



**Chula Vista Elementary School District
Injury and Illness Prevention Program (IIPP)**

Revised: January 1, 2021

Chula Vista Elementary School District
84 East J Street
Chula Vista, CA 91910

School District Name and Address

Anthony Carlton, ARM
Executive Director of Facilities/Planning, Risk Management and Legal Services

Name and Contact Information for Individual Completing this form

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Anthony Carlton
Executive Director of Facilities/Planning, Risk Management and Legal Services
84 East J Street
Chula Vista, CA 91910
619-425-9600, Ext. 1352

IIPP Administrator's Name, Job Title, and Contact Information (address, phone numbers)

(Optional) Our school district's co-administrator for our IIPP is:

Sherry Stone
Emergency Preparedness and Security Manager
84 East J Street
Chula Vista, CA 91910
619-425-9600, Ext. 1327

Co-Administrator's Name, Job Title, and Contact Information (address, phone numbers)

- This IIPP applies to all schools in our district.
- Each school in our district has been assigned a safety supervisor. School-site safety supervisors are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety supervisor has a copy of this IIPP. A list of all the district's school-site safety supervisors who will implement and maintain the IIPP at their school sites is attached as Form A.

The master copy of this IIPP can be found at: 84 East J Street, Chula Vista, CA 91910

Other copies of the IIPP can be found at: All School Sites

HAZARD ASSESSMENT/INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

- School-site safety supervisors in their school sites
- Our district's IIPP Administrator(s)/SASH Coordinator(s)
- Other: San Diego County Schools Joint Powers Authority Loss Control

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.
- Whenever occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Other times: _____

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by: Anthony Carlton, Executive Director of Facilities/Planning, Risk Management and Legal Services and

Direct Supervisors of an employee after a workplace accident, hazardous substance exposure or near accident.

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.
- Other: _____

HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes all of the following checked items:

- A. New employee orientation including a discussion of safety and health policies and procedures.
- Follow-through by supervisors to ensure effectiveness.
- Worksite-specific health and safety training.
- Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: See Maintenance, Transportation and Child Nutrition schedules.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform administration about workplace hazards. This system involves: Submitting a comment through the “Let’s Talk” platform. (This allows employees to remain anonymous.)

--OR--

- B. Our district elects to use a labor/management health and safety committee to meet all the requirements of Title 8 CCR §3203(c)(1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3).
- C. Other methods we use to ensure communication with and involvement of employees include: _____

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- When our IIPP was first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.
- Whenever anyone is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- To all employees about the hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Recognizing employees who perform safe and healthful work practices.
- Other systems we have in place to ensure compliance with safety practices: _____

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP (optional):

- Documentation of our safety and health training.

Form A

The following school-site safety supervisors are responsible for maintaining our district's Injury and Illness Prevention Program and communicating with employees about our IIPP at their sites:

Ella B. Allen Elementary School School Site	John Greenwell Name of Supervisor
Arroyo Vista Charter School School Site	Juan Ricoy Name of Supervisor
Bayfront Charter High School School Site	Ryan Santos Name of Supervisor
Enrique S. Camarena Elementary School School Site	Debra McLaren Name of Supervisor
Joseph Casillas Elementary School School Site	Nicole Walker Name of Supervisor
Castle Park Elementary School School Site	Monica Castillo Name of Supervisor
Chula Vista Hills Elementary School School Site	Vanessa Lerma Name of Supervisor
Chula Vista Learning Community Charter School Site	Jorge Ramirez Name of Supervisor
Clear View Elementary School School Site	Ray Devore Name of Supervisor
Hazel Goes Cook Elementary School School Site	Gabriela Llamas Name of Supervisor
Daly Academy School Site	Joseph Prosapio Name of Supervisor
Discovery Charter School School Site	Neil MacGaffey Name of Supervisor
Eastlake Elementary School School Site	Eric Banatao Name of Supervisor
Feaster Charter School School Site	Francisco Velasco Name of Supervisor
Myrtle S. Finney Elementary School School Site	Beverly Prange Name of Supervisor
Halecrest Elementary School School Site	Amber MacDonald Name of Supervisor
Harborside Elementary School School Site	Lisa Forehand Name of Supervisor
Anne & William Hedenkamp Elementary School School Site	Gina Mazeau Name of Supervisor
Heritage Elementary School School Site	Ruth Diaz De Leon Name of Supervisor
Hilltop Drive Elementary School School Site	Bill Willis Name of Supervisor
Juarez-Lincoln Elementary School School Site	Robert Pollack Name of Supervisor
Karl H. Kellogg Elementary School School Site	Chris Houck Name of Supervisor
Calvin J. Lauderbach Elementary School School Site	Melody Belcher Name of Supervisor
Liberty Elementary School School Site	Charles Grisier Name of Supervisor
Loma Verde Elementary School School Site	Bree Watson Name of Supervisor

