

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
<p style="text-align: center;">Stable Group Structures For Self-Contained Classes</p>	<p>Students will be assigned into stable groups, as possible, with:</p> <ul style="list-style-type: none"> • Students staying 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 staying within a specific room or physical space and not mixing with other stable groups • Teachers remaining primarily with one stable group of students, as feasible • Contact tracing being effectively implemented <p>The only exception will be to provide federally-required special education services, in which case additional distancing will be provided. Each small, stable group is able to be on campus two days per week</p> <p>The number of students in each class/stable group will be determined based on the actual physical space in each classroom. Student chairs will be placed at least 3 feet apart to ensure that required physical distancing is accomplished, and teachers' desks/workstations will be located at least 6 feet from student desks. Because each classroom space varies physically, the actual number of students in each group will be determined based on the capacity to accomplish distancing in that setting.</p>
<p style="text-align: center;">Stable Groups for Departmentalized Classes</p>	<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. If students in these departmentalized classes rotate classrooms, desks will be cleaned between uses. Students in each class will practice physical distancing. In addition, contract tracing of students based on these modified schedules can be effectively implemented.</p>

Stable Groups for Electives	<p>Middle schools will implement a modified schedule to ensure that the number of students in each period/class is reduced, including for electives, thereby reducing the number of individuals that students and staff must interact with daily. If students in these classes rotate classrooms, desks will be cleaned between uses. In addition, contact tracing of students based on these modified schedules can be effectively implemented.</p>
Entrance, Egress and Movement within the School	<p>Each site has implemented procedures to support physical distancing for staff and students and visitors as they enter, exit and move throughout the day, including:</p> <ul style="list-style-type: none"> • Designated routes for entry and exit, using as many entrances as feasible. Sites have put in place other protocols to limit direct contact with others while navigating campus. • When students arrive at school sites, they are expected to go to their classroom (either in the classroom, if open, or line up outside). • Arrival and dismissal procedures are in place at each site to minimize contact at school between students, staff, families and the community at the beginning and end of the school day. These may include, but are not limited to, staggered arrival and dismissal or multiple entrances/exit points. • Visitors are not permitted on campus except in limited circumstances when escorting a student to class. Visitors may not congregate in hallways or linger on campus. All visitors must wear face coverings. Other visitors are not permitted to campus unless required (i.e. to attend a required IEP meeting, or to conduct a required classroom observation). • School volunteers or additional contracted employees must check in at the office and be health screened each time they volunteer or come to campus. These individuals must follow all associated CDPH guidance.
Face Coverings and Other Essential Protective Gear	<p>All staff and students will utilize face coverings as indicated by evolving recommendations from the Center for Disease Control, the California Department of Public Health 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

Types of face coverings allowed include:

Washable Cloth Face Covering

- 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 neck gaiters)
 - 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)

Responses for failing to wear a cloth face covering include:

- Providing disposable face covering
- Exclusion from campus

	<p>All students are required to wear face coverings unless exempt.</p> <p>Students are exempt from wearing a face covering if they fall within the CDPH guidelines for individual exemption. This will be verified by either a previously noted disability or health condition that would directly impact a student's ability to wear a face covering, or through a doctor's note that provides information of an exemption of which the school might not already be aware. Students who are not able to wear a face covering due to an exemption will be provided a plastic face shield as an alternative to a face mask. We will follow CDPH guidelines for responding to students who refuse to wear face coverings but are not exempt.</p> <p>The following are exceptions to the use of face coverings:</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>The procedures for screening students on a daily basis includes: 1) a visual wellness check and the asking of two questions: "How are you feeling today? (or similar symptom-related question). Is anyone that lives in your home sick?" (or similar exposure-related question). This screening should be done each day before students enter classrooms. Staff members (not volunteers) must conduct screenings. 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>If a student demonstrates symptoms during a school day, they will be isolated from other individuals in the isolation tents provided to each school site (depending on need and weather), families will be contacted and the student will be sent home immediately.</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, have a temperature over 100 degrees Fahrenheit, or are feeling ill, they should not report to 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>
Healthy Hygiene Practices	<p>Hand Sanitizing Each site has implemented routines for frequent hand sanitizing 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>Classrooms are equipped with sinks and hand washing supplies, and handwashing stations are located near and available to any classroom that does not have a functioning sink.</p> <p>In order to implement effective hand sanitizing procedures, we:</p> <ul style="list-style-type: none"> • Stock cleaning supplies and hand sanitizer for each stable group/classroom and make them visible and well identified • Post signage in classrooms and offices remind students and staff on proper hand sanitizing procedures

