

# Laytonville Unified School District COVID Safety Plan



March 5, 2021

Joan Viada Potter, Superintendent  
Calvin Harwood, Board President  
Meagen Hedley, Clerk  
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# ***Laytonville Unified School District***

## ***2021 COVID-19 School Guidance Checklist***

Date: **March 5, 2021**

Name of Local Educational Agency or Equivalent: **Laytonville Unified School District**

Number of Schools: **4**

1. Laytonville Elementary School (K-8)
2. Laytonville High School (9-12)
3. Spyrock School (TK-3)
4. Laytonville Continuation School (9-12)

Enrollment: **344**

Superintendent: **Joan Viada Potter**  
 Address: **P.O. Box 868, Laytonville, CA 95454**  
 Phone Number: **707 984-6414**

Date of Proposed Reopening: March 15, 2021

County: **Mendocino** Current Tier: **Purple**

Grade Levels to reopen:

March 15, 2021	Preschool	Within a week after being in the red	6th
April 19, 2021	TK-K	Within a week after being in the red	6-7th
March 15, 2021	K-1 2-3	Within a week after being in the red	7th
March 15 or 22, 2021	1-2	Within a week after being in the red	8th
March 22, 2021	5	When in the Red and allowed by Public Health Will be Opening for Additional stable groups and continuing Distance Learning for Core Courses	9-12
April 26, 2021	3 <sup>rd</sup> 4th	March 17 <sup>th</sup> or 24 <sup>th</sup> , 2021	Spyrock School TK-3

☒ I, **Joan Viada Potter**, 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?)

Elementary student (K-5) and staff groupings will be as static and small as possible, by having the same group of students stay with the same staff as much as possible. Student groups will not change more frequently than 2-4 weeks.

Elementary students will be split into two groups- AM and PM. Each stable group will allow for 6 feet of physical distancing and will have approximately 7-15 students. Every effort will be made to keep 6 feet of physical distancing between desks/students. One to two adults will be in each stable group. Teachers may have up to two stable groups/day with a maximum of thirty students total/day. Distance Learning will continue for families requesting it.

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

For middle and high schools, larger groups, made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis, while avoiding school wide mixing of students and staff. Stable groups will be maintained and not change frequently.

Middle School students will continue Distance learning using a hybrid model but will be brought in for stable groups of no more than 15 for Social Emotional Learning, instructional support, art, and science labs. If middle school students are brought back on to campus they will have stable groups where the teachers rotate into the class. Each stable group will have no more than 15 students. Teachers would see up to two stable groups per day.

High school students will continue Distance Learning but will be brought in for stable groups of no more than 15 for instructional support and/or CTE courses. Physical Education courses may allow more than 15 students if physical distancing of more than 6 feet is maintained. CDPH youth sports guidance will be followed.

- If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?  
We will not be offering electives this school year in the traditional sense.

☒ **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.

Schools will provide routes for entry and exit to the campus and classrooms. Schedules for arrivals, departures and break times will be strategically coordinated to prevent the mixing of students, staff, and cohorts. Congregate movement through hallways will be minimized as practicable and sites will create ways to enter and exit a campus, create staggered passing times when necessary, and use visual reminders on the floor that students can follow to enable physical distance while passing and waiting in line.

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

LUSD 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.

Staff and students must all wear masks at all times when on campus and are encouraged to wear cloth, medical masks, or N95 masks brought from home. However, if a staff member, visitor or student needs a mask, the district will supply one.

Administration enforces the wearing of face coverings. Any instances of employees observing anyone on campus not following masking and distancing procedures should be reported to the Superintendent's office or the site office. The Superintendent will address the situation immediately.

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

- When an employee is alone in a room.
- Staff lunch and break rooms will not be open to staff for eating lunch or taking breaks. Breaks and lunch will be taken either outside or in individual work spaces.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

☒ **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.

All staff and students are required to do home health screenings according to CDPH guidelines before coming on campus each day. Staff and families are provided with a home health screening tool. Text messages reminders will be sent to parents daily. When students arrive to their classrooms teachers will again screen students for symptoms and temperature checks. If students have symptoms or a fever of 100.4 they will be sent home.

When entering shared spaces, employees and students will be asked by office staff if they conducted a home health screening prior to coming to work. If the staff member has not done so they will be asked to do so at that point

Staff should self-monitor their health and student's health throughout the day for signs of illness; and will be sent home with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.

