

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

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

☐ TK ☐ 2nd ☐ 5th ☐ 8th ☐ 11th

☐ K ☐ 3rd ☐ 6th ☐ 9th ☐ 12th

☐ 1st ☐ 4th ☐ 7th ☐ 10th

Type of LEA: _____

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

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

K12csp@cdph.ca.gov

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

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

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

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

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

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

Please provide specific information regarding:

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

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

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

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

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

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

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

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

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

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

Maximum: _____ feet

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

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

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

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

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

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

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

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

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

☐ Labor Organization

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

Name: _____

Date: _____

☐ Parent and Community Organizations

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

Name: _____

Date: _____

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

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

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the 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](#)



La Mesa-Spring Valley School District COVID-19 School Guidance Checklist Accompanying Information

Area	Details
Stable Group Structures	<p>Students will be assigned into stable groups to insure that:</p> <ul style="list-style-type: none"> • Students stay in the same stable group • Stable group sizes determined by the maximum capacity for students in the stable groups learning space, while maintaining required physical distancing or maximum space between students (per CDPH guidelines) • Each stable group should be in a separate room and not mix with other stable groups • Teachers should remain primarily with one stable group of students, if feasible • Contact tracing can be effectively implemented <p>The only exception will be to provide federally required special education services, in which case additional distancing will be provided.</p> <p>The number of days a stable group attends campus will be determined based on capacity.</p>
Stable Groups for Departmentalized Classes	<p>Middle schools will implement a modified schedule to ensure that the number of students in each period/class is reduced, thereby reducing the number of individuals that students and staff must interact with daily. The reduced number of students in each class will ensure at least the required 6 feet of physical distancing. In addition, contract tracing of students based on these modified schedules can be effectively implemented.</p>
Stable Groups for Electives	<p>The number of students in each class/stable group will be reduced to ensure physical distancing, and additional distancing will be provided for in these classes. In addition, contract tracing of students based on their block schedules can be effectively implemented.</p>
Entrance, Egress and Movement within the School	<ul style="list-style-type: none"> • When students arrive at school sites, they are expected to go to their classroom (either in the classroom if open, or lined up outside).

	<ul style="list-style-type: none"> ● Procedures in place minimize contact at school between students, staff, families and the community at the beginning and end of the school day. ● If appropriate to the needs of the instructional program, some site may implement a staggered arrival. ● If appropriate to the needs of the instructional program, a staggered dismissal may be implemented. ● Each site has designated routes for entry and exit, using as many entrances as feasible, and have put in place other protocols to limit direct contact with others while navigating campus.
Face Coverings and Other Essential Protective Gear	<p>We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth anytime they are on campus (indoor and outdoor), including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.</p> <p>All staff and students will utilize face coverings as indicated by evolving recommendations from the <u>Center for Disease Control</u>, the <u>California Department of Public Health</u> and/or the San Diego County Department of Health.</p> <p>Face coverings must be worn by students and staff:</p> <ul style="list-style-type: none"> ● While waiting to enter the school campus ● While on school grounds (except when physically distanced eating or drinking) ● While leaving school ● While on a school bus ● When participating in sports even with heavy exertion indoors or outdoors <p>Types of face coverings allowed include:</p> <p>Washable Cloth Face Covering</p> <ul style="list-style-type: none"> ● Washable cloth face coverings are appropriate for all situations. ● Cloth face coverings may be fashioned from household items or made at home from common materials and should: ● Fit snugly but comfortably against the side of the face ● Be secured with ties or ear loops

- Include multiple layers of fabric- At least 2 layers (including Gators)
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape

Disposable Face Covering

- Disposable masks provided to employees, students, staff, and visitors when they forget to bring a washable face covering.
- Disposable masks are not superior to washable face coverings.

Face Shields

- A reusable face shield with a drape should be used in place of a washable cloth face covering under the following circumstances:
- When a person is likely to interact with a person who has a hearing impairment, note: All students who attend school with a student(s) or staff member who has a hearing impairment should be provided face shields
- When providing or participating in a form of therapy that requires the student/client and/or therapist to see the other person's face
- By students who cannot medically tolerate a cloth face covering over the nose and mouth
- When necessary as protection from possible contact with bodily fluids (along with a cloth face covering)

The Following types of face coverings are not permitted:

- Face Covering with Valves/Vents - Per the CDC, masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others
- Mouth Shields - This type of face covering does not completely cover the nose and mouth

Responses for failing to wear a cloth face covering include:

- Providing disposable face covering
- Exclusion from campus

All students are required to wear face coverings unless exempt.

