

AUSD COVID-19 Prevention Program

An Addendum to the Injury and Illness Program

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry
Safety Orders Section 3205, COVID-19 Prevention*

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

January 22, 2021

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Authority and Responsibility

The Injury and Illness Prevention Program (IIPP) Administrator, Dr. Bobbi Burkett, has the authority and the responsibility for implementing the provisions of this program for the Alpine Union School District. District Administrators, Department Supervisors and managers are responsible for implementing and maintaining the CPP in their work areas and for answering worker questions about the CPP.

Definitions

The following definitions apply:

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means the following unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

- fever of 100.4 degrees Fahrenheit or higher
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, or diarrhea,

“COVID-19 test” means a viral test for SARS-CoV-2 that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and

(2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period:

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

(2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Identification and evaluation of COVID-19 hazards

We will implement the following in our workplace:

1. Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
2. Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
3. 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.
4. Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
5. Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

The district will include opportunities for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

Employee Symptom Screening

The District has implemented a process for screening employees for and responding to employees with COVID-19 symptoms. The AUSD Reopening Schools Plan and Guidebook provides specifics on the screening of employees and students.

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

The District has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. BP 0470 COVID-19 Mitigation Plan establishes actions that will be taken by the District to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing District policies or administrative regulations until the Board of Trustees determines that the need for this policy no longer exists. Due to the evolving nature of the pandemic, federal, state, and local orders impacting District operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

Control of COVID-19 Hazards

Physical distancing

(A) All employees will be encouraged to separate from other persons, when possible by at least six feet.

Methods of physical distancing include:

- Staggered arrival, departure, work, and break times;
- Adjusted work processes or procedures, to allow greater distance between employees.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- Reducing the number of persons in an area at one time, including limiting or excluding visitors; and
- Telework or other remote work arrangements, where feasible and approved by the District Office

(B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible. Personal Protective Equipment will be provided to all staff as well as hand sanitizer.

Face coverings

(A) The District will:

- Comply with all public health orders regarding face coverings
- Provide face coverings to all employees as needed
- Ensure they are worn by employees over the nose and mouth when;

- indoors,
 - when outdoors and less than six feet away from another person,
 - and where required by orders from the CDPH or local health department.
- Ensure face coverings are clean and undamaged.
- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face coverings requirement:
 1. When an employee is alone in a room.
 2. 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.
 3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
 4. 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.
 5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.

(B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

(C) The District will not prevent any employee from wearing a face covering when required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

(D) The District will implement the following measures to communicate to non-employees the face coverings requirements on their premises: All non-employees who must be on campus will be required to wear face coverings and agree to do so before entering a campus.

Testing Cadences

AUSD is implementing symptom and exposure screening based on CDPH recommendations:

- Asymptomatic testing of staff/students every two weeks when community is at Tier 2 (Red)
- Asymptomatic testing of staff/students every two weeks when community is at Tier 1 (Purple)
- Asymptomatic testing of staff/students every week when community is Deep Purple

AUSD is also testing staff when there are multiple COVID-19 cases or major outbreaks based on Cal/OSHA requirements:

- All exposed employees shall be tested immediately and once per week thereafter when three or more COVID-19 cases in an exposed workplace within a 14-day period
- If there are twenty or more COVID-19 cases in an exposed workplace within a 30-day period, then all exposed employees will be tested twice per week, or more frequently if recommended by the San Diego County Department of Health

Other engineering controls, administrative controls, and personal protective equipment.

(A) Partitions

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the District will install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

(B) Maximize Outdoor Air

For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Personal Protective Equipment

Personal Protective Equipment is provided to all staff, including but not limited to plastic dividers, hand sanitizer, masks, face shields and procedures to limit exposure.

1. The District will evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
2. The District will evaluate the need for respiratory protection in accordance with section 5144 when the physical distancing requirements in subsection (c)(6) are not feasible or are not maintained.
3. The District will provide and ensure use of respirators in accordance with section 5144 when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.
4. The District will 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.

