

Klamath-Trinity Joint Unified School District COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - 3205, COVID-19 Prevention
 - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
 - 3205.2, Major COVID-19 Outbreaks
 - 3205.3, Prevention in Employer-Provided Housing
 - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
 - The four **Additional Considerations** provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



November 2020

COVID-19 Prevention Program (CPP) for Klamath-Trinity Joint Unified School District

This CPP is designed to control exposures to the SARS-CoV-2 (COVID-19) virus that may occur in our workplace.

Date: February 9, 2021

Authority and Responsibility

The Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

The Klamath-Trinity Coronavirus Active Response and Educational Support Team (KT CARES) has a Health and Safety Advisory Team is comprised of the Superintendent, Maintenance and Transportation Director, District School Nurse, and District School Resource Officer.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the KTJUSD Facilities COVID-19 Checklist.
- 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 KTJUSD Facilities COVID-19 Checklists 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.
- The KTJUSD Health and Safety Advisory Team will conduct initial and monthly walk throughs of KTJUSD sites/facilities using a COVID-19 Facility Checklist to ensure mitigation efforts are in place and being followed.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees are encouraged to follow a chain of command in reporting their comments, concerns, and suggestions regarding the identification and evaluation of COVID-19 hazards. Employees will report to their direct supervisor, who will in turn report to the Health and Safety Advisory Team. If they are uncomfortable taking their concerns to their direct supervisor, they may take their concerns directly to the Health and Safety Team. CSEA and KTTA Union representation may be included in meetings mitigating COVID-19 hazards.

Employee Screening

Each morning before employees report to work, they are asked to complete a self- health assessment at home. The self- assessment includes taking their temperature, conducting a COVID-19 symptoms review, and questionnaire. If the employee has a temperature, has any symptoms of COVID-19, or answers yes to any question on the COVID-19 questionnaire they are not permitted to work on site that day.

Once employees arrive at work, they must complete a health screening with their designated front office,

before they enter their workspace. The health screening includes temperature (non-touch thermometer), COVID-19 symptoms review and questionnaire. The results of the screenings are logged daily. The employee and screener are required to wear an appropriate PPE at all times.

KTJUSD Health and Safety Protocol

TOP 3 PREVENTION MECHANISMS
WEAR A FACIAL COVERING
DISTANCE YOURSELF 6 FEET FROM OTHERS
WASH YOUR HANDS/USE HAND SANITIZER

Prior to leaving your home, do a health self-assessment. If you are ill or answer yes to any of the questions below, do not come to any KTJUSD campus/facility.

1. Temperature Check (100.4 oral thermometer, 99.1 no touch thermometer)
2. Symptoms Review (fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, runny nose, congestion, nausea, vomiting, or diarrhea).
3. Have you or a member of your household tested positive for COVID-19 in the last 14 days?
4. Have you or a member of your household been exposed to anyone who has tested positive for COVID-19 in the past 14 days?

Each morning staff will complete a health screening with the site secretary or designated individual.

Temperature

- o 100.4 with an oral temperature constitutes a fever.
- o 99.1 with a non-touch temperature constitutes a fever.
- o Any individual with a fever will be sent home and will not be allowed access to KTJUSD facilities.
- o Health Screenings will be maintained on a spreadsheet and kept confidential in accordance with HIPPA guidelines.

Symptom Review (Individuals with symptoms will be sent home and not allowed to work)

- o Fever or Chills
- o Cough
- o Shortness of breath or difficulty breathing
- o Fatigue
- o Muscle or body aches
- o Headache
- o New loss of taste or smell
- o Sore throat
- o Congestion or runny nose
- o Nausea or vomiting
- o Diarrhea

Question Review

- Have you tested positive for COVID-19?
- Have you been exposed to any known individuals who are positive for COVID-19?
- Do you have any current symptoms listed above?

Illness

If you become sick at work with symptoms of COVID-19, notify your supervisor via phone call or text and immediately go home. Contact your medical provider if you have concerns about your health.

If you become ill at home, stay home and notify your supervisor. People with COVID-19 have a wide range of symptoms. Symptoms may appear 2-14 days after exposure to the virus. Contact your medical provider if you have concerns regarding your health.

Employees may have been exposed if they are a “close contact” of someone who infected with COVID-19, which is defined as being within 6 feet of a person with COVID-19 for 15 minutes cumulatively within a 24-hour period of time:

- Potentially exposed employees who **have** symptoms of COVID-19 should obtain a COVID-19 test and self-quarantine for 14 days.
- Potentially exposed employees who **do not have** symptoms but have been within 6 feet of contact with a COVID-19 positive individual for more than 15 minutes cumulatively within a 24 -hour period, should obtain a COVID-19 test and quarantine for 14 days.

