

# REVISED COVID-19 PREVENTION PROGRAM (CPP)

August 2024

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

All employers in California, including school districts, must establish and implement an effective written COVID-19 Prevention Program (CPP), which may be integrated into the employer's Injury and Illness Program (California Code of Regulations (CCR), Title 8, section 3203) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). The CPP is not a replacement of the District's COVID-19 Guidelines, but a tool specifically for employee safety.

*Revised August 7, 2024*

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## Signature Page

**This COVID-19 Prevention Program has been completed and approved.**

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# COVID-19 PREVENTION PROGRAM (CPP)

## San Luis Obispo County Office of Education

This CPP is designed to limit exposures and reduce transmission to the SARS-CoV-2 virus that may occur within the District. The CPP does not replace the District COVID-19 Guidelines and other procedures and policies but is a tool specifically for employee safety that is required by the State of California pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). The CPP may be integrated into the employer's Injury and Illness Program (California Code of Regulations (CCR), Title 8, section 3203).

### Authority and Responsibility

**San Luis Obispo County Office of Education Superintendent** has overall authority and responsibility for implementing the provisions of this CPP within the District. In addition, each **principal** or **site administrator** is responsible for implementing and maintaining the CPP in their assigned school sites or other work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

### Identification and Evaluation of COVID-19 Hazards

Each principal or site administrator will implement the following in their workplace:

- Conduct workplace-specific evaluations using **Appendix A: [Identification of COVID-19 Hazards](#)** form.
- Evaluate employees' and all person's potential exposures on a District site.
- 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 the workplace and the need for different or additional controls.
- Conduct inspections using **Appendix B: COVID-19 [Administrative Inspection](#)** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and ensure compliance with the COVID-19 Guidelines and procedures.
- Evaluate the implementation of the District COVID-19 Guidelines to identify any changes or modifications that are necessary to improve overall employee safety.
- Report and response to COVID-19 positive cases.
- The District has identified a Workplace Infection Prevention Coordinator (WIPC) to coordinate and facilitate the proper reporting and implementation of COVID-19 programs.

### Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification of potential close contacts, symptoms, and evaluation of COVID-19 hazards by reviewing this CPC document, the COVID-19 Guidelines, and sharing with their site administrator any areas of improvement that will enhance the overall safety of District employees and students without fear of reprisal.

## Employee Training

The District will educate employees on policies and procedures to protect employees from COVID-19 hazards consistent with CDC, State and County Public Health guidance and regulations, including but not limited to the items in this section:

- [What is COVID-19](#) is and how it is spread:
  - COVID-19 is an infectious disease that can be spread through air transmission when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object then touches their eyes, nose, or mouth.
  - Particles containing COVID-19 can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
  - Individuals with COVID-19 may be asymptomatic.
- [Signs and symptoms](#) of COVID-19:
  - What actions an employee should take if they have signs and symptoms of COVID-19.
  - When to seek medical attention.
  - What actions to take if an employee has a student or fellow employee with signs and symptoms of COVID-19.
  - Prevention of the spread of COVID-19 if an employee is ill, including the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- COVID-19 testing and vaccination at [SLO COUNTY COVID 19 RESOURCES](#) and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- [Use of face coverings](#) to help slow the spread and that face coverings are not respiratory equipment but rather, are intended to primarily protect other individuals from the wearer of the face covering.
  - Face coverings are required indoors for K-12 schools, childcare programs, District transportation and youth settings.
  - How to properly wear a face covering over the nose and mouth.
  - How to properly remove a face covering.
  - How to properly wash a face covering.
  - N95s and more protective respirators protect the users from airborne while face coverings primarily protect the people around the user.
  - Face coverings are recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - How to request a face covering at no cost contact Admin Operations at 805-782-7250.
  - Right to wear a face covering in the workplace without fear of retaliation regardless of vaccination status.
  - Conditions under which face covering must be worn at the workplace.

- Unvaccinated employees' right to request a respirator for voluntary use without fear of retaliation and at no cost.
  - How to request a respirator. Call SLOCOE Operations at 805-782-7253
  - How to properly wear the respirator. **Appendix J:** [OSHA "Seven Steps to Correctly Wear a Respirator at Work"](#)
  - How to perform a seal check according to the manufacturer's instruction each time a respirator is worn and the fact that facial hair interferes with the seal.
- Importance of and how to [wash or sanitize hands](#).
- [Coughing and sneezing](#) etiquette.
- Guidance for routine cleaning with soap and water or detergent and ONLY disinfecting following the presence of a person known to be infected with COVID-19.
- Provision of a voluntary training course for qualification for the proper use of cleaning supplies. [www.getsafetytrained.com](http://www.getsafetytrained.com)
- How to properly use and put [on and take off PPE](#).
- Information regarding COVID-19 policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards- Contact District Safety Coordinator at 805-782-7257
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including leave policies and per contract agreements.
- Employees required to actively screen students or employees for symptoms of COVID-19 shall be provided with sufficient information and training consistent with State and County Public Health guidance.

## Employee Screening & Testing

Each employee is required to conduct a daily self-screening before reporting to work. If an employee has any symptoms as identified in the **Appendix I:** [Daily Health Screening](#) form or are not fully vaccinated and have been in close contact with anyone who has tested positive for COVID-19 or has tested positive for COVID-19 they should stay at home and not go to work. They should immediately contact their administrators.

Employees have access to COVID-19 testing at no cost during paid time when unvaccinated employees are symptomatic or were exposed to COVID-19 in the workplace, vaccinated employees are symptomatic after workplace exposure, and during a major outbreak regardless of vaccination status. The results of testing will remain confidential and will only be provided to the employee who was tested, County Public Health, and District confidential employees so that they may conduct tracing and identify if any close contacts have occurred that require quarantine.

