

# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 1/20/21

# 2021 COVID-19 School Guidance Checklist

**Name of Local Educational Agency or Equivalent:** Kern County Superintendent of Schools

Number of schools: 41

Enrollment: 2272

Superintendent (or equivalent) Name: Mary Barlow

Address: 1300 17<sup>th</sup> St

PhoneNumber: 661 636 4000

Bakersfield CA 93301

Email: devonflue@kern.org

Date of proposed reopening:  
opened on November 9, 2020

County: Kern

Grade Level (check all that apply)

Current Tier: purple

(please indicate Purple, Red, Orange or Yellow)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: COE

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**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, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

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

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

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

I, Mary Barlow, 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?)

Students are separated into groups with no more than 16 individuals, who are meeting for in-person instruction in addition to distance learning. The same group of students and staff are in the same group each day. Students should not change from one group to another, unless needed for the student's overall safety and well-being. Each group should be in a separate room and not mix with other groups during instructional, nutritional, and recreational times. Teachers and classroom support staff should also remain solely with one group of students, if feasible. Itinerant staff will follow the same protocols when working with students. Social distancing with a minimum of six feet will be implemented where feasible and staff must wear masks and follow cleaning/disinfecting protocols between each session with a student. Sessions may be one to one if students are unable to follow social distancing guidelines. There are no minimal student counts.

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

All teachers and staff delivering departmentalized instruction will be part of the group count. For example, a group may include 10 students, 4 teachers (math, science, language and history) and 2 aides. This group of 16 will follow all safety protocols to maintain a stable group status.

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

If electives are offered, they will follow the same procedures and protocols as departmentalized instruction.

☑ **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.

Site administrators and teachers coordinated and scheduled outdoor activities prior to reopening to ensure that groups are not mixed. Use of specific facilities will be defined by the site administrator for each group (entrances, restrooms, paths of travel to ensure no mixing of groups occurs).

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

All staff were trained to implement best practices in the use of Personal Protective Equipment (PPE), including, but not limited to: wearing a face covering at all times and wearing gloves when using disinfectant cleaner to clean surfaces and high touch areas. In accordance with CDPH requirement, face coverings should be worn by staff, students at all times while at school unless exempted. Each site will have a supply of disposable face coverings for anyone who is unable to provide their own. Staff and students will receive training on the proper way to wear a face covering. Persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits. Students will be excluded from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Students will be offered alternative educational opportunities if they are excluded from campus because they will not wear a face covering. Face covering policies apply on school buses and any other vehicle affiliated with KCSOS used to transport students, staff, or teachers to and/or from a school site. All staff are provided with face coverings and other appropriate PPE for their job function.

☑ **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.

Surveillance is implemented based on guidelines from CDPH and KCPHD. School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with student or other staff. Staff and parents will be required to respond to the following questionnaire daily upon intake:

1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
2. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
3. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?

Daily health and safety checks (health screening questionnaire) are conducted by parent to student and staff to self. Staff or students who display symptoms should stay home and report their symptoms to the school office. Temperature checks for students are conducted by the transportation staff or the admission team at the site depending on how the students arrive. Student temperatures will be monitored daily by staff prior to admittance. Staff will self-monitor their own temperatures.

Students and staff are monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus

If a student (or staff member) is exhibiting any of the above symptoms, they are physically separated from the group. Isolation rooms are identified at each school site. More than one individual may be isolated in a room at a time so long as they can be kept physically distant – more than 6 feet apart. If an individual is placed in an isolation room with symptoms, the room is sanitized after use according to established procedures. Parents / guardians are required to and must agree to come pick up their child without delay if they are exhibiting these symptoms. For student or staff showing symptoms of COVID-19 (fever of 100.4 degrees or higher, cough, difficulty breathing, or other COVID 19 symptoms). Staff members and students with symptoms of COVID 19 will be advised not to return for in-person instruction until they have met CDPH criteria to discontinue home isolation for those with symptoms and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and other symptoms have improved ; and

- They have a negative test for SARS-CoV2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

☑ **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.

All KCSOS staff and student programs follow sanitation and hygiene practices described in detail in the CDC's guidance: [Stop the Spread of Germs](#). Administration and staff set and follow a hand-washing schedule for staff and students upon arrival, before and after meals or snack time, before and after recreational time, after going to the restroom, and at regular intervals throughout the day.

☑ **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.

For student or staff testing positive for COVID-19: The individual will remain offsite until cleared to return through the COVID Response Team designee, which can occur 10 days after symptom onset or testing date, and 24 hours fever free without the use of medication.