Cleaning and Disinfecting

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

- Custodial staff cleaning and/or disinfecting frequently touched surfaces at least daily.
- Cleaning and disinfecting supplies are 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 individual 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

	<p>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.</p> <ul style="list-style-type: none"> Each site custodial department has been equipped with adequate cleaning and PPE supplies. Supplies are housed in the custodial offices, located at each site.
Identification and Tracing of Contacts	<p>LMSV is dedicated to quickly identifying possible positive cases of COVID-19, and will quickly trace and notify contacts. Each site will follow the following steps and implement the following policies:</p> <ul style="list-style-type: none"> When a positive case is identified as having been on campus, whether a staff member, student, or a visitor to campus, the close contacts of that person are immediately identified and will be required to quarantine for 14 days, per CDPH guidelines. 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 total of 15 minutes or more during the day in order to facilitate contact tracing that sometimes takes place days later. Human Resources, Safety/Risk Management 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. We will follow the directions and recommendations of local health department officials. 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>LMSV is committed to ensure that students and staff maintain 6 ft of physical distancing from each other while working and learning in common spaces. Physical distancing between</p>

students will be accomplished by placing desks and chairs to meet the standards as outlined in CDPH guidance that was issued on 1/14/21.

Classrooms and other spaces will minimize unnecessary furniture. Student desks will be arranged facing the same direction where possible in order to limit face-to-face interaction between students, and student chairs will be 3 feet apart. If the teacher uses a desk, the teacher's desk will be separated from student desks by 6 feet, and all teachers and students will implement procedures to maximize distancing for all classroom activities.

All sites have instituted procedures to minimize mixing, implemented physical distancing, and maximize space and physical barriers during the following times and settings:

- During staff and student arrival and during symptom screening
- Before instruction begins
- During meal service
- During recess
- While students and staff leaving campus
- In office/reception and all other common spaces, where layouts have been altered and/or marked for physical distancing
- In classrooms, where layouts have been altered to maximize space and barrier between students. Student chairs distance a minimum of 3 feet apart

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

- Maximizing entry and exit points for all staff, students and parents.
- Encouraging parents to remain in their vehicles and drop off children at the designated drop off zones.
- Requiring parents that need to escort younger children to their screening and during pickup to wear a mask.
- Posting signs in meeting rooms limiting the capacity and layout for physical distancing.
- Where possible, staggering passing periods and break times to avoid congestion.
- Assigning stable groups and distanced seating areas for lunch
- Signage and/or markers to assist with physical distancing, including:
 - "Stand here" markers where students or staff are required to assemble or wait in line
 - "One Way" markers to establish single direction flow in hallways
 - At restrooms to:
 - Limit entry to students from specific classrooms nearby

	<ul style="list-style-type: none"> ■ 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 physical distancing cannot be achieved.</p> <p>We implement the following measures for situations where we cannot maintain physical distancing 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	<p>District and site leadership will support the community in understanding the district's reopening plan, and staff in supporting safety at each site. The following steps at each site have been implemented:</p> <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 regular parent letters. Families will continue to receive information on reopening policies and procedures via regular communication from the district and from their site principals. ● 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>LMSVSD will ensure that staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 have access to testing by:</p> <ul style="list-style-type: none"> ● Having the staff member leave campus for home

	<ul style="list-style-type: none"> • Recommending to the staff member that they schedule a COVID-19 test (Employees may elect to contact their health care provider, schedule a test at a private testing site, or utilize a County of San Diego testing site.) <p>While a staff member is waiting for test results they will be instructed to remain at home, in quarantine, until one of the following scenarios has taken place:</p> <ul style="list-style-type: none"> • If the COVID-19 test result comes back negative (proof of negative test required), staff member may return to school after 24 hours have passed without fever and there are no symptoms or symptoms have started improving, or • If the COVID-19 test results come back positive, or if the staff member does not obtain a test, then they need to remain isolated and cannot return to the workplace until: <ul style="list-style-type: none"> ○ 24 hours have passed without fever (with no medication being taken) and ○ symptoms are improving AND ○ at least 10 days have passed since the symptom onset or test date. <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 have the opportunity to 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	<p>The District will make symptomatic or response testing available for students, in accordance with county and state requirements. LMSV has an existing agreement with Valencia Labs in the event that additional testing is required.</p>
Identification and Reporting of Cases	<p>LMSV school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 have the opportunity to be tested for COVID-19.</p> <p>Individuals who display symptoms of COVID-19 will be sent home and encouraged to schedule a COVID-19 test. In accordance with state and local guidance, while an individual is waiting for test results they will be instructed to remain at home in quarantine until one of the following has taken place:</p>

