

XII. COVID-19 Prevention Procedures (CPP)

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: 1/24/2024

Authority and Responsibility

Tera Napier, Executive Director, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all administration and management are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures 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.

Application of the Sherman Thomas Charter Schools Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and County Public Health orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Remote work.
 - ii. Physical distancing.
 - iii. Reducing population density indoors.
 - iv. Moving indoor tasks outside.
 - v. Implementing separate shifts and/or break times.
 - vi. Restricting access to work areas.
 - vii. Face coverings when applicable.
2. Training and instruction on COVID-19 prevention is provided:
 - a. When this CPP was first established.
 - b. To new employees.
 - c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
 - d. Whenever new COVID-19 hazards are introduced.
 - e. When we are made aware of new or previously unrecognized COVID-19

- hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
3. Procedures to investigate COVID-19 illnesses at the workplace include:
- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms.
 - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. The District COVID-19 Coordinator will contact the positive case, collect information and provide instructions for next steps according to County Public Health Guidance.
 - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Symptoms should be reported to the District COVID-19 Coordinator who will provide further instruction based on County Public Health Guidance.
2. Effective procedures for responding to COVID-19 cases at the workplace include:
- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - i. COVID-19 cases who do not develop COVID-19 symptoms - there is no infectious period for the purpose of isolation or inclusion. If symptoms develop the criteria below will apply.
 - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work until a minimum of 24 hours from the day of symptom onset and they have been fever free for 24 hours without fever reducing medications and their symptoms are mild and improving.
 - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering indoors for 10 days from the start of symptoms or if no symptoms, 10 days from the date of their positive test. This time frame may be adjusted based on updated guidance from Tulare County Public Health and the California Department of Public Health.
 - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
 - d. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
 - e. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.

- i. Excluding COVID-19 cases from the workplace until they are no longer an infection risk.
- ii. The District COVID-19 Coordinator will collect a list of close contacts from the COVID-19 positive case to instruct them of next steps.
- iii. Providing written notification within one business day to all employees (and, if applicable, their union representatives) and independent contractors who shared an indoor space with the COVID-19 case during the high-risk exposure period of any potential exposures.
- iv. Making COVID-19 testing available to potentially exposed employees with a COVID-19 positive case at no cost and during working hours.
- v. Investigating the exposure, whether workplace conditions could have contributed to the risk of exposure, and what corrections would reduce exposure.
- vi. Continuing to closely monitor employees, via the District COVID-19 Coordinator, throughout their isolation period.
- f. If an order to isolate, quarantine, or exclude 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.
- g. If removal of an employee would create undue risk to a community's health, Sherman Thomas Charter Schools will submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. In such a case, the district will provide isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.
- h. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Sherman Thomas Charter Schools will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under Sherman Thomas Charter Schools leave policies and leave guaranteed by contract.
- i. All excluded employees will notify Human Resources indicating Sick Leave with a note in the comments to the Administrator indicating directive from the Covid-19 Prevention Coordinator.

Return-to-Work Criteria

1. Employees who test positive for COVID-19 will not return to work until all the following have occurred:
 - a. A minimum of 24 hours has passed since the start of symptoms, or after the date of the first positive test (if asymptomatic).
 - b. The individual is well with no symptoms, or symptoms are mild and improving and they are fever free for 24 hours without fever reducing medication.

- c. After ending isolation, persons may remove their mask sooner than Day 10 with two sequential negative tests one day apart.

COVID-19 Testing

1. COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace or who present with symptoms. These employees should contact the district COVID-19 Coordinator for more information.
2. Testing is recommended for those with symptoms.
3. Testing is required in situations of workplace outbreaks (3 or more cases at one site within a 7 day period or 20 cases at a site in a 30 day period).
 - a. According to COVID-19 Prevention Non-Emergency Regulations from OSHA, employees in a major outbreak situation (20 or more in 30 days at one site) that refuse to test will be excluded from work for 24 hours and may return to work as long as they are fever free without fever-reducing medication for at least 24 hours and their symptoms are mild and improving.
 - b. Employees in an outbreak situation with symptoms that refuse to test would be excluded for 24 hours and would return when they are fever free without fever-reducing medication for at least 24 hours and their symptoms are mild and improving.

Notice of COVID-19 cases

1. Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

Face Coverings

1. Employees will be provided face coverings and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.
2. The following exceptions apply:
 - a. When an employee is alone in a room or vehicle.
 - b. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
 - c. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
 - d. 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. Such employees shall

wear an effective non-restrictive alternative, such as a face shield with adrape on the bottom, if the condition or disability permits it.

- e. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- 1. If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.
- 2. Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Respirators

- 1. Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:
 - a. Encouraged to use them.
 - b. Provided with a respirator of the correct size.
 - c. Trained on:
 - i. How to properly wear the respirator provided.
 - ii. How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - iii. The fact that facial hair interferes with a seal.
- 2. The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering facepiece or elastomeric re-usable) provided to employees.