	<p>We will exempt students from wearing a face covering if they fall within the CDPH guidelines for individual exemption. Students unable to wear a cloth facial covering will be required to wear a plastic face shield and drape. Those who are exempt from wearing a facial covering and who cannot or chose not to use a plastic face shield will be given the option of distance learning. Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning.</p> <p>The following are exceptions to the use of face coverings in our workplace:</p> <ul style="list-style-type: none"> ● Individuals who <ul style="list-style-type: none"> ○ are younger than 2 years old ○ have trouble breathing ○ are unconscious or incapacitated ○ are unable to remove the face covering without assistance ● 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. <ul style="list-style-type: none"> ○ 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.
Health Screening for Students and Staff	<p>Morning screening of students includes a visual wellness check and the asking of two questions: “How are you feeling today? Is anyone that lives in your home sick?” Temperatures should also be taken. This screening should be done before students enter classrooms. Staff members must conduct screenings (not volunteers). Students who indicate illness in the home, appear sick, or have a temperature will be sent to the health office for a secondary screening. The health office will make the final determination based upon SDCOE nursing criteria as to whether a student returns to class or is sent home.</p>

	<p>All staff should self-screen at home for COVID symptoms. If staff are ill or feeling ill, they should not report to work. Staff with a temperature of 100 degrees or more may not work. If staff are unable to take their temperature at home, a symptom check station will be provided at their place of work to check temperature upon arrival.</p> <p>All staff should self-screen at home for COVID symptoms. If staff are ill or feeling ill, they should not report to work. Staff with a temperature of 100 degrees or more may not work. If staff are unable to take their temperature at home, a symptom check station will be provided at their place of work to check temperature upon arrival. Staff who are experiencing symptoms, have a close contact exposure, or test positive for COVID-19 complete a survey which alerts HR. HR staff follow up with the employee and direct them how long to remain off campus.</p> <p>HR COVID-19 Employee ppt (Slides 14-22)</p>
Healthy Hygiene Practices	<p>Each site has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:</p> <ul style="list-style-type: none"> • After using restroom • Before and after eating • When entering a classroom or office • After taking off or putting on their cloth face covering • After prolonged exposure to high touch areas • Before and after each task when preparing food in any class <p>In order to implement effective hand sanitizing procedures, we:</p> <ul style="list-style-type: none"> • Stock cleaning supplies hand sanitizer and wipes for each stable group/classroom and make them visible and well identified • Signage in classrooms and offices remind students and staff on proper hand sanitizing procedures
Identification and Tracing of Contacts	<ul style="list-style-type: none"> • When a positive case is identified as having been on campus, either a staff member, student, or a visitor to campus, the close contacts of that person are immediately identified. • Staff have been asked to note at the end of each day if they might have come within six feet with anyone else (students or other staff members) for a cumulative 15

	<p>minutes or more during the day in order to facilitate contact tracing that sometimes takes place days later.</p> <ul style="list-style-type: none"> Both HR and Student Supports Staff, including district nurses, facilitate contact tracing when notified of positive cases, and notify affected individuals of the need to quarantine. <p>It is our policy to:</p> <ul style="list-style-type: none"> 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.
Physical Distancing	<p>Ensure staff maintain 6 ft of physical distancing from each other. Physical distancing between students should ensure distancing between student desks meets standards as outlined in CDPH guidance issued 1/14/21.</p> <p>Minimize unnecessary furniture. Student desks should be arranged facing the same direction (limiting face-to-face interaction between students). If the teacher uses a desk, the teacher's desk needs to be separated from student desks by 6 feet. Implement procedures to maximize distancing for classroom activities.</p> <p>Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:</p> <p>All sites having instituted procedures to minimize mixing, implemented 6-ft. physical distancing, and maximize space and physical barriers in the following settings:</p> <ul style="list-style-type: none"> During staff and student arrival/symptom screening

- Before instruction begins
- Altered classroom layouts to maximize space and barrier between students. Student chairs are at minimum 4-ft apart, but ideally 6-ft apart
- Extended Day spaces
- Altered office, reception area, and all other common space layouts for 6-ft. physical distancing
- During meal service
- During recess
- While students and staff leaving campus

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

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

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

- Altering offices, reception area, and all other common space for physical distancing.
- Several entry and exit points for all staff, students and parents.
- stable groups of students will be assigned a timeframe for arrival and departure from an assigned point.
- Parents are encouraged to remain in their vehicles and drop off older children at the designated drop off zones.
- Parents that need to escort younger children to their screening and during pickup will be required to wear a mask.
- Posting signs in meeting rooms limiting the capacity and layout for physical distancing.
- Passing periods and break times will be staggered to avoid congestion.
- Placing signs and/or markers to assist with physical distancing, including:

