



COVID-19 Prevention Program (CPP) for Livermore Valley Joint Unified School District

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

Date: December 17, 2020

Authority and Responsibility

Chris Van Schaack, Deputy Superintendent, has overall authority and responsibility for implementing the provisions of this CPP in our workplace.

- In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.
- All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee Participation

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

- Reporting concerns directly to the direct supervisor

Employee screening

We screen our employees by having them self-screen according to CDPH guidelines at each location visited using the self-reporting tool.

- Self-screening can be done by accessing the individual QR code at each location using the camera on a mobile phone, or from a computer using the appropriate link for each work location.
- LVJUSD will also begin COVID screening testing. During this process, face coverings will be used during screening by both screeners and employees being tested. If temperatures are measured, non-contact thermometers will be used.

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:

- Once a potential hazard has been identified and brought to the attention of a supervisor, the supervisor shall evaluate the worksite and prioritize what actions will take place based on the potential for Covid 19 exposures for employees, members of the public, students, and employees of other employers.
- Supervisors that will be identifying and correcting potential hazards:
 - Ross Volker, Maintenance Manager
 - Rey Sanchez Jr, Operations Manager
 - Glenn Sherman, Director of Maintenance, Operations and Facilities

Control of COVID-19 Hazards

Physical Distancing

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

- Reduce the need for workers to be in the workplace – e.g., telework or other remote work arrangements to the extent possible.
- Reduce the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times as appropriate.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

- Common areas such as break rooms, copy rooms, conference rooms shall be closed or occupancy severely limited
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings are available at the front desk for each work location. Employees can receive additional masks in the site's entry area, or the office should their mask become soiled, lost or unusable.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

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

Engineering Controls

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

- Plastic partitions will be placed (as needed) on counters, hanging, and movable to keep separation in offices and between cubicles when employees must work side by side or have contact with other staff, parents, students, community members or contractors or their employees.

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

- HVAC Units shall have MERV 13 filters installed, and systems will be programmed to come on at least two hours before staff is expected on site.
- Door sensors will be bypassed so they will be able to be open for fresh air and the HVAC system will not shut off.

- Dampers and other controls (where installed) shall be adjusted to allow maximum outside air while keeping the interior space comfortable.
- Air purifiers shall be installed in areas that we are unable to use the MERV 13 filters due to the HVAC system being unable to handle the restricted air flow or because the design does not allow the use of the MERV 13 filters.
- HVAC systems will be checked, and filters changed as part of our HVAC preventative Maintenance program and will be tracked through our HelpDesk work order system.
- Adjustments may have to be made should a wildfire event take place, so that outside air is reduced.

Cleaning and Disinfecting:

- Classrooms, Workspaces, Office, Staff Rooms & Multi-Purpose Rooms - Daily Cleaning
- Empty trash, recycling, and compost, if applicable.
- Check and refill, as needed, paper towel, soap, and hand sanitizer dispensers.
- Clean all soiled surfaces including tables, counter, desktops, chairs, door handles/panic bars, door touch points, window handles, light switches, sink faucet, drinking fountain, and dispensers with a clean microfiber towel with Envirox H2Orange2 cleaner.
- Disinfect using EPA N listed Waxie 730 HP (EPA 45745-11) in the electrostatic machine. Disinfect all high touch surfaces including tables, counters, desktops, chairs, doorknobs, door touch points, window handles, light switches, sink faucet, drinking fountain, and dispensers. Make sure the areas are thoroughly covered with the Waxie 730 HP disinfectant and allow the chemical to air dry.
- If Vinyl Composition Tile or Luxury Vinyl Tile floor is present, mop and clean/disinfect.
- Vacuuming is on an as needed basis.

Placards shall be used on classroom doors indicating level of cleaning needed based on use:

- No placard means room was not used.
- Placard with “blue” side showing means minimal cleaning needed such as empty trash, check dispensers.
- Placard with “red” side showing means room needs high level of cleaning and disinfecting.

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

- We recommend that all employees follow posted procedures for cleaning and disinfecting individual workstations and any common areas.
- We are continuing daily sanitization practices that meet Alameda County Public Health Department’s requirements.

Cleaning and Disinfecting After a COVID-10 Case

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

- Immediately close the space or spaces where the student/staff member was working, and keep closed for 24 hours.
- After a minimum 24-hour period, the custodian will enter in full PPE (disposable gloves, N-95 or KN95 mask, face shield or goggles, and gown).
- The space will be cleaned, and disinfected following CDC recommended guidelines, as indicated above in daily cleaning protocol: all surfaces will be cleaned with Envirox H2Orange2 cleaner, and hard surface floors will be cleaned with EPA N listed Waxie 730 HP disinfectant.
- The electrostatic sprayer will be used to disinfect the space: using EPA N listed Waxie 730 HP (EPA 45745-11) in the electrostatic machine, all surfaces will be thoroughly covered with the Waxie 730 HP disinfectant, and the chemical will be allowed to dry before others can enter 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 the employee vacating the workspace, and again by the employee coming into the workstation.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities to determine appropriate number of facilities and stocked supplies (such as soap and paper towels).
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by 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.

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.
 - The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

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

- Employees should report COVID-19 symptoms to, one of the District Nurses listed below, or to Danita O'Keefe:
 - Carolyn Reggiardo CReggiardo@lvjUSD.org
 - Julie Howard JHoward@lvjUSD.org
 - Shelley Casey SCasey@lvjUSD.org
 - Cat Arthur CArthur@lvjUSD.org
 - Laura Curran LCurran@lvjUSD.org
 - Jennifer Daily JDaily@lvjUSD.org
 - Danita O'Keefe DOKeefe@lvjUSD.org
- Employees should report possible hazards to their direct supervisor
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should contact Human Resources to discuss possible accommodation and/or leave options.
- Employees who work in person at a District School or facility must participate in monthly COVID-19 testing. Testing dates and locations are published on the District website.
- 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.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

The facts are that:

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

*Note - Appendix D: COVID-19 Training Roster may be used to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

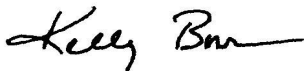
It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100 degrees or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Authorized by:



1/20/21

Kelly Bowers Ed.D., Superintendent

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious.

- Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not.
 - For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
- Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors.
- We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee(s) and authorized employee representative(s) 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			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

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: _____

COVID-19 Case Investigation Information:

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?	

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

Appendix D: COVID-19 Training Roster

Date: _____

Person that conducted the training: _____

Employee Name	Signature