Cleaning and Disinfecting

The District has implemented cleaning and disinfecting procedures, which require:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, and bathroom surfaces. The District will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

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

Identify all close contacts (as defined by CDC). Identify all cohorts (class, bus, clubs, etc.). Quarantine and exclude close contacts (and work with public health on decisions to exclude the entire cohort) for 10-14 days from the last day of exposure. Each impacted area is electrostatically cleaned.

Send notification to the relevant school community of a known case.

Handwashing Facilities

To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

Hand Sanitizing

Each classroom, building, office and entry to campus is outfitted with hand sanitizer that adheres to CDC and CDPH guidelines. Individuals are encouraged to consistently use hand sanitizer when entering or leaving classrooms and areas.

Investigating and responding to COVID-19 cases in the workplace

(A) Procedure to investigate COVID-19 cases in the workplace.

This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases. The District has a thorough tracing protocol and provides free COVID testing twice a month to all staff. Communication is frequent with the county public health department.

(B) Response to a COVID-19 case in the workplace

The District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

Note: See subsection (c)(10) for exclusion requirements for employees with COVID19 exposure.

3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - a. All employees who may have had COVID-19 exposure and their authorized representatives.
 - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(10)(C).
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards. Each case is investigated by school and District staff to determine protocols and potential improvements.

(C) Confidentiality of Personal Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

EXCEPTION to subsection (c)(3)(C): Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

(D) Confidentiality of Employee Medical Records

All Employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

EXCEPTION 1 to subsection (c)(3)(D): Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.

EXCEPTION 2 to subsection (c)(3)(D): This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

System for Communicating

The District will do all of the following in a form readily understandable by employees:

(A) Employee Reports

All employees of the District are to, without fear of reprisal, report to their Supervisor or Manager any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19 they should report it directly to their supervisor or the Human Resources department as soon as possible.

(B) Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness

Staff are to contact the Human Resources Department for any and all COVID related symptoms and/or illnesses.

(C) Access to COVID-19 testing

COVID-19 testing is being made available for all District staff twice a month free of charge.

(D) COVID-19 hazards and the District's COVID-19 policies and procedures to protect employees and other employers, persons, and entities within or in contact with the employer's workplace.

The District's policies and procedures and the AUSD Reopening Schools Plan and Guidebook are located on the District's website – www.alpineschools.net

NOTE: See subsections (c)(3)(C) and (c)(3)(D) for confidentiality requirements for COVID-19 cases.

Training And Instruction

The District has developed training opportunities for all employees including, but not limited to, the following:

- The District's 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. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- Methods of physical distancing and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel, especially indoors, so physical distancing to the extent possible is 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.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

Exclusion of COVID-19 cases

The AUSD Reopening Schools Plan and Guidebook provides specifics on the handling of COVID-19 cases. The purpose of this section is to limit transmission of COVID-19 in the workplace.

(A) COVID-19 Cases

The District will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements are met

(B) COVID-19 Exposure Cases

The District will exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

(C) Earnings & Benefits while excluded

For employees excluded from work and otherwise able and available to work, the District will continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

The District may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

(D) This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

(E) Information on Benefits & Leaves

At the time of exclusion, the District will provide the employee the information on available benefits and leaves as required

Reporting, recordkeeping, and access

(A) Local Public Health

The District will report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

(B) Cal/OSHA

The District will report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

(C) Injury & Illness Prevention Program

The District will maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

(D) Access to the COVID-19 Prevention Program

The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.

(E) Access to COVID-19 Case Records

The District will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D).

(F) 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

The District provides each employee with specific criteria based upon health guidelines when they may return to work with a positive or close contact case.

COVID-19 cases with COVID-19 symptoms shall not return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms shall 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 shall 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 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 period shall be:

- 10 days from the time the order to isolate was effective, or
- 14 days from the time the order to quarantine was effective.