### Correction of COVID-19 Hazards

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

Hazard Severity Classification	Correction Schedule
<p><b>Imminent Hazard</b></p> <p>This is a serious hazard that could cause an imminent threat of injury, including COVID-19 virus transmission to others.</p> <p>This could include being in close contact with a student, employees or guest who has signs and symptoms of COVID-19 or who states they have tested positive for COVID-19. It may include a contaminated space that needs to be sanitized.</p>	<p>Employees must immediately don appropriate personal protective equipment, leave the site/isolate, notify the site administrator, and seek medical consultation from their healthcare provider regarding testing for COVID-19.</p> <p>All employees, students, and guests not involved in the immediate care of an individual or clean-up shall be removed from the hazard(s) until the hazard can be abated or controlled to eliminate risk.</p> <p>Access to the work location(s) specific to the hazard shall be restricted until a competent person can review, abate and/or control the imminent hazard.</p> <p>Proper training, safeguards, and personal protective equipment shall be used prior to any corrective action implementation</p>
<p><b>General Hazard - Non-Imminent</b></p> <p>A general hazard is a deficiency that is specifically determined not to be of a serious nature but has a relationship to the occupational safety and health of employees.</p> <p>This could include protective equipment that is broken or missing. It could include a procedure that is not being adequately followed, or the employee has not had proper training or an understanding on how to implement.</p>	<p>General or non-imminent hazards shall be reported to the site administrator. Employees shall initiate a correction in a timely manner, eliminating risk to employees as best possible (i.e. warning signs, caution tape, cones, barricades). Complete corrections within specific time period (completion date should be 30 days or less, when feasible).</p>
<p><b>Minor Hazard</b></p> <p>A minor hazard is one where a procedural deficiency exists, and clarification is beneficial. It may include adding to an existing procedure or implementation method, but immediate implementation will not cause harm.</p>	<p>Schedule corrections into routine maintenance program (when feasible). Provide additional signage, procedures, or barriers.</p>

## Control of COVID-19 Hazards

### Vaccination

Vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

- Vaccination information and access can be found at [SLO COUNTY COVID 19 RESOURCES](#).
- Fully vaccinated employee status is confidentially documented to verify that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine that is FDA approved, emergency use authorized by the FDA, or if fully vaccinated outside of the United States, be listed for emergency use by the World Health Organization (WHO) by
  - Employees provide proof of vaccination (vaccine card, image of vaccine card, [California digital COVID-19 vaccine record](#) or health care document showing vaccination status) and District maintains a copy.
  - Employees provide proof of vaccination and the District maintains a record of the employees who presented proof, but not the vaccine record itself.
  - Employees self-attest to vaccination status and the employer maintains a record of who self-attests.
  - Employees who decline to state vaccination and status are assumed to be unvaccinated.
  - District requires all employees to wear face coverings indoors and in District transportation in lieu of documentation of vaccination status procedures.

### Stay Home if Sick

Employees should conduct a [Daily Health Screening](#) prior to arrival on site. People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Students and employees with the following symptoms may have COVID-19 and **should not go to school or work site:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Unvaccinated and had close contact (within 6 feet for a total of 15 minutes or more) in the past 10 days with someone confirmed to have COVID-19 while not wearing a respirator



- Tested positive for COVID-19 in the past 10 days

*\*Note: For employees with chronic conditions, check a symptom only if it has changed from usual or baseline health.*

Teachers and other District employees with symptoms should not report to work with COVID symptoms, test for COVID before coming to work, if positive report it to your direct supervisor or SLOCOE HR Staff and follow all further instructions from SLOCOE HR with state and local guidance.

Employees with symptoms should get tested for COVID-19 immediately by contacting a healthcare provider or [SLO COUNTY COVID 19 RESOURCES](#) for a list of community testing sites. Employees should direct all medical questions to a healthcare provider and follow timelines and protocol for returning to work.

## Face Coverings

All employees must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require additional respiratory protection. In limited situations where a face covering cannot be used for pedagogical or developmental reasons (e.g. communicating with young children or those with special needs), a face shield with a drape on the bottom edge can be used instead of a cloth face covering. Employees must wear a face covering indoors at schools and in District transportation. **All individuals are expected to wear face coverings while indoors on K-12 school campuses, childcare programs, District transportation and other youth settings.**

### Use of Face Coverings

- Face coverings, increased ventilation indoors, and physical distancing are most effective when used in combination.
- Face coverings are required to be worn correctly over the nose and mouth for all employees, parents, students, and visitors while indoors at K-12 school campuses, childcare programs, youth settings or in District transportation.
- The District will provide multi-ply disposable face coverings to unvaccinated employees and upon request.
- Face coverings with a loose weave fabric, an exhalation valve or vent are not acceptable.
- Face coverings are recommended for unvaccinated persons when six feet physical distance cannot be maintained outdoors.

### Exemptions to Wearing Face Coverings

- Outdoors regardless of vaccination status unless in crowded spaces or mega events (5,000 people indoors, 10,000 people outdoors).
- Indoors for District-verified fully vaccinated employees not on a school campus, childcare facility, in a District vehicle, or other potential youth setting.
- Persons under the age of two years old.
- Medical or psychological exemptions from wearing a face covering are rare. See [CDPH guidance on face coverings](#) for persons exempted from wearing a face covering.
- Exemptions from face coverings should require a doctor's note. The note should not disclose the person's health condition but should indicate that wearing a face covering could be harmful to the individual's health or mental wellbeing.
- Persons exempted from wearing a face covering due to a medical or mental health condition or disability, or who are hearing-impaired or are communicated with a hearing-impaired person should wear a nonrestrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Any unvaccinated employee not wearing a face covering or non-restrictive alternative due to exemption status must be at least six feet apart from all other persons or be tested at no cost at least weekly for COVID-19 during paid time.

### When face coverings can be removed

- Outdoors, other than mega events.
- Face coverings may be removed during meals, snacks, and drinking while maintaining a minimum of six feet distance from others.
- When an employee is alone in a vehicle, room or enclosed office.
- When job duties make a face covering infeasible or create a hazard during the timeframe of the specific task.
- When wearing a respirator.