	<ul style="list-style-type: none"> ○ “Stand here” markers where students or staff are required to assemble or wait in line ○ “One Way” markers to establish single direction flow in hallways ○ At restrooms to: <ul style="list-style-type: none"> ■ Limit entry to students from specific classrooms nearby ■ Limit the number of students using it at one time ■ Indicate where to wait in line <p>Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.</p> <p>We implement the following measures for situations where we cannot maintain at least six feet between individuals:</p> <ul style="list-style-type: none"> ● Limit the number of individuals in the given situation ● Limit the amount of time individual participants are allowed to interact ● Increasing the pillars of protection (i.e, plexiglass barriers and face shields) ● Ensure that face coverings are worn at all times ● Ensure that the space is well ventilated ● Ensure that signage and other signals (i.e. markings on ground) are well visible
Staff Training and Family Education	<ul style="list-style-type: none"> ● All staff have been provided a training in district COVID procedures. ● This screencast was presented to both classified and certificated staff at department and staff meetings. ● Training material is regularly updated with current guidance and information. ● Information for parents is available on the district’s webpage, and has been sent home to families in parent letters. ● The district has created and shared videos on procedures for reopening with families and the JPA Learning Library has courses available for staff.
Testing of Staff	<p>The District will make testing for all staff members available per county and state requirements. LMSV has a contract with Valencia Labs in place in the event that testing in addition to the testing provided through the County of San Diego is required.</p> <p>LMSV will test staff when there are multiple COVID-19 cases or major outbreaks based on Cal/OSHA requirements:</p>

	<ul style="list-style-type: none"> ● All exposed employees shall be tested immediately and once per week thereafter when three or more COVID-19 cases in an exposed workplace within a 14-day period ● If there are twenty or more COVID-19 cases in an exposed workplace within a 30-day period, then all exposed employees will be tested twice per week, or more frequently if recommended by the San Diego County Department of Health
Testing of Students	The District will make testing for all students available per county and state requirements. LMSV has a contract with Valencia Labs in place in the event that testing in addition to the testing provided through the County of San Diego is required.
Identification and Reporting of Cases	If a positive case of a staff member is reported to the district, HR makes the report to HHSA per county health guidelines. If a positive case of a student is reported to the district, the district nurse for that school makes a report to HHSA per county health guidelines.
Communication Plans	<ul style="list-style-type: none"> ● When a positive case is identified as having been on campus, either a staff member, student, or a visitor to campus, HR sends a notification to all staff members on that campus as soon as contact tracing has concluded, close contacts have been notified, and within one business day of the notification of the positive test result. ● That email is also sent to managers who supervise itinerant staff, and they immediately forward that notification to any staff member who may have been on campus during the noted time period. ● When the positive case is at a school site, the site principal sends a notification to all families of the positive case that evening via our NTI notification system. If there is an ESS program on campus, the same notification is sent to the ESS families at that location.

LMSVSD COVID-19 Prevention Program

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

January 29, 2021

Authority and Responsibility	3
Identification and Evaluation of COVID-19 Hazards	3
Employee participation	3
Employee screening	4
Control of COVID-19 Hazards	5
Physical Distancing	5
Face Coverings	5
Engineering controls	6
In the event that it is not possible to maintain at least six feet between individuals due to the nature of the educational service that needs to be provided, we implement the following additional measures:	6
Cleaning and disinfecting	6
Shared tools, equipment and personal protective equipment (PPE)	7
Hand sanitizing	7
Personal protective equipment (PPE) used to control employees' exposure to COVID-19	8
Investigating and Responding to COVID-19 Cases	8
System for Communicating	10
Training and Instruction	10
Exclusion of COVID-19 Cases	11
Return-to-Work Criteria	12
In the Case of Multiple COVID-19 Infections and COVID-19 Outbreaks	13
In the Case of Major COVID-19 Outbreak	14
Appendix A: Identification of COVID-19 Hazards	16
Appendix B: Health and Safety Implementation Feedback Form	18
Appendix C: Self-Screening Form	20
Appendix D: Employee Survey Form	21

Authority and Responsibility

The Director of Safety and Risk Management, under the supervision of the Assistant Superintendent of Human Resources, 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: Potential COVID-19 Hazard** Google 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 A: Potential COVID-19 Hazard** Google 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.
- Regularly review and update site/facility reopening plans to ensure that guidance updates are included and implementation is present.

Employee participation

All employees are trained on the District COVID-19 Health and Safety Procedures. Employees and their representatives are encouraged to participate in COVID-19 hazard identification and evaluation in a variety of ways:

- Through regularly scheduled review of environment using the **Appendix A: Potential COVID-19 Hazard** Google Form
- In the event that an employee identifies an area of need in the implementation of District protocols; he/she shall attempt to address concern/need at the lowest level first by following site/facility processes (for example; requesting more hand sanitizer in the staff lounge by notifying custodian or SOM). In addition, employees will have the opportunity to provide ongoing feedback regarding the implementation of health and safety guidelines through the **Appendix B: COVID-19 Implementation Feedback Google form**.
- If COVID-19 Hazard is not addressed through informal methods, as stated above, employees may report via the **Appendix A: Potential COVID-19 Hazard** Google Form

- All survey results are shared with site/facility supervisors.
- Supervisors and/or designees shall follow up with any areas of need and take appropriate corrective actions. Any substantive corrective actions will be documented and addressed.

