplace) may be exposed to and what is being done to control those hazards, including COVID-19 policies and procedures.
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- That employees can report symptoms and hazards without fear of reprisal.
 - Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
 - Where testing is not required, how employees can access COVID-19 testing:

Employees can access testing through Humboldt County Public Health testing sites located throughout the county.

- 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.

HCOE will work in partnership with Humboldt County Public Health to provide access to testing in the event of an outbreak.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

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

HCOE shall educate employees on policies and procedures to protect employees from COVID-19 hazards, including but not limited to the items in this section.

Training and instruction shall be provided using methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources.

All training shall be consistent with the Center for Disease Control (CDC) and/or state and local Public Health guidance and regulation, whichever is most strict and shall include the following topics:

- What COVID-19 is and how it is spread
- COVID-19 is an infectious disease that can be spread through air transmission.
- Particles containing COVID-19 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.
- Individuals with COVID-19 may be asymptomatic.
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick including the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Use of face coverings to help slow the spread and that face coverings are not respiratory equipment but rather, are intended to primarily protect other individuals from the wearer of the face covering.
- How to properly wear a face covering over the nose and mouth.
- Physical distancing guidelines.
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
- Coughing and sneezing etiquette.
- Guidance for cleaning and disinfecting.
- Reading labels, wearing proper Personal Protective Equipment (PPE), hazard review and steps to minimize harm to employees using cleaning products.

- Keenan online training module shall be required for all employees and substitutes.
- How to properly put on and take off PPE.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Employees required to actively screen students or staff for symptoms of COVID-19 shall be provided with sufficient information and training consistent with state and local public health guidance.

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

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 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

Employees will be able to access employer provided sick leave benefits and any other available leaves where permitted by law and when not covered by workers compensation.

- 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.

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are symptomatic shall include: • At least 14 days have passed since the date of the onset of symptoms; • At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication; • COVID-19 symptoms have improved. Return to work criteria for employees with a confirmed positive case of COVID-19 on isolation and who are asymptomatic shall include: • A minimum of 14 days has passed since the date of the specimen collection of their first positive COVID-19 test. • If an order to isolate or quarantine an employee is issued by the local or state health official, the employee so ordered shall 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 relevant return-to-work criteria shall be met.

Title of Owner or 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:

Date:

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			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
(Add any additional controls in workplace)			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
(Add any additional controls in workplace)			
(Add any additional controls in workplace)			

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			
(Add any additional controls in workplace)			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of Person Conducting the Investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	
---	--

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

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

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Educational Resource Center
 1820 Sixth Street
 Eureka, CA 95501
 Phone: (707) 445-7108



⊗ - Scrubber
 ✓ - Desk shield

Exit/Door	■
Janitor	J
Storage	S
Classroom	C
Fire Extinguisher	●
Water Shut Off	■
Gas Shut Off	▲
Electrical Panel	◆

ⓧ - Scrubber
✓ - Desk shield

Eel River Community School

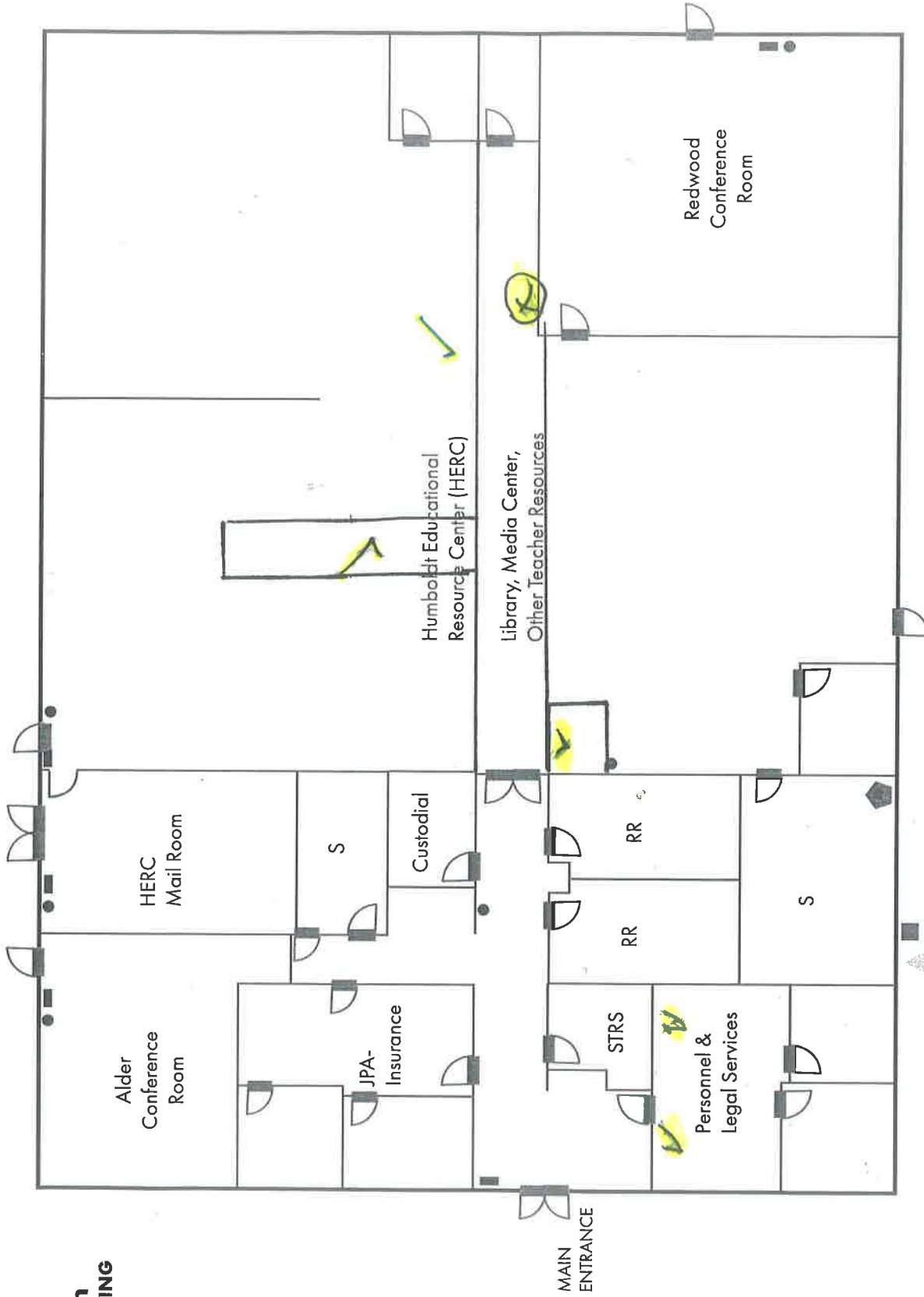
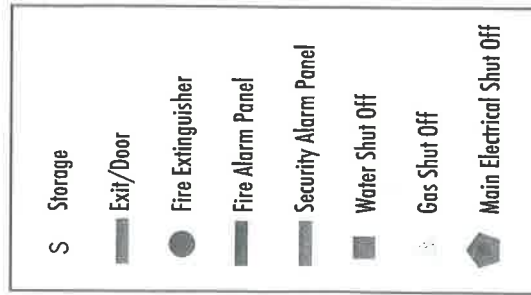
2292 Newburg Road
Fortuna, CA
Phone: 707-725-0209