	<ul style="list-style-type: none"> • If the test result comes back negative (proof of negative test required), the individual may return to school after 24 hours have passed without a fever and there are no symptoms or the symptoms have started improving, or • If the COVID-19 test results come back positive, or if the individual does not obtain a COVID-19 test, then they need to remain isolated and cannot return to school until: <ul style="list-style-type: none"> ○ 24 hours have passed without fever (no meds) and ○ symptoms are improving AND ○ at least 10 days have passed since the symptom onset or test date. • If the individual does not obtain a PCR test, then they may only return to school site once: <ul style="list-style-type: none"> ○ 24 hours have passed without fever (no meds) and ○ symptoms are improving AND ○ at least 10 days from symptom onset or test date. <p>Individuals who have been identified as close contacts of an individual who has tested positive for COVID-19 will be notified and required to quarantine for 14 days, in accordance with state and local health guidance.</p> <p>The district has an existing agreement with Valencia Labs in the event that additional testing is required.</p>
Communication Plans	<p>LMSV district and site leadership will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).</p> <ul style="list-style-type: none"> • Communication will occur when a positive case is identified as having been on campus, either a staff member, student, or a visitor to campus. In these instances, HR will send 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. • The email from HR 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 identified 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 the workplace of the La Mesa-Spring Valley School District

January 29, 2021

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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, Evaluation and Correction of COVID-19 Hazards

The following practices will be implemented in the workplace:

- Conduct workplace-specific evaluations using the **Appendix E: COVID-19 Periodic Inspection (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 E: COVID-19 Periodic Inspection (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 a regular review of the workplace environment.
- Through a regular review of the information gathered during periodic inspections of the workplace environment using the **Appendix E: COVID-19 Periodic Inspection (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 the concern or 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 school office manager). 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 the 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, monitor 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, review information gathered during 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 (for example, Maintenance, Special Education, Nutrition, etc.) with subject matter expertise. Principals/Assistant Principals/Designees will meet with their site team (for example, 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; the director of child nutrition services 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 the Operations Center Reopening Plan and inspections. Updates in regulations will be included in the 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 Procedures 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 engage in symptom self-screening 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 during arrival to their work 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

LMSV is committed to ensuring that students and staff maintain physical distancing from each other while working and learning in common spaces. Physical distancing between students will be accomplished by placing desks and chairs to meet the standards as outlined in the California Department of Public Health (CDPH) guidance issued on 1/14/2021.

Classrooms and other spaces will minimize unnecessary furniture. Student desks will be arranged facing the same direction, where possible, in order to limit face-to-face interaction between students. Specifically, staff should remain six feet apart from each other and from students. Additionally, students should remain three feet apart and the center of student chairs will be three feet apart. If the teacher uses a desk, the teacher's desk will be separated from student desks by six feet, and all teachers and students will implement procedures to maximize distancing for all classroom activities.

All sites have instituted procedures to minimize mixing, implemented three feet of physical distancing between students, implemented six feet of physical distancing between staff, and maximized space and physical barriers during the following times and settings:

- During staff and student arrival and during symptom screening
- Before instruction begins
- During meal service
- During recess
- While students and staff leaving campus
- In the office or reception area and all other common spaces, where layouts have been altered and marked for physical distancing
- In classrooms, where layouts have been altered to maximize space and barrier between students. Student chairs (measurement from the center of each chair) are placed three feet apart

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

- Maximizing entry and exit points for all staff, students and parents.

- Encouraging parents to remain in their vehicles and drop off children at the designated drop off zones.
- Requiring parents that need to escort younger children to their screening and during pickup to wear a mask.
- Posting signs in meeting rooms, limiting the capacity and layout for physical distancing.
- Where possible, staggering passing periods and break times to avoid congestion.
- Assigning stable groups and distanced seating areas for lunch.
- Placing signage and/or markers to assist with physical distancing, including:
 - “Stand here” markers where students or staff are required to assemble or wait in line
 - “One Way” markers to establish single direction flow in hallways, where feasible
 - 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

Individuals will be kept as far apart as possible when there are situations where six (staff) or three (students) feet of physical distancing cannot be achieved.

In situations where six (staff) or three (students) of physical distance cannot be maintained for individuals, the following measures will be implemented, to the greatest extent possible.