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

Employee Return to Work Criteria:

Symptom-based strategy. Exclude from work until:

- At least 24 have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*

Test-based strategy. Exclude from work until:

- 24 hours resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative COVID test results.

Employee Tests Positive for COVID-19

If an employee tests positive for COVID-19

- **Symptomatic:** (Employee may not return to work until)
 - Employee has been in isolation at least 10 days after symptoms first appeared or date of COVID-19 test.
 - Employee has been released from isolation by public health or their medical provider.

- Symptom free for 72 hours
- **Asymptomatic:** (Employee may not return to work until)
 - Employee has isolated for 10 days after the date they tested for COVID-19, and test result was positive.
 - Symptom Free for 72 hours
 - Employee has been released from isolation by public health or their medical provider

Employee Deemed a Close Contact to a COVID-19 Positive Case

If you are deemed a close contact of a COVID-19 positive case and are asymptomatic, it recommended you wait at least **7 days** to be tested.

- Positive Test Result (Employee may not return to work until)
 - Employee must isolate for 10 days after symptoms first appeared or the date of specimen collection to be tested for COVID-19, and the result was positive
 - Employee is symptom free for 72 hours
 - Employee has been released from isolation by public health or their medical provider
- Negative Test Result (Employee may not return to work until)
 - Employee must quarantine for 14 days after last contact with known COVID-19 positive case
 - Symptom Free
 - Employee has been released by public health or medical provider

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the KT CARES COVID-19 Facilities Checklist and corrected in a timely manner based on the severity of the hazards, as follows:

KTJUSD has an identified COVID-19 Health & Safety Advisory Team. The team will conduct a regular monthly walk through of each site/facility, to advise and collaborate with Administrators, Managers and school staff to ensure compliance of sites in accordance with the Health and Safety Protocols and COVID-19 mitigation efforts. The Health and Safety Advisory Team will use a district generated COVID-19 Facilities Checklist to evaluate sites. Recommendation for COVID-19 hazard corrections will come directly from the data collected on the COVID Facilities Checklist generated from the walk throughs. Each site administrator will be given the COVID Facilities data sheet generated from their site visit. The site administrators will need to make immediate corrections, when practicable. The Health and Safety Advisory Team/member will revisit the site to ensure the recommended corrections where made.

Control of COVID-19 Hazards

Physical Distancing

- Physical distancing attempts will be implemented at the recommended 6-foot distance from other individuals when practicable.
- Physical distancing of 6 feet will be practiced between all educator and student workspaces, and between all employee workspaces and common spaces when practicable.
- Meetings are to be held via an internet-based modality or using social distancing rules. If meeting is to be held in person, it is best for them to be held outdoors with individuals spaced 6 feet apart.

- In order to maintain physical distancing requirements in all common walkways and congregation areas (both indoor and outdoor), school sites have identified unidirectional pathways. The pathways are clearly marked with signs and tape to indicate the direction of travel and the six feet physical distance spacing requirements to the extent practicable given the width of the walkways.
- Site Administrators may allow for staggering of employee work schedules based on need, to reduce workplace congestion.
- Site Administrators have the flexibility to allow employees to work from a remote location, if able to carry out their job from a remote location productively on a case-by-case, in order to reduce workplace congestion.

Facial Coverings

- Employees are required to wear facial coverings at all times when working in enclosed spaces with others and remain socially distanced at 6 ft when possible.
- Employees may remove facial coverings, if they are working in their own space by themselves (examples: office space or classroom).
- Employees do not need to wear face coverings, if they are working outside and able to distance 6 feet from other individuals.
- Wearing a face covering does not eliminate the need to socially distance.
- Masks with exhalation valves or vents are not allowed
- If employees choose to wear personal face coverings, they must be washed or changed out daily with clean face coverings.
- If an employee does not have a facial covering the District will provide a face mask.
- Employees are required to use facial coverings while riding in vehicles with other individuals. Socially distance at 6 feet while riding in vehicles, when possible. It is recommended there only be one person per vehicle, unless absolutely necessary.
- 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.
- Employees may remove their masks 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.

Engineering Controls

In situations where the minimum of 6 feet physical distancing requirement is insufficient to provide necessary interactions, academic instruction or assessments, the district will provide alternative and effective safety devices such as plexiglass barriers and/or face shields. The time spent in proximity of less than six feet between individuals shall be minimized to the extent possible and strictly limited to no more than 15 minutes cumulatively over a 24- hours period when practicable.