**Face shields and clear masks**

- Face shields should wrap around the sides of the wearer's face and extend below the chin with material attached along the bottom edge, draped onto the wearer. Hooded face shields are another option.
- Face shields may be worn by those with medical reasons exempting them from wearing cloth face covers and by children between older than two years of age.
- Face shields or clear masks may be appropriate for people who are deaf or hard of hearing, those who care for or interact with a person who is hearing impaired, for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs).
- Clear masks should not be used if they cause any breathing difficulties or overheating for the wearer.

**Respirators**

Upon request, the District will provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

- Use of respirators are encouraged for unvaccinated employees working indoors.
- Respirators will be sized correctly for the employee.

**Hand Hygiene**

Hand washing is an important action to prevent transmission of infectious disease.

- Practice good hygiene by regularly washing their hands with soap for a minimum of 20 to 30 seconds.
- Encourage hand washing or hand sanitation prior and following the use of shared items.
- Provide hand sanitizer with at least 60% ethyl alcohol without methanol when hand washing is not practicable
- Keep hand sanitizer out of the reach of young children.
- Evaluating handwashing facilities to ensure they are functional.
- Determining the need for additional facilities.

**Hygiene Etiquette**

All employees should cough or sneeze into a tissue, handkerchief, shirt sleeve, or elbow. Use alternative verbal expressions and gestures; these could include nodding, touching your heart, bowing, saluting, or other gestures. Use your own water bottles, cups, towels, and other items until they are washed.

**Engineering Controls****Physical Distancing**

CDPH K-12 Guidance states that evidence indicates that in-person instruction can occur safely without minimum physical distancing when masking mitigations are implemented. Physical distancing of six feet is recommended outdoors for unvaccinated individuals when unmasked.

Unvaccinated employees who are mask exempt and unable to wear a less restrictive alternative face covering, must maintain six feet distance from others indoors unless tested twice weekly for COVID-19. Physical distancing should be maximized as much as possible when individuals are eating (especially indoors).

When required by Public Health, the District will configure workspaces and classrooms to meet distancing requirements for employees and students. The use of physical distancing, plexiglass and other non-porous barriers may be used situationally when determined by the District as necessary to prevent the transmission of disease and will be used in a major outbreak for all persons regardless of vaccination status.

## Stable Groups

Maintaining stable groups is an important risk mitigation strategy. Minimize the mixing of stable groups during transition periods, recess, lunch and for events to prevent the spread of COVID-19.

## Student Transition Periods

Face coverings will be required during student transition indoors and on buses, or other District transportation.

## Employee Who are at Higher Risk

Employees who are at higher risk for severe illness from COVID-19 should speak with their health care provider and confidentially contact human resources for reasonable accommodation.

## Ventilation

- Review CDPH and local health department orders and guidance related to ventilation efficiency, including the [CDPH Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).
- Evaluate indoor locations to maximize ventilation with outdoor air, the highest level of filtration efficiency compatible with the existing system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
- Increase circulation of outdoor air as much as possible by opening windows and doors and using fans to circulate fresh air to the extent possible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if doing so would cause a hazard to students and employees.
- Maintain and ensure that ventilation systems at each facility operate properly. For building heating, ventilation, and air conditioning (HVAC) systems that have been shut down or on setback, should be inspected before use.

## Equipment/Facility Cleaning and Disinfection

### Perform routine environmental cleaning following CDC Guidelines

- If someone is COVID-19 positive that area should be cleaned and disinfected, otherwise routine cleaning of touch surfaces is adequate. Use cleaning agents (soap and water or detergent) that are usually applied in these areas and follow the directions on the label. The following touch surfaces should be cleaned:
  - desks • tables • doorknobs • light switches • countertops • handles • phones • headsets • keyboards and mouse • toilets • faucets and sinks • bus seats • handrails • touch screens • play and sports equipment • steering wheels • play structures
- Teachers and employees who voluntarily take an online course are qualified to use proper cleaning supplies. Go to [www.getsafetytrained.com](http://www.getsafetytrained.com).
- Perform daily cleaning of all shared spaces, ex: locker rooms, classrooms, bathrooms.
- Increase airflow in shared spaces.

### Three Levels of Site Cleaning

- Daily cleaning
- Specific location
- Schoolwide cleaning

Three Levels of Site Cleaning		
Level	Description	Method
<b>Daily or More</b>	Cleaning touch surfaces	Custodial employees will provide regular cleaning. Teachers and employees who voluntarily take an online course are qualified to use proper cleaning supplies. Go to <a href="http://www.getssafetytrained.com">www.getssafetytrained.com</a> .
<b>Specific Location</b>	Cleaning and disinfection of an indoor area, material, or equipment which a person with symptoms of an infectious disease was present within 24 hours.	Custodial employees will provide this cleaning following CDC Guidance <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a> .
<b>Schoolwide</b>	Cleaning and disinfection of an entire school site due to a confirmed person with COVID-19.	A team of custodial employees will be assembled or a contractor hired. Guidance provided by CDC <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a> .

### Protection When Cleaning

- Wear an appropriate face covering.
- Wash hands.
- Wear gloves and a gown when cleaning and handling trash.
- Do not touch your face while cleaning.
- First, clean the surface or object with soap and water.
- Then, if required due to exposure, disinfect using an [EPA "N" list product](#) when students are not present. Ensure the product is approved by the school district. Air out the space after disinfection prior to the arrival of students.
- For a known contamination, isolate the area and expose the area to outside air to the extent possible. Wait as long as feasible before cleaning and disinfecting. Wear gloves, face covering, goggles, gown, and booties.
- Properly dispose of protective equipment.
- Wash hands.

### Disinfecting Soft and Porous Materials If Someone is COVID-19 Positive

Eliminate as many soft and porous materials from the classroom to reduce the need to disinfect. These could include fabric furniture, rugs, stuffed toys, and other items that are regularly touched.

Soft or porous materials like carpet, rugs, or seating in areas are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfecting soft and porous materials. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label. Use the warmest appropriate water setting. For developing strategies for dealing with soft and porous materials, find more information on CDC's website on [Cleaning and Disinfecting Your Facility](#).