- Limit the number of individuals in the given situation
- Limit the amount of time individual participants are allowed to interact
- Ensure the presence of 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

Face Coverings

All staff and students will utilize face coverings as indicated by evolving recommendations from the [Center for Disease Control](#), the [California Department of Public Health](#) and/or the San Diego County Department of Health.

Face coverings must be worn by students and staff:

- 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

Types of face coverings allowed include:

Washable Cloth Face Covering

- 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 which will be 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 individuals 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)

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.

Students are exempt from wearing a face covering if they fall within the CDPH guidelines for individual exemption. This will be verified by either a previously-noted disability or health condition that would directly impact a student's ability to wear a face covering, or through a doctor's note that provides information of an exemption of which the school might not already be aware. Students who are not able to wear a face covering due to an exemption will be provided a plastic face shield as an alternative to a face mask. CDPH guidelines for responding to students who refuse to wear face coverings but are not exempt will be followed.

During these unprecedented times, it is critical that all employees come together as a community to reduce the spread of COVID-19. Regardless of 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 the 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 (staff) or three (students) feet between individuals due to the nature of the educational service that needs to be provided, the following additional measures will be implemented:

1. The quantity of outside air has been maximized, to the extent possible, at all District 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. Solid partitions, such as plexiglass barriers, will be utilized, to the extent possible.
3. Additional layers of PPE such as disposable gowns, gloves, shields, shields with a drape (in addition to face masks) will be provided and used, as needed.

Cleaning and disinfecting

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

- Custodial staff cleaning and/or disinfecting frequently touched surfaces.
- Cleaning and disinfecting supplies are accessible to all staff members for use throughout the day.
- Cleaning and disinfecting supplies meet EPA standards.

Should a COVID-19 case occur in the workplace, the following procedures will be implemented:

- Properly trained District employees will be notified by the principal/director/designee to disinfect the hard, non-porous, surfaces of the impacted work space using a disinfectant product included on the EPA's List N.
- The 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 individual 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 the manufacturer's 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 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 bags/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 will 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.

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

An evaluation has been conducted regarding PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

An evaluation has been conducted regarding 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.

Hand sanitizing

In order to implement effective hand sanitizing procedures:

- An inventory has been completed concerning classrooms that do not have handwashing stations in the room. An evaluation has been conducted concerning the feasibility of installing handwashing stations connected to existing site infrastructure to serve those classrooms without in-room handwashing stations. It has been 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.
- Signage has been posted in all bathrooms and throughout sites and facilities remind employees, visitors and students to wash their hands thoroughly.
- Hand sanitizer has been provided for all sites and facilities to be used in any location necessary such as the front office, symptom screening stations, classrooms without handwashing stations, etc.
- Supervisors encourage and allow time for employee handwashing and provide employees with an effective hand sanitizer, prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Supervisors encourage employees to wash their hands for at least 20 seconds each time they do so.

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 (if any) are identified and the employee is informed of his/her return to work date per local health orders within CDPH guidelines for isolation and/or quarantine. Human Resources (HR), 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-19 case (positive, symptomatic or close contact) is thoroughly investigated and documented through the Department of Human Resources.
- In addition to individual interviews, each positive case is investigated in conjunction with site/facility supervisors.
- The Department of Human Resources keeps a record of the sites where cases occur and monitors for whether 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 LMSV 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 personally identifiable medical information or records from which personally 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 COVID-19 Procedures training is linked as google slides Powerpoint presentation, therefore any updates are

automatically made in the document. Employees are trained to refer to the Powerpoint presentation where all information will be up to date and in one location.

All principals are trained in procedures and, in turn, host training sessions for 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, the Department of Human Resources or additional representatives for consultation regarding any questions and/or concerns.

System for Communicating

Ensuring effective two-way communication with employees is critical. Attention is paid to communicating in plain language that all can readily understand and including 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 Department of 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 by the Director of Safety and Risk Management who will address and support any situations that arise.
- 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 that LMSV is required to provide testing because of a workplace exposure or outbreak, the plan for providing testing will be communicated. Affected employees will be informed 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

Effective health and safety training and instruction has been provided, which 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 (staff) or three (students) 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 (staff) or three (students) 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 COVID-19 Procedures Powerpoint presentation as necessary.

Rosters from trainings will be collected and reviewed.

Exclusion of COVID-19 Cases

Where positive COVID-19 cases are found in the workplace, the organization will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until 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 it has been demonstrated that the COVID-19 exposure is work-related. The Department of Human Resources will provide employees information while following up with survey results.

