

Mountain View Whisman School District

COVID-19 Prevention Program

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

Date: October 7, 2021

The health and safety of our students, staff and families is of utmost importance. We will continue to be vigilant to stop the transmission of COVID-19 and variants as we return to in person learning for all students in the 2021-22 school year.

Currently, community transmission of COVID-19 in Santa Clara County is Substantial according to the Centers for Disease Control and Prevention (CDC). This marks a decrease from the beginning of the school year in August where community transmission was high. Additionally, 82.6% of Santa Clara County residents ages 12 and older are fully vaccinated. Safety measures put in place are based upon the California Department of Public Health (CDPH), CA Department of Education (CDE) guidelines, and guidance from the Santa Clara County Public Health Department. Safety measures in the Mountain View Whisman School District are designed to protect staff, students and families and meet or exceed current guidelines.

District staff continuously monitors COVID-19 transmission within the state, county and District and makes adjustments as necessary.

Stakeholder Engagement

Mountain View Whisman School District revised its COVID Safety Plan to become the “American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Local Educational Agency Plan” with the input of various stakeholders across our community. The District engaged staff and community through a variety of meetings as the District reopened schools for the 2021-22 school year.

Public Meetings: Superintendent Dr. Ayindé Rudolph and staff talked about the reopening process, health and safety protocols and Learning Recovery plans in Board of Trustees meetings.

August 3, 2021

August 12, 2021

August 26, 2021

Remote Independent Study Program interest meetings

August 6, 2021

August 9, 2021

Parent meetings: Principals talked with their school communities about COVID protocols and Remote Independent Study programs at meetings such as:

August 4, 2021- Mistral Elementary Coffee

August 5, 2021- Landels, Bubb, Vargas and Imai Elementary Schools' Coffees

August 13, 2021- Graham Middle Coffee

August 16, 2021- Landels Elementary Coffee

August 20, 2021- Graham Middle Coffee

August 24, 2021- Vargas Elementary Coffee with the Superintendent

August 26, 2021- Bubb Elementary Coffee

August 27, 2021- Graham Middle, and Vargas and Imai Elementary Schools' Coffees

September 2, 2021- Graham and Stevenson Coffee

September 10, 2021- Graham Middle Coffee

September 13, 2021- Landels Elementary Coffee

September 14, 2021- Imai Elementary School Coffee with the Superintendent

Community Check In Meetings: Staff and Community members could register and participate in meetings or view past meeting recordings at

https://www.mvwsd.org/about/communications/news_events/connecting_with_the_community Attendance at these meetings has ranged from 50-250 people. At all meetings attendees are provided information and given time to ask questions and provide input to inform health and safety protocols

July 30, 2021

August 13, 2021

August 27, 2021

September 10, 2021

September 24, 2021

Staff/Parent Focus Groups: The District held focus groups in order to gather as much qualitative feedback as possible from staff and parents to help revise and refine our health and safety protocols

August 30, 2021 and September 1, 2021

Weekly Meetings with Association Presidents: MVEA and CSEA union presidents have weekly meetings with Tara Vikjord, Chief Human Relations Officer, to report any COVID related hazards or concerns. Tara then relays the information to responsible individuals and follows up at the next meeting.

MVEA: Meetings every Friday

CSEA: Meetings every Wednesday

District English Learner Advisory Committee: Committee members were provided additional information about COVID protocols including pooled testing and were given time to ask questions and provide input.

September 13, 2021

SELPA 1 Community Advisory Committee: This committee comes together monthly to discuss how to best support Students with Disabilities within the Districts in SELPA 1. Reopening schools has been a standing item on the agendas with time given for stakeholder questions, concerns and comments.

August 30, 2021 and monthly for the remainder of the school year.

How are we being COVID safe this year?

Since we are an elementary school district with younger learners, many of our children are not vaccinated. MVWSD's plans are informed by the [Centers for Disease Control and Prevention \(CDC\)](#), the [California Department of Public Health](#), and the [Santa Clara County Department of Public Health](#).