*Note: Paper-based materials are classified as low-risk and do not necessitate cleaning and disinfecting.*

### **Cleaning and ONLY Disinfecting If Someone Is COVID-19 Positive**

- Close off areas used by the person who is COVID-19 positive. Sites do not necessarily need to close operations if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait as long as possible (at least several hours) before you clean or disinfect.
- If less than 24 hours has elapsed since the sick person visited or used the facility, clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. For common spaces, wait until the room or space is and will remain empty before vacuuming, such as at night. Private rooms may be vacuumed during the day.
- Temporarily turn off in-room, window-mounted, or on-wall mounted recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units. Do not deactivate central HVAC systems as these provide better filtration capabilities and introduce outdoor air.
- Once the area has been appropriately disinfected, air out the space. Then it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfecting.
- If more than 24 hours have elapsed since the sick person visited or used the facility, cleaning is sufficient and disinfection is not necessary.
- If more than three days have elapsed since the sick person visited or used the facility, no additional cleaning beyond routine cleaning practices is not necessary.
- Continue routine cleaning and disinfect, as necessary. This includes everyday practices normally used to maintain a healthy environment.
- Using cleaning products or disinfectants in outdoor areas such as sidewalks, roads, or groundcovers, or on wooden surfaces such as wood play structures, benches, or tables is not recommended.

### **Alternative Disinfecting Methods**

It should be noted that the efficacy of alternative methods—such as ultrasonic waves, high-intensity UV radiation, and LED blue light—used to disinfect the novel coronavirus is not known.

### **Care of Students/Employees with Contagious Illness**

When District employees encounter a student or employee with signs and symptoms of a contagious illness, the following guidelines apply:

- Immediately mask the individual if possible and will not cause further distress.
- Move the individual away from others
- Employee(s) providing care must wear PPE including:
  - Disposable isolation gown
  - N95 filtering facepiece respirator or higher (face mask is acceptable if a respirator is unavailable)
  - Face shield or goggles
  - Disposable gloves
- Limit the number of employees in close contact (less than 6-feet for more than 15 minutes) with the person suspected of being infectious
- If a person is in immediate distress, call 911 and identify that the individual has symptoms related to COVID
- If not in immediate distress, move them to an isolation room area identified at each site
- Arrange for the person to go home or to a healthcare facility

### **Isolation & Quarantine**

- Any student or employee with symptoms consistent with COVID-19 is to stay home and not go to school or work. **Symptomatic students and employees should get tested immediately.**
- The District will provide written notification to onsite employees for potential exposure at a workplace within 24 hours of a positive case.
- The District will offer access to free COVID-19 testing during paid time for symptomatic unvaccinated employees and to employees identified as being in close contact due to workplace exposure, vaccinated employees who are symptomatic from a workplace exposure, and during a major outbreak regardless of vaccination status.
- Sick employees and students must not return to campus until all of the following are met:
  - 1) Documentation is provided of a negative test, or a healthcare provider provides documentation that the symptoms are related to a chronic condition or alternative named diagnosis
  - 2) Symptoms have significantly improved, and
  - 3) Fever free for 24 hours without using fever-reducing medicine.
- Sick employees and students **who test positive for COVID-19** or do not get tested for COVID-19 must isolate and not return to campus until they have met [CDC criteria to discontinue home isolation](#) including:
  - 1) At least 24 hours with no fever (without using fever-reducing medicine),
  - 2) Symptoms have significantly improved, and
  - 3) It has been at least 10 days since symptoms first appeared.
- Close contact of a person diagnosed with COVID-19 must quarantine if:
  - 1) An unvaccinated employee and students not wearing a respirator (N-95),
  - 2) Symptomatic vaccinated employees and students.

### Close Contact

“Close contact” is defined as being within 6 feet for more than 15 accumulative minutes in 24 hours with someone who has tested positive for COVID-19. Close contacts should wait 5-7 days to pursue testing.

### Quarantine Procedure

In accordance with the California Department of Public Health and San Luis Obispo County Public Health Agency guidance a close contact must quarantine for 10 days from the date of last exposure without testing. A close contact must quarantine for 7 days from the date of last exposure if asymptomatic and a negative specimen collection occurs after Day 5. Asymptomatic close contacts must continue to self-monitor for symptoms daily and follow all recommended non-pharmaceutical interventions (e.g. wearing a mask, hand washing, avoiding crowds) through Day 14 from last known exposure.

A **student** who is wearing a mask who was exposed to an infected person wearing a mask may continue to attend school if they are asymptomatic and test negative twice a week for a 10 day period. During this period the student must not participate in any extracurricular activity including sports and activities.

- Any close contact who develops symptoms during the 14-day period from last exposure should immediately isolate, get tested and contact their healthcare provider with questions regarding their care.
- If any employee learns of a confirmed case of COVID-19 with potential exposure to employees or students, contact the principal or site administrator. The principal or site administrator will contact the Workplace Infection Prevention Coordinator (WIPC) for positive cases who will coordinate the completion of the **Appendix C: [Confidential Public Health Report](#)**. The Director of Human Resources or designees, including

WIPC, will serve as points of contact for SLO County Public Health Agency. The WIPC may be designated as a point of contact by the District.

- Employee notifications and Public Health Reports for potential exposure will be dispersed within 24 hours of District knowledge of a positive case at a worksite to the impacted employees, employee representatives and impacted community.

