

**American Rescue Plan Act
Elementary and Secondary School Relief Fund (ESSER III)
Safe Return to In-Person Instruction
Local Educational Agency Plan Template**

Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021 requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all of the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>
- ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247
- ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>
- ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>
- ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceeuseseseinvestment.pdf>
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER): https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINAL_b0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

Purpose of the Template

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances. If you have questions as to which category applies to your LEA, please contact EmergencyServices@cde.ca.gov. Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact EmergencyServices@cde.ca.gov.

LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Arena Union Elementary School District (AUESD)

Option for ensuring safe in-person instruction and continuity of services:

has developed a plan will amend its plan

1. Please choose one:

The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

AUESD is submitting a new plan and will post it on the Point Arena Schools website (<http://pointarenaschools.org>).

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

As of January 20, 2021 AUESD adopted a COVID-19 Prevention Program Plan (CPP) (which is enclosed) that outlines the policies & procedures AUESD will follow to maintain appropriate health and safety measures. To summarize, these measures include mask wearing, maintaining proper social distance when possible, creating schedules that allow adequate disinfecting time, employee & student screening, voluntary COVID-19 testing through Binax which also includes cooperation with Primary Health who reports results to the testees and all State & County Health related departments, regular inspections, tracking and reporting protocols for any identified illnesses on campus, health and safety signage, training to all staff on COVID-19 prevention, and maintaining stable learning bubbles when possible. Our policies were established in cooperation and compliance with the Mendocino Dept. of Public Health. As of June 15th, the current public health rules require mask wearing, which we will comply with.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

If a COVID-19 related future school closure occurs we would use the same distance learning instructional model utilized in the 2020-2021 school year where teachers taught via Zoom and Google Classroom, where there was intervention time built into the schedule for students that needed extra support such as students with disabilities and English learners, where there were home visits and individualized phone calls for at-risk students, where every effort was made to follow IEPs, where meals were provided at designated drop-off locations throughout the community, and where mental health counseling services continued throughout. If an isolation/quarantine incident occurs for particular students, the district will have an as needed hybrid model where we would continue in-person instruction for the majority of students, but for those students in isolation, we would instruct via distance learning.

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

The District Superintendent presented the plan at a board meeting and asked for public input. Also, the CPP was reviewed and discussed by the Wellness Committee and Re-Opening Committee both of which are comprised of stakeholders such administration, board members, certificated and classified employees, parents, and local health agencies. Based on those Committee discussions and feedback provided during those meetings, the Plan was adjusted and revised to meet the needs of the district and to maintain compliance with state and local health orders. In addition, the district held Zoom community meetings to further solicit input on the plan.

In addition, the LEA provides the following assurances:

- The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

- Please insert link to the plan:

- <http://pointarenaschools.org>

- The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

- The LEA will periodically review and, as appropriate revise its plan, at least every six months.

- The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

- If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- The LEA has created its plan in an understandable and uniform format.
- The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.
- The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Warren Galletti, Superintendent
Dunnell Daleuski, Human Resources Analyst
Catherine Chin, Business Manager

ENCLOSURE

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

Your Actions
Save Lives

Date: 03/10/2021

2021 COVID 19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Point Arena Schools District

Number of schools: 2

Enrollment 383

Superintendent (or equivalent) Name: Warren Galletti

Address: _____
45 Lake Street, Point Arena CA 95468

Phone Number: (707)882-2803

Email: wgalletti@mcn.org

Date of proposed reopening:
April 19 2021

County: Mendocino

Grade Level (check all that apply)

Current Tier: Red
please indicate Purple, Red, Orange or Yellow

TK 2nd 5th 8th th

K 3rd 6th 9th 2th

st 4th 7th 0th

Type of LEA: TK 12

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on School.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate >=25 100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Warren Galletti, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☑ Stable group structures where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

See page of CSP

If you have departmentalized classes, how will you organize staff and students in stable groups?

See page of CSP

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

See page of CSP

☑ Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☑ Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☑ Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☑ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum ⁶ _____ feet

Minimum ⁶ _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

See pages 1, 6 and 7 of our CSP.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

See pages 1, 6 and 7 of our CSP.

☑ Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

☑ Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☑ Consultation: For schools not previously open) Please confirm consultation with the following groups

☑ Labor Organization

Name of Organization s) and Date s) Consulted:

Name: CSEA PAHSTA AUTO

Date: 3/16/21

☑ Parent and Community Organizations

Name of Organization s) and Date s) Consulted:

Name: REOPENING COMMITTEE

Date: 3/23/21

If no labor organization represents staff at the school please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Date of Submission to Local Health Department: _____.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