Reporting, Recordkeeping, and Access

The organization shall maintain the following documentation:

- Report information about COVID-19 cases in the 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 LMSV's workers compensation TPA (JPA).

- Report immediately to Cal/OSHA (once the organization has been 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 the 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 the 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.
- This 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 the Department of 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 the Department of 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 Return-to-Work criteria for these scenarios will be followed.

Employees will be provided a Return-to-Work date from the Department of 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

- The District 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.
 - The District will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our 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

The District 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 the measures outlined in the CPP - Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of

COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - District leave policies and practices and whether employees are discouraged from remaining home when sick.
 - District 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. The District will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

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

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

- The District 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 an 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, the District 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.
 - The District will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our 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

The District 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 the measures outlined in the CPP - Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - District leave policies and practices and whether employees are discouraged from remaining home when sick.
 - District 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. The District will consider:
 - Moving indoor tasks outdoors or having them performed remotely.

- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, the District will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The District will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and 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. Complete the COVID-19 survey using the link below:**
- 2. Do not go to your work location. Notify your supervisor**
- 3. Go home and review the Employee COVID-19 Symptom Procedures**

COVID-19 SURVEY LINK:

<https://docs.google.com/forms/d/147nMo67Y22XFyzyc3PhKNta1ohqPS8vSfOOD1spsV0g/edit>

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

Appendix E: Work Site Inspection Form

Section 1 of 2

SITE NAME: COVID-19 Periodic Inspection Form



Complete this form when inspecting LMSV work sites to ensure that each location's COVID-19 reopening plan is effective and that all COVID-19 preventative measures are in place. Check each area at your work location. Determine if the COVID-19 precautions are working or in need of repair. If repair is needed, indicate the room or area on campus where repair(s) are required. Please add to this form if additional information, specific to your work site, is needed.

This form is automatically collecting email addresses for La Mesa-Spring Valley School Dist users. [Change settings](#)

Person(s) conducting inspection *

Short answer text

Position of person(s) conducting inspection *

Short answer text

Date of Inspection *

Month, day, year



Health Screening Stations *

1. In place and in good working order
2. Correction required

Safety Signage *

1. In place and in good working order
2. Correction required

Barriers/Partitions *

1. In place and in good working order
2. Correction required

Amount of fresh air and filtration maximized *

1. In place and in good working order
2. Correction required

Additional room air filtration *

1. In place and in good working order
2. Correction required
3. Not applicable

Physical distancing *

1. In place and in good working order
2. Correction required

Surface cleaning and disinfection (frequency) *

1. Cleaning and disinfecting are completed as per site reopening plan
2. Correction required

Hand washing facilities (adequate numbers and supplies) *

1. Adequate facility numbers and supplies
2. Correction required

Disinfectant solutions *

1. Adequate supply, used correctly, safety data sheets available
2. Reorder or correction required

Hand sanitizer *

1. Adequate supply and used correctly
2. Reorder or correction required

Face coverings worn correctly by staff and students *

1. Adequate supply and used correctly
2. Reorder or correction required

Gloves *

1. Adequate supply and used correctly
2. Reorder or correction required

Face shields/goggles *

1. Adequate supply and used correctly
2. Reorder or correction required

Other PPE Supplies *

1. Adequate supply and used correctly
2. Reorder or correction required

After section 1 Continue to next section



Section 2 of 2

Repairs/Correction Needed



Complete this section if any repairs are needed, orders need to be placed or corrections/adjustments need to be made to your site re-opening plan.

Please list action items from above with name/s of person/people assigned to correction and due date for completion of correction

Long answer text

La Mesa-Spring Valley School District

RESPIRATORY PROTECTION PROGRAM

PURPOSE OF THE PROGRAM

The purpose of this written respiratory program is to define the La Mesa-Spring Valley School District's policy and procedures regarding the use of respirators and to comply with the General Industry Safety Orders, Title 8, Section 5144 (Respiratory Protection).

Employees who wear respirators are required to read and understand this Respiratory Protection Program. The program outlines the responsibilities of both the District and those employees required to wear respiratory protection to perform their work safely.

To ensure the availability of this written Respiratory Program, copies shall be distributed as follows:

- * All Supervisors who have personnel required to use respiratory protection in the course of their employment.
- * Employees using respiratory protection and as requested.
- * Representatives of the Division of Industrial Safety, upon request.