A "COVID Coordinator" has been identified at each site and in each division. The COVID Coordinator leads contact tracing efforts as directed by the KCPHD. The KCSOS division of HR assists in communication with potential contacts to ensure confidentiality.

If the employee was onsite at any point starting with two days before symptoms developed, or two days before being tested if asymptomatic, through the time they were removed from the worksite, the COVID Response team will conduct contact tracing in accordance with state and local health department guidelines.

☑ **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.

To ensure social distancing is accomplished during transportation service, seats that are not to be used will be clearly marked and buses will be filled from the back forward to minimize the crossing of paths between passengers / staff. Seats will be cleaned before each run. Classroom furniture layouts were modified to provide 6 ft of distance for students and staff.

Maximum: not applicable feet

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

Some students require intensive support for health and safety reasons. In these situations, 6 feet is not always feasible.

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

Staff (including substitutes) received training on safety protocols prior to students returning to campus in Fall 2020 before KCSOS opened schools when Kern County was in the Red Tier. Student training took place on the first day of instruction. Training topics included:

- Frequent hand washing
- Cough and sneeze etiquette
- Keeping hands away from face
- Use of face coverings
- Physical distancing guidelines
- Daily screening for symptoms and reporting guidelines

Parents received a letter from their respective Division Administrator describing the Health and Safety Protocols put in place to protect our students and staff. Every student returned a signed statement of understanding documenting their review and understanding of the guidelines. Communication to parents included guidance regarding the parents' role in the various delivery models of learning. Reinforcement of this training is on going.

**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.

Any employee showing symptoms of COVID-19 such as fever or chills, cough (not due to a chronic or know condition), shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, headache, congestion/runny nose, nausea/vomiting, or diarrhea, must notify their supervisor immediately.

The HR contact will reach out to the impacted employee and discuss the following:

- What symptoms the employee is experiencing
- The date the employee started exhibiting symptoms

- If the employee has had any known exposure to an individual who tested positive, and if so, the date that exposure occurred
- The last day the employee was onsite
- The requirement for the employee to remain offsite until cleared to return through Human Resources
- Whether the employee will continue to work remotely, or if they will access leave
- The need for the employee to follow up with their doctor, and to call back when they receive guidance and direction from a medical professional

For cases where an employee tests positive for COVID-19 the impacted employee must notify their supervisor, or the Human Resources contact immediately.

HR contact will ask the Supervisor the following:

- Contact information for the employee
- Last day the employee was onsite
- Location of the employee's worksite
- Schedule of the employee
- Whether or not the employee has the ability to work remotely if able

The HR contact will reach out to any KCSOS employees identified and explain the following:

- That they have been identified as someone who might have been exposed to an individual who tested positive for COVID.
- That based on that potential exposure, they will need to leave the worksite immediately, and remain offsite until cleared through Human Resources.
- That they will be contacted by HR, and will be scheduled to undergo testing 5-7 days past the exposure date.
- That they will need to quarantine for 10 days from the date of exposure, whether the test comes out negative or not.
- Determine whether or not they have the ability to work remotely (based on job classification) during the quarantine period.
- Ensure they know who to contact right away if they develop any symptoms.
- Please know the identity of the infected employee or other identifying information cannot be revealed, alluded to, or confirmed by the Human Resources Department, even if explicitly asked by a contact (i.e. the person asks, "Who exposed me to COVID-19??").

If the employees with potential exposure tests **negative**, they are deemed to be free of active COVID-19 at the time of testing. However, the employees will continue to quarantine for 10 days post exposure.

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

KCSOS will offer staff testing consistent with the testing cadence outlined in the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, issued January 14, 2021, which provides a step down in testing frequency by tier.

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**✔ 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.

The COVID Response Team designee will reach out to the parents/guardians of any KCSOS students identified as having potential exposure and explain the following:

- Their child has been identified as someone who might have been exposed to an individual who tested positive for COVID
- Based on their possible exposure, they will need to be picked up from the school site (if onsite), and remain offsite for 10 days from the date of exposure
- Testing is encouraged, but a negative test will not shorten the 10 day quarantine period
- Ensure they know who to contact right away if their child develops any symptoms as that might change their return to school site date
- Provide them any information and resources they need for distance learning
- Please know the identity of the infected employee or other identifying information cannot be revealed, alluded to, or confirmed by the Human Resources Department, even if explicitly asked by a contact (i.e. the person asks, "Who exposed me to COVID-19??").

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

KCSOS will offer student testing consistent with the testing cadence outlined in the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, issued January 14, 2021, which provides a step down in testing frequency by tier.

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**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](#). □

If any staff or students are found to have been exposed, the HR Contact will notify the Kern County Public Health Department of the positive case and submit the COVID-19 Case Report Form, and include the contact tracing excel spreadsheet.