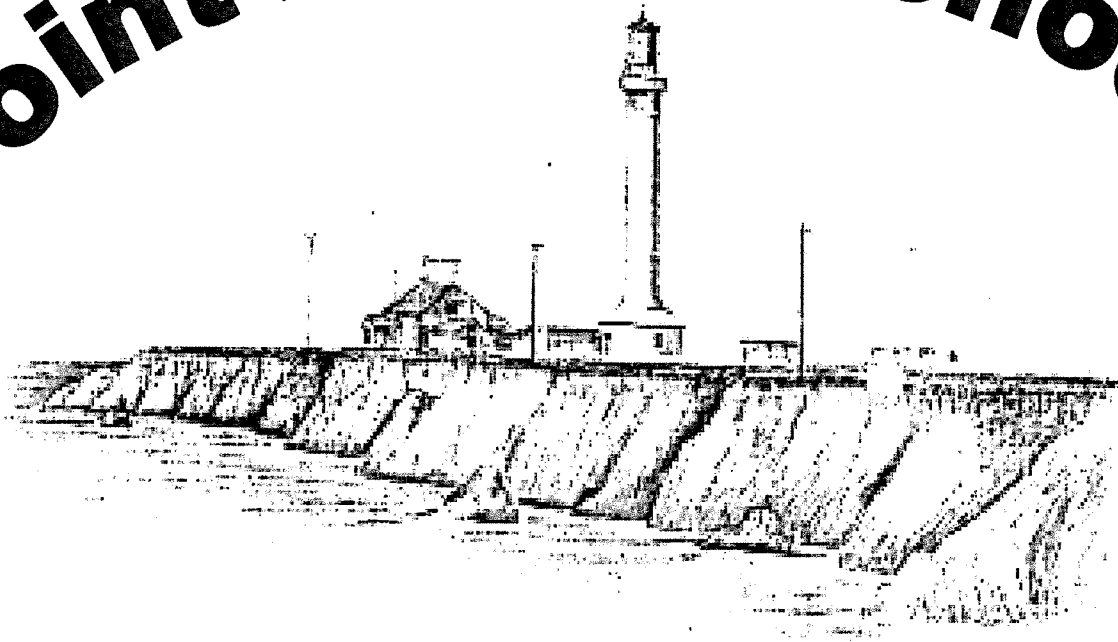
Additional Resources

Guidance on Schools

Safe Schools for All Hub

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

Point Arena Schools



COVID-19 Prevention Program (CPP) for Point Arena Schools District

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

Date 3 9 2021

Authority and Responsibility

The Director of Maintenance Operations (M O) and Site Principals have 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. **This includes all vaccinated employees.**

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.
- Conduct regular COVID-19 inspections along with other safety inspections on a monthly basis by M O.

employee participation

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

- Point Arena High School Administration – Marty Wilkes (707)882-2134 ext. 214
- Point Arena High School M O – (707)8822134 ext. 218
- Arena Union Elementary Administration – Scott Carson (707)882-2131 **1 | Page**
- Point Arena Schools District Human Resources – Dunnell Daleuski (707)882-2803

Any employee community member, parent, guardian or student may call or email the COVID-19 Liason to report any COVID-19 related issues, or through the California Safe Schools for All portal at: <https://caschoolsopening.powerappsportals.us/comments-and-concerns/> or through the district anonymous COVID-19 Hazard Report Form at: <https://forms.gle/wHqWwXvWvXDNqh5t5>

Employee screening

- We ask all employees to self-screen before they arrive to any school site or District Office and to follow all posted entry rules.
- Offer COVID-19 testing to staff and students through Binax per the testing cadences per the State of California for -12 schools.

Correction of COVID 19 Hazards

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

M O will correct identified hazards or prevent access by employees until the hazard(s) can be eliminated. Results shall be documented and communicated to the Superintendent.

Control of COVID-19 Hazards

Physical Distancing

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

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Reorienting workspaces to ensure a minimum of six feet distance between employees.
- Installation of plexiglass shields on workstations where physical distancing is not possible.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Point Arena Schools District has purchased reusable face coverings for all employees. In addition, disposable face coverings for employees and guests. Face shields have also been purchased for employees who work within close proximity of students or others. Employees who are unable to wear a face covering are provided a face shield. Employees will be reminded and encouraged to launder reusable face coverings regularly.

- All Classrooms have a PPE (personal protective equipment) supply. The supply consists of disposable face masks for adults and/or teens, disposable face masks for smaller children, disinfecting wipes, hands sanitizer, and non-latex gloves.
- Additional supplies are available through M O should a teacher/classroom require more.
- All employees are required to wear a face mask that covers their nose and mouth while on school district property. Staff who refuse to wear a face mask will not be permitted on campus. Face masks are available for all employees.
- All students who attend in-person classes are required to wear a face mask that covers their nose and mouth. Students with a medical exemption or who are incapable of wearing a mask will remain in their classroom with their teacher. Students will be issued a face mask if they come to school without one or if they arrive to a bus stop without one. Students who refuse to wear a mask will be assigned to full-time Distance Learning and not permitted to attend in-person instruction.
- All teachers, front offices and school buses will have an ample supply of face masks should any student, parent or staff need to request one

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

- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- When an employee is alone in a room.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Engineering controls

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

- Installation of plexiglass partitions. We have also reoriented workspaces to attain the appropriate spacing.
- We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
 - Increasing filtration efficiency to the highest level compatible with the existing ventilation system.
 - Encouraging the use of openable windows and opening doors to encourage airflow and a cross draft.
 - Installation of HEPA air filtration units which are maintained and adjusted by M O.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Regular cleaning and disinfecting of Point Arena Schools district facilities by custodial staff using the appropriate cleaning supplies and techniques.
- Ensure adequate supplies and time for it to be done properly.
- Supplies available for employees to keep at their desks to clean frequently touched surfaces (i.e. phones, keyboards, etc).