Site Administrators/Directors/Designees will regularly review protocols, discuss implementation, conduct routine inspections and identify corrective actions as necessary. A collaborative team will be established at the Operations Center and the Education Center in order to develop a facility specific reopening plan, review protocols, discuss implementation, conduct routine inspections and identify corrective actions as necessary.

1. **School Sites:** Principals/Assistant Principals/Designees will conduct routine inspections of their assigned school site including site related activities. When applicable, Principals/Assistant Principals/Designees will collaborate with other departments with subject matter expertise; for example, Maintenance, Special Education, Nutrition etc. Principals/Assistant Principals/Designees will meet with their site team (IE: Site Leadership Team, Site Safety Team, Other) regularly to review Site Reopening Plans and inspections. Updates in regulations will be included in Site Reopening Plans and addressed in site specific implementation.
2. **Operations Center:** (Warehouse, Child Nutrition, Maintenance and Operations, Transportation) Department Directors/Designees at this location will conduct routine inspections of assigned work areas including essential functions of the department. For example; Director of Child Nutrition will conduct routine inspections of department offices, centralized kitchens and collaborate with school site Principals/Assistant Principals for routine inspections of site cafeterias and food distribution procedures. Department Directors/Designees will meet with the established Operations Center COVID-19 Procedures Team* regularly to create and review Operations Center Reopening Plan and inspections. Updates in regulations will be included in Operations Center Reopening Plan and addressed in site specific implementation.
3. **Education Center:** (Business Services, Human Resources, Learning Support Services and Student Support Services) Department Directors/Designees at this location will conduct routine inspections of assigned work areas including essential functions of the department. For example; Director of Information Technology (IT) will conduct routine inspections of centralized offices at the Education Center as well as procedures for site based IT Technicians. Department Directors/Designees will meet with the established Education Center COVID-19 Procedures Team* regularly to create and review the Education Center Reopening Plan and inspections. Updates in regulations will be included in the Education Center Reopening Plan and addressed in site specific implementation.

*COVID-19 Education Center/Operations Center Teams will be comprised of representative employees from each department. Team members may volunteer to participate on this team or be recommended by his/her supervisor. Teams will be limited to a reasonable number of members in order to allow for effective collaboration.

Employee screening

Per District procedures all employees, students, and visitors are required to symptom screen prior to entering District offices, facilities and/or school sites; or prior to engaging in school activities off-site. Employees have the option to either self-screen from home or when arriving on site. Each site is equipped with a symptom screening station. Whether employees self-screen at home or on site, employees shall use the **Appendix C: Employee Self Screening Process**. Each symptom screening station is equipped with hand sanitizer that

employees are directed to use before and after handling the touchless thermometer. Per District procedures, face coverings are required at all times throughout the day.

Correction of COVID-19 Hazards

Documented unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

- Principals/Assistant Principals/Directors/Supervisors and/or Designees will assess the severity of the hazard and make necessary corrections accordingly.
- If additional resources are necessary, Supervisors will contact appropriate departments for support.

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:

1. Reducing the number of persons on school sites by serving students in a hybrid model. When small group instruction is offered at a school site, students have room to distance.
2. Providing 6 ft. distance between teachers' workspace and student desks.
3. Providing additional work space for classified personnel that allows for 6 feet physical distancing while working on site or at facility.
4. Placing visual cues throughout school sites/facilities (such as signs and floor markings) as well as at all entrances. Sites/facilities can order visual cues for physical distancing through District warehouse.
5. Offering employees staggered schedules, when applicable, to accommodate arrival/departure and breaks.
6. Scheduling all employee meetings remotely wherever feasible
7. As appropriate, establishing alternate work locations; for example moving employees to conference rooms or other locations to accommodate physical distancing.
8. Establishing specific traffic flow guidelines such as entrance only and exit only options.

When physical distancing is not possible, employees will be kept as far apart as possible. Employees will be provided with cleanable solid plexiglass partitions and additional PPE, as needed, in situations where six feet of physical distancing cannot be achieved.

Face Coverings

- We ensure that employees, students and visitors have access to clean, undamaged, disposable face coverings and train on the proper usage.
- Employees are required to wear face coverings 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.
- Signage is posted at all entrances and throughout facilities reminding employees and visitors to wear face coverings at all times; unless they meet criteria for one of the state-defined exceptions.
- When an employee or student is exempt from wearing a face covering; a face shield/face shield with a drape will be provided.
- Face shields and disposable masks can be ordered through the District warehouse.

- Employees in need of face masks, shields or shields with a drape shall place an order in accordance with department ordering procedures.

During these unprecedented times it is critical that we come together as a community to reduce the spread of COVID-19. Despite individual opinions and beliefs all employees are responsible for implementing Public Health guidelines and District protocols. In the event that an employee encounters a student, colleague, parent or visitor that is not wearing a face covering, it is recommended that he/she remind the person to please wear a face covering at all times. If this gentle reminder is not effective and the student, colleague, parent or visitor refuses to wear a face covering, the employee shall report this concern to his/her supervisor.