**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.

The COVID Response Team designee will send out notification to school site staff and parents to disclose there has been a positive test onsite, and whether or not any other individuals have been identified as having been exposed.

The HR contact will reach out to the impacted employee to discuss the following:

- The date the possible exposure occurred
- The date the individual first showed symptoms, or if asymptomatic, the date they tested
- The circumstances around the exposure (were they within 6 feet for longer than 15 minutes (at one time, or cumulative over 24-hours), in an enclosed space for longer than an hour without PPE, does the individual live in the same house)
- Last day they were onsite, and what location they work in
- The employee is not required to undergo testing but they need to remain offsite until cleared to return through Human Resources
- If the employee is found to have had close contact with someone who tested positive, they will need to quarantine for 10 days from the last date of contact.
- If the employee lives in the same house with someone that tests positive, they will need to quarantine for 10 days from the time the individual is no longer contagious. (At least 10 days from the start of symptoms, symptom improvements, and at least 24 hours fever free without medication)
- Whether the employee will continue to work remotely, or if they will access leave
- The need for the employee to follow up with their doctor, and to call back when they receive guidance and direction from a medical professional
- The need for the employee to call back immediately if they start to develop symptoms

The COVID Response Team designee will reach out to the parents/guardians of any KCSOS students identified as having potential exposure and explain the following:

- Their child has been identified as someone who might have been exposed to an individual who tested positive for COVID
- Based on their possible exposure, they will need to be picked up from the school site (if onsite), and remain offsite for 10 days from the date of exposure
- Testing is encouraged, but a negative test will not shorten the 10 day quarantine period
- Ensure they know you to contact right away if their child develops any symptoms as that might change their return to school site date
- Provide them any information and resources they need for distance learning

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

**NOT APPLICABLE: Schools opened on November 9, 2020**

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

**NOT APPLICABLE: Schools opened on November 9, 2020**

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

**NOT APPLICABLE: Schools reopened on November 9, 2020**

**Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

## **KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**

### **PERSONNEL**

#### **COVID-19 PREVENTION PROGRAM (CPP)**

##### **COVID-19 Pandemic**

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The virus spreads easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. The virus can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious droplet on a surface and then touch their own nose, mouth, or eyes.

Some of the symptoms of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

##### **COVID-19 Prevention Program**

Kern County Superintendent of Schools (KCSOS) is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. This program is designed to reduce our workers' risk of contracting and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will ensure workplace hazards are identified timely and corrected. We will stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We will review and update this plan as necessary.

##### **Authority and Responsibility**

The Superintendent or his/her designee has overall authority and responsibility for implementing the provisions of this CPP in our workplace on behalf of the programs of KCSOS and those it administers for the Kern County Board of Education. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form (or comparable form that captures the information requested), including identification of places and times when people may gather or come in contact with each other, both employees and members of the public. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, and cool-down areas.
- 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 (or comparable form that captures the information requested) 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.
- We have solicited and will continue to solicit input from employee representatives concerning identification of potential workplace hazards and evaluations.

### Employee participation

Employees and employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- E-mailing [COVID@kern.org](mailto:COVID@kern.org) to report concerns.
- Calling the COVID Hotline 661-636-4555.
- Reporting directly to a supervisor or Human Resources.
- Filling out the Identification of COVID-19 Hazards form (or comparable form that captures the information requested) and submitting that to Human Resources.

## Employee Screening

Employees have been instructed to complete a daily self-screening before reporting to work and are required to complete an acknowledgment documenting awareness of their ongoing responsibility to do so. Any employees who identify any symptoms or possible exposure after completing the daily self-screening are required to notify their Supervisor or e-mail [COVID@kern.org](mailto:COVID@kern.org) and remain offsite until provided further guidance.

## Correction of COVID-19 Hazards

### Inspections

Reported and/or identified unsafe or unhealthy work conditions, practices, or procedures will be documented on the Appendix B: COVID-19 Inspection Form (or comparable form that captures the information requested), and corrected in a timely manner based on the severity of the hazard as follows:

- Reported and/or identified COVID-19 hazards will be investigated and the severity of the hazard assessed.
- An individual will be identified and assigned to correct the hazard.
- Follow up measures will be taken to ensure timely completion.

## Control of COVID-19 Hazards

### 1. Physical Distancing

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

- Utilizing an appropriate rotation schedule, if needed and practicable, to reduce the number of employees onsite at one time.
- Reducing the number of persons in an area at one time, including visitors, by limiting operating hours to the public.
- 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.
- When necessary, providing additional barriers between employees, and/or employees and the public, by installing Plexiglas or other protection barriers.