Los Altos Elementary School School Site	Santos Gonzalez Name of Supervisor
Thurgood Marshall Elementary School School Site	Monica Loyce Name of Supervisor
Corky McMillin Elementary School School Site	Cynthia Orr Name of Supervisor
John J. Montgomery Elementary School School Site	Lydia Burgos Name of Supervisor
Robert L. Mueller Charter School School Site	Maureen DeLuca Name of Supervisor
Saburo Muraoka Elementary School School Site	Erin Mahoney Name of Supervisor
Olympic View Elementary School School Site	Lisa Lines Name of Supervisor
Otay Elementary School School Site	Veronica Delgado Name of Supervisor
Palomar Elementary School School Site	Patricia Magana Name of Supervisor
Parkview Elementary School School Site	Shawna Codrington Name of Supervisor
Lillian J. Rice Elementary School School Site	Veronica Konkoly Name of Supervisor
Greg Rogers Elementary School School Site	Janette Ridgels Name of Supervisor
Fred H. Rohr Elementary School School Site	Erin Williamson Name of Supervisor
Rosebank Elementary School School Site	Aaron Magnan Name of Supervisor
Salt Creek Elementary School School Site	Lalaine Perez Name of Supervisor
Silver Wing Elementary School School Site	Theresa Corona Name of Supervisor
Sunnyside Elementary School School Site	Robert Cochran Name of Supervisor
Burton C. Tiffany Elementary School School Site	Jonathan Morello Name of Supervisor
Valle Lindo Elementary School School Site	Ashley Vasquez Name of Supervisor
Valley Vista Elementary School School Site	Carmen Emery Name of Supervisor
Veterans Elementary School School Site	Angela Rosendale Name of Supervisor
Vista Square Elementary School School Site	Marissa Allan Name of Supervisor
Wolf Canyon Elementary School School Site	Mathew Shy Name of Supervisor

IIPP COVID-19 ADDENDUM

What is Coronavirus Disease 2019 (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming of new human infectious diseases.¹

Coronavirus Disease 2019 (COVID-19) - How Does the Virus Spread?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).²

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.²

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.²

Injury and Illness Prevention Program (IIPP)

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases. Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.³

The Chula Vista Elementary School District has developed a COVID-19 Prevention Program (CPP) to identify the processes and procedures to assessing, reporting and communicating the impact of COVID-19 to our employees.

Introduction

The Chula Vista Elementary School District (District), through its administration and management, is committed to the safety and health of all employees, including volunteers, and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

This addendum to the District's Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols that are outlined in this document are a phased approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and District operations.

The addendum is not applicable to non-volunteer parents, students, and third-parties that may enter or conduct business at Chula Vista Elementary School District facilities.

Essential Infection Prevention Measures – General Statement

1. The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.³
2. The District supports the creation and distribution of informational signage that specifies appropriate physical distance, facial coverings and other preventative measures.

Essential Infection Prevention Measures – District Strategies

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace.

1. Encourage sick employees to stay home.³
2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.³
3. Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.
4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.³
5. Encourage employees to use face coverings. Face coverings (cloth face cover; face shield; mask) should be worn whenever a District employee comes within 6 feet of others.⁴ The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering.⁴

Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.³

6. Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.