Staff are directed to immediately report information regarding persons exhibiting symptoms or saying they have been exposed to COVID positive person, to the school site office or District Office at 707 984-6414.

Isolation rooms have been identified at each school site and students who have COVID 19 symptoms will be isolated 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.

Near classrooms where sinks are not available, handwashing stations will be installed. At the elementary school a handwashing station will be placed in the Multipurpose Room and outside of the Library/Computer lab. At the high school a handwashing station will be set outside of the C wing classrooms and near the football field.

Staff will promote handwashing amongst students by having them wash hands upon entering and exiting the classroom and in between activities that may involve common surfaces. All staff are encouraged to wash hands regularly and are trained in proper handwashing techniques using soap and water for a duration of at least 20 seconds.

Hand Sanitizer containing methyl alcohol is available in all classrooms and office buildings and other public spaces.

☒ **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.

All schools have a COVID-19 Liaison who is in direct contact with the District Superintendent and Administrative Assistant. The school liaisons and District staff support contact tracing through

following up with the COVID-19 employee or student and creating lists to be provided to local Public health and in notifying exposed persons.

☒ **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: **greater than 6 feet**

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

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

Staff will be trained during staff meetings on the specific requirements outlined in the plan.

Families will be educated by sending out notifications through email and regular mail that outline the specifics of the requirements prior to students returning to school campuses. Enforcement of the plan is the responsibility of all staff, though site principals and the Superintendent will be responsible for ensuring ultimate enforcement. The COVID Safety Plan and COVID Prevention Plan will be posted on the district website.

☒ **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.

Laytonville Unified School district will follow all Cal-OSHA protocols for response testing. All staff who have symptoms or have been exposed to COVID-19 will be notified as soon as staff are aware of the situation. Staff will be advised to be tested at either Long Valley Health Clinic or the County Fair grounds and will be instructed to quarantine while waiting for test results.

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

Staff asymptomatic testing is available weekly through Long Valley Health Clinic and daily through the County Fairgrounds. Currently the health clinic provides testing services on the elementary school campus every other week.

☒ **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.

Response Testing will be provided free of charge to students. The parents of all students who have symptoms or have been exposed to COVID-19 will be notified as soon as staff are aware of the situation. Parents will be advised to have their child tested at either Long Valley Health Clinic or the County Fair grounds and will be instructed to quarantine while waiting for test results.

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

Student asymptomatic testing is available weekly through Long Valley Health Clinic and daily through the County Fairgrounds. Currently the health clinic provides testing services on the elementary school campus every other week.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with CDPH Reporting Requirements.

LUSD administration and School COVID-19 Liaisons work in partnership with the Mendocino County Department of Public Health to report confirmed positive cases as outlined in the CDPH [Reporting Requirements](#). All student and staff positive COVID-19 cases will be reported to the Mendocino County Public Health Department within 24 hours.

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

The superintendent will communicate information to parents, staff and students regarding cases and exposures at school will be done via email and phone calls/texts. All FERPA and HIPAA requirements will be adhered to in these communications. Information will include the location of the exposure and information regarding testing locations and quarantine requirements.

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

☒ Labor Organizations:

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

Name: **Long Valley Teachers Association (FBDTA)**

Date: February 10, 2021, February 23, 2021

Name: **California School Employees Association (CSEA) - Chapter 80**

Date: February 17, 2021; February 22, 2021

☒ Parent and Community Organizations

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

Name: District Advisory Committee, LES Site Council and LHS Site Council

Date: February 17, 2021

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

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

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

Additional Resources:

- [Guidance on Schools](#)
- [Safe Schools for All Hub](#)



# COVID-19 Prevention Program (CPP)

## Laytonville Unified School District



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

**Date:** December 14, 2020 (Revised March 4, 2021)

### **Authority and Responsibility**

Joan Viada Potter, 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:

Administrative and administrative support staff will survey all school sites using the COVID-19 Hazards form. If Hazards are identified the Superintendent will ensure that the Hazard is addressed and mitigated.

Custodial and Maintenance staff will implement strategies to address any workplace hazards as directed by administrative staff.

Certificated and classified staff will notify administrative staff if they observe any potential hazards.