### Personal protective equipment (PPE)

Each site will have an adequate supply of PPE for employees for both the treatment of individuals who may be contagious and for cleaning and disinfecting. PPE required will comply with CCR Title 8, section 3380 and CCR Title 8 section 5144 and include:

- Disposable isolation gown
- N95 filtering facepiece respirator or higher (face mask is acceptable if a respirator is unavailable)
- Face shield or goggles
- Disposable gloves
- Disposable 3-ply surgical masks

*\*Note: Employees who are designated to wear PPE will be provided training on how to don, doff, adjust, and wear PPE.*

### Investigating and Responding to COVID-19 Cases

Investigations will be accomplished by using **Appendix C: [Investigating COVID-19 Cases form.](#)**

Individuals who test positive will be asked about the date of onset of symptoms, the date the test specimen was taken, identifying contact information, and individuals with whom they had close contact and any related information requested by San Luis Obispo County Public Health Agency (per CDPH guidelines C guidelines). The Workplace Infection Prevention Coordinator (WIPC) will report all positive case information to the San Luis Obispo County Public Health Agency in accordance with Labor Code section 6409.6. The District will maintain record of all positive COVID-19 case information via the Confidential Public Health Report form. The District will maintain records of CPP implementation efforts. A negative test shall not be required for an employee to return to work.

In the event of an outbreak, the District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak by reviewing hazards, policies, procedures, controls, as well as the documented changes resulting from the found information via documentation by the site administrator, WIPC, Building, Grounds, and Transportation Administrator on the "Investigating COVID-19 Form." The information will be reported to the The Director of Human Resources or designees, including WIPC and the SLO County Public Health Agency.

Employees who have a potential COVID-19 exposure in the workplace will be informed of the potential exposure, symptoms to monitor, safety and cleaning and disinfection plan, benefits available to them and the right to a free test for identified close contacts. Notification will be via formal written notification from the principal or site administrator generally communicated within 24 hours of District knowledge of the potential exposure.

Other close contacts will be notified via a separate formal written notification by the principal or site administrator in addition to the site notification and will be immediately directed to quarantine for 10 days.

Close contacts identified from a workplace exposure are offered access to a free District-provided COVID test during paid time **five days post exposure** in accordance with the direction from County Public Health.



An outbreak of three workplace cases or more at one worksite over a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any investigative cases, will be reported via the OSHA reporting form at ReadySLO.org, "CAL/OSHA Employer Required Reporting," within 48 hours of confirmed knowledge/inquiry. The District will provide free weekly testing during paid time for a minimum of two weeks for unvaccinated and symptomatic vaccinated onsite employees present during the period of the outbreak. After the two weeks, the District will continue to test employees who remain at the workplace weekly, or more frequently as recommended by San Luis Obispo County Public Health Agency, until there are less than three tests affiliated with the workplace. The District will continue to comply with the CPP and will implement the following:

- Employees in the exposed group will wear appropriate face coverings over the nose and mouth when indoors, or when outdoor and less than six feet from another person unless alone in a room, enclosed office, or vehicle; while eating or drinking six feet apart with maximize ventilation; while wearing a respirator; exempt due to medical or mental health condition or disability , or are hearing-impaired or communicating with a hearing-impaired person; performing specific job duties which cannot be feasible performed with a face covering.
- Notification to employees in the exposed group of their right to request a respirator for voluntary use if not fully vaccinated.
- Evaluation of the necessity for physical distancing of at least six feet between persons or, use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

A major outbreak of 20 or more COVID-19 cases over a 30-day period at a workplace will necessitate District provided free testing during paid time at minimum twice a week to all employees regardless of vaccination status present during the 30-day exposure period and who remain at the workplace until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period. The District will implement the following:

- Provision of respirator for voluntary use to all employees in the exposed group.
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program.
- Employees not wearing respirators will maintain at least six feet distance, unless unfeasible or for momentary exposure during movement through the consideration of alternative remote workplace options; reduction of capacity; visual cues for distancing; staggered arrival and departure times; and adjusted work procedures.
- Installation of cleanable solid partitions that effectively reduces transmission between the employee and other persons for stationary work areas where distancing is not maintained consistently.

The Superintendent, Assistant Superintendents, Director of Human Resources, Workplace Infection Prevention Coordinator (WIPC), site administrator, in consultation with public health, will determine if site closure is warranted. A District should close if 25% or more of schools in the district have closed due to COVID-19 within a 14-day period. Site closure may be considered per CDPH and San Luis Obispo Public Health Agency when within 14-day period:

- An outbreak has occurred in 25% or more stable groups in the school.
- At least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- Local public health determined a school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

## System for Communicating

The District will ensure that there is effective two-way communication with all employees by ensuring the following:

- The District will provide timely, accurate information to all employees related to leave, benefits, symptoms, on the [Employee Resources/Forms, Manuals and Policies](#).
- When there is a potential exposure at the site, there will be specific written communication from the principal or site administrator in accordance with AB 685 in consultation with the Workplace Infection Prevention Coordinator (WIPC). ([Appendix F](#))
- Employees should report if they are experiencing COVID-19 symptoms, had close contact with a confirmed case of COVID-19, or tested positive for COVID-19 and possible hazards to their principal or site administrator, and that information will be treated confidential.
- Any employee can report symptoms, medical information and hazards without fear of reprisal.
- Reasonable accommodation will be made for all employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event the District is required to provide testing because of a workplace exposure or outbreak, the District will work with the HR/WIPC and site administrator to communicate the plan for providing testing at no cost during paid time and inform affected employees of the reason for the testing and the possible consequences of a positive test which may include closing a classroom/stable group or even a school or worksite for the required quarantine period.
- Site administrators, in consultation with the HR/WIPC, will provide written notification to each known employee who was in close contact with an individual who tested positive for COVID-19 at the workplace. ([Appendix G](#))
- Any new procedures or guidelines from State or County Public Health officials will be provided to all employees.
- Employees are required to read and understand this COVID-19 Prevention Program (CPP) and sign the training record ([Appendix E](#)).

## Training and Instruction

The District will provide effective training and instructions that include:

- The COVID-19 Guidelines, 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.
  - Particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
  - Vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The District's policies for providing respirators, and the right of employees who are not fully vaccinated to request a respirator at no cost for voluntary use without fear of retaliation.
- How to properly wear the respirator provided.
- How to perform a seal check and that facial hair interferes with a seal.