NEWBURG ROAD



Humboldt County Office of Education RESOURCE CENTER BUILDING (HERC)

901 Myrtle Avenue
Eureka, CA
Phone: 707-445-7000

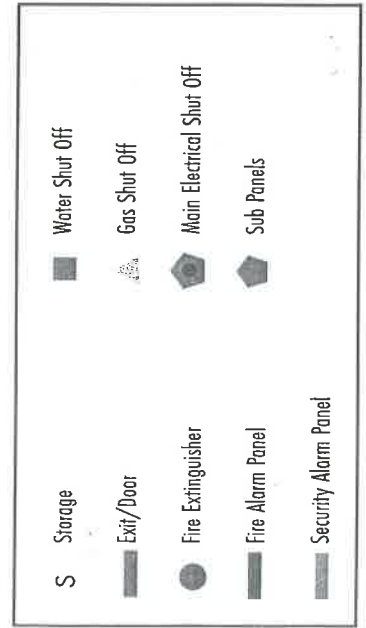
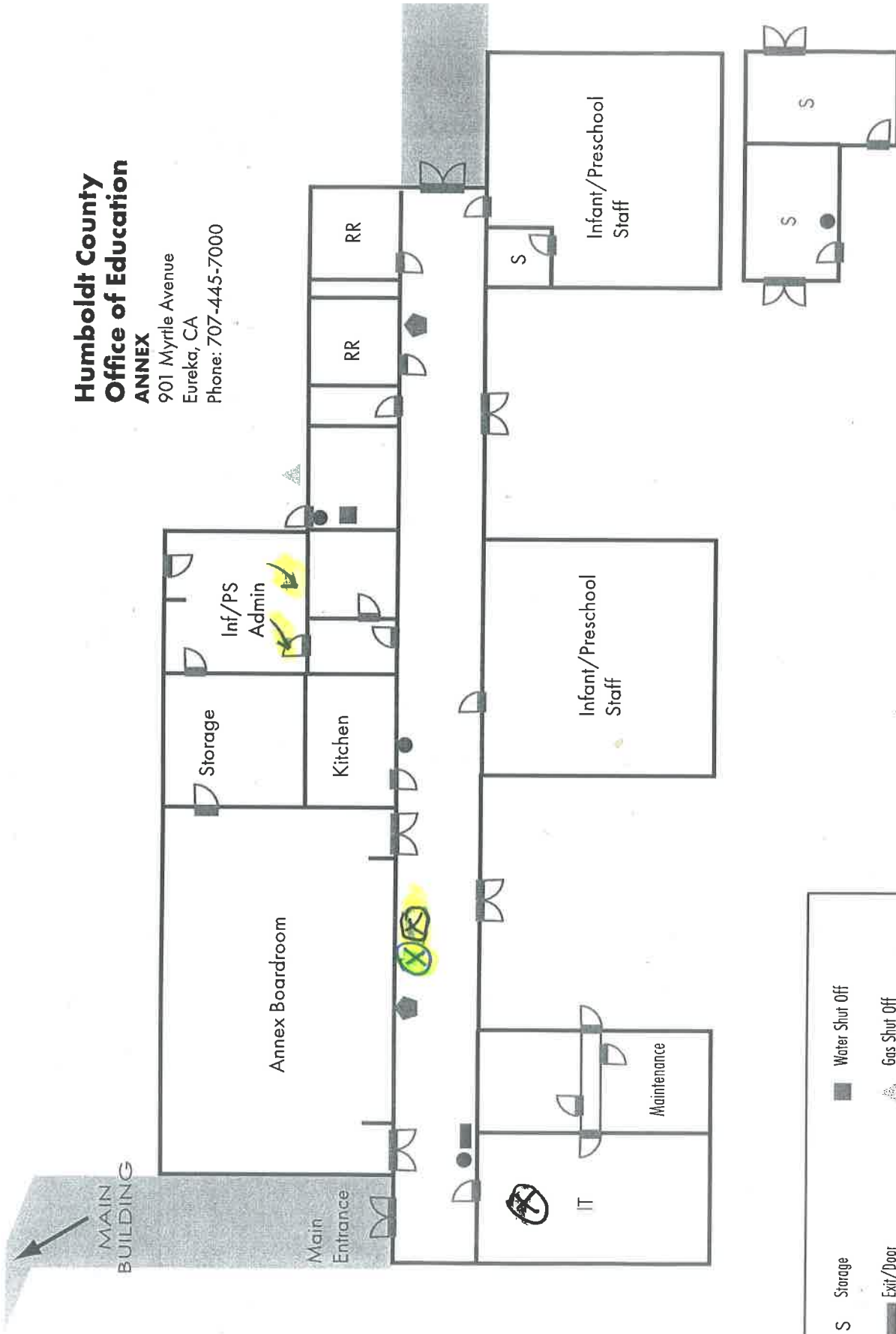