Ventilation

- o All the new facilities are equipped with HVAC Systems designed to operate with continuous fan when the building is occupied.
- o The units have MERV 8 and above filters installed, which are efficient at capturing airborne viruses.
- o All the units bring in the minimum amount of outside air as required by the State of California. Most of the rooms get around 200 CFM of outside air brought into them.
- o MERV filters are recommended to be changed every 3 months, KTJUSD MTO Staff will change all filters routinely every 2 months to create an extra layer of protection and better filtration, which provides healthier and cleaner air.
- o Workspaces/classrooms do not contain central HVAC systems with the capabilities of air filtration are provided portable HEPA filtration system.

- o When weather conditions allow, outdoor air flow will be increased by opening windows and doors.
- o If an individual tests positive for COVID-19, the District will change the filters in all locations the positive individual occupied.

Cleaning and Disinfecting

- o All Staff will implement regular cleaning and disinfection of their workspace throughout the day and in between students
- o Surfaces to clean on a regular basis include but are not limited to door handles, workstations, counters, computers, phones, copy machines etc.
- o Employees are required to wipe down their workstations upon arriving and leaving work.
- o Staff will be provided with FDS/EPA/Cal OSHA approved cleaning products for their work area.
- o Cleaning products are not to be used while children are present.
- o Janitorial staff will conduct their normal to increased daily cleaning of district facilities, using FDS, EP, CAL OSHA approved cleaning products for their work areas.
- o District issued Nitril gloves, face shields, and gowns to use during disinfecting procedures are available to staff.

RESPONSE TO POSITIVE COVID-19 CASES

District custodial staff are assigned to deep cleaning of the facilities due to a COVID-19 positive case. The Maintenance and Transportation Department will be responsible for releasing a sanitizing fogger in the areas the COVID-19 positive individual occupied or visited. The area where the fogger(s) were released are closed for a minimum of 24 hours, then a thorough cleaning of all surfaces and equipment will be performed by the internal janitorial staff. MTO will remove and replace all HVAC and Hepa filters in areas visited by the COVID-19 positive individual(s). A list of trainings provided to employees is under Training and Instruction section in this document.

SHARING EQUIPMENT AND VEHICLES

Vehicles will be disinfected/cleaned in between each individual user, including door handles, steering wheels, seatbelt buckles, armrests, shifters, radio controls, etc. Masks will be worn at all times when occupied by more than one individual. Vehicles will contain PPE including masks and gloves, hand sanitizer, and disinfecting cleaners. Employee equipment will not be shared when feasibly possible. In the event equipment must be shared, it will be wiped down in between individual users.

HAND HYGIENE GUIDELINES

District employee are required to follow the below hand hygiene protocols:

- o Practice good hand hygiene.
- o Wash your hands or use hand sanitizer upon entering district facilities.
- o Wash your hands after touching your face, sneezing, coughing, and touching surfaces.
- o Wash your hands every two hours on a regular schedule for 20 seconds.
- o Frequent use of hand sanitizers is recommended.
- o Hand sanitizer of at least 60% alcohol is provided by the district in all workspaces.
- o District bathrooms contain soap, water, and paper towels.

PERSONAL PROTECTIVE EQUIPMENT

District issued/provided PPE will be available to all staff. PPE will not be shared. District provided PPE equipment includes:

- Masks
- Gloves
- Gowns
- Face Shields
- Desk Plexiglass Shields
- Student Desk Shields

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distance requirements are not feasible or maintained.

CAL/OSHA reference: <https://www.dir.ca.gov/title8/3205.html>

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

INVESTIGATING AND RESPONDING TO COVID-19 CASES

- All employees are required to follow the Health and Safety Protocols listed under illness Employee Return to Work Criteria.
- The District will do internal contact tracing, as well as collaborate with Humboldt County Public Health and local Tribal authorities.
- Employees who are COVID-19 positive or are close contacts will be subject to the EXCLUSION OF COVID-19 CASES and RETURN TO WORK protocols described below.

EXCLUSION OF COVID-19 CASES

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

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Employer will provide employee the opportunity to work remotely when able and available.
- Employees will be provided leave described in their Collective Bargaining Agreement and Education Code.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the COVID-19 exposure is determined to be work related. Employer provided leave as agreed to in the Collective Bargaining Agreements or Worker's Compensation Benefits.
- Providing employees at the time of exclusion with information on available benefits.

SYSTEM FOR COMMUNICATING

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

Employees will report COVID-19 symptoms and possible hazards to their direct supervisor verbally or in writing. **Employees' Personal Health Information is to be kept confidential and reported only to the District Superintendent, District School Nurse,** and in accordance with SB1159 the District's Claims Administrator, and for Keenan reporting purposes Personnel. Supervisors report to the Health and Safety Advisory Team for concerns related to COVID-19 hazards.

- Employees can report symptoms and hazards without fear of reprisal.
- Policies and procedures are in place for accommodating employees with medical or other conditions which put them at increased risk of severe COVID-19 illness.