POLICY & PROCEDURES

I. ADMINISTRATION

The Director of Safety and Risk Management shall administer the Respiratory Protection Program in the La Mesa-Spring Valley School District. Questions regarding elements of this program and employee protection shall be directed to the Program Administrator.

II. EMPLOYEE TRAINING PROGRAM

A. Each employee designated by the District to wear a respirator must receive initial training and annual refresher training. Training sessions will be provided by a qualified person to ensure that employees understand the limitations, use and maintenance of respiratory equipment.

All employees shall receive training prior to being issued and/or wearing a respirator.

B. Each department shall maintain training records.

III. MEDICAL EVALUATIONS

Prior to initially being issued a respirator, all employees shall be medically evaluated. Persons with physical disabilities such as, but not limited to, respiratory impairments, or claustrophobia when wearing a respirator, shall not be assigned to tasks requiring the use of respirators unless it has been determined by a qualified physician that they are physically able to perform work and use the equipment. All respirator users' medical status will be reviewed annually. Employees are required to notify their Supervisors immediately of any health problems that would necessitate a re-evaluation of their ability to wear respiratory protection. This information is required to be brought to the Program Administrator's attention immediately.

IV. FITTING OF RESPIRATORS

A. Proper fitting of respirators is essential and required in order to provide protection for the employee. Prior to being issued and/or wearing a negative pressure respirator, the employee shall be individually fitted for size, comfort and special conditions (eyeglasses, facial scars, welding applications, etc.)

B. Fit testing can be arranged by contacting the Distributor. Fit tests shall not be required for positive-pressure respirators or for mouthpiece respirators.

C. There are two ways of fit testing, qualitative (pass/fail) and quantitative (measuring the levels within the mask). Fit tests may be either quantitative or qualitative, performed in accordance with State Law.

D. Supervisors are responsible for maintaining fit testing records.

E. Employees who wear negative pressure respirators shall perform both a positive and negative pressure fit test each time the respirator is worn. The procedures for these tests are included with this written program.

F. Employees who wear respirators shall contact their Supervisors to arrange for a refitting evaluation when the following occur: significant weight loss or gain; beards or mustaches are grown; eye glasses are required; dental changes affect mouth piece seal; scars or broken bones which change facial conformation; or any other occurrences which may affect the respirator to face seal.

V. SELECTION AND USE OF RESPIRATORY PROTECTION EQUIPMENT

A. Respirators shall be approved by the Mine Safety and Health Administration (MSHA) or the National Institute for Occupational Safety and Health (NIOSH).

B. Selection is dependent upon the type and level of airborne contaminant present, the hazardous operation performed and on the basis of comfort, proper individual fit and protection factor provided.

C. Individually owned respirators are prohibited.

D. Questions regarding the type of respirator to use for a specific operation shall be directed to Jennifer Coronel, Program Manager, Student Supports.

E. Respirator users shall not be allowed to wear contact lenses if the risk of eye damage is increased by their use. If a spectacle, goggle, face shield or welding helmet must be worn with a facepiece, it shall be worn so as not to adversely affect the seal of the facepiece to the face.

VI. AVAILABILITY

Each employee who is required to wear a respirator will be issued one. Consideration will be given to standardizing the brand of respirators utilized. Utilizing different parts (cartridges, filters, valves, etc.) of other makes of respirators voids the certification by the manufacturer. A supply of parts will be available to respirator wearers for replacement and repair.

VII. EMPLOYEE RESPONSIBILITIES

A. GENERAL

Employees are expected to properly use respiratory protection when and as required; clean and disinfect the units; change filters as required; inspect units for damage or malfunction; check the fit via positive and negative pressure tests prior to use; and provide sanitary storage. Employees shall be completely familiar with the manufacturer's written instructions.

B. CLEANING AND DISINFECTING RESPIRATORS

Whenever possible, a respirator will be reserved for the exclusive use of a single individual. Following each use, the respirator must be cleaned and disinfected according to the manufacturer's written directions. The following procedures are typically used to clean a respirator:

1.) Wash with a detergent or a combination of detergent and disinfectant, in warm water, using a brush.

2.) Rinse in clean water, or rinse once with a disinfectant and once with clean water. The clean water rinse is particularly important because traces of detergent or disinfectant left on the mask can cause skin irritation and/or damage respirator components.

3.) Position the respirator so that the shape of the face piece rubber will not be deformed during drying.