[Quarantine Infographic](#)

[Quarantine Flowchart \(SCC County\)](#)

[On-site COVID testing for students/staff](#)

[Schools' COVID Safety Plans](#)

Highlights are:

- Social distancing will be 3 feet between student desks. Six feet of social distancing is required between adults and students.
- Virus safety protocols will continue, including masks for all students and staff members, hand sanitization, and bathroom, and lunch protocols.
- Parents and staff will complete the daily, at-home symptom screener (OKtoReopen) and submit their

results through that platform before their arrival to school. Reminders are sent by email and text early each school day.

- Sick individuals who test positive will be isolated as outlined by the County of Santa Clara Public Health Department. COVID quarantine parameters have been adjusted for the coming school year, based on masking and vaccinations.
- Parents will not enter campus during arrival and dismissal. Pick up and drop off will happen at gates/designated areas.
- Parents and children who are not in class cannot be on campus while students are still present, such as after hours while aftercare programs are in session.

Diagnosics and Screening

We screen our staff and students by:

[Daily Passive Screening](#): Staff and students are provided with an online, daily self-screening tool (OKtoReopen) to passively screen for symptoms. The questions in the screener are updated in compliance with CDPH guidelines.

Testing

Regular COVID testing: The Mountain View Whisman School District is partnering with Concentric for simple, pooled COVID-19 testing for students weekly and rapid antigen testing for staff members on campuses. Testing will begin as soon as possible.

The testing details:

- Method
 - Participants swab their own noses. Swabs are collected in classroom groups and sent for COVID testing. Concentric staff will be present to ensure appropriate testing procedures. Students lower the mask to swab each nostril a specific number of times, making the time the mask is lowered extremely brief.
- Timing
 - Testing will occur weekly for students and vaccinated staff and daily for unvaccinated staff.
- Participants
 - All students whose parents have consented to testing. Only students who have parents' consent can participate. A student's pool will consist of members of his/her classroom. These groups will remain the same, as much as possible, throughout the school year.
 - All teachers and staff members (Staff members who are unvaccinated are required to be tested daily). Contracted teachers and staff members (paid by MVWSD) would be included in regular testing. Contractors who aren't paid by MVWSD (CSMA, Rhythm and Moves, mentors, etc) will be asked to get tested weekly outside the District.
- Results
 - If the pool is positive for COVID, all members of the pool will receive an immediate, rapid COVID test provided by Concentric.
 - Those who test positive on the rapid test will start isolation. They should contact their doctor for next steps. For more information on [testing and quarantine, please see this webpage](#).
 - Those who test negative on the rapid test, after a positive pool test, may continue to come to school if they meet [modified quarantine criteria](#).
 - Those who do not participate in twice a week testing during this period will be required to quarantine at home for 10 days following exposure or receive testing outside of MVWSD - which will likely result in school days missed while parents wait for appointments.
- For more information on COVID testing outside of school and quarantine guidelines, [please see this webpage](#).
- Notifications and response times

- The District receives the aggregate result of the pool; not individual participants' results. Results are typically received in 24-72 hours.
- The District and the individual participant receive the individual results of the rapid COVID tests. Results are typically received on the same day.
- Informational materials
 - [Parent Info Sheet](#)
 - [Pooled Testing Brochure](#)
 - [Video: How students complete testing](#)

Efforts to Provide Vaccinations

COVID 19-vaccines are effective. They can keep people from getting and spreading the virus that causes COVID-19.

The Mountain View Whisman School District has provided resources and support to all staff in getting vaccinated, including time, access to appointments, and regular information about how to get vaccinated. The District maintains records of [staff vaccination status](#) and provides updated percentages on the District website. The District is in the process of collecting vaccination status for students ages 12 and older and will be able to publish this information in a similar format to that of staff.

MVWSD has partnered with Stanford Health, the El Camino HealthCare District and Santa Clara County to provide multiple COVID-19 vaccination events for community members and students throughout the District.