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 if indoors, outside air supply to the area 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.
- Specific tasks that cannot feasibly be performed with a face covering will be considered on a case-by-case basis.
- Any employee exempt from wearing a face mask, face shield or respiratory protection, for any reason, shall be at least six feet apart from other employees and students and all other persons and shall utilize additional barriers such as plexiglass.

Engineering controls

In the event that it is not possible to maintain at least six feet between individuals due to the nature of the educational service that needs to be provided, we implement the following additional measures:

1. We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
 - a. Opening outside doors and windows where practicable
 - b. Adjusting HVAC systems to ensure the consistent supply of outside air to all occupied spaces
 - c. Scheduling HVAC systems to begin operating two hours prior to the start of school
 - d. Reviewing HVAC filter replacement schedules based on the number of run days and adjusting the filter replacement schedule based on inspections and equipment performance to ensure optimal air quality per manufacturer recommendations
 - e. Scheduling the installation of MERV 13 filters in all HVAC systems that support them
2. Install cleanable solid partitions such as plexiglass barriers
3. Provide additional layers of PPE such as disposable gowns, gloves, shields/shields with drape (in addition to face mask)

Cleaning and disinfecting

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

- Custodial staff will clean and/or disinfect frequently touched surfaces at least daily.
- Cleaning and disinfecting supplies will be made accessible to all staff members for use throughout the day.
- Cleaning and disinfecting supplies meet EPA standards.

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

- Properly trained District employees will be notified by Principals/Directors/Designees to disinfect the hard, non-porous, surfaces of the impacted work space using a disinfectant product included on the EPA's List N.
- General area where the infected employee worked will be temporarily closed until cleaning is completed. If possible, custodial personnel will wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
- If waiting 24 hours is not feasible, custodial personnel are instructed to wait as long as possible. During this waiting period, outside doors and windows will be opened to increase air circulation in these areas, if possible.
- Deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with an EPA approved for use, disinfectant.
 - Cleaning product used for COVID-19 sanitation: Hillyard Vindicator + (Safety Data Sheet available upon request and in paper form at each site).
 - Deep cleaning involves application of Hillyard Vindicator + (once employees are cleared of the area). Cleaner is left to dry on all surface areas prior to activity in the area.
- All personnel cleaning the area have been trained on how to safely clean and sanitize according to OSHA, CalDPR, and Manufacturer guidance. This allows them to safely and effectively clean and sanitize. Additionally, applicable personnel are equipped with the proper PPE required for cleaning products per manufacturer guidelines, and any additional PPE that may be required for COVID-19 disinfection.
- Each site custodial department has been equipped with adequate cleaning and PPE supplies. Supplies are housed in the Custodial offices, located at each site.

Shared tools, equipment and personal protective equipment (PPE)

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools shall, to the extent feasible not be shared. When the sharing of equipment/tools is unavoidable, the items will be cleaned/disinfected between uses by either the employee or custodial staff.

Employees will have access to cleaning supplies that they can use to wipe down any tools and/or equipment that must be shared. Employees shall not share PPE under any circumstances.

In the classroom, students will not share supplies or electronic devices. Each student will be given their own supplies and devices which will be stored in personal baggies/cases.

Sharing of vehicles will be minimized to the extent possible. Maintenance and Grounds personnel are assigned individual vehicles. In the event that an employee must change vehicles, he/she shall clean the high-touch points (for example; driving wheel, seat belt, handles, mirror) before use.

Bus drivers clean the inside of the bus before and after each route paying close attention to high touch areas such as steering wheel, handles, seat belt, etc.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Completed an inventory of classrooms that do not have handwashing stations in the room and evaluated the feasibility of installing handwashing stations connected to existing site infrastructure to serve those classrooms without in-room handwashing stations. It was determined that those classrooms without handwashing stations in the room would utilize either a portable hand washing or permanent station within close proximity to the classroom. Portable and permanent hand washing stations have been installed.
- Posted signage in all bathrooms and throughout sites/facilities reminding employees, visitors and students to wash hands thoroughly.
- Provided hand sanitizer for all sites and facilities to be used in any location necessary such as front office, symptom screening stations, classrooms without handwashing stations, etc.
- Encourage and allow time for employee handwashing. Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time they do so.

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.

We evaluate the need for respiratory protection in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained and a medical procedure is required that exposes an employee to aerosolized potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

Employees who had potential COVID-19 exposure, Laboratory Confirmed Positive test results and/or COVID Symptoms in our workplace or outside workplace will complete the **Appendix D: COVID-19 Survey for LMSVSD Employees** Google form which is monitored throughout the day.