Essential Infection Prevention Measures – Employee Responsibility

During this COVID-19 public health emergency, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the coronavirus disease (COVID-19).

1. Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Employees should follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.⁸

An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor.

2. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.
3. Employees who test positive for the COVID-19 virus should not return to work until the following occurs:
 - At least 24 hours pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared³; and
4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.³
5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least 6 feet between persons at the workplace when possible.³
6. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.³
7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.³

8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.³
9. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).³
10. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.
11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Facilities Department.

District Response - Confirmed or Suspected COVID-19 Case

The District will consult with the CDC, state health care agencies, and the San Diego County Health and Human Services Agency to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

Confirmed COVID-19 Case

The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days (see table below). Recent public health orders written by the San Diego County Health and Human Services agency allows for a reduction of quarantine to 10 days under certain circumstances.

If an employee is confirmed by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).³

Suspected COVID-19 Exposure

In a case where an employee knew that they have been in close contact with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person. (This quarantine period may be reduced to 10 days in accordance with public health guidelines.)

Close contact refers to any person who has been within 6 feet of a potential infectious COVID-19 person for 15 minutes or more (within a 24-hour period). The employee suspected of being exposed to the COVID-19 infection should, as soon as practical, corroborate the COVID-19 exposure by medical verification.

References

1. *Coronavirus Disease 2019 Basics*. Centers for Disease Control and Prevention (May 12, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics>
2. *How Does the Virus Spread?* Centers for Disease Control and Prevention (March 23, 2020). <https://faq.coronavirus.gov/spread/how-does-the-virus-spread/>
3. *Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19*. State of California – Department of Industrial Relations (May 14, 2020). <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
5. *Public Health Recommendations for Community-Related Exposure*. Centers for Disease Control and Prevention (March 30, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
6. *CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again*. Centers for Disease Control and Prevention (May 2020). <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45>
7. *Cleaning and Disinfection for Community Facilities*. Centers for Disease Control and Prevention (May 27, 2020). <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
8. *COVID-19 Industry Guidance: Office Workspaces*. California Department of Public Health (May 12, 2020). <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

COVID-19 Prevention Program (CPP) for Chula Vista Elementary School District

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

Date: January 1, 2021

Authority and Responsibility

Anthony Carlton, Executive Director of Facilities/Planning, Risk Management and Legal Services has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Notifying their direct supervisor of hazards or violations of established procedures.
- Submit a "Let's Talk" dialogue either anonymously or with their contact information. This form can be found at https://www.cvesd.org/contact_us .

Employee screening

We screen our employees by requiring individuals who work from a District site to either:

1. Complete a health screening questionnaire prior to arriving at work. (This includes confirming the employee took their temperature, does not have any symptoms associated with COVID-19 and has not been in contact with an individual who has tested positive for COVID-19.

Or

2. When reporting to work, the employees takes their temperature utilizing thermometers at each worksite and records that they are free of fever and COVID-19 associated symptoms.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Analyze the severity of the hazard and determine appropriate steps up to and including stopping operations at a particular site(s).
- Assign individuals to correct hazards identified and determine the amount of resources and timing necessary to complete the task.

Control of COVID-19 Hazards

Physical Distancing

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

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

Additional measures will be taken as more employees and students return to campus, including:

- Staggered arrival, departure, lunch, and break times.
- Hybrid Scheduling to reduce class size.

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

Face Coverings

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

The Chula Vista Elementary School District has purchased disposable cloth masks and reusable cloth masks for each site. In addition, face shields with drape and face shields without drape have been

purchased and are available for employees. Employees who witness individuals (employees, volunteers, visitors, students, etc.) not wearing face coverings shall immediately notify their site supervisor.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, 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.

Engineering controls

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

- Install solid partitions between workspaces that cannot be separated.
- Ensure appropriate face coverings are on employees, students and visitors at all times.

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

- When possible based on system design and specifications the District will:
 - Increase outside air ratio into the Heating, Ventilation and Air Condition (HVAC) system
 - Upgrade filters to MERV-13
- Utilizing HEPA Air Purifiers in classrooms, office space, shared use spaces.