⊗ - scrubber - ①
✓ - Desk Shield - ③

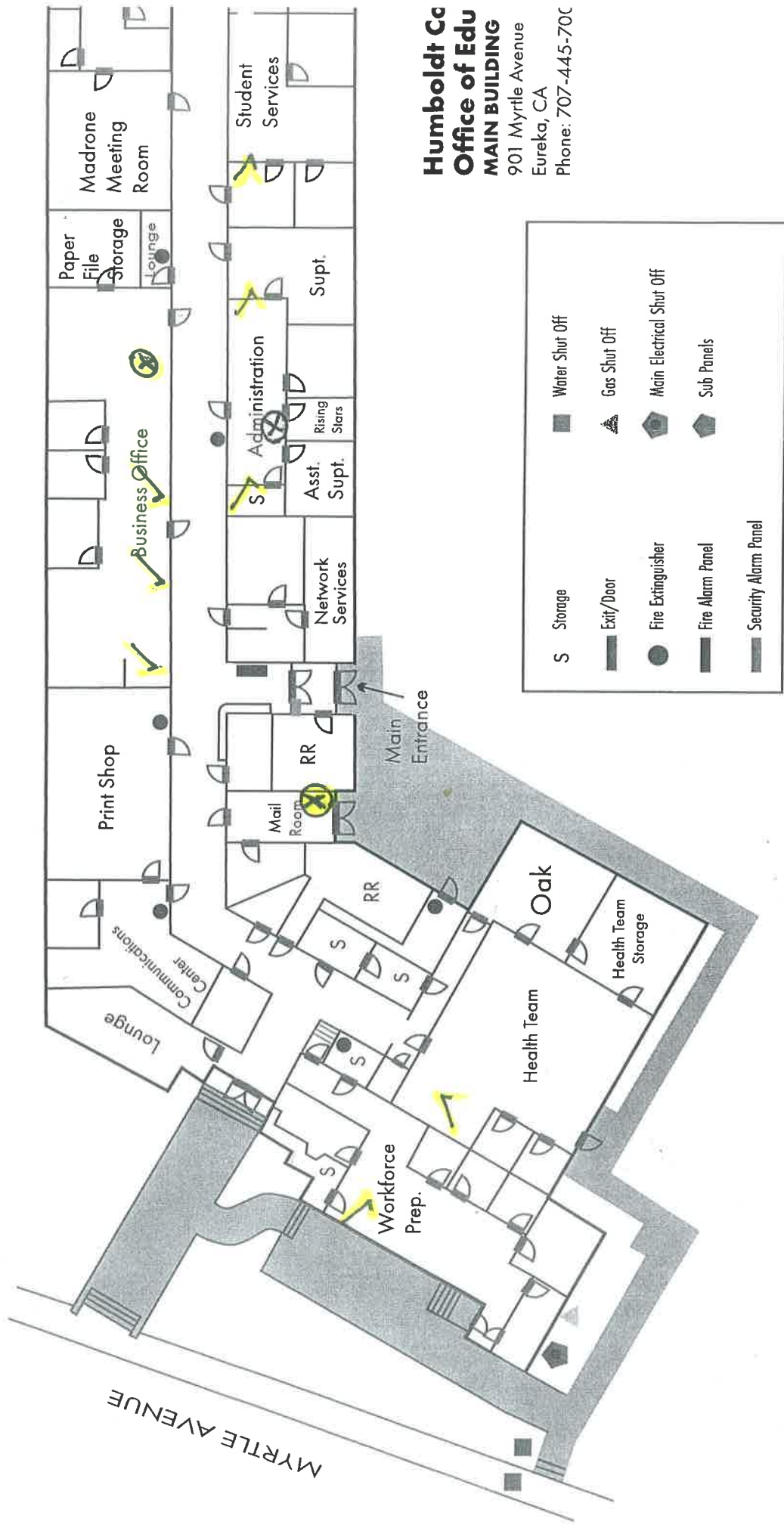
Humboldt County Office of Education

ANNEX

901 Myrtle Avenue
Eureka, CA
Phone: 707-445-7000



⊗ - scrubber - (2)
✓ - desk shield - (2)



1017/JPA/Site Maps/HCOE-Main.pdf

⊗ - Scrubber
✓ - Desk shield

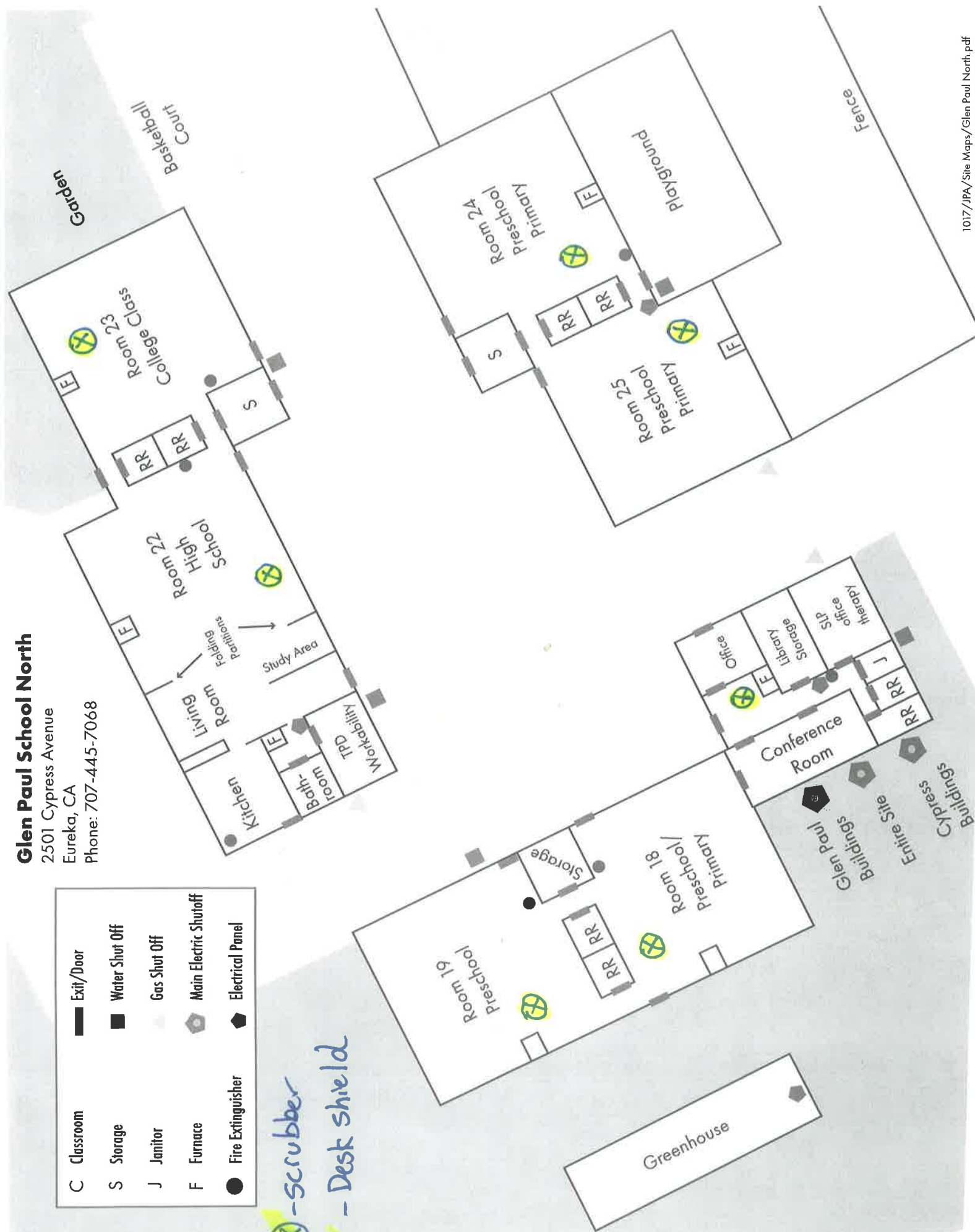
Glen Paul School North

2501 Cypress Avenue
Eureka, CA
Phone: 707-445-7068

C Classroom	Exit/Door
S Storage	Water Shut Off
J Janitor	Gas Shut Off
F Furnace	Main Electric Shutoff
● Fire Extinguisher	Electrical Panel