- The importance of frequent handwashing 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 while N95s and higher respirators protect the users from airborne disease.
- COVID-19 symptoms, when to seek medical attention for COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- How to access COVID-19 testing and vaccination.
- Conditions under which a face covering must be worn at the workplace including indoors in all K-12 schools, childcare programs and other youth settings.
- Face coverings are recommended outdoors for people who are not fully vaccinated if six feet distance between people cannot be maintained.
- How to request face coverings at no cost.
- The right to wear a face covering at the workplace regardless of vaccination status without fear of retaliation.
- Procedure to follow if a student or employee becomes ill at work with signs and symptoms that may be contagious.
- Absence reporting and return to work requirements for symptoms of illness, close contacts, and positive cases for employees and students
- Employees are required to read and understand this COVID-19 Prevention Program (CPP) and sign the training record ([Appendix E](#))

## Excluded From Work

When there is a COVID-19 case in the workplace, the District will limit transmission by:

- Ensuring that confirmed COVID-19 cases are excluded from the workplace until the return-to-work requirements are met for 10 days from the test date.
- Exclusion of individuals with COVID-19 close contact exposure from the workplace for 10 days if untested and 7 days if a negative test result from a specimen collected after day 5 from the last known exposure a COVID-19 case for:
  - unvaccinated employees
  - employees not wearing a respirator
  - symptomatic vaccinated employees
  - indoor unmasked students
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits when demonstrated that the COVID-19 exposure is work-related subject to existing wage payment obligations at the regular rate of pay no later than the regular pay day for the pay period(s) in which the employee was excluded unless the employee received disability payments or was covered by workers' compensation and received temporary disability. This will be accomplished by following the District workers' compensation reporting process.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is the policy to:

- Report information about COVID-19 cases and outbreaks at the workplace to the San Luis Obispo County Public Health Agency whenever required by law, and provide any related information requested by the

San Luis Obispo County Public Health Agency in accordance with Labor Code section 6409.6.

- 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 District's 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: Confidential Public Health Report](#) 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.

## Return-to-Work Criteria

COVID-19 cases 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 significantly improved (if present).
- At least 10 days have passed since COVID-19 symptoms first appeared or date of positive specimen collection.
- A negative COVID-19 test will not be required for an employee to return to work after testing positive for COVID-19.
- 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 was issued for isolation and a minimum of 7 days for quarantine with presentation of negative test result with specimen collection after Day 5 or a minimum of 10 days for quarantine without testing.

Symptomatic employees will not return to work until all of 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.
- Symptoms have significantly improved (if present).
- 10 days have passed since the symptom onset or presentation of a negative laboratory test result for COVID-19 or healthcare provider documentation that the symptoms are typical of the employees underlying chronic condition or a healthcare provider has confirmed an alternative named diagnosis.

**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, and waiting areas. The site administrator or designee will complete this form initially and when there is a significant alteration to the site or operation.

Identification of COVID-19 Hazards			
Person(s) Conducting Evaluation:			Date:
Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation
Ventilation system	<<insert information>>	<<insert information>>	<<insert information>>
Entrance and exit points to the site			
Hallways			
Breakrooms			
Waiting areas			
Conference rooms			
Copy room			
Food Services/Cafeteria			
Restrooms			
Front Office			
Common meeting areas			
Special Education			
Coaching/Extracurricular			
Transportation			

**Appendix B: COVID-19 Administrative Inspection**

The site administrator or designee will complete this Inspection form annually or when there is a significant alteration to the site or operation.

COVID-19 Administrative Inspection			
Name of person conducting the inspection:			Date:
Site Location:			
Exposure Controls	Hazard Severity Classification (Imminent, Non-Imminent or Minor)	Person Assigned to Correct	Date Corrected
Engineering			
Desk spacing	<<insert information>>	<<insert information>>	<<insert information>>
Distance of 6 feet between unvaccinated employees without face coverings workstations			
Distance between student chairs			
Barriers/partitions			
Ventilation (MERV rating, amount of fresh air and filtration maximized)			
Additional room air filtration			
Signage			
Handwashing facilities (adequate numbers and supplies)			
An adequate supply of PPE (gloves, disposable masks, N95 masks, gowns, face shields, other)			
Adequate cleaning supplies			
Administrative Procedures			
Physical distancing			
Routine cleaning and disinfection of infective areas (frequently enough and adequate supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Employees are adequately trained in the use of cleaning material			
Employees required to use PPE are adequately trained			

**Appendix C: Confidential Public Health Report**

COVID-19 Initial Public Health Report- CONFIDENTIAL	
Name of Student or Employee with Job Title	
Student Family Contact Name with Phone Number and Address OR Employee Phone Number and Address	
Employee email	
Date of Birth	
Date tested	
Place of Testing (District Surveillance, Community Center, or Healthcare Provider)	
Date received positive results	
Last day on campus	
All Impacted Locations (Room #)	
Cohort and Names of Close Contacts Close contact is defined by CDC as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.	
Involvement in Other Activities Related to Site/XXXUSD (childcare, athletics, etc.)	
Site/Administrator	
Site Administrator Email	
Site Administrator Phone Number	

**Appendix D: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the District 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 San Luis Obispo County Public Health Agency, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Case Positive Investigation Record - CONFIDENTIAL			
Name of Investigator(s):			Date:
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where the employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Was positive test from District	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Date notification sent to employees of a "close contact" if applicable:		Date notification sent to stable group of "close contact" if applicable	
Results of the evaluation of the COVID-19 case and all locations at the worksite that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed):			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		



Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was the local health department notified?		Date:	
All employees who may have had COVID-19 exposure:	Date:		
	Names of employees that were notified:		
Bargaining Unit Notification of exposure of employees	Date:		
	Name of Bargaining Unit Representative notified:		
	Names of member employees that were notified:		
All students who may have had COVID-19 exposure:	Date family notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was the local health department notified?		Date:	
Filter recirculated air?	Date:	MERV Filter rating:	
HEPA unit needed?	Y or N	Reason:	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.