## Employee Screening

We screen our employees by:

- All staff and students are required to do home health screenings according to CDPH guidelines before coming on campus each day. Staff and families are provided with a home health screening tool.
- When entering shared spaces employees and students will be asked by office staff if they conducted a home health screening prior to coming to work. If the staff member has not done so they will be asked to do so at that point.
- Staff should self-monitor their health and student's health throughout the day for signs of illness; and will be sent home with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Staff are directed to immediately report information regarding persons exhibiting symptoms or saying they have been exposed to COVID positive person, to the school site office or District Office at 707 984-6414.
- The District Office will Document/track incidents of possible exposure and notify public health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school, while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- LUSD administration will work closely with person's testing positive or who had close contact with a person testing positive, in order to conduct contact tracing in conjunction with Local Public Health. All individuals who were identified in the contact tracing will be notified and advised to follow public health quarantine procedures.

Face coverings will be worn at all times by screeners and employees, and when needed 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:

The Superintendent is responsible for assessing the severity of the hazard and will address time frames accordingly. The Superintendent or designee will communicate directly with Custodial and Maintenance or other applicable staff the nature of the correction and instructions for making the correction. The Superintendent will follow up to ensure that corrections were completed within the assigned timeline. LUSD Administration will periodically inspect all district facilities to insure healthy conditions exist in the workplace. Examples of areas needing assessment may include assessing whether congested worksites allow effective social distancing, air filtration systems in indoor work facilities are effective, or employees consistently follow face covering policies.

## **Controls of COVID-19 Hazards**

### **Physical Distancing**

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

- To promote physical distancing in the work place LUSD will allow for flexibility in its worksites as needed for CDC/Local Public Health guidelines. Examples include telecommuting, and flexible work hours to increase physical distance among employees.

For staff who choose to be on campus, do not have Internet access in their homes or who cannot complete the responsibilities of their job without being on campus, the following practices are in place:

- LUSD Actively encourages sick employees to stay home. If the employee is able to work remotely, his/her sick leave or other applicable leaves will not be affected.
- Any LUSD employees with acute respiratory illness symptoms will be sent home immediately.
- All classrooms and shared spaces are provided with tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- All LUSD staff, students and parents must practice six feet of physical distancing at all times. Facilities will be arranged to allow for physical distancing and proper signage is in place to encourage and optimize the practice.
- LUSD will make efforts to minimize exposure between employees, and between employees and the public. Examples include assigning specific restrooms to staff and minimizing numbers of employees in shared spaces.
- All meetings will be held remotely. Small groups may meet outside if practicing physical distancing and wearing masks. Visitors are generally not allowed in buildings. If a situation arises where a visitor needs to enter the campus, a health screening will be administered, masking and social distancing will be enforced.

- Visual cues such as signs and floor markings are placed throughout shared spaces to indicate where employees and others should be located or their direction and path of travel.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

## **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Staff and students are encouraged to wear cloth or N95 masks brought from home. However, if a staff member, visitor or student needs a mask, the district will supply one.

Administration enforces the wearing of face coverings. Any instances of employees observing anyone on campus not following masking and distancing procedures should be reported to the Superintendent's office or the site office. The Superintendent will address the situation immediately.

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

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

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

## **Engineering controls**

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

HEPA Air purifiers have been installed in all rooms. All buildings and classrooms will be arranged in a manner to allow for 6 feet between individuals. When possible windows will be opened to maximize air flow.

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

During times of extreme heat or cold or wildfire smoke outside air may need to be minimized. Air purifiers are installed in all district rooms to increase filtration efficiency. using Air purifiers. Filters are monitored and will be replaced every 8-12 months or as needed.

## **Cleaning and disinfecting**

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

Custodial staff clean frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. . We use detergent or soap and water prior to disinfection.. Restrooms' and high traffic areas are cleaned at least two times a day. Custodial and office staff ensure that adequate supplies are in stock and notify the district office when supplies are becoming limited. LUSD will modify the workplace to mitigate safety risks by installing cleanable partitions in offices and wherever else necessary for reducing risk of spread; will implement cleaning and disinfecting steps for the workplace, and evaluate the need for personal protective equipment.

All custodial staff will be provided training for cleaning and disinfecting procedures specific to COVID. High touch areas will be cleaned twice daily.

All staff will be provided with the necessary PPE to fulfill their duties including masks, gloves, protective high wear (when needed) and any other PPE as dictated by CDC oh CDPH.

Per most recent CDC and CDPH guidelines, disinfectant will be used primarily after a Positive Case of COVIS has been determined to have occurred on campus.