COVID-19 TESTING

Employees are provided the locations and times for free COVID-19 testing within Humboldt County. Employees are encouraged to obtain regular COVID-19 testing, in order to identify and prevent the spread of the virus within the communities.

COVID Testing Resource List

- **Primary Care Provider**
- **Redwood Urgent Care** - 298-2011 (only testing people w/symptoms unless PH asks them to test someone r/t a case)
- **Optum @ Fairgrounds** - <http://lhi.care/covidtesting> or call 1 (888) 634-1123 (will be adding a second drive through lane as of 11-30 and also extending hours I believe so capacity will increase) FREE
- **CVS McKinleyville** - <https://www.cvs.com/minuteclinic/covid-19-testing?WT.ac=cvs-storelocator-searchpilot-header-covid-10513> or call 707-839-5621
- **Palco Pharmacy, Scotia** - <https://www.doineedacovid19test.com/>
- **Southern Humboldt Health** – <https://sohumhealth.org/covid-testing/> or call – 923-3921 (doing rapid tests – info on how to access is on the web site)
- Southern Trinity Health Services Scotia – Call 707-764-5617. Melissa Fisher will arrange for group testing with mobile van.
- **UIHS Potawot** 707-825-501
- **KIMAW Medical Center** 530-625-4261 Must be a registered patient
- **Yurok Tribal Office Weitchpec** (Available to Yurok Reservation Residents and Community) FREE
- **NCIDC**
570 Opera Alley Eureka Monday-Friday 9:00 AM to 4:00 PM FREE
The Northern California Indian Development Council (NCIDC) located in Eureka's Carson Block. Building is hosting free, walk-in COVID-19 testing for tribal community members and people who are closely associated to them.
- **Blue Rancheria Tribe Free**
Blue Lake Hotel and Casino Parking Lot (Red Tent)
428 Chartin Rd, Blue Lake
Testing available:
Monday, Wednesday, Friday, Saturday, and Sunday 12:00PM to 7:00 PM
Tuesday and Thursday 8:00 AM to 3:00 PM
*Tribal Communities- Any tribal member in the region, as well as all employees who work for one of the tribe's business enterprises.

- **Trinity County Public Health FREE**
 Trinity Alps Performing Arts Center Parking Lot 9:00 AM to 1:00 PM
 101 Arbuckle Ct
 Weaverville, CA
 Register Online trinitycounty.org
 12/10/20, 12/17/20, 12/29/20
 Anyone can test free
- **Hoopa-Optum Serve FREE COVID TESTING**
 Free COVID-19 testing is available locally in Hoopa and is open to everyone.
Site Location: Tsewenaldin Inn, 12482 CA-96, Hoopa
Testing Dates: Thursdays
Schedule a test by phone: 888-634-1123
Schedule a test online: <https://lhi.care/covidtesting>
- Local Emergency Room

Humboldt County Isolation and Quarantine orders (if you Google Humboldt isolation – it takes you directly to this link info): <https://humboldt.gov.org/2831/Isolation-and-Quarantine-Orders>

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- KTJUSD will utilize COVID-19 testing provided through Optum Serve currently and local organizations offering testing. The District will offer COVID-19 testing at the Wellness Center in partnership with HCOE and Valencia Labs.
- Employees receive weekly reminders of the current policies and procedures put in place by the Health and Safety Advisory Team.
- Employees are emailed current data, literature, updates from the California Department of Public Health, Center for Disease Control, Humboldt County Public Health, Tribal Governances, and the California Department of Education.
- KTJUSD District Website has current COVID-19 Information and related links on it.

Training and Instruction

The MTO Staff and/or Employees have been provided with the following trainings on COVID-19, COVID-19 cleaning procedures, and COVID-19 disinfecting supplies and will be documented using the COVID-19 Training Roster (Appendix D):

- Keenan COVID-19 Janitorial Cleaning Online Training
- Mendes COVID-19 Sanitizing and Disinfecting Training
- Keenan IPM Integrated Pest Management
- Mobilizer Fogger Training
- District COVID Screening Training
- Online Trainings on use of District provided cleaning products
- Cleaning product Safety Data Sheets have been provided to district employees
- Blood Borne Pathogen Training
- Site specific COVID-19 policy and procedure training.
- COVID-19 Vaccine PowerPoint emailed to all employees
- Return To Work Safely Training

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Contact Tracing/Record Keeping will be in compliance with School Portal for Outbreak Tracking (SPOT)
- KTJUSD keeps up to date and accurate records of all employees on campus daily. Internal Contact Tracing is completed in the event of a COVID-19 positive case and exposure occurs in one of our facilities. Humboldt County Public Health and Tribal Governance Public Health Officers/Contact Tracing Teams are notified when applicable.



Jennifer Glueck, Superintendent