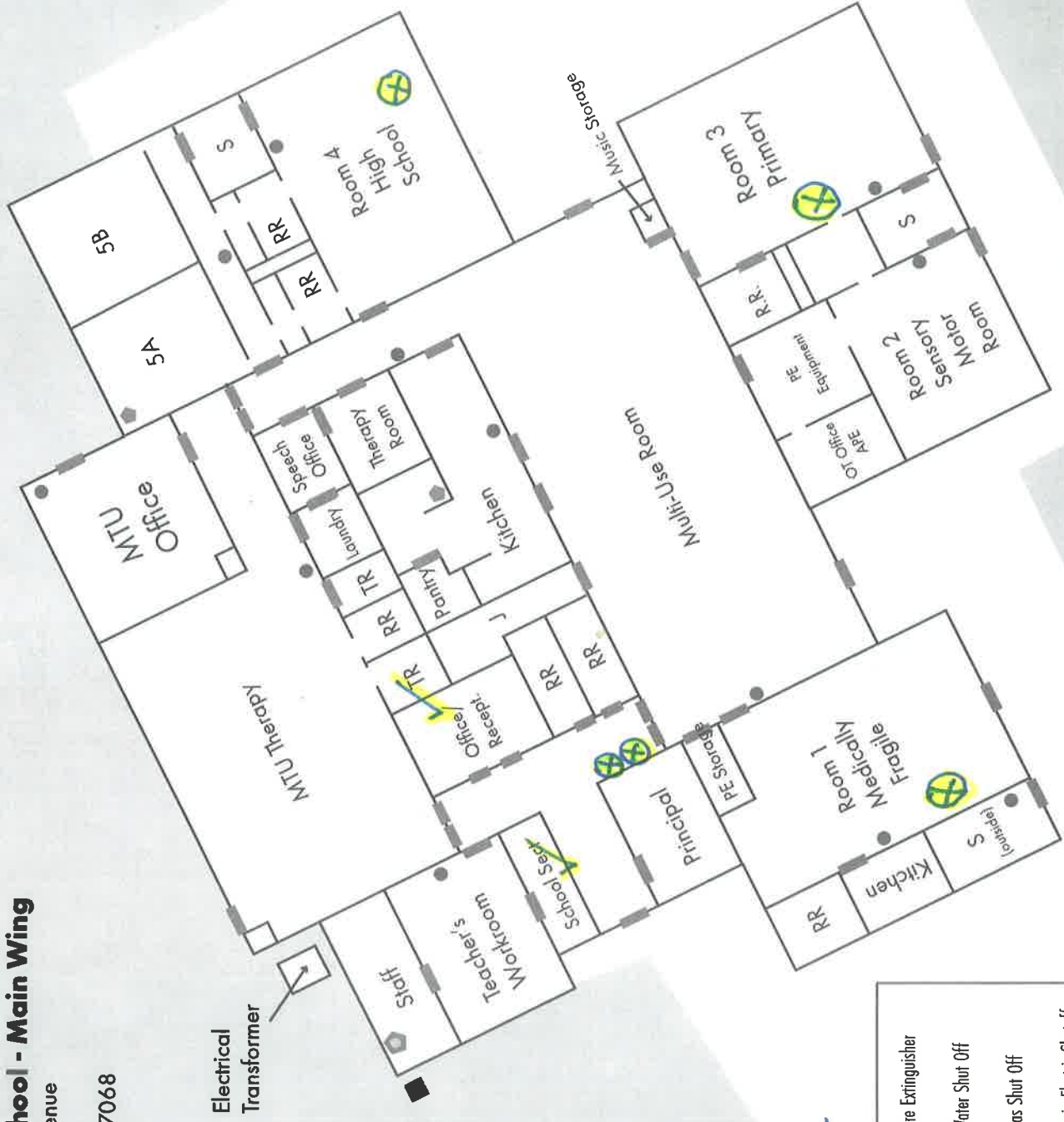
⊗ -scrubber

✓ - Desk shield



Glen Paul School - Main Wing

2501 Cypress Avenue
Eureka, CA
Phone: 707-445-7068

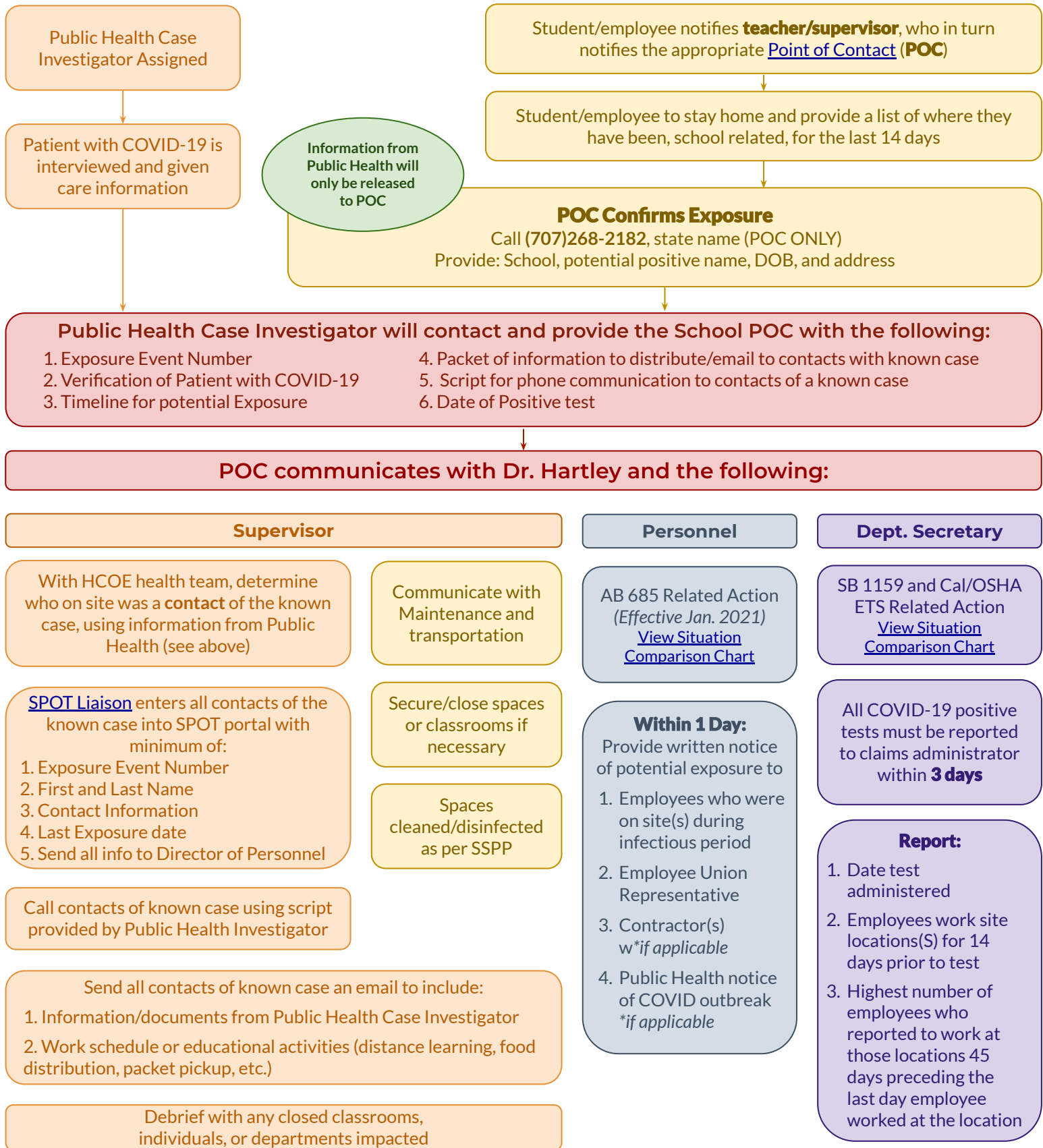


*-scrubber
-Desk shield*

C	Classroom	●	Fire Extinguisher
S	Storage	■	Water Shut Off
J	Janitor	▲	Gas Shut Off
TR	Treatment Rooms	⬢	Main Electric Shutoff
	Exit/Door	—	Electrical Panel

School Investigation and Reporting for COVID-19 Positive Cases

Student or Employee tests positive (Scenario #3 in [COVID Responses Guidance Document](#))



When staff/student is released Public Health Investigator will provide POC with 'release from quarantine' notice
Public Health Hotline: (707)268-2182