Cleaning and disinfecting

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The District will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Cleaning and Disinfecting – Confirmed COVID-19 Case

1. Temporarily close the general area where the infected employee worked until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.
4. District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by providing disinfecting wipes or disinfecting spray bottles to staff for use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the District will:

- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

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

The District evaluates 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.

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE

include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Investigating and Responding to COVID-19 Cases

Employees who had potential COVID-19 exposure in our workplace will be:

1. Notified if there was a COVID-19 positive individual onsite and provided one of two possible notifications (while maintaining the confidentiality of the individual):
 - a. Close Contact Notification – This correspondence will be provided to employees who have been identified as a close contact. In addition, the employee will be notified of their requirements to quarantine and provided a listing of COVID-19 testing locations.
 - b. Non-Close Contact Notification – Employees who were onsite when an individual was infectious with COVID-19 but did not have close contact as defined by CDC guidelines will receive notification.
2. Reminded of precautions to help reduce exposure including physical distancing, face coverings, washing/sanitizing hands and remaining home when sick or exhibiting any symptoms associated with COVID-19.

Employees who test positive for COVID-19 will be:

1. Notified to isolated in accordance with local public health orders and CDC guidelines.
2. Contacted to determine any individuals who they may have had close contact with during their infectious period. The infectious period begins two days prior to symptoms beginning. For asymptomatic cases, the infectious period is two days prior to the COVID-19 test collection.
3. Provided information about regarding leaves including those provided under state and federal law.

System for Communicating

Communication between employees and the Chula Vista Elementary School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the Executive Director and Emergency Preparedness and Security Manager that is intended to accomplish clear and concise exchange of information for administrators and supervisors.

5. All District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace. Employees may also submit concerns through the “Let’s

Talk” communication platform. Employees can report symptoms and hazards without fear of reprisal.

6. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the Executive Director of Facilities/Planning, Risk Management and Legal Services or Emergency Preparedness and Security Manager who will triage the report and notify essential District personnel for an appropriate response.

Executive Director of Facilities/Planning, Risk Management and Legal Services
(619) 425-9600, Ext. 1352
Emergency Preparedness and Security Manager
(619) 425-9600, Ext. 1327

Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can contact the Human Resources Department at 619-425-9600, Ext. 1340 to discuss possible accommodations.

Where testing is not required, how employees can access COVID-19 testing through one of the following resources:

- Listing of San Diego County HHS Testing Locations
- Opportunities to Test in Coordination with District Partners (City of Chula Vista and Kahala Biosciences)
- Option to contact medical provider and Request a Test

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 (including the need to isolate in accordance with public health orders).

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

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.

- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
 - The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
 - The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
 - Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
-
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
 - Provide information regarding public health orders and regarding isolating and quarantining when contracting COVID-19 or being exposed to an individual with COVID-19.

The District will maintain appropriate training records through our learning management system. We utilize the www.jpalearninglibrary.com website to train our employees and monitor completion of training courses.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case (in accordance with local Public Health Orders, the quarantine may be reduced to 10 days in certain circumstances.).
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by notifying employees of their rights and benefits including:
 - Paid Sick Leave in accordance with Collective Bargaining Agreements or Board Policy.
 - Provide employees access to additional leaves provided under State or Federal law.
 - In accordance with collective bargaining agreements, we shall follow all procedures in maintaining employees' seniority, salary and benefits.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

The Chula Vista Elementary School District will maintain records in compliance with applicable regulations and maintain and provide access utilizing the following methods:

- 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 **COVID-19 Case Tracker** form to keep a record of and track all COVID-19 cases (the District is developing a formal COVID-19 tracking system through Mazik Global which will become our office recordkeeping software when it becomes available.). The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

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

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

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

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated:

Hazard Assessment Site	Assessor name	Assessment date	Review date

Ref	Tasks, Issue, Hazards	Responsible Party	Safety Measures
(a)			
(b)			
(c)			
(d)			
(e)			
(f)			
(g)			

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Shared Use rooms utilizing appropriate safeguards (bathroom, lounge, etc.)			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face Shields			
Other: _____			

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
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