<b>Specific Training:</b> <<insert title of training>>		
Person conducting training:		
<b>Employee Name</b>	<b>Signature</b>	<b>Date</b>

## Appendix F: AB 685 Employee Notice of Potential Exposure at Worksite

[DISTRICT LETTERHEAD]

[DATE]

RE: **AB 685 Notice of Potential Exposure to COVID-19**

Dear \_\_\_\_\_,

We have recently received information that there was an individual confirmed to have COVID-19 or has been ordered to isolate at your worksite (Site Name). This notice is being provided to all employees who were at your worksite within the potentially infectious period and who may have been potentially exposed. This is **not intended to notify you of actual exposure or close contact with the individual**, but rather to inform you that someone at your worksite has or had COVID-19. Given recent changes in the law, you will receive this type of notice each time a similar event occurs at your worksite.

We are not able to identify the person due to the confidential nature of this information and ask that you be courteous and respectful and not speculate as to the identification of the individual referenced in this notification. Although you are receiving this notice as required by law, you may or may not have had any contact with the individual related to this notice. In addition, our regular cleaning protocol, use of face coverings when required, and other safety protocols and prevention procedures taken by the District help to reduce the risk of contracting the virus at your worksite. Persons that have been identified as having had close contact (within 6 feet for at least 15 minutes) with an infected individual will likely be contacted by the County Public Health Department. Unvaccinated employees and symptomatic vaccinated employees identified to the District as close contacts from a workplace-related exposure will be notified by their administrator to quarantine for 10 days and have access to COVID testing at no cost during paid time by <<<insert District procedure>>>. Close contacts should wait 5 days after exposure to test in accordance with Public Health guidance to reduce quarantine to 7 days. Close contacts should continue to self-monitor for symptoms through day 14 from exposure with the use of non-pharmaceutical interventions (e.g. wearing a mask around others, hand washing, avoiding crowds, etc.). If symptoms develop during the 14 day period, immediately isolate, seek testing, and contact your healthcare provider with medical questions.

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. Symptoms include fever, cough, shortness of breath or difficulty breathing, loss of taste or smell, headache, muscle aches, fatigue, vomiting or nausea, diarrhea, runny nose and congestion and can sometimes cause very mild illness in children. If you experience these or any other symptoms, please contact your healthcare provider and let them know that you may have been exposed to COVID-19. Employees should not report to work if they are sick or have received a quarantine or isolation order. Should you test positive for COVID-19, be sure to contact your site administrator immediately.

### COVID-19 Related Benefits and Leaves

Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care for family members, may be eligible to take leaves pursuant to federal and state law and the District's contractual agreements.

These leaves include:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- COVID-19 Supplemental Paid Sick Leave (expires September 30, 2021)
- <<<insert additional District leave information>>>
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and contractual agreements and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your contractual agreement.

Information regarding leave can be obtained through the District webpage at [www. .org](http://www. .org).

### **Disinfection and Safety Plan**

Each classroom, restroom, and all common places including, but not limited to the office, playground structure, and outdoor tables are routinely cleaned and as needed. High contact surfaces and shared items are cleaned frequently and as needed. The specific areas associated with the individual with COVID-19 have been closed, ventilated, and, or will soon be, deep cleaned and disinfected by trained employees using EPA N List approved products.

### **Prohibition Against Discrimination and Retaliation**

Please note that federal and state laws, as well as District policy, prohibit discrimination or retaliation against any employee who contracts COVID-19 or exercises his/her rights under the applicable laws and policies. The District takes these prohibitions very seriously.

If you have any questions or concerns, please contact your supervisor directly at [contact number](#).

Sincerely,

[\[INSERT NAME/TITLE\]](#)

## Appendix G: Notification of Close Contact from Site Exposure

(District Letterhead)

Date

Dear [Name]:

The health and safety of our students and employees is our top priority. In that spirit, this letter is to inform you that a student or employee who was in close contact with you on [date] has tested positive for COVID-19. Due to privacy laws, the school is unable to provide specific information. The school is working directly with the San Luis Obispo County Department of Public Health.

You may be notified by a Public Health Department employee as part of their contact investigation. In the meantime, **Public Health advises all unvaccinated individuals who have had close contact with someone who tested positive to immediately quarantine for 10 days, even if symptoms of illness are not present. Vaccinated individuals with symptoms should immediately quarantine for 10 days, seek testing, and contact their healthcare provider with medical questions. Public Health states that close contacts should wait 5 days from the last exposure prior to testing. Presentation of a negative test result 5 days after last exposure will reduce quarantine time to 7 days regardless of vaccination status. Close contacts should continue to self-monitor for symptoms through day 14 from exposure with the use of non-pharmaceutical interventions (e.g. wearing a mask around others, hand washing, avoiding crowds, etc.). If symptoms develop during the 14 day period, immediately isolate, seek testing, and contact your healthcare provider with medical questions. You can visit the SLO Public Health webpage for quarantine instructions at [Emergencyslo.org/quarantine](https://www.emergencyslo.org/quarantine). The return to site date is projected to be [date] unless otherwise provided by Public Health.**

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. The Centers for Disease Control (CDC) identify symptoms to include fever, new persistent cough, shortness of breath or difficulty breathing, loss of taste or smell, headache, fatigue, vomiting or nausea, diarrhea, runny nose and congestion, and muscle aches. COVID-19 can sometimes be observed as a very mild illness in children. If you experience these or other symptoms of illness, contact your healthcare provider, and follow their advice. Be sure to let the provider know that you have had direct exposure. Unvaccinated employees and symptomatic vaccinated employees identified to the District as close contacts from a workplace-related exposure will be notified by their administrator to quarantine for 10 days and have access to COVID testing at no cost during paid time by <<<insert District procedure for access to testing>>>. Close contacts should wait 5 days after exposure to test in accordance to Public Health guidance.

Each classroom, restroom, and all common places including, but not limited to the office, playground structure, and outdoor tables are routinely cleaned and as needed. High contact surfaces and shared items are cleaned frequently and as needed. The specific areas associated with the individual with COVID-19 have been closed, ventilated, and, or will soon be, deep cleaned and disinfected by trained employees using EPA N List approved products.