C. ROUTINE INSPECTION OF RESPIRATORS

Inspection of the respirator is an important, routine task. It must be done before and after each use. The following items shall be checked at a minimum:

1.) Air-Purifying Respirators (half-mask and full facepiece)

Rubber facepieces shall be checked for:

- Excessive dirt
- Cracks, tears or holes
- Distortion and improper storage
- Cracked, scratched or loose fitting lens
- Broken or missing mounting clips

Headstraps shall be checked for:

- Breaks or tears
- Loss of elasticity
- Broken or malfunctioning buckles or attachments
- Excessively worn serrations of the head harness which might allow the facepiece to

slip

Inhalation Valve and Exhalation Valve shall be checked for:

- Detergent residue, dust particles or dirt on valve seat
- Cracks, tears or distortion in the valve material or valve seat
- Missing or defective valve cover

Filter elements shall be checked for:

- Proper filter for hazard
- Approval designation (TC...ID#...)
- Missing or worn gaskets
- Worn threads
- Cracks or dents in filter housing

2.) Power Air Purifying Respirators:

Check facepiece, headstraps, valve and breathing tube, as for regular air purifying respirators.

Hood or helmet, if applicable - check for:

- Headgear suspension (adjust properly for wearing)

Cracks or breaks in faceshield (replace faceshield)

3.) Supplied Air Respirators:

Facepiece, Headstrap and Valves shall be checked as specified above. In addition the following checks shall be performed:

Breathing tube shall be checked for:

- Cracks
- Missing or loose hose clamps
- Broken or missing connectors

Hood, helmet or suit shall be checked for:

- Headgear suspension
- Cracks or breaks in faceshield
- Rips or torn seams

Air supply system shall be checked for:

- Breaks or kinks in air supply hoses and end fitting attachments
- Tightness of connections
- Proper setting of regulators and valves (consult manufacturer's recommendations)
- Correct operation of air purifying elements and carbon monoxide or high-temperature alarms

4.) Self-contained Breathing Apparatus (SCBA):

Consult manufacturer's literature

D. RESPIRATOR STORAGE

1.) Proper storage is very important. Respirators must be protected from dust, sunlight, heat, extreme cold, excessive moisture and damaging or contamination chemicals. When not in use, place the respirator in a clean, dry, convenient, sanitary location.

2.) Inspect respirators stored for emergency use for damage and function monthly (minimum).

E. FIT EVALUATION PRIOR TO USE

1.) Employees are expected to perform a fit check prior to using a respirator. These fit tests are referred to as the "positive and negative pressure checks". During fit testing, the respirator straps must be properly located, in accordance with the manufacturer's direction and must be as comfortable as possible. Over tightening the straps will sometimes reduce facepiece leakage, but the wearer may be unable to tolerate the respirator for any length of

time. The facepiece should not press into the face and shut off blood circulation or cause major discomfort.

2.) Inspect the respirator visually for damage, malfunction and cleanliness prior to performing the negative pressure check and positive pressure check. The procedures for these tests are described below:

a.) Negative Pressure Fit Check:

For this test, the wearer closes off the inlet of the filters or cartridges by covering them with the palms of the hands or by squeezing the breathing tube so that air cannot pass through, inhale so that the facepiece collapses slightly and hold his/her breath for about 10 seconds. If the facepiece remains slightly collapsed and no inward leakage of air is detected, the respirator passes the test. This test can only be used on respirators with tight fitting facepieces. The potential drawback is that hand pressure can modify the facepiece seal and cause false results.

b.) Positive Pressure Fit Check:

This test is similar in principle to the negative pressure check. It is conducted by closing off the exhalation valve of the respirator and gently exhaling into the facepiece. The respirator fit is considered passing if positive pressure can be built up inside the facepiece without evidence of outward air leakage around the facepiece.

If the respirator fails to pass either of these tests, it may only be necessary to adjust the straps on the respirator and repeat the checks. If subsequent negative or positive pressure checks fail, the respirator shall not be used. The respirator user shall notify their Supervisor to determine if another size or respirator brand should be issued.

VIII. USE OF THIRD PARTY FOR RESPIRATORY CONSULTATION

The District has partnered with Concentra Occupational Health for the purpose of any consultation that is required for new or existing employees who participate in the District Respiratory Program.

Employees participating in this program should obtain clearance from their supervisor and / or the Respiratory Program Administrator prior to visiting any third party occupational health facility for consultation.

IX. RESPIRATOR PROGRAM EVALUATION AND RECORD KEEPING

The District or a designated representative shall evaluate the respirator program at least annually.