Events:

- June 2, 2021: COVID vaccination event with Santa Clara County at Crittenden Middle School
- June 17, 2021: COVID vaccination event with El Camino Health at Monta Loma Elementary School
- June 23, 2021: COVID vaccination event with Stanford Health at Crittenden Middle School
- June 24, 2021: COVID vaccination event with El Camino Health at Vargas Elementary School
- July 8, 2021: COVID vaccination event with El Camino Health at Monta Loma Elementary School
- July 15, 2021: COVID vaccination event with El Camino Health at Vargas Elementary School

Control of COVID-19 Hazards

Physical Distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.

Where possible, we ensure at least three feet of physical distancing at all times in our classrooms and workplace by:

- Spacing desks further apart to ensure 3 foot distance between student desks and 6 foot distance between staff and students
- Avoiding large gatherings such as assemblies
- Providing visual cues such as signs and floor markings to indicate where students, employees and others should be located or their direction and path of travel.
- During times of unmasked eating, students will be socially distanced to the greatest extent possible and outdoor seating areas will be maximized. Students will be unmasked within six feet of another student fewer than 15 minutes on any day.

In addition, all students have individual desk shields in all classrooms. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

A public health order from the California Department of Public Health outlines that everyone, including those who are fully vaccinated, is required to wear a mask while indoors at a school campus. MVWSD

requires masks for outdoor activities such as recess and physical education in alignment with CDC recommendations. Staff members are required to be masked on school grounds when working/meeting with other adults.

We provide clean, undamaged face coverings and ensure they are properly worn by employees and students over the nose and mouth when indoors and outdoors.

- When staff or students are using campus areas, they are required to wear face masks.
- All staff and students can wear district provided masks or compliant personal masks.
- Teachers have also been provided with a face shield.
- Students should wear clean, cloth masks from home or disposable masks will be provided at school.
- All persons on campus are expected to wear the face masks as indicated at each entrance.
- The District will provide an N95 mask to any unvaccinated staff member upon request.

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. (Employees will be prohibited from using any indoor breakroom or break areas for eating, drinking, or resting, or for any gathering.)
- 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 information from a doctor is required
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Face mask and Social Distancing Video [English/Spanish](#)

Engineering controls

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

- Each office is equipped with partitions between the office staff and public.
- Partitions are used during in-person assessments

Cleaning and Maintaining Facilities Including Improved Ventilation

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

When staff or students are using campus areas, daily cleaning and sanitizing protocols will be followed with an emphasis on high-traffic areas.

Areas of daily cleaning include:

- Full daily sanitizing of each room or office space with disinfectant
- Door handles
- Faucets

- Table tops & Chairs
- Soap, paper towel and sanitizer dispensers
- Main Offices

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

- Cleaning and sanitizing will be performed by our trained custodial or maintenance staff prior to any employee or student returning to the space.

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 wiping with district-provided alcohol or benzalkonium chloride wipes. Employees and students will disinfect items for their personal and specific use. Maintenance crew members will disinfect surfaces as described above.

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.

Ventilation

Our schools have high-quality indoor air, which helps protect students and staff members as one of our layers of COVID safety.

This summer, our schools' HVAC equipment was either upgraded or serviced (based on the condition of the unit) in mechanical closets and in classrooms, offices, and MURs across the campuses. The HVAC systems now have MERV-13 filters, which is the highest-grade filter available for our units, or air purifiers with filtration ratings at least as high as the MERV-13. This includes portable classrooms and office areas. Additionally, each classroom is getting a portable HEPA filter.

Outside air dampers are opened to maximize outside air changes while maintaining indoor air quality and temperature. The average classroom has 7.4 changes per hour. To put this into perspective, the Chan School of Public Health and Harvard University labels 5-6 changes an hour as "excellent" and 6 changes an hour as "ideal." We far exceed the highest recommendations. We continue to consult with HVAC engineers to maximize the quality of indoor air as much as possible.

During bad air days, many particle sizes are removed by MERV 13 filters. MERV 13 filters remove particles 1.0 – 3.0 microns (smoke) at > 90% efficiency and particles 0.3 – 1.0 microns at 50%-75% efficiency.