1	SCENARIO	ACTION	COMMUNICATION
	<p>A student or staff member either exhibits COVID-19 symptoms while at school or within two days of being at school</p>	<ul style="list-style-type: none"> ▶ Administration: <ul style="list-style-type: none"> ▶ Consult with School Nurse ▶ Consult with Public Health as needed ▶ Student/staff: <ul style="list-style-type: none"> ▶ Person(s) with symptoms should be sent home/ stay home to isolate ▶ Contact healthcare provider/Public Health for recommended testing and symptom care ▶ Student/staff member may return to school with a health care provider's note ▶ School/Classroom OPEN pending test results of symptomatic individual <ul style="list-style-type: none"> ▶ If COVID-19 test is positive, see Scenario 3 ▶ If COVID-19 test is negative, see Scenario 4 	<p>No communication is needed.</p>
2	SCENARIO	ACTION	COMMUNICATION
	<p>A student/staff member is in close contact/exposed to someone who tests positive for COVID-19</p> <p>- or -</p> <p>A person at home is ill and being tested for COVID-19</p>	<ul style="list-style-type: none"> ▶ Administration <ul style="list-style-type: none"> ▶ Consult with Public Health for verification of positive test result before taking further action ▶ Consult with School Nurse ▶ If determined not to be a true case, no letter needs to be sent, and individual may return to school. ▶ If confirmed, Public Health will direct to stay home to start 14-day quarantine and will determine whether further action is needed. ▶ Student/staff <ul style="list-style-type: none"> ▶ Send/stay home to isolate ▶ Expect to be contacted by Public Health ▶ Consult with healthcare provider to get tested ▶ Self-quarantine for 14 days from last exposure to COVID-19 ▶ Report information to administration ▶ Testing is encouraged between day 7 and 10 of quarantine for those under age 18 ▶ Negative test during quarantine does not shorten quarantine ▶ School/Classroom OPEN 	<p>To: Student Families and Staff**</p> <p>Template Letter: <u>Scenario Two - In a School or Cohort Setting</u></p>

3

SCENARIO

A student or staff member tests positive for COVID-19

ACTION

- ▶ **Administration:**
 - ▶ Consult with School Nurse
 - ▶ Send family members of student/staff home to quarantine
 - ▶ Consult Public Health for guidance on whether any students, staff or teachers need to quarantine, be tested, or whether the school/classroom needs to be closed
 - ▶ Identify close contacts of infected individual
 - ▶ Close off/clean areas used by individual suspected of infection. (See [CDC guidance on disinfecting buildings](#).)
- ▶ **Student/staff:**
 - ▶ Send home to isolate
 - ▶ Report information to administration

COMMUNICATION

To: Student Families and Staff**

Phone Call to Potential Close Contacts

— AND —

Template Letter:
[Scenario Three - In a School or Cohort Setting](#)

— AND —

Admin notification to claims administrator SB 1159

4

SCENARIO

A student or staff member tests negative for COVID-19 after symptoms (and was not exposed to a COVID-19 case)

ACTION

- ▶ Student or Staff: may return to school after symptoms resolve and fever-free for at least 24 hours without fever-reducing medications. (Consult Public Health for guidance on whether any students, staff or teachers may end their quarantines)
- ▶ Provide doctor's note or verification of negative test
- ▶ **School/Classroom OPEN**

COMMUNICATION

To: Student Families and Staff**

Template Letter:
[Scenario Four - In a School or Cohort Setting](#)

5

SCENARIO

A student/staff member was in **close contact**/exposed (within 6 feet for 15 minutes or more) to someone exhibiting symptoms

ACTION

- ▶ **Administration:**
 - ▶ Consult with Public Health as needed
 - ▶ Consult with School Nurse
- ▶ **Student/staff:**
 - ▶ Unless in contact with a known case, continue with school/work duties as planned
 - ▶ Practice Physical Distancing
 - ▶ Wash Hands Frequently
 - ▶ Wear a Mask
 - ▶ Continue to self-check for COVID-19 symptoms
 - ▶ If close contact's COVID-19 test is positive, see Scenario 3
 - ▶ If close contact's COVID-19 test is negative, see Scenario 4
- ▶ **School/Classroom OPEN**