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

- Should an employee or student be on campus while infected with COVID-19, the entire school will be closed for 72 hours or for the remainder of the week, whichever is longer, to clean and sanitize the facility.
- Public Health will be notified within 24 hours and contact tracing will begin through guidance from Public Health.

Shared tools, equipment and personal protective equipment (PPE)

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between

uses by the employee with the cleaning and sanitizing materials provided to them. Regular cleaning will occur by custodial staff.

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

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer with ethyl alcohol (greater than 60 concentration) in all classrooms and common areas.
- Encourage employees to wash their hands for at least 20 seconds each time.
- Installation of touchless hand sanitizer dispensers in all main buildings and classrooms.

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.

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

- All classrooms with severely handicapped students have been supplied with enhanced PPE to ensure safety during toileting and cleaning of disabled students. Enhanced PPE includes a hospital grade gown, face shield, non-latex gloves, and surgical grade face masks.

Investigating and Responding to COVID 19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID 19 Cases** form by site administration.

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

- Offered COVID-19 testing at no cost during their working hours.
- ATTACH CHART (person A, B, C) as appendix. If employee comes into contact with COVID positive individual we will follow the attached Appendix. [Section C9 of

regulation]

- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

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:

- Employees who are experiencing COVID symptoms should not report to work. Employees should inform their direct supervisor and Dunnell Daleuski in Human Resources at (707)882-2803 or ddaleuski@pauhs.org.
- Employees can report symptoms and hazards without fear of reprisal at: <https://forms.gle/biV9qzYt14Y6F5KR9> Point Arena Schools Anonymous COVID-19 Hazard Reporting Form.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should contact Human Resources to get information on potential reasonable accommodations.
- COVID-19 testing is available through the Point Arena Schools District for both teachers and students through Binax.
- COVID-19 testing is also available locally through RCMS (contact directly for testing dates and sights at (707)884-4005). Testing is also available in Fort Bragg and a mobile testing unit is available as scheduled.
- 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.

Training and instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially

- indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
 - Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
 - COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
 - COVID-19 Keenan training roster is on file with Human Resources. All employees were assigned and completed the mandatory training.

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. This will be accomplished by utilizing any combination of the employee's accrued sick leave and any available sources of COVID-related benefits, where applicable.
- Providing employees at the time of exclusion with information on available benefits.

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 C: Investigating COVID 19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

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 10 days from the time the order to quarantine was effective.
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Dunnell Daleuski Human Resource Analyst
Date 3 9 2021

Appendix A: Identification of COVID-19 Hazards

All persons regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings entrances, bathrooms hallways, aisles, walkways, elevators break or eating areas, cool-down areas and waiting areas. Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace including coworkers, employees of other entities, members of the public customers or clients, and independent contractors. We will consider how employees and other persons enter, leave and travel through the workplace, in addition to addressing fixed work locations.

Person Conducting the Evaluation:

Date:

Name s) of Employees and Authorized Employee Representative that Participated:

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

Appendix B: COVID 19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions			
Ventilation amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection frequently enough and adequate supplies)			
Hand washing facilities adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE not shared, available and being worn)			

Face coverings cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Appendix C: 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.

Date:

Name of Person Conducting the Investigation:

Employee or nonemployee* name:		Occupation if nonemployee, why they were in the workplace):	
Location where employee worked or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name s) of staff involved in the investigation:	
Date and time the COVID19 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):	

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	
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information):	
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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:			
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 local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration 1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees working hours.

COVID-19 testing consists of the following:

- o All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- o After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- o We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 investigation, review and hazard correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

Investigation of new or unabated COVID-19 hazards including:

- Our leave policies and practices and whether employees are discouraged from remaining home when sick.
- Our COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.

Updating the review:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Please refer to the FBUSD COVID-19 Protocols attached to this document.

Notifications to the local health department

- Immediately, but no longer than 24 hours after learning of any COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration 2

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID 19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace.

COVID-19 testing will be provided at no cost to employees during employees working hours.

Exclusion of COVID 19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

Investigation of workplace COVID 19 illnesses

We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

COVID 19 hazard correction

In addition to the requirements of our CPP Correction of COVID-19 Hazards, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID 19 Infections and COVID 19 Outbreaks Notifications to the Local Health Department.**