Supervisors will assist the Program Administrator in monitoring the effectiveness of the program by:

1. Observing employee activities to confirm proper respirator use.
2. Observing and discussing with new employees to confirm proper training, medical evaluation and fit testing has been provided.
3. Periodically discussing with employees during safety or other meetings the elements of this program.

GLOSSARY

This glossary provides common definitions to assist Supervisors in the selection of the proper respirator. Direct questions regarding the selection of the respirator or filters to be used for a specific hazard to the JPA Loss Control Representative.

Definitions:

AEROSOL

A system consisting of particles, solid or liquid.

CONTAMINANT

A harmful, irritating or nuisance material that is foreign to the normal atmosphere.

DUST Solid particles suspended in air, generated by handling, drilling, crushing, grinding, rapid impact, detonation, or decrepitation of organic or inorganic materials such as rock, ore, metal, coal, wood, grain, etc.

FOG A mist of sufficient concentration to perceptibly obscure vision.

FUME Solid particles suspended in air, generated by condensation from gaseous state, generally after volatilization from molten metals, etc., and often accompanied by a chemical reaction such as oxidation.

GAS A normally formless fluid which can be changed to the liquid or solid state by the effect of increased pressure or decreased temperature or both.

HAZARDOUS ATMOSPHERE

Any atmosphere, either immediately or not immediately dangerous to life or health, which is oxygen deficient or contains a toxic or disease producing contaminant.

MIST Liquid droplets suspended in air, generated by condensation from the gaseous to liquid state or by breaking up a liquid into a dispersed state, such as by splashing, foaming or atomizing.

ORGANIC VAPOR

Any chemical containing as an element of its composition a carbon atom. Examples are hydrocarbons, such as oils, epoxies, many cleaning solvents, fuels, paints, lacquers, and enamels.

PARTICULATE MATTER

A suspension of fine solid or liquid particles in air, such as: Dust, Fog, Fume, Mist, Smoke or Spray. Particulate matter suspended in air is commonly referred to as an aerosol.

VAPOR The gaseous form of a substance which is normally in the solid or liquid state.

LA MESA-SPRING VALLEY SCHOOL DISTRICT REQUIRED TRAINING GUIDE FOR RESPIRATOR USERS

The Supervisor, the person issuing respirators, and respirator wearers shall be given adequate training by a qualified person(s) to ensure the proper use of respirators. Written records shall be kept in each department of the names of the persons trained and the dates when training occurred.

1. Supervisors shall be given adequate training to ensure the proper use of respirators.
2. A person assigned the task of issuing respirators shall be given adequate training to ensure that the correct respirator is issued for each application.
3. To ensure the proper and safe use of a respirator, the minimum training of each respirator wearer shall include the following elements:
 - (a) The reasons for the need of respiratory protection.
 - (b) The nature, extent, and effects of respiratory hazards to which the person may be exposed.
 - (c) An explanation of why engineering controls are not being applied or are inadequate and of what effort is being made to reduce or eliminate the need for respirators.
 - (d) An explanation of why a particular type of respirator has been selected for a specific respiratory hazard.
 - (e) An explanation of the operation, capabilities and limitations of the respirator selected.
 - (f) Instruction in inspecting, donning, checking the fit of, and wearing the respirator.
 - (g) An opportunity for each respirator wearer to handle the respirator, learn how to don and wear it properly, check its seals, wear it in a safe atmosphere, and wear it in a test atmosphere.

- (h) An explanation of how to maintain and store respirators.
 - (i) Instruction in how to recognize and cope with emergency situations.
 - (j) Instruction as needed for special respirator use.
 - (k) Regulations concerning respirator use.
- (4) Wearing instructions and training, including practice demonstrations, shall be given to each respirator wearer and shall cover:
- (a) Donning, wearing and removing the respirator.
 - (b) Adjusting the respirator so that its respiratory-inlet covering is properly fitted on the wearer and so that the respirator causes a minimum of discomfort to the wearer.
 - (c) Allowing the respirator wearer to wear the respirator in a safe atmosphere for an adequate period of time to ensure that the wearer is familiar with the operational characteristics of the respirator.
 - (d) Providing the respirator wearer an opportunity to wear the respirator in a test atmosphere to demonstrate its effectiveness. A test atmosphere is any atmosphere in which the wearer can carry out activities stimulating work movements and respirator leakage or the wearer can detect respirator malfunction.
5. Each respirator wearer shall be retrained as necessary to ensure effective respirator use. Refresher training shall be given at least annually and shall include the provisions of 3g through k and 4c.