

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

July 27, 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 safety-related plans, review safety 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.
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 COVID-19 Procedures Team* regularly to discuss safety protocols.
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. Department directors/designees will meet with the established COVID-19 Procedures Team* regularly to discuss safety protocols.

*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 will self-screen from home or during arrival to their work site. Employees shall use the **Appendix C: Employee Self Screening Process**.

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

Per CDPH Guidance, “In-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.”

In non-school workplaces, no direct requirement on physical distancing exists in the state of California.

In school workplaces, no direct requirement on physical distancing exists in the state of California. However, CDC continues to recommend (and LMSV continues to support) a physical distancing of 3 feet between students and a physical distancing of 6 feet between staff and students, as feasible, particularly if staff are unvaccinated. Striving for this will make the burden of contact tracing easier.

No direct requirement on physical distancing for lunch exists in the state of California. However, LMSV continues to recommend that schools physically distance students to the extent possible during lunch and lunch seating should be assigned at the elementary level in order to facilitate contact tracing (middle school students can self-report who they were seated with at lunch).

When outdoors, there is no requirement for physical distancing, regardless of vaccination status.

Face Coverings

All staff, students, and any community members who enter an indoor area of a district school will utilize face coverings as indicated by evolving recommendations from the California Department of Public Health.

In non-school workplaces, face coverings must be worn by staff:

- When they are not vaccinated and are indoors.
- When they are vaccinated but have not completed the Vaccination Status Self Attestation form

However, when indoors, the district recommends that face coverings be worn by all staff, regardless of vaccination status.

In K-12 schools, face coverings must be worn by students and staff:

- When indoors
- When on a school bus

Face coverings may be removed when students or staff:

- Are 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 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 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 students or staff are indoors at a K-12 school):
 - 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, when indoors, include:

- Providing disposable face covering
- Exclusion from campus

All students are required to wear face coverings, when indoors, unless exempt.

Students are exempt from wearing a face covering indoors 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:

- 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.

Engineering controls

In the event that it is not possible to maintain all recommended controls, 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. Additional layers of PPE such as disposable gowns, gloves, shields, shields with a drape (in addition to face masks) may be 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)

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 may share supplies or electronic devices and classroom practices should provide ample opportunities for hand hygiene to be practices.

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 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.
- 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 vaccination or 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 for the unvaccinated 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.
- The entitlement of unvaccinated employees to receive N-95 respirators for voluntary use, upon request.
- A process by which employees with underlying health conditions may request additional support from their supervisor.
- 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 have been 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 10 days after the last known COVID-19 exposure to a COVID-19 case, per HHS 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 10 days have passed after last close contact with an infected individual, as long as no symptoms develop. If symptoms do develop during this 10 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 10 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 10-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 10-day period or those who are vaccinated). COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing will meet criteria as established by the Emergency Temporary Standards

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.

Additional measures:

- Additionally, LMSV will ensure that:
 - (1) Employees in the exposed group shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless an exception applies.
 - (2) Employees in the exposed group are notified of their right to request a respirator for voluntary use, if they are not fully vaccinated.

- (3) Supervisors evaluate whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.
- (4) In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, shall implement their use to the degree feasible.

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 the CPP applies to any workplace if 20 or more employee COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period.

This section shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

In the event of a major outbreak, LMSV shall take the following actions:

- (1) LMSV shall provide a respirator for voluntary use to employees in the exposed group and shall determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
- (2) Any employees in the exposed group who are not wearing respirators required by the employer shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

- (3) At work stations where an employee in the exposed group is assigned to work for an extended period of time, such as desks and where the physical distancing requirement is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- (4) The employer shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

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 10-day period or those who are vaccinated). COVID-19 testing will be provided at no cost to employees during employees' working hours.

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. Are you unvaccinated and have been exposed to someone who tested positive for COVID-19 in the past two 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