Please communicate with your administrator regarding the possibility of remote work (no leave needed). If an absence is needed, utilize the absence reporting system. You may qualify leave if you are unable to work remotely. To apply for leave, contact Human Resources at <<<insert Human Resources contact procedure>>>.

The safety of our students, employees, and school community is our priority. Please continue to visit San Luis Obispo County's [ReadySLO.org website](https://www.readyblo.org) for local information on further details about preventative measures, local COVID-19 testing, local metrics, and more. Contact your healthcare provider if you have any additional medical questions or concerns. For school-related questions, please contact the (Site Contact, Site Phone Number, email).

Thank you for your prompt response to this matter.

Sincerely,

(Site Administrator)

## Appendix H: Notification of School Closure

(District Letterhead)

### Date

Dear [Site] Parents/Guardians and Employees:

The health and safety of our students and employees is our top priority. In that spirit, this letter is to inform you that our school will be closed starting [start date of closure] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. Due to privacy laws, the school is unable to provide specific information. In consultation with the San Luis Obispo County Department of Public Health, we have been advised to close the school for a minimum of 14 days to prevent further transmission of COVID-19. Our anticipated reopening date of [return to school date].

During school closure, the school will switch to alternative learning to continue our classes; please see the attached information sheet on how students will receive continued education during this time [create and attach informational sheet]. The San Luis Obispo County Department of Public Health will continue to follow-up with cases and close contacts during school closure to ensure isolation and quarantine and testing.

During the closure, each classroom, restroom, and all common places including, but not limited to the office, playground structure, and outdoor tables will be cleaned and disinfected. The school will be ventilated, deep cleaned, and disinfected by trained employees using EPA N List-approved products. Please review the posted <<< insert District document title>>> at <<<insert website>>> for additional information and efforts regarding cleaning and disinfection.

COVID-19 can sometimes be observed as a very mild illness in children. If you or your child experience these, or other symptoms of illness, contact your healthcare provider and follow their advice. Be sure to let the provider know that you or your child attend a school that has been closed due to a COVID-19 outbreak.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**If upon school reopening, your child is feeling ill or has a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school, consider getting your ill child tested for COVID-19 and**



**contact your healthcare provider with medical questions.** If your child is well without symptoms, please remind your child before going back to school to use their face covering indoors, give space between people when able, and wash their hands often with soap and water for 20 seconds. **School employees should call in sick to their supervisor and stay home if having any symptoms of COVID-19 and consider getting tested.**

The safety of our students, employees, and school community is our priority. Please continue to visit San Luis Obispo County's [ReadySLO.org website](https://www.ready.slo.org) for local information on further details about preventative measures, local COVID-19 testing, local metrics, and more. Contact your healthcare provider if you have any additional medical questions or concerns. For school related questions, please contact the (Site Contact, Site Phone Number, email).

Thank you for your prompt response to this matter.

Sincerely,

(Site Supervisor)

## Appendix I: Daily Health Screening

### SLOCOE Daily Health Screening

Complete a check of yourself before you leave for work. If you have any of the following symptoms, are a close contact and not vaccinated, or you have tested positive, you might have COVID-19 that can spread to others and need to stay home.

Note: For employees with chronic conditions, check a symptom only if it has changed from usual or baseline health.

- Fever or 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
  - Had close contact (within 6 feet for a total of 15 minutes or more) in the past 10 days while not wearing a respirator with someone confirmed to have COVID-19 and is unvaccinated
  - Tested positive for COVID-19 in the past 10 days
- If you do **NOT** have any of the symptoms, are NOT an unvaccinated close contact, or have NOT tested positive as listed above, you may go to work as usual.
- If you **checked any of the boxes** above, **stay home from work and seek testing**
1. Consider whether you need to see a healthcare provider and seek COVID-19 testing. CDC has a [Coronavirus Self Checker](#) available on its website, which may help you make decisions about seeking medical care for possible COVID-19.
  2. Contact the **(Site Information)** or email **Contact Name at Contact Email** and report that you will be absent. Employees should contact their site supervisor and use the absent

system if needing a substitute. The school may ask some additional questions to help determine when it is safe for you to return to work.

## Appendix J: OSHA “Seven Steps to Correctly Wear a Respirator at Work”

### Seven Steps to Correctly Wear a Respirator at Work

Following these simple steps will help you properly put on and take off your respirator, and keep you and everyone else safe.

#### 1 Wash Your Hands



Wash your hands with soap and water or alcohol-based hand rubs containing at least 60% alcohol.

#### 2 Inspect the Respirator

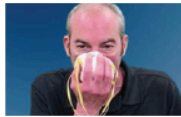


Inspect the respirator for damage. If it appears damaged or damp, do not use it.

#### 3 Put on the Respirator



Cup the respirator in your hand with the nosepiece at your fingertips and the straps hanging below your hand.



Cover your mouth and nose with the respirator and make sure there are no gaps (e.g., facial hair, hair, and glasses) between your face and the respirator.



Place the strap over your head and rest at the top back of your head. If you have a second strap, place the bottom strap around your neck and below your ears. Do not crisscross straps.



If your respirator has a metal nose clip, use your fingertips from both hands to mold the nose area to the shape of your nose.

#### 4 Adjust the Respirator



Place both hands over the respirator. Inhale quickly and then exhale. If you feel leakage from the nose, readjust the nosepiece; if leakage from the respirator edges, readjust the straps.



Repeat until you get a proper seal. If you can't get a proper seal, try another respirator.

#### 5 Wear the Respirator



Avoid touching the respirator while using it. **If you do, wash your hands.**

*Note: If you reuse your respirator, wear gloves when inspecting and putting on the respirator. Avoid touching your face (including your eyes, nose, and mouth) during the process.*

#### 6 Remove the Respirator



Wash your hands.



Remove the respirator from behind. Do not touch the front.

#### 7 Dispose of the Respirator



If the respirator does not need to be reused because of supply shortages, discard it in a closed-bin waste receptacle. Wash your hands.

For more information, see the quick video, "Putting On and Taking Off a Mask". ▶



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