Once Human Resources receives a completed survey, the employee is contacted in order to review and verify information. Close contacts are identified (if any) and the employee is informed of his/her return to work date per local health order CDPH guidelines for isolation and/or quarantine. Human Resources, in conjunction with the supervisor and employee, determine if the employee is able to work remotely. If the employee is able and willing to work remotely no leave time is utilized during isolation/quarantine. If the employee is unable or unwilling to work remotely he/she will utilize other eligible leave during isolation/quarantine.

If close contacts were identified during this investigation, HR contacts these persons and informs them that they are a close contact. Based on CDPH guidelines these employees are required to quarantine and are provided information on who to notify in HR if their situation changes (for example if they become a positive case or symptomatic). If the employee is able to work remotely, he/she is notified of their return to work date and provided with information on who to contact if anything changes. If the employee is able, and willing, to work remotely no leave time is utilized during quarantine. If the employee is unable, or unwilling, to work remotely he/she will utilize other eligible leave during quarantine. If the employee is required to quarantine due to exposure at the workplace and he/she is not able to work remotely, he/she will be on call while they quarantine and not be required to utilize eligible leave.

- Each COVID case (positive, symptomatic or close contact) is thoroughly investigated and documented through the Human Resources Department.
- In addition to individual interviews, each positive case is investigated in conjunction with site/facility supervisors.
- Human Resources keeps a record of the sites where cases occur and monitors if multiple cases have occurred at one school site, per requirements.

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.

In addition to above, the following process is implemented for each positive COVID-19 case:

After all information has been gathered, Human Resources will: *

- Notify Cabinet (immediately)
- Notify employee's supervisor (immediately)
- Notify association presidents (immediately)
- Notify close contacts (immediately)
- Notify employees at the site/facility (within 24 hours)
- Notify families from the site/facility (within 24 hours) if the positive case interacted or possibly interacted with students while on the campus
- Submit information to Public Health Department (within 24 hours)
- Submit information to COVID Schools Division (within 24 hours)
- Submit information to worker's comp TPA (JPA) (within 72 hours)
- Submit to OSHA once contact information is shared

*All employee information is kept confidential.

There are various circumstances under which an employee might undergo testing during their work day and at no expense. All District employees received an overview of how surveillance testing will be implemented in LMSVSD. In addition, the District is piloting on site testing. In the event that there is workplace exposure or outbreak, employees are able to obtain free COVID-19 testing at any of the locations identified.

In an effort to ensure that employees have the most current information about district policies and procedures related to COVID-19, the District created a training and dedicated website for employees.

The PPT is linked as google slides, therefore any updates are automatically made in the document. Employees are trained to refer to the PPT where all information will be up to date and in one location.

All principals were trained in procedures and in turn presented this information to all employees during staff meetings. Training was also offered via Zoom for employees at the Education Center and Operations Center. Per District protocol, employees are trained to interact as if everyone is a positive case. The District stresses that lack of symptoms and additional PPE should not create a sense of false security; there is no substitute for physical distancing, face masks and hand washing. Employees are encouraged to reach out to their supervisors, Human Resources or representatives with questions and/or concerns. Questions regarding COVID-19 are answered swiftly.

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:

- Reporting of COVID-19 symptoms: Employees will use the employee survey form (Appendix D) to report any COVID-19 symptoms. All surveys will be reviewed and responded to by a member of the human resources team.
- Reporting of possible COVID-19 related hazards: Employees will report any concerns at their site or work location to their immediate supervisor. If needed, the Identification of COVID Hazards form (Appendix A) can be used to report additional concerns. This form will be monitored and followed up on by the Director of Safety and Risk Management.
- Employees can report symptoms and hazards without fear of reprisal.
- The District's procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness, based on current and applicable laws and bargaining agreements, will be implemented via interactive process meetings.
- Where testing is not required, employees can access COVID-19 testing through the County of San Diego at no cost, or through their personal health provider.
- 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.
- Employees can access the most recent information on COVID-19 procedures via the employee training powerpoint. If an employee is potentially exposed to COVID-19 in the workplace, they will be notified within all required timelines of that potential exposure.

Training and Instruction

We will provide effective health and safety training and instruction, that includes:

- District 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.

Updates and changes to COVID-19 legislation, guidelines and practices are continuously monitored and changes are made to the PPT as necessary.

Rosters from training will be collected and reviewed.

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 per HHSA requirements and SDCOE recommendations.
- 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. HR will provide employees information while following up with survey results.

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 information about positive COVID-19 cases to our workers compensation TPA (JPA).
- Report immediately to Cal/OSHA (once we are provided contact information) 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.
- Report information about positive COVID-19 cases to employees and families of affected work locations.
- 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.
- Maintain records of all positive COVID-19 cases, close contacts, investigations and corrective actions
- The data 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 100.0 or higher has resolved without the use of fever-reducing medications AND
- COVID-19 symptoms have improved AND
- At least 10 days have passed since COVID-19 symptoms first appeared.
- **OR**
- Employee is completely symptom free for 3 consecutive days AND
- Has a NEGATIVE COVID-19 Test

Employees will be provided a Return-to-Work Date from Human Resources based on the above criteria. HR will notify the supervisor and School Office Manager of the employee's Return-to-Work date (no other information will be provided including but not limited to reason for absence).

