

**Covid-19 Prevention Program (CPP)  
for  
Gridley Unified School District**

**An Addendum to the Injury and Illness Program**

In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7.  
General Industry Safety Orders Section 3205, COVID-19 Prevention

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

## Authority and Responsibility

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

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

## Definitions

The following definitions apply:

- “COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- “COVID-19 case” means a person who:
  - (1) Has a positive “COVID-19 test” as defined in this section;
  - (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
  - (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.
- “COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.
- “COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- COVID-19 symptoms” means the following unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
  - fever of 100.4 degrees Fahrenheit or higher
  - chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headache
  - new loss of taste or smell

- sore throat
  - congestion or runny nose
  - nausea or vomiting, or diarrhea
- “COVID-19 test” means a viral test for SARS-CoV-2 that is:
    - (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
    - (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable; and
    - (3) Approved by the Butte County Public Health Department
  - “Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.
  - Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).
  - “Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth, comprised of 2 or more layers without an exhalation valve or vent. The CDPH recommends the use of disposable 3 ply surgical masks, which are more effective than cloth face coverings.
  - “High-risk exposure period” means the following time period:
    - (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until a full 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
    - (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until a full ten days after the specimen for their first positive test for COVID-19 was collected.
  - “Fully vaccinated” means a person is at least two weeks past the second dose in a 2-dose series or single-dose vaccine

## 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: Completing assigned trainings regarding preventing the spread of COVID-19, self-monitoring for symptoms and staying home when sick, sanitation and disinfection practices.

## **Employee screening**

We screen our employees by: Self-screen according to CDPH guidelines. The COVID self-screening information is available on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> (**Appendix C: Symptoms of Coronavirus (COVID-19)**)

## **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.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we recommend at least three (3) feet of physical distancing in our workplace.

Individuals will be kept as far apart as possible when there are situations where three (3) feet of physical distancing cannot be achieved.

### **Face Coverings**

We provide clean, undamaged face coverings and training to ensure they are properly worn by employees over the nose and mouth when indoors, and where required by orders from the California Department of Public Health (CDPH) or local health department.

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.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering

### **Access to COVID-19 testing**

If testing is required in accordance with regulations, the District shall inform any affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

The District will provide employees free onsite testing at one or more District sites at least once per week, subject to the availability of COVID-19 testing. In addition, all employees who have not verified their vaccination status is required to be tested no less than once per week, until such time as the public health agencies discontinue the requirement for regular testing of employees. Results from tests completed at District sites will be provided directly to the employee. To ensure the safety of students and co-workers, the employee is strongly encouraged to notify the school nurse and the Human Resources department immediately or as soon as practicable of any positive COVID-19 test result. Under no circumstance may an employee return to work having tested positive for COVID-19 without approval of a public health official or the school nurse. The nurse or health services department will contact the public health agency and initiate contact tracing with the employee. The public health agency will contact the employee and inform them of any quarantine requirement. The name of any employee who tests positive will be kept confidential to the degree possible while ensuring contact

tracing and other COVID-19 safety protocols are completed.

### **Access to COVID-19 vaccinations**

The District has implemented the following practices to protect employees and students from COVID-19 hazards in the workplace and schools.

(1) COVID-19 vaccinations have been made available to all staff at no cost, and all staff have been encouraged to be vaccinated. For any staff member who is not fully vaccinated, the District shall require a negative COVID-19 test each week until such time as the public health agencies discontinue the requirement for regular testing of employees.

### **Cleaning and disinfecting**

The following will be implemented:

- Every effort will be made to clean high touch surfaces daily
- Spray disinfectant or disinfectant wipes available to all staff and rooms
- Staff training on safe and appropriate use of disinfectants

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Clean and disinfect location within 24 hours of notice

### **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.

### **Handwashing, hand sanitizing and respiratory etiquette**

Signage for proper handwashing and respiratory etiquette (covering coughs and sneezes) are posted restrooms and other common areas throughout the district to encourage employees to wash hands properly in order to prevent getting and spreading infectious illnesses including COVID-19. Hand sanitizers are also available to all employees.

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

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

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

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix D: Investigating COVID-19 Cases** form.

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

- Notified as soon as possible and conferred with by health services staff regarding isolation and/or quarantine practices, self-screening practices based on CDPH guidelines, and appropriate information regarding when the individual will be cleared to return to school/work, if necessary.
- Offered COVID-19 testing at no cost through the District testing kits
- The health services office will initiate the tracking and tracing protocol along with the site administrator/supervisor. The health services office will also contact the appropriate public health

officials and updated the Human Resources department on the positive test result. The District maintains a complete, confidential record of each exposure or positive COVID-19 case. The site administrator/supervisor will be made aware that a positive COVID-19 case has been identified on their site.

## **System for Communicating**

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

- Who employees should report COVID-19 symptoms and possible hazards to
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information on testing locations for employees.
- 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.
- Information about COVID-19 hazards 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 three (3) feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than three (3) feet, especially indoors, so physical distancing should 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.

## **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 10 days after the last known COVID-19 exposure to a COVID-19 case.
- 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 where permitted by law and when not covered by workers' compensation. Employees will be provided with this information initially once information about any additional benefits are determined and afterwards, upon inquiry if employees have any questions or need clarification regarding benefits. All inquiries regarding benefits should be directed to the Human Resource office.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix D: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## 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.
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## Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
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			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix C: Symptoms of Coronavirus (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

### Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

## 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 us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

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

COVID-19 Response Investigation Form  
High Risk (Confirmed or presumed COVID-19 case)

Name of employee \_\_\_\_\_ Date \_\_\_\_\_  
Job title and location of assignment \_\_\_\_\_  
Person completing report \_\_\_\_\_

1. When did symptoms begin? What is the date of your positive or negative test and/or diagnosis? (Attach information received regarding COVID-19 test results).
2. Can you determine where/when you may have been exposed to COVID-19? Were either employees, students, parents or others involved?
3. During the 48 hours prior to the start of your symptoms, where did you go within our district? What is the date and time you were last present in the workplace?
4. Have you been self-isolating? If so, when?
5. While at work, who have you spent prolonged time (more than 15 minutes) within an indoor/enclosed area with less than 6 feet of social distancing?
6. Where, specifically, did these interactions occur?
7. When, specifically, did these prolonged interactions occur?
8. Please identify any specific areas, tools, equipment, workstation used while on-site.

<p><b>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):</b></p>			
<p><b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b></p>			
<p><b>All employees who may have had COVID-19 exposure and their authorized representatives.</b></p>	<p><b>Date:</b></p>		
	<p><b>Names of employees that were notified:</b></p>		
<p><b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b></p>	<p><b>Date:</b></p>		
	<p><b>Names of individuals that were notified:</b></p>		
<p><b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b></p>		<p><b>What could be done to reduce exposure to COVID-19?</b></p>	
<p><b>Was local health department notified?</b></p>		<p><b>Date:</b></p>	

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