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

Areas where a positive COVID employee or students have been in contact with will be left untouched for a period of at least 24 hours. Employees who have been properly trained will disinfect the areas and the space(s) will not be used for 72 hours.

## **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:

Employees who are required to use pones, headsets, keyboards etc. are all set up with their own equipment and work spaces to limit shared contact. All staff are trained in cleaning and sanitizing so that they may clean items between use of other employees.

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:

In classrooms where sinks are not available handwashing stations will be installed. At the elementary school a handwashing station will be placed in the Multipurpose Room and outside of the library/computer lab. At the high school a handwashing station will be set outside of the C wing classrooms and near the football field.

All staff are encouraged to wash hands regularly and are trained in proper handwashing techniques using soap and water for a duration of at least 20 seconds.

Hand Sanitizer containing methyl alcohol is available in all classrooms and office buildings and other public spaces.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **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:

LUSD is required to follow strict procedures for removing and/or excluding employees from the workplace due to COVID-19, including:

- All employees from the worksite, who had “close contact” and/or exposure to a person who tested positive for COVID-19, will be excluded for at least 10 days after the last known COVID-19 exposure.
- Employees will continue to receive pay and benefits following federal, state, and bargaining unit guidelines, for excluded employees during the period of their absence, unless the employee is unable to work for reasons unrelated to their COVID-19 exposure.
- Employees who are excluded from work will be provided with information about available COVID-19-related benefits, including COVID-related leaves of absence provided under federal law, state law, or public employer policies.
- The following protocols will be enforced and are subject to change per CDC/Public Health guidelines: If the local Public Health Department imposes stricter guidelines those will be followed.
- Employees who test positive for COVID-19 and display symptoms cannot return until (i) at least 24 hours pass since fever of 100.4 degrees Fahrenheit (or higher) has resolved without use of medication, (ii) other COVID-19 symptoms have improved, and (iii) at least 10 days have passed since COVID-19 symptoms first manifested.
- Employees who test positive for COVID-19 but never showed symptoms cannot return until at least 10 days have passed since their positive test specimen was collected.
- Employees who self-quarantined due to COVID-19 public health order cannot return until order lifts or at least 14 days have passed since order to quarantine was effective.

Cal/OSHA's regulations notably provide that public employers may not require a negative COVID-19 test before an employee may be permitted to return to work.[3]

## Heightened Standards for “Outbreaks” and “Major Outbreaks”

Cal/OSHA also passed rules and procedures that public employers must follow in the case of an “outbreak” or “major outbreak”, in addition to the general rules described above. An “outbreak” exists if a public employer has three or more COVID-19 cases in a worksite within a 14-day period. Public employers must follow these additional procedures during “outbreaks” until there are no new COVID-19 cases in the workplace for a 14-day period.[4] Among others, these procedures include:

- Access to no-cost testing for COVID-19 to employees at “exposed workplaces” on a weekly basis until the “outbreak” ends. The district is currently (as of December 3, 2020) working with Public Health on how we will get access to testing.
- “Exposed workplaces” include any work location used or accessed by an individual who tests positive for COVID-19, including bathrooms; walkways; hallways; aisles; break or eating areas; and waiting areas.
- The District will conduct an investigation into whether workplace conditions have increased and/or affected the level of risk of exposure and infection in the workplace, including whether employees are discouraged from remaining at home, whether the COVID-19 Prevention Plan is consistently enforced, etc.
- The District will notify the local public health agency within 48 hours of an “outbreak” occurring, including providing the total number of COVID-19 cases and certain information about each case (name, occupation, contact information, workplace location(s), business address of worksite, hospitalization/fatality status, and NAICS code of workplace).

Stricter procedures apply in the case of a “major outbreak”, which arises if 20 or more COVID-19 cases occur in a worksite within a 30-day period. These additional procedures apply until there are no new cases in the workplace for a 14-day period. In addition to the generally-applicable rules outlined above, public employers must:

- Provide access to no-cost testing for COVID-19 to employees at “exposed workplaces” on a bi-weekly basis until the “major outbreak” ends.
- Investigate and correct COVID-19 workplace hazards, including increasing building facility filtration and/or halting on-site operations until hazards have been addressed.
- Notify local public health agency within 48 hours of a “major outbreak” occurring of the same type of information described above for “outbreak”.