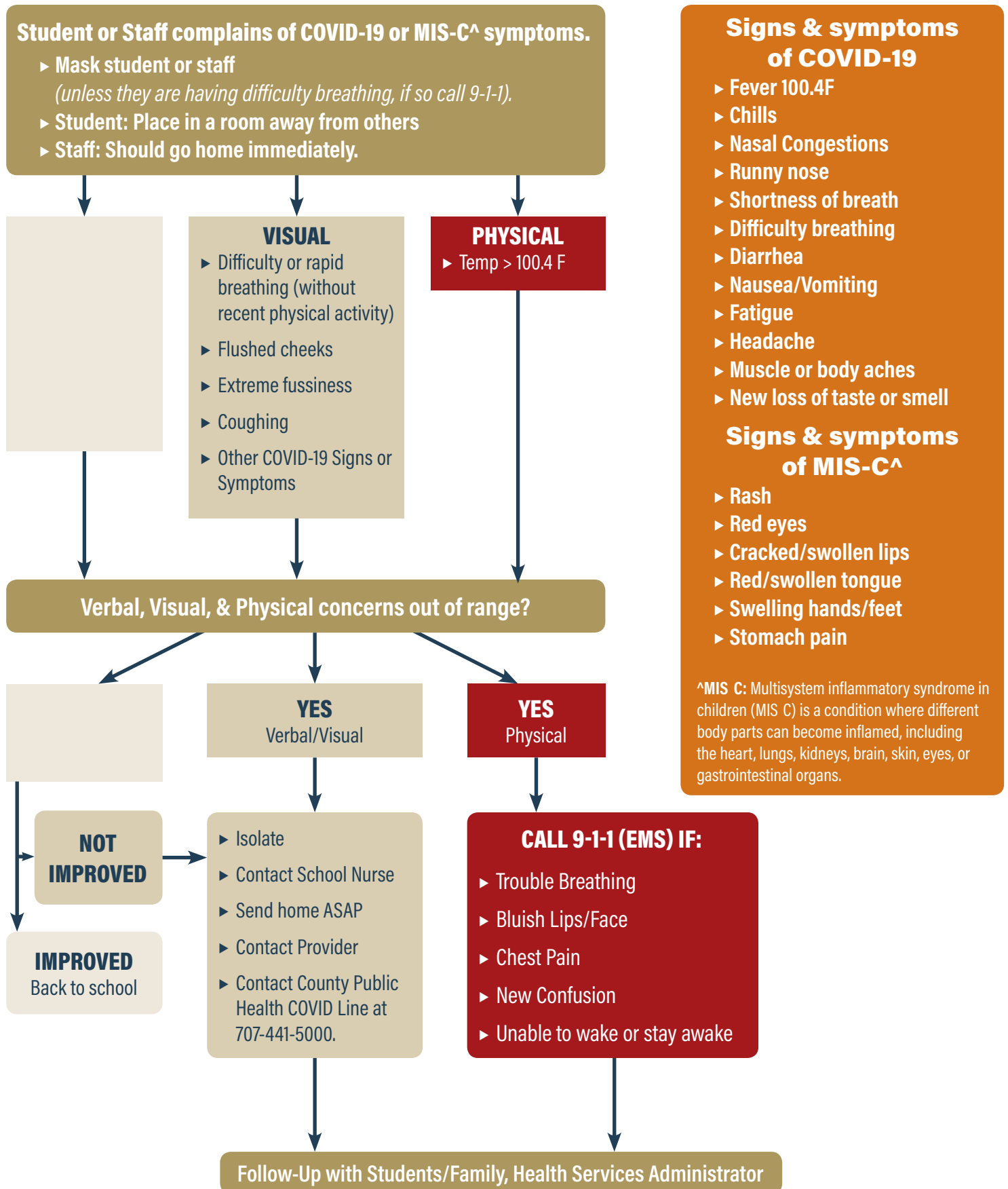
COMMUNICATION

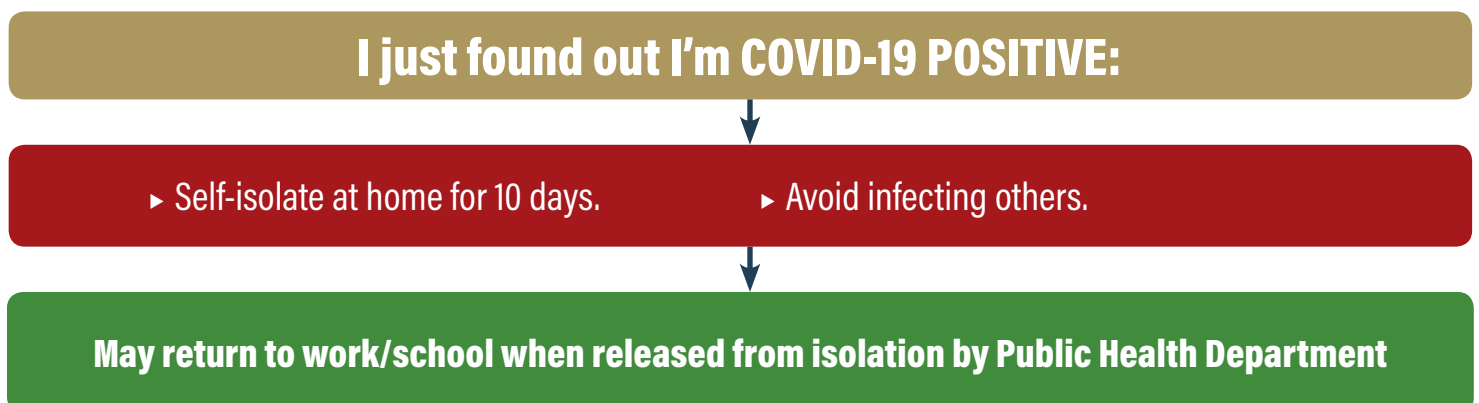
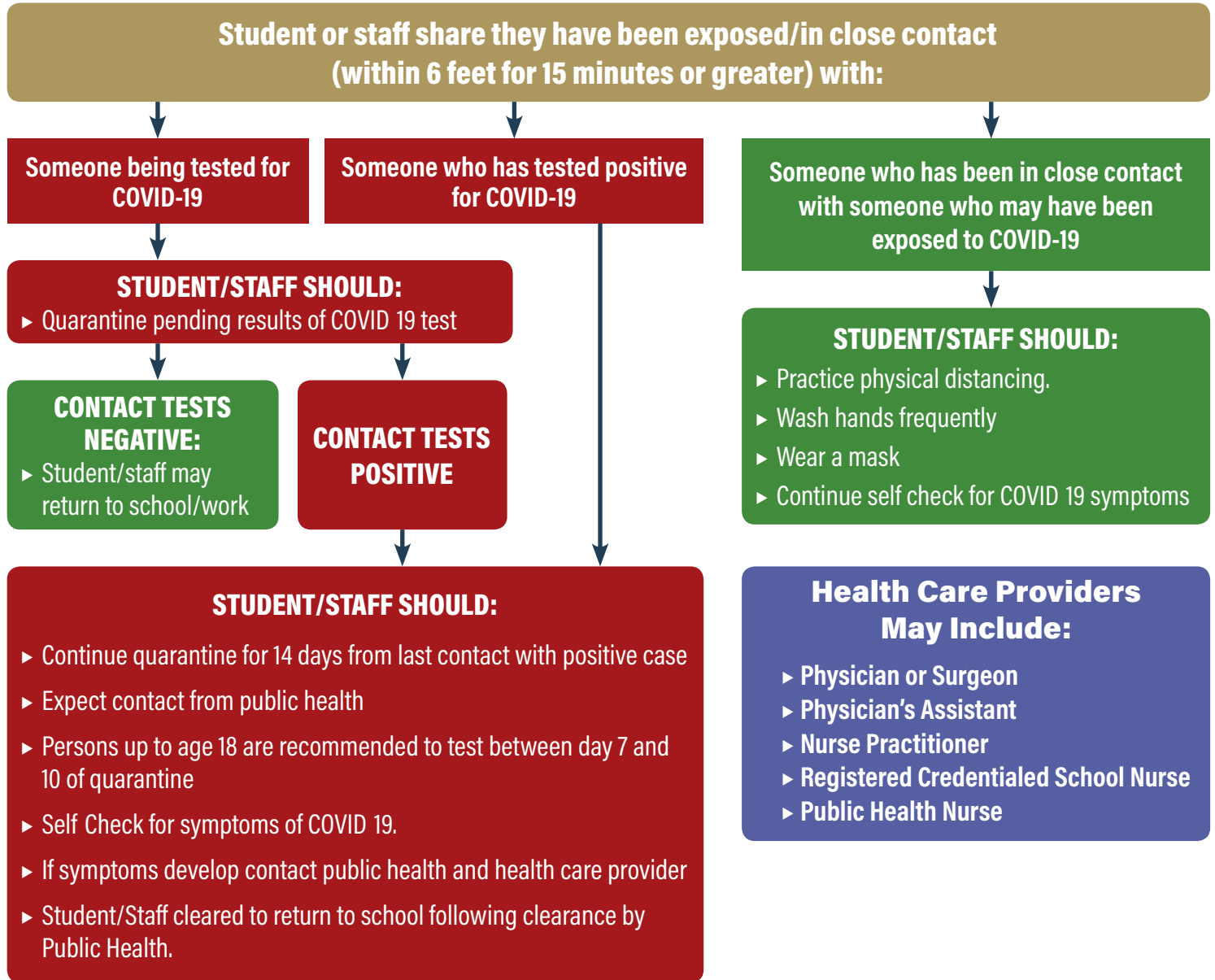
No communication is needed until results of COVID-19 tests are known. If test is positive, see Scenario 2 or 3.

For more information contact the joint information center for COVID-19 response at (707) 441-5000.

*Please see [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#) for specific details.

**Maintain confidentiality as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).





Date: 1/28/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Humboldt County Office of Education

Number of schools:

4

Enrollment:

143

Superintendent (or equivalent) Name:

Chris Hartley

Address:

901 Myrtle Avenue

Phone Number:

707-445-7030

City

Eureka

Email:

superintendent@HCOE.org

Date of proposed reopening:

October 5, 2020

County:

Humboldt

Current Tier:

Orange

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA:

County Operated Court & Community Schools

Grade Level (check all that apply)

TK

2nd

5th

X 8th

X 11th

K

3rd

6th

X 9th

X 12th

1st

4th

X 7th

X 10th

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, Chris Hartley, 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:

Chris Hartley, Superintendent

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.