Hand washing and respiratory etiquette

In order to implement effective hand sanitizing procedures, we:

- Encourage employee and student handwashing through signage and regular email communication.
- Provided training videos and posters to remind staff and students about proper hand-washing.
- Provided posters to remind staff and students about respiratory etiquette.
- Installed touchless faucets and paper towel dispensers in all restrooms.
- Installed hand sanitizing stations in any classroom without a functioning sink.
- Installed touchless hand sanitizing stations in high traffic locations throughout each campus.
- Provided employees with an effective hand sanitizer.

Handwashing Video [English/Spanish](#)

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.

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.

Accommodations for students with Special Needs

A Remote Independent Study (RIS) program is available to any student whose parent/guardian believes that attending in-person classes may negatively impact the health of the child. Remote Independent Study includes grade level content and live interaction or instruction as required by AB130. Students in grades TK-3 receive daily synchronous instruction. Students in grades 4-8 are provided with daily live interaction and weekly synchronous instruction. The RIS is intended for students who anticipate learning from home for 15 days or more. Students may return to in-person learning at any time and will be re-enrolled within 5 days of the request.

English Learner supports will be provided within the remote independent study program for those students needing additional language support. The District will also determine additional services that may be required for students.

Students with Disabilities must engage in an IEP meeting prior to enrolling in the Remote Independent Study program. If, after the IEP meeting, students enroll in the Remote Independent Study program, accommodations will be implemented by the Remote Independent Study teacher. District staff will also provide virtual services included in the student's plan as required.

Short term independent study is available to students who must isolate/quarantine at home due to a positive case or exposure outside of school for up to 14 days. The short term independent study materials will permit students to continue working on grade level material, aligned to grade level pacing, while they are staying home.

Students with disabilities participating in short term independent student will receive services as outlined in their IEP virtually from a district staff member during their independent study quarantine time.

Mental Health services

Mental Health support services are available to those students in need through CHAC and Uplift. Telehealth services for those who are participating in Independent Study or in at home quarantine are provided through CHAC.

Investigating and Responding to COVID-19 Cases

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

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

- Offered COVID-19 testing at no cost during their working hours. Free testing information through El Camino Hospital is shared monthly to all employees. Any employee who has been exposed in the workplace is also provided with additional resources in writing.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees who have been exposed in the workplace.

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:

- Any staff or student who has been exposed to a positive COVID-19 case or who have tested positive for COVID-19 are to immediately contact the District COVID team. (Tara Vikjord, Cathy Baur, and Regina Aguas)
- Employees can report symptoms and hazards without fear of reprisal.
- The COVID Designee will report positive cases through the Santa Clara County Department of Public Health Education Reporting portal upon learning of a confirmed COVID-19 case on site.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 are encouraged to engage in the Interactive Process with the Human Resources Department to discuss concerns and applicable accommodations.
- Testing for unvaccinated staff is available on site daily. Testing for exposed staff is available on site as well. Regular weekly testing for staff will be conducted as part of the District testing program.
- 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.
- Any staff member who has been considered a close contact to a positive case will be notified immediately. The notification will include information about how to safely quarantine, when COVID testing should be done, and information about testing locations.
- Staff who have been on a campus with a positive case but have not been in close contact are notified of the site exposure.
- Staff who have been in contact with a staff member or student who has been a close contact to a positive case are also notified immediately of the exposure. Follow up communication is provided in the event that the contact then tests positive.
- All notification is provided in compliance with the Santa Clara County Department of Public Health.

Training and Instruction

We will provide effective training and instruction to staff. Training has been provided by videos developed by District nurses in compliance with state and county health guidelines. Training and information has also been provided during staff meetings by principals and department managers. All employees have been required to complete the video training course on COVID and review the MVWSD IIPP Plan and the COVID Addendum to the IIPP. COVID safety information is posted on our District website.

Provided training 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 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 or student has COVID-19 symptoms.