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.

Employees will be provided a Return-to-Work Date from Human Resources based on the above criteria. HR will notify the supervisor and School Office Manager of the employee's Return-to-Work date (no other information will be provided including but not limited to reason for absence).

Employees who were a close contact to an individual that tested positive for COVID-19 will not return to work until 14 days have passed after last close contact with an infected individual, as long as no symptoms develop. If symptoms do develop during this 14 day period, or employee tests positive for COVID-19, the above RTW criteria for these scenarios will be followed.

Employees will be provided a Return-to-Work Date from Human Resources based on the above criteria. HR will notify the supervisor and School Office Manager of the employee's Return-to-Work date (no other information will be provided including but not limited to reason for *absence*)

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.

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

This section of CPP is only applicable if a workplace in the district 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 a workplace within a 14-day period. This section will stay in effect until there are no new COVID-19 cases detected in the affected 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.

In the Case of Major COVID-19 Outbreak

This section of CPP is only applicable if a workplace in the district experiences 20 or more COVID-19 cases within a 30-day period. This section will stay in effect until there are no new COVID-19 cases detected in the affected 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.

Ernesto D. Villanueva, Ed.D.



Assistant Superintendent, Human Resources

January 29, 2021

Appendix A: Identification of COVID-19 Hazards

Potential COVID-19 Hazard at (SITE/FACILITY NAME)

Please complete this form if you observed any COVID-19 health and safety procedures that may need to be corrected to ensure consistent implementation. If possible, please attempt to address concerns at the lowest level by utilizing resources on your site/facility first. For example, if you notice that there is no hand soap in the bathroom, notify the site custodian before completing this form.

Thank you for your help in implementing best practice to reduce the spread of COVID-19.

*** Required**

1. Email address *

2. I am reporting a concern with: *

Check all that apply.

- ☐ Physical Distancing
- ☐ Face Coverings
- ☐ Ventilation
- ☐ Cleaning and Disinfecting
- ☐ PPE
- ☐ Hand Sanitizing
- ☐ Signage
- ☐ Other (add comments below)

3. Briefly describe your concern: *

4. What steps have been taken so far to correct this concern? *

5. Additional Comments/Other:

Appendix B: Health and Safety Implementation Feedback Form

SCHOOL NAME: COVID-19 Health and Safety Procedures Implementation Feedback

Please take a moment to provide feedback about the implementation of COVID-19 health and safety procedures at your site. Note: if you observe COVID-19 hazards that require immediate attention, please contact your supervisor.

* Required

1. I am clear about the process to follow if I have symptoms, am a close contact or test positive for COVID-19 *

Mark only one oval.

	1	2	3	4	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very much so

2. I know where the COVID-19 Survey for LMSVSD Employees is located. *

Mark only one oval.

☐ Yes

☐ No

3. My site follows quarantine and isolation protocols *

Mark only one oval.

	1	2	3	4	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very much so

4. If I notice any COVID hazards on my site I feel comfortable reporting this to my supervisor *

Mark only one oval.

	1	2	3	4	
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very much so

5. The following preventative procedures are being implemented at my school site: *

1 = Not at All 5 = Very Much So

Mark only one oval per row.

	1	2	3	4	N/A
Physical distance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Face coverings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Frequent hand washing/sanitizing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regular cleaning of frequently touched surfaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning and disinfecting common areas (such as restrooms, staff lounge, hallways)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PPE is available	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self Screening Station is available	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Comments:

Appendix C: Self-Screening Form



COVID-19 Symptoms Self Check

Directions: Read and answer the following screening questions silently.

1. Have you experienced any of the following symptoms, that are not typical for you, in the last 14 days*?

- | | |
|--|---|
| <input type="checkbox"/> Fever 100° or higher | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Chills | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Congestion or runny nose |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Muscle or body aches | <input type="checkbox"/> Poor feeding/ loss of appetite |
| <input type="checkbox"/> Headache | |

**NOTE: These are symptoms that are not typical for you. For example if you experience seasonal allergies that result in a runny nose, and you believe you are experiencing seasonal allergies, this symptom is typical for you.*

2. Have you been exposed to anyone who has tested positive for COVID-19 in the last 2 weeks?

3. Is your current temperature 100° F or higher?

- ☐ Use hand sanitizer before picking up the thermometer and after using the thermometer.
- ☐ Take your temperature using the non-contact thermometer.