To reduce the possibilities for infection, students and teachers remain in the same classroom with their cohort. Cohorts remain in the same space and do not change classrooms. All supplemental teaching staff join the classroom cohorts via online instruction.

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?)

Each classroom cohort has less than 12 students and 1 teacher and 1 instructional aide.

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

No departmentalized classes.

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

Elective courses are offered via online instruction presented to the classroom cohort.

☒ **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.

We have minimized congregate movement through the hallways and common areas on campus. Schedules have been staggered to avoid close contact or mixing of cohorts.

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

Face coverings must be worn in accordance with CDPH and Cal/OSHA guidelines. Staff and students are supplied with masks.

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.

Staff, students, and parents receive training and protocol for health screenings. Staff utilize a daily symptoms screening through Qualtrics data system. Staff will conduct daily screenings with students upon arrival at school using the Qualtrics Screening questions and take temperatures. Teachers are provided with visual checklists to watch for signs of ill students. If a student presents symptoms they will be screened by teachers or support staff. If symptoms are present they will need to go home for the school day and can return when symptoms are no longer present.

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.

- Staff and students practice routine hand washing: on arriving, before and after eating, after coughing or sneezing, after using restroom, before and after providing student care.
- Hand sanitizing when hand washing not available.
- Determine safety of hand sanitizing for students. Supervise closely if determined to be safe.
- Post hand washing signs in high-traffic areas
- All staff should use face coverings/masks.
- All students should use face coverings/masks
- Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols.
- Students and staff have access to disposable or reusable masks, face shields, and gloves.
- Ventilation- classrooms will be provided fans and air purifiers
- Classroom Dividers/Privacy Boards will be utilized, as needed, to promote social distancing and assigned workspaces for 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.

The school's designated staff member, Principal Felicia Doherty, will work with Humboldt County Public Health to ensure that all requirements are completed when there is a confirmed case. Public Health has provided us with sample letters and protocol for notifying staff and families of possible exposure or a positive test.

X Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Classrooms were set up to follow Public Health guidance for reopening schools safely. Single classroom hybrid cohort models are utilized to maximize spacing and physical distancing. Student desks are at a minimum of 6 feet apart and classroom privacy boards are provided for students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

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

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Keenan has developed a series of COVID-19 6-12 minute modules designed to assist staff in trainings to support a safe reopening. The series of courses offers a convenient way to communicate State and local guidelines and Cal OSHA regulations related to how COVID-19 spreads, how to recognize symptoms, how to prevent the virus from spreading, such as coughing/sneezing etiquette, hand hygiene, and more. These trainings were designed to assist as a guideline and resource as districts prepare and plan to reopen as well as an opportunity to demonstrate that your school is taking proactive measures to help to stop the spread of COVID-19.

- Coronavirus – Reopening Your Organization.
- Coronavirus Awareness (this course aligns with Cal OSHA recommendations)
- Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
- Coronavirus: Cleaning and Disinfecting Your Workplace
- Coronavirus: Managing Stress and Anxiety
- IPM for Teachers and Office Staff

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 have access to testing through Public Health, community clinics, and private physician testing. HCOE has been researching and planning for more testing of staff at a central school location. The self-administered test would be located at a central school location where trained staff would support the collection of tests. Once up and running the plan is to test 50% of the staff every other week.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Students have access to testing through Public Health, community clinics, and private physician testing. If students report symptoms families are urged to see their physician.

Planned student testing cadence. Please note if testing cadence will differ by tier:

X 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](#).

The Principal will follow all requirements and work with the HCOE School Nurse and Public Health with all identification of confirmed cases, suspected cases, and possible exposures.

X 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.

The Principal will follow all requirements and work with the HCOE School Nurse and Public Health with all identification of confirmed cases, suspected cases, and possible exposures.

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

☒ Labor Organization

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

Name: Safe School Re-Opening Committee - Group is

Date: Meets weekly every

☐ Parent and Community Organizations

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

Name:

Date:

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☒ Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Humboldt. 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:

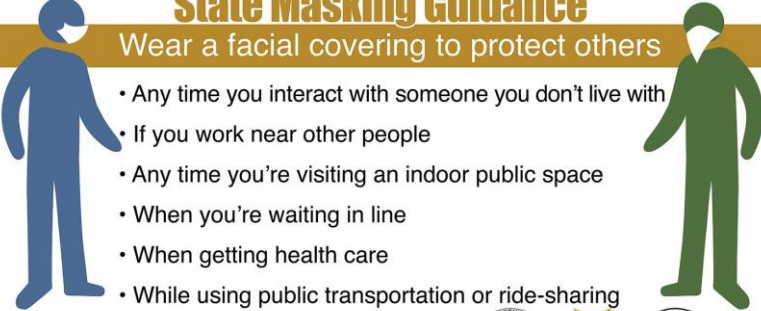

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Humboldt County Office of Education Worksite COVID-19 Guidance and Protocols

General Guidance	Protocol												
Employee training	<p>Below are the mandatory Keenan SafeSchools trainings:</p> <table><tr><th>Course</th><th>Due Date</th><th>Time Required</th></tr><tr><td>COVID 19 Employee Safety Training (Custom)</td><td>Wed Sep 30th, 2020</td><td>19 minutes</td></tr><tr><td>Covid 19 Staff Training (Custom)</td><td>Wed Sep 30th, 2020</td><td>24 minutes</td></tr><tr><td>IPM for Teachers and Office Staff (Full Course)</td><td></td><td>20 minutes</td></tr></table> <p>Using your web browser, go to the Keenan SafeSchools website for Humboldt County Office Of Education: https://humboldt-keenan.safeschools.com/ You log-in is your last four of your Social Security Number.</p> <p>Once you log into the site, click on a course title to begin the training. Each course has audio, so be sure to turn up your speakers if you'd like to listen. You must complete each section of the course in order to receive full credit.</p> <p>Your Humboldt County Office Of Education Keenan SafeSchools contact: Mendie Ballester mballester@hcoe.org</p>	Course	Due Date	Time Required	COVID 19 Employee Safety Training (Custom)	Wed Sep 30th, 2020	19 minutes	Covid 19 Staff Training (Custom)	Wed Sep 30th, 2020	24 minutes	IPM for Teachers and Office Staff (Full Course)		20 minutes
Course	Due Date	Time Required											
COVID 19 Employee Safety Training (Custom)	Wed Sep 30th, 2020	19 minutes											
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IPM for Teachers and Office Staff (Full Course)		20 minutes											