Guidance from the California Department of Public Health:

[Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)
[Self-Quarantine Instructions for Individuals Exposed to COVID-19](#)

[Self-Quarantine Guidance for Individuals Exposed to COVID-19](#) These instructions are for people who have been in close contact with someone who has been diagnosed with COVID-19.

[Self-Isolation Instructions for Individuals Who Have or Likely Have COVID-19](#)

[Self-Isolation Guidance for Individuals Who Have or Likely Have COVID-19](#) These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts.

Division approval of return to work

If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the District will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

In the Case of Multiple COVID-19 Infections and COVID-19 Outbreaks

(A) Scope

This section applies to a place of employment covered by section the District COVID-19 Prevention Program if:

1. The exposed workplace has been identified by a local health department as the location of a COVID-19 outbreak or,
2. When there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

(B) COVID-19 testing

The District will provide COVID-19 testing to all employees at the 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(s) under subsection (a), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- Immediately upon being covered by this section, all employees in the exposed workplace shall be 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 required by (b)(2)(A), The District will provide continuous 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 this section no longer applies pursuant to subsection (a)(2).

- District will provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

(C) Exclusion of COVID-19 cases

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Prevention Program and local health officer orders if applicable.

(D) Investigation of workplace COVID-19 illness

The District will immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with our COVID-19 Prevention Program.

(E) COVID-19 Investigation, review and hazard correction

In addition to the requirements of our COVID-19 Prevention Program the District 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 shall be documented and include:

1. Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
2. The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
3. The District will implement changes to reduce the transmission of COVID-19 based on the investigation and review required by our COVID-19 Prevention Program. The District 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, and other applicable controls.

(F) Notifications to the local health department

The District will contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

The District 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 any other information requested by the local health department. The District will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Effective January 1, 2021, the District will provide all information to the local health department required by Labor Code section 6409.6.

In the Case of Major COVID-19 Outbreak

(A) Scope

This section applies to any place of employment covered by our COVID-19 Prevention Program when:

- there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period,
- And shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

(B) COVID-19 testing.

The District provides free COVID-19 testing twice a month for all employees. COVID-19 testing will be provided at no cost to employees during employees' working hours.

(C) Exclusion of COVID-19 cases.

The District will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our COVID-19 Prevention Program and any relevant local health department orders.

(D) Investigation of workplace COVID-19 illnesses.

The District will comply with the investigation procedures in accordance with our COVID-19 Prevention Program.

(E) COVID-19 hazard correction.

In addition to the requirements of our COVID-19 Prevention Program, the District will take the following actions:

- In buildings or structures with mechanical ventilation, employers shall 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, employers shall use filters with the highest compatible filtering efficiency. Employers shall 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 shall implement their use to the degree feasible.
- The District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- The District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

(F) Notifications to the local health department. Employers shall comply with the requirements of section 3205.1(f).

Dr. Bobbi Burkett,

A handwritten signature in blue ink, appearing to read "Dr. Bobbi Burkett". The signature is stylized with a large initial "D" and a cursive "B".

Injury and Illness Prevention Program (IIPP) Administrator,

January 21, 2021

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			

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			
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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			

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/students, 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

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: Jan 25 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Alpine Union School District

Number of schools: 5

Enrollment: 1529

Superintendent (or equivalent) Name: Richard Newman

Address: 2001 Tavern Road
Alpine, CA 91901

Phone Number: 619-445-3236

Email: rnewman@alpineschools.net

Date of proposed reopening:
n/a - currently open

County: San Diego

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

Type of LEA: Public, K-8

Grade Level (check all that apply)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☒ 7th ☐ 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, Richard Newman, 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?)
see supporting documentation

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

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

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

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

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

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

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

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

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

Maximum: ^{> 6} _____ feet

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

☒ **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:
see supporting documentation

☒ **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:
see supporting documentation

☒ **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](#)

2021 COVID-19 School Guidance Checklist

Supporting Documentation

Jan 25, 2020

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.