**If you answered NO to ALL of the above questions:
You may proceed to your work space, have a great day!**

If you answered YES to Any of the above questions:

- 1. Scan the QR Code and complete the Survey**
- 2. Do not go to your workspace; call and notify your supervisor.**
- 3. Go home and review Employee COVID-19 Symptom Procedure.**



Appendix D: Employee Survey Form

La Mesa-Spring Valley School District Employee COVID-19 Survey

Please complete this form if you have tested positive for COVID-19, have symptoms consistent with COVID-19 or are a Close Contact to someone that tested positive for COVID-19

Confidentiality

As a reminder, all student/staff health information is confidential and cannot be shared with other school site staff. Confidential health information can be shared only with School District health team leaders and County Public Health Department.

*** Required**

1. Email address *

2. First and Last Name *

3. This is the best phone number for me *

4. Work Site/Department: *

Check all that apply.

- ☐ Avondale
- ☐ Bancroft
- ☐ Casa De Oro
- ☐ Child Nutrition
- ☐ Ed Center
- ☐ Fletcher Hills
- ☐ Glen Street
- ☐ Highlands
- ☐ Kempton
- ☐ La Mesa Dale
- ☐ La Presa Elementary
- ☐ Lemon Ave
- ☐ LMAAC
- ☐ Loma
- ☐ Maintenance
- ☐ Maryland Ave
- ☐ Murdock
- ☐ Murray Manor
- ☐ Northmont
- ☐ Parkway
- ☐ Rancho
- ☐ Rolando
- ☐ Spring Valley Academy
- ☐ STEAM
- ☐ Sweetwater
- ☐ Transportation
- ☐ TRUST
- ☐ Warehouse

5. Position *

6. Which statement best describes you [Note: If you have tested positive AND you have symptoms/close contact, select "I tested positive."] *

Mark only one oval.

- ☐ I tested positive Skip to question 7
- ☐ I have symptoms Skip to question 14
- ☐ I am a close contact Skip to question 22

Positive COVID-19 Test

7. Date I took the COVID-19 laboratory test *

Example: January 7, 2019

8. Date I received test result *

Example: January 7, 2019

9. Last day I was on school/work site *

Example: January 7, 2019

10. Did you have any symptoms prior to being tested? *

Mark only one oval.

- ☐ Yes (If YES, complete next question)
- ☐ No

11. If YES, (I did experience symptoms), what was the first day that your symptoms appeared?

Example: January 7, 2019

12. Were you in close contact (close contact is someone who was within 6 feet of you, for at least 15 cumulative minutes within a 24 hour period, starting 2 days before you began demonstrating symptoms) with any EMPLOYEES and/or STUDENTS? *

Mark only one oval.

- ☐ Yes (If YES, complete next question)
- ☐ No

13. If YES, please list ANYONE (employees, students, parents) you were in close contact with while on your school site and/or district facility (starting from 2 days before your symptoms first appeared OR if you were asymptomatic , 2 days prior to the date you were tested).
NAME AND PHONE NUMBER

COVID-19 Symptoms

14. I am experiencing some/all of the following symptoms? Fever 100° or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new rash *

Mark only one oval.

- ☐ Yes
- ☐ No

15. The first day that I experienced symptoms *

Example: January 7, 2019

16. The last day I was on a school/work site *

Example: January 7, 2019

17. Have you taken a COVID-19 test since symptoms began? *

Mark only one oval.

- ☐ Yes (If YES, complete next 2 question)
- ☐ No

18. If YES, what date did you take the COVID-19 test?

Example: January 7, 2019

19. If YES, what were your results?

Mark only one oval.

- ☐ Positive
- ☐ Negative
- ☐ Inconclusive
- ☐ Still waiting for results

20. Were you in close contact (close contact is someone who was within 6 feet of you, for at least 15 cumulative minutes within a 24 hour period, starting 2 days before you began demonstrating symptoms) with any EMPLOYEES and/or STUDENTS?

Mark only one oval.

- ☐ Yes (If YES, complete next question.)
- ☐ No

21. If YES, please list ANYONE (employees, students, parents) you were in close contact with while on your school site and/or district facility (starting from 2 days before your symptoms first appeared OR if you were asymptomatic , 2 days prior to the date you were tested).
NAME AND PHONE NUMBER

Close Contact to Someone that Tested Positive for COVID-19

22. I was in close contact to someone who tested positive for COVID-19 (NOTE: Close contact is within 6 feet of the infected person, for at least 15 cumulative minutes within a 24 hour period, starting 2 days before he/she began demonstrating symptoms through isolation period). *

Mark only one oval.

☐ Yes

☐ No

23. The date you last had close contact with the person that tested positive for COVID-19 *

Example: January 7, 2019

24. The last date you were on a school /district work site *

Example: January 7, 2019

25. Have you taken a COVID-19 test since you had close contact with person that tested positive for COVID-19? *

Mark only one oval.

☐ Yes (If YES, answer next question.)

☐ No

26. If YES, what were your results?

Mark only one oval.

☐ Positive

☐ Negative

☐ Inconclusive

☐ Waiting for results