Ventilation

- 1. For our indoor workplaces we will:
 - a. Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Sherman Thomas Charter School will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - b. Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - c. Filter circulated air in buildings and structures with mechanical ventilation, through filters with a Minimum Efficiency Reporting Value (MERV)-13 or

- better or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
- d. Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
 - e. Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.
- 2. In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.
 - 3. These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

COVID-19 Outbreaks

- 1. In an outbreak (three or more COVID-19 cases among employees in an "exposed group" within a 7- day period:
 - a. In addition to the requirements for non-outbreak settings, an employer must:
 - i. Exclude COVID-19 cases during the "infectious period" as defined above and in the State Public Health Officer Order, as well as employees who had close contact and have COVID-19 symptoms but do not take a COVID-19 test. Specifically, employers must take the following steps:
 - 1. Exclude COVID-19 cases during the "infectious period."
 - 2. Immediately make COVID-19 testing available to employees within the exposed group, and then again one week later; and continue to make tests available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period, per section 3205.1(a)(2). However, an employer need not make testing available to employees who were absent from the workplace during the relevant 14-day period or who recently recovered from COVID-19 and do not have symptoms (returned cases).
 - a. During an outbreak, make COVID-19 testing available to all employees within the exposed group, at least once a week, except for employees who were not at work during the relevant period and symptom-free employees who recently recovered from COVID-19 (returned cases). Employees who refuse to test and have symptoms must be excluded until at least 24 hours have passed from the onset of symptoms. Employees may return when 24 hours have passed with no

- fever, without the use of fever reducing medications, and symptoms are mild and improving.
 - b. In addition, when the excluded employee returns, they must continue to wear a mask for 10 days from symptom onset.
 - ii. Perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19 as soon as the outbreak provisions apply, and then periodically thereafter.
 - iii. Implement ventilation changes to mechanical ventilation systems including increasing filtration efficiency to at least MERV-13, or the highest efficiency compatible with the ventilation system. Evaluate whether HEPA air filtration units are needed.
 - iv. All employees in the exposed group regardless of vaccination status must wear face coverings when indoors, or when outdoors and less than six feet from another person, unless an exception applies.
- 2. The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30- day period: In addition to the requirements in FAQ 1 above, an employer must:
 - a. Exclude COVID-19 cases during the “infectious period.”
 - i. Make COVID-19 testing available to employees in the exposed group, twice per week, except for employees who were not at work during the relevant period and symptom-free employees who recently recovered from COVID-19 (returned cases). Employees who refuse to test and have symptoms, with or without a fever, must be excluded until at least 24 hours have passed from the onset of symptoms. An employee may return when 24 hours have passed with no fever, without the use of fever reducing medications, and symptoms are mild and improving. In addition, when the excluded employee returns, they must continue to wear a mask for 10 days from symptom onset.
 - b. Provide respirators to all employees in the exposed group, regardless of vaccination status, to use on a voluntary basis. Employees who do not use a respirator voluntarily must continue to use a face covering.
 - c. Where respirators are not worn, separate employees in the exposed group from other persons by at least six feet except where it is not feasible and except for momentary exposure while persons are in movement.
 - d. Determine the need for a respiratory protection program (non-voluntary, with fit testing and medical evaluation requirements), or for changes to an existing respiratory protection program under section 5144, to address COVID-19 hazards.

COVID-19 investigation, review, and hazard correction

1. Sherman Thomas Charter Schools will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:
 - a. Investigation of new or unabated COVID-19 hazards including:
 - i. Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - ii. Our COVID-19 testing policies.
 - iii. Insufficient supply of outdoor air to indoor workplaces.
 - iv. Insufficient air filtration.
 - v. Insufficient physical distancing.
 - b. Review to be updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
 - c. In response to new information or to new or previously unrecognized COVID-19 hazards.
 - d. When otherwise necessary.
 - e. Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
 - i. Moving indoor tasks outdoors or having them performed remotely.
 - ii. Increasing the outdoor air supply when work is done indoors.
 - iii. Improving air filtration.
 - iv. Increasing physical distancing to the extent feasible.
 - v. Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
 - vi. Other applicable controls.

COVID-19 Prevention in Employer-Provided Transportation

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

1. Employees working in the same crew or worksite will be transported in the same vehicle.
2. Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Screening

We will maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

Staff will ensure that:

1. All high-contact surfaces (door handles, seat belt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
2. All high-contact surfaces used by drivers, such as the steering wheel, armrests, seat belt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
3. We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

Vehicle windows should be kept open and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

1. The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
2. The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit. • Protection is needed from weather conditions, such as rain or snow.
3. The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Reporting and Recordkeeping

1. The employer shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive COVID-19 test and/or COVID-19 diagnosis. These records shall be retained for two years beyond the period in which the record is necessary to meet the requirements of this section or sections 3205.1 through 3205.3.
2. Employers shall retain the notices required by subsection 3205(e) in accordance with Labor Code section 6409.6 or any successor law.
3. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.3, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department with