Students will be programmed into stable groups to insure that:

- Students stay in the same stable group
- Stable group sizes determined by the maximum capacity for students in the stable groups learning space while maintaining 4-6-ft physical distancing or maximum space/barriers between students
- Each stable group should be in a separate room and not mix with other stable groups
- Teachers should remain primarily with one stable group of students, if feasible
- Contact tracing can be effectively implemented

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?)

Stable group sizes will vary, but conform to the 4-6 minimum physical distancing requirements. Some factors that determine stable group sizes include physical classroom size, layout and student need.

In grades 7-8, students are not in a single stable group, however contract tracing of students based on their schedules can be effectively implemented.

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

Students will be in stable cohorts and teachers will rotate classes

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 stable groups.

Each site has implemented procedures to support 6-ft physical distancing for staff and student as they enter, exit and move throughout the day, including:

- Altering offices, reception area, and all other common space for physical distancing.
 - Several entry and exit points for all staff, students and parents.
 - Cohorts of students will be assigned a timeframe for arrival and departure from an assigned point.
 - Parents are encouraged to remain in their vehicles and drop off older children at the designated drop off zones.
 - Parents that need to escort younger children to their screening and during pickup will be required to wear a mask.
 - Posting signs in meeting rooms limiting the capacity and layout for physical distancing.
 - Passing periods and break times will be staggered to avoid congestion.
 - Placing signs and/or markers to assist with physical distancing, including:
 - "Stand here" markers where students or staff are required to assemble or wait in line
 - "One Way" markers to establish single direction flow in hallways
 - At restrooms to:
 - Limit entry to students from specific classrooms nearby
 - Limit the number of students using it at one time
 - Indicate where to wait in line
-

Face Coverings and Other Essential Protective Gear

How CDPH's face covering requirements will be satisfied and enforced for staff and students.

(A) The District will:

- Comply with all public health orders regarding face coverings
- Provide face coverings to all employees as needed
- Ensure they are worn by employees over the nose and mouth when;
 - indoors,
 - when outdoors and less than six feet away from another person,
 - and where required by orders from the CDPH or local health department.
- Ensure face coverings are clean and undamaged.
- Ensure face shields are not used as a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the face coverings requirement:
 1. When an employee is alone in a room.
 2. 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.
 3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
 4. 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.
 5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

NOTE: CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible.

(B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

(C) The District will not prevent any employee from wearing a face covering when required, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

(D) The District will implement the following measures to communicate to non-employees the face coverings requirements on their premises: All non-employees

who must be on campus will be required to wear face coverings and agree to do so before entering a campus.

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.

We screen all employees, students and visitors with symptom screening and temperature check

- At secure entrances to prevent entry before screening begins
- Prior to entering district offices and/or school sites
- Prior to boarding school bus
- When engaging in work/school activities off-site

Temperature check includes:

- Use of non-contact thermometers
- Use of oral thermometers in the case of temperatures $\geq 100^{\circ}\text{F}$ with non-contact thermometer
- Denying entry and sending home any individual with oral thermometer temperature $\geq 100^{\circ}\text{F}$. May not return until criteria is met to return

Symptom screening includes the following questions:

- *Do you have a new cough, nasal congestion, or runny nose?*
- *Are you experiencing shortness of breath or difficulty breathing?*
- *Are you having new muscle pain or fatigue?*
- *Do you have a headache (that is not normal for you)?*
- *Do you have a sore throat?*
- *Do you have a temperature 100°F or higher?*
- *Are you experiencing chills?*
- *Are you experiencing a new loss of taste or smell?*
- *Are you experiencing nausea, vomiting or diarrhea?*
- *Are you experiencing poor feeding or loss of appetite?*
- *Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?*

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.

To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

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.