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

[Contact tracing in combination with isolation and quarantine of COVID-19 Cases](#)

The Mountain View Whisman School District works collaboratively with representatives from the Santa Clara County Public Health Department to limit the transmission of COVID-19 through contact tracing and providing clear communication to staff and families regarding isolation and quarantine. District staff uses the Santa Clara County [Quarantine Flowchart](#) when processing COVID-19 cases and exposures.

Employees

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

- Ensuring that COVID-19 cases are excluded from the school/workplace until our return-to-work/school requirements are met.
- Excluding unvaccinated employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case and requiring a COVID test and results for vaccinated employees 5 days after exposure. Quarantine may be shortened to 7 days of exclusion with negative results from day 5 testing.
- 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 a member of the HR Department meeting with and working with the employee on these details.
- Providing employees at the time of exclusion with information on available benefits.

Students

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

- Ensuring that COVID-19 cases are excluded from the school until our return-to-school requirements are met.
- Excluding unvaccinated students with COVID-19 exposure outside of school from school for 10 days after the last known COVID-19 exposure to a COVID-19 case and requiring a COVID test and results for vaccinated students 5 days after exposure. Quarantine may be shortened to 7 days of exclusion with negative results from day 5 testing.
- Fully masked students who are exposed to COVID-19 at school may continue to attend school in a modified quarantine as long as they complete the following:
 - Students must get tested immediately and again in 5 days after the date of exposure and provide documentation to school.
 - Before a student can come to campus, he/she must present proof of their "Day 1 after exposure" COVID test (for example, a screenshot of an appointment that has happened that same day or will happen that same day).
 - For a student to remain in school:
 - You must provide your child's negative test results from the "Day 1 after exposure" test to the school office immediately upon receipt.
 - You must provide documentation (for example, screenshot of appointment confirmation) of their second test/"Day 5 after exposure" test on Day 5.
 - You must provide proof of negative test result from their second test/"Day 5 after exposure" test to the school office immediately upon receipt.

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 MVWSD COVID 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.
- Post our public COVID-19 Cases Dashboard on our website to the community:
<https://www.mvwsd.org/coviddashboard>

Return-to-Work or School Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work or school until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.0 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 or student to return to work.
 - If an order to isolate or quarantine an employee or student is issued by a local or state health official, the employee or student will not return to work or school until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
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Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

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

- Participating in regular staff meetings in which there is a designated time for employees to ask questions and identify hazards
- Informing MVEA and CSEA leadership and the Chief Human Relations Officer of any potential hazards.

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:

- MVEA and CSEA union presidents have weekly meetings with Tara Vikjord, Chief Human Relations Officer, to report any COVID related hazards or concerns. Tara then relays the information to responsible individuals and follow up with union presidents at the next meeting.
- Brian Perron, Director of Maintenance, Operations, and Technology will conduct regular inspections.

Authority and Responsibility

The Superintendent, or designee, 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.

Dr. Aryindé Rudolph, Superintendent

October 4, 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.

Date	Person conducting evaluation and participating representatives	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 (dampers open, MERV 13 filters installed)			
Additional room air filtration			
Administrative			
Physical distancing (Spacing markers, spacing between desks)			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			

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 student's name:
- Location:
- Occupation:
- Names of staff involved in investigation:
- Status: Quarantined due to exposure or Positive
- COVID Test date or date of exposure:
- Test Result:
- Symptoms? If yes, date of symptoms:
- Last date on campus:
- Date of Public Health notification
- Notification letters sent to case, close contacts, and non-close contacts:
 - Notification letters include offer of free COVID testing
- Identify locations of potential exposure and follow cleaning protocols of all locations
- Any workplace conditions that could have contributed to risk of exposure?
- What could be done to reduce the risk of exposure?
- Notes:

Appendix D: COVID-19 Training Roster

Mandatory trainings, including the video training course on COVID, the MVWSD IIPP Plan, and the COVID Addendum to the IIPP have been managed through the Keenan Safe Schools Website.

This website allows the HR department to maintain records and verify completion of each course and training completed by each employee.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

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

COVID-19 testing

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

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

COVID-19 testing

We will 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**.