Daily self-check and Symptom Checker	<p>Prior to coming to work take your temperature.</p> <ul style="list-style-type: none">● Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen● Contact your supervisor and don't come in if: you are feeling ill or have a temperature 100.4° or higher● If you start feeling ill at work go home immediately and notify your supervisor● Please remember to communicate with your supervisor if you have any medical conditions that may put you at higher risk for coronavirus-related complication.● Refer to the CDC symptoms to watch for as well as their interactive Self-Checker on the same link <p>Each day you will receive an email at 6:00 a.m. asking that you complete a symptom check, which takes under 2 minutes. Complete the symptom checker before you come to work each morning. If you do not reply to the daily email, you will be sent a reminder at 8:00 a.m. You can choose to receive the daily symptom check notice as a text message by simply indicating that preference in any daily symptom check and entering your cell phone number. The daily check can be used only once; however, if you indicate that you are working from home but then change your mind, you can click the link below to retake the survey for that purpose. We will also have QR codes posted in the buildings at your department that you can scan with your cell phone camera to bring up the link to retake the survey.</p> <p>Here is the link to retake the survey if needed: https://hcoe.sjc1.qualtrics.com/jfe/form/SV_eJvQqmsNyediE3r</p> <p>For more information about the daily symptom check, this link provides video from the vendor, Qualtrics, that explains the product, and also has a list of frequently asked questions that we will be updated as needed. https://sites.google.com/hcoe.org/hcoe-symptom-check</p>
When entering the building	<ul style="list-style-type: none">● Wear a face covering when you enter the building● Refer to CDC regarding proper use of masks● If you have not completed the daily sign in please, sign in using the QR code at the entrance to your department (you can use your phone's camera)





	<ul style="list-style-type: none"> • Wash your hands or use sanitizer upon entering • Refer to the CDC guidance on handwashing
Use of face covering and practice social distancing	<ul style="list-style-type: none"> • Face covering must be worn at all times when leaving your office, to go into the hallway, restroom or other offices/buildings • Face coverings must cover nose and mouth • If you are within 6 feet of anyone when at your desk a face covering should be worn • Face coverings need to be washed and sanitized daily <div data-bbox="764 521 1541 927"> <p>State Masking Guidance Wear a facial covering to protect others</p>  <p>• Any time you interact with someone you don't live with</p> <p>• If you work near other people</p> <p>• Any time you're visiting an indoor public space</p> <p>• When you're waiting in line</p> <p>• When getting health care</p> <p>• While using public transportation or ride-sharing</p> <p>Humboldt County Joint Information Center 707-441-5000 covidinfo@co.humboldt.ca.us</p>  </div> <p>Read the Order of Humboldt County Public Health Director, Dr. Frankovich, requiring members of the public to wear facial coverings.</p>
Safety protocols	<ul style="list-style-type: none"> • Do not mingle and chat in halls or offices • Wear face covering whenever entering anyone's office • Create air ventilation, open doors, windows when practical • Office to remain closed to public meetings • Wash your hands and use sanitizer frequently throughout the day
Paperwork	<ul style="list-style-type: none"> • Create paperless and paper free procedures • If something has to be printed, take the paper to the mailbox in the hallway instead of to the recipient's desk

Work areas	<ul style="list-style-type: none">• Work areas need to be clutter free• Clean and sanitize work areas throughout the day and when leaving for the day• Work with your supervisor to maintain distancing, use of barriers, etc.
Sign-In	<ul style="list-style-type: none">• All departments will have a QR code
Kitchen and common areas	<ul style="list-style-type: none">• Limited seating to assure social distancing• No sharing food• Bring your own utensils, water bottles, and dishware.• Wash your dishes and take them with you; do not leave in draining racks or on the counters• Clean door handles. Refrigerator doors, light switches after use
Restroom	<ul style="list-style-type: none">• Maintenance will clean restrooms each evening and wipe down surfaces mid-day (1-1:45pm)• Hand sanitizing stations and trash receptacles will be set up outside restrooms
Travel	<ul style="list-style-type: none">• Follow Humboldt County Health Director, Dr. Frankovich's, Travel Guidance• https://humboldt.gov/DocumentCenter/View/90805/Returning-Travel-Guidance-2020-11-17• Monitor your symptoms upon your return for 14 days• Refer to the CDC symptoms to watch for as well as their interactive Self-Checker on the same link• For travel in California: https://covid19.ca.gov/safer-economy
Visitor Access	<ul style="list-style-type: none">• Visitors must wear a mask to enter the building and use sanitizer upon entering• Visitors will sign in using the QR code at the main entrance• Many entrances will have signs, QR codes and sanitizing procedures• Visitors will be allowed onsite by appointment• No in-person public meetings will be held, until further notice
Protocol if someone tests positive	HCOE will follow Humboldt County Public Health's guidance in the event a staff member or anyone who has accessed our facilities tests positive.

Humboldt County Office of Education Worksite COVID-19 Guidance and Protocols

General Guidance	Protocol												
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Daily self-check and	Prior to coming to work please complete the Qualtrics Symptom Checker												

Symptom Checker	<p>Here is the link to retake the survey if needed: https://hcoe.sjc1.qualtrics.com/jfe/form/SV_eJvQqmsNyediE3r</p> <p>Each day you will receive an email at 6:00 a.m. asking that you complete a symptom check, which takes under 2 minutes. Complete the symptom checker before you come to work each morning. If you do not reply to the daily email, you will be sent a reminder at 8:00 a.m. You can choose to receive the daily symptom check notice as a text message by simply indicating that preference in any daily symptom check and entering your cell phone number. The daily check can be used only once; however, if you indicate that you are working from home but then change your mind, you can click the link below to retake the survey for that purpose. We will also have QR codes posted in the buildings at your department that you can scan with your cell phone camera to bring up the link to retake the survey.</p> <p>For more information about the daily symptom check, this link provides video from the vendor, Qualtrics, that explains the product, and also has a list of frequently asked questions that we will be updated as needed. https://sites.google.com/hcoe.org/hcoe-symptom-check</p> <ul style="list-style-type: none">● Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen● Contact your supervisor and don't come in if: you are feeling ill or have a temperature 100.4° or higher● If you start feeling ill at work go home immediately and notify your supervisor● Please remember to communicate with your supervisor if you have any medical conditions that may put you at higher risk for coronavirus-related complication.● Refer to the CDC symptoms to watch for as well as their interactive Self-Checker on the same link
When entering any building	<ul style="list-style-type: none">● Wear a face covering when you enter the building

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Visitor Access	<ul style="list-style-type: none"> • Visitors must wear a mask at all times and use sanitizer upon entering • Visitors will sign in using the QR code at the main entrance • All entrances will have signs, QR codes and sanitizing procedures • Visitors will be allowed onsite by appointment • No in-person public meetings will be held, until further notice
Protocol if someone tests positive	HCOE will follow Humboldt County Public Health's guidance in the event a staff member or anyone who has accessed our facilities tests positive.

Updated January 13, 2021

To get the most recent local orders from Public Health. See link	<p>https://humboldt.gov/2725/Local-Orders</p> <p>At this time, HCPH is recommending 14-day quarantine for individuals for COVID exposures.</p> <p>https://humboldt.gov/DocumentCenter/View/90467/Shelter-in-Place---Revised-Effective-November-3-until-Rescinded</p>

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

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

☐ TK ☐ 2nd ☐ 5th ☐ 8th ☐ 11th

☐ K ☐ 3rd ☐ 6th ☐ 9th ☐ 12th

☐ 1st ☐ 4th ☐ 7th ☐ 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☐ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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

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

☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

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

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☐ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

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

☐ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☐ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

☐ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

☐ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☐ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

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

☐ Labor Organization

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

Name: _____

Date: _____

☐ Parent and Community Organizations

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

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)