If a student or staff member tests positive for COVID-19:

- Student/staff will be sent home if not already quarantined
- Student/staff instructed to isolate for 14 days after symptom onset OR 10 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive test)
- School based close contacts identified and instructed to test and quarantine for 14 days
 - In stable elementary classroom cohorts: entire cohort
 - In other settings, use seating chart, consult with teacher/staff
 - School administration notified
 - Public Health Department notified

Tracing

Each site will designate a COVID-19 liaison, to act as the communication point for all COVID-19 concerns. This individual's responsibility include:

- Managing and supporting contact tracing
- Notifying exposed persons
- Creating and maintaining a database of exposed students and staff
- Communicating with, and submitting lists of exposed students and staff to the local health department

Physical Distancing

How space and routines will be arranged to allow for physical distancing of students and staff

(A) All employees will be encouraged to separate from other persons, when possible by at least six feet.

Methods of physical distancing include:

- Staggered arrival, departure, work, and break times;
- Adjusted work processes or procedures, to allow greater distance between employees.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- Reducing the number of persons in an area at one time, including limiting or excluding visitors; and
- Telework or other remote work arrangements, where feasible and approved by the District Office

(B) When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible. Personal Protective Equipment will be provided to all staff as well as hand sanitizer.

All sites have instituted procedures to minimize mixing, implemented 6-ft. physical distancing, and maximize space and physical barriers in the following settings:

- During staff and student arrival/symptom screening
- Before instruction begins
- Altered classroom layouts to emphasize 6-ft. physical distancing or maximum space/barriers between students
- Extended Day spaces
- Altered office, reception area, and all other common space layouts for 6-ft. physical distancing

The classroom will be expanded to use spaces on campus, where possible to extend the “four walls” of the classroom.

Staff will implement plans to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

All sites have posted signs in meeting rooms limiting the capacity and layout for 6-ft. physical distancing or maximum space/barriers between individuals

- Placed signs and/or markers to assist with 6-ft. physical distancing:
- “Stand here” markers where students or staff are required to assemble or wait in line
- “One way” markers to establish single direction flow in hallways
- At restrooms to:
 - Limit entry to students from specific classrooms nearby
 - Limit the number of students using it at one time
 - Indicate where to wait in line

Staff Training and Family Education

How staff will be trained and families will be educated on the application and enforcement of the plan.

The District has developed training opportunities for all employees including, but not limited to, the following:

- The District’s 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. This includes any benefits available under workers’ compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer’s own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- Methods of physical distancing and the importance of combining physical distancing with the wearing of face coverings.

- The fact that particles containing the virus can travel, especially indoors, so physical distancing to the extent possible is 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.
 - COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
-

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:

AUSD is implementing symptom and exposure screening based on CDPH recommendations:

- Asymptomatic testing of staff every two weeks when community is at Tier 2 (Red)
- Asymptomatic testing of staff every two weeks when community is at Tier 1 (Purple)
- Asymptomatic testing of staff every week when community is Deep Purple

AUSD is also testing staff when there are multiple COVID-19 cases or major outbreaks based on Cal/OSHA requirements:

- All exposed employees shall be tested immediately and once per week thereafter when three or more COVID-19 cases in an exposed workplace within a 14-day period
 - If there are twenty or more COVID-19 cases in an exposed workplace within a 30-day period, then all exposed employees will be tested twice per week, or more frequently if recommended by the San Diego County Department of Health
-

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:

AUSD is implementing symptom and exposure screening based on CDPH recommendations:

- Asymptomatic testing of students every two weeks when community is at Tier 2 (Red)
 - Asymptomatic testing of students every two weeks when community is at Tier 1 (Purple)
 - Asymptomatic testing of students every week when community is Deep Purple
-

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.

(A) Local Public Health

The District will report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

(B) Cal/OSHA

The District will report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

(C) Injury & Illness Prevention Program

The District will maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

(D) Access to the COVID-19 Prevention Program

The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.

(E) Access to COVID-19 Case Records

The District will keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with subsections (c)(3)(C) and (c)(3)(D).

(F) 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.

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.

When a positive case is identified all staff, families and the community is informed via email and via our District app while maintaining privacy and confidentiality of all individuals. We provide complete transparency while also keeping track of cases on our COVID-19 dashboard located on our website.