## System for Communicating

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

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

Employees should report COVID-19 symptoms and/or possible hazards to their site administration. Site administration will communicate all hazards to the Superintendent.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Testing will be provided by Long Valley Health Clinic in Laytonville or Public Health in Ukiah or Laytonville. Employees will be notified by the school district of available free testing opportunities.

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

## **Training and Instruction**

We will provide effective training and instruction that includes:

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

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

## **Exclusion of COVID-19 Cases**

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

The HR 6201/Family First Coronavirus Response Act (FFCRA) provides for qualifying leaves in addition to those leaves  
COVID-19 Prevention Program



already provided pursuant to Federal and State statutes and the LUSD-LVTA and CSEA Collective Bargaining Agreements. These leaves can be used in addition to an employee's regular leave options, or in lieu of, depending on whether certain criteria are met as described in the Families First Coronavirus Response Act (HR 6201/FFCRA) Employee Rights document regarding paid sick leave and expanded Family and Medical Leave under (HR 6201/FFCRA).

Staff members who have symptoms of COVID-19, who are absent due to COVID-19 exposure, or have been diagnosed with COVID-19 will contact LUSD immediately. LUSD will work with employees when they are absent from work due to any of the "qualifying reasons for leave related to COVID-19" HR 6201/ FFCRA Criteria for Leaves.

- a. Staff may also be asked to provide health provider documentation regarding any leave related to COVID-19.
  - b. Staff members will contact their school site and LUSD for the next steps in documenting leave specifically related to COVID-19.
  - c. Staff members who are either sick or quarantined due to COVID-19 but can continue to work remotely, shall not have leave deducted.
- Providing employees at the time of exclusion with information on available benefits.

### Reporting, Recordkeeping, and Access

It is our policy to:

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

### Return-to-Work Criteria

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

**Title of Owner or Top Management Representative**

**Signature**

**Date**

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person Conducting the Evaluation:** Joan Viada Potter

**Date:** December 2020

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

Joan Viada Potter, Lorre Stange, Tim Henry,

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
Interaction between public and employees	Front Offices Throughout the day	Physical distancing between public and employees	Signage, Partitions and Air purifiers have been installed in all offices.
Food preparation	Food Service 7:00AM-2:00PM Daily	Employees and school families	Food Service staff has all been trained in proper hygiene for Food Service employees
Custodial/Maintenance	All classrooms and buildings Throughout the day and evening	Employees and the public	Schedules have been created so that custodial staff minimize time in rooms when other employees are present.
Transportation	Buses and Vans 7 am to 2 pm Daily	Masking, Physical distancing	At least two windows are kept open in buses, seats are blocked off to accommodate physical distancing, parents screen students before boarding buses/vans
Meetings	Ongoing	Employees	All will take place viz Zoom or other online platform. In some cases meetings will take place out doors with masking and physical distancing protocols in place.

## Appendix B: COVID-19 Inspections

**Date:** December 2020

**Name of Person Conducting the Inspection:** Joan Viada Potter

**Work Location Evaluated:** Laytonville Elementary School and Laytonville High School

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions	In place		
Ventilation (amount of fresh air and filtration maximized)	Good		
Additional room air filtration	Air purifiers have been ordered	Joan Viada Potter	December 15, 2020

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing	Good		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Good		
Hand washing facilities (adequate numbers and supplies)	Good		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Good		

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

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

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

#### **COVID-19 testing**

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

#### **Exclusion of COVID-19 cases**

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

#### **Investigation of workplace COVID-19 illness**

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

#### **COVID-19 investigation, review and hazard correction**

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

The investigation and review will be documented and include:

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

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

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

#### **Additional Consideration #2**

#### **Major COVID-19 Outbreaks**

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

#### **COVID-19 testing**

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

#### **Exclusion of COVID-19 cases**

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

#### **Investigation of workplace COVID-19 illnesses**

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

#### **COVID-19 hazard correction**

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.

- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

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

#### **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing**

#### **Assignment of housing units**

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

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

#### **Physical distancing and controls**

We will ensure:

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

#### **Face coverings**

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

#### **Cleaning and disinfection**

We will ensure that:

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

#### **Screening**

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

### **COVID-19 testing**

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

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

We will:

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

### **Additional Consideration #4**

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

#### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

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

#### **Physical distancing and face coverings**

We will ensure that the:

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

#### **Screening**

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

#### **Cleaning and disinfecting**

We will ensure that:

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

**Ventilation**

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

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

**Hand hygiene**

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