- Removing classroom furniture to reduce/limit classroom capacity and to maximize space between seating and desks to provide at least 6 feet of distance.
- Under no circumstances should distance between student chairs be less than 4 feet.
- Organizing instructional groups with limited and consistent student and staff participation to ensure minimal exposure.
- Assigning seats on busses to ensure 6 feet of distance, and loading passengers from the rear of the bus to the front to avoid cross traffic.
- Scheduling use of outdoor recreational space and restrooms on campuses to reduce the occurrence of cross exposure.

## 2. Face Coverings

- Face coverings mean a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth as defined by Cal/OSHA.
- Employees are required to wear a face covering when present on any KCSOS worksite 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.
- Employees will be provided a clean, undamaged face covering upon hire, and trained on the proper use, and the requirement to utilize them.
- Replacement face covering will be provided as needed.
- Employees are required to maintain the sanitation of their facemask or covering.
- Employees may provide their own face covering, provided it meets the minimum standards recommended by the CDC, CDPH, local health department, and Cal/OSHA.
- Employees can contact Human Resources with any questions about obtaining a facemask or covering.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at

least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

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

### 3. Engineering Controls

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

- Installing solid partitions of adequate height in workspaces where feasible and appropriate.
- Installing Plexiglas partitions between individuals in open, shared spaces, and at front desk counters.

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

- All buildings are maximized for outside air optimization as much as feasible except when EPA's Air Quality Index is greater than 100, or when outdoor air would cause harm to employees, such as excessive heat or cold. The HVAC Specialist will maintain the air systems and optimization of outdoor air.
- All buildings are equipped with both MERV 11 filtration systems (the highest compatible with our systems) and bipolar ionization units.
- Any worksite located on property not owned by KCSOS will have bipolar ionization units installed.

### 4. Cleaning and disinfecting

The following cleaning and disinfection measures are utilized:

- The Operations Supervisor ensures supplies are adequate and all sites have appropriate supplies needed. He/she will be responsible for monitoring the supply chains to ensure timely delivery of resources.
- Daily disinfecting of workstations and worksites.
- Regularly clean and disinfect frequently touched surfaces throughout the workplace, such as doorknobs, and handrails.

- The weekly use of fogging machines will be utilized by custodial staff at all sites, including worksites not owned by KCSOS. Arrangements have been made for fogging to occur at worksites located on property not owned by the office.

In the event of a positive COVID-19 case in the workplace, we will implement the following procedures:

- The COVID Response Team will notify the Assistant Superintendent of Support Services or his/her designee of the areas that require additional fogging, disinfecting and timeframes for when that needs to be completed.

#### 5. 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 of workstations, any shared items will be disinfected between use by either custodial staff or staff members utilizing shared work areas. Disinfecting supplies will be provided.
- 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.

#### 6. Hand Sanitizing

Hand sanitizer stations have been installed at midpoints between every bathroom. Signage located at stations and throughout work sites.

- Handwashing stations and signage have been installed based upon evaluations done at each work site to identify areas of need.
- We allow adequate time for employee handwashing and encourage frequent sanitization.
- The Operations Supervisor or designee ensures that safe and effective hand sanitizer is purchased and kept in stock at all worksites.
- Signage at handwashing stations has been installed at all worksites that provides instructions on how to properly wash hands.

## 7. Personal protective equipment (PPE) used to control employee's 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.

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

The HR Director or his/her designee will utilize the Appendix C: Investigating COVID-19 Cases Form (or comparable form that captures the information requested).

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

- Offered COVID-19 testing at no cost during their working hours either at their worksite or at a designated site within 60 miles of an employee's residence and provided applicable benefit information. In the event testing cannot be completed during regular work hours, the employee will be compensated for the time to get tested and will be provided mileage reimbursement if travel is required and a reimbursement claim form is submitted.
- Excluded from the workplace until they meet the established return to work criteria.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees. We ask all employees to report, without fear of reprisal or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to the COVID Hotline, COVID email, or to their direct supervisor. The following practices and protocols exist to facilitate communication between the organization and its employees:

- The COVID Hotline and/or email are available to all employees experiencing symptoms of COVID-19 or for those that have COVID related questions or concerns.

- Employees at a higher risk of severe COVID-19 illness can report his/her own high-risk condition to the COVID Hotline or email to request reasonable accommodations.
- Employees are reminded through internal communication about access to workplace-based surveillance testing (for school site employees and employees who have contact with students), as well as, testing available through health insurance and/or community testing sites.
- Updated information regarding COVID-19 can be found at : <https://kern.org/2020/09/09/2019-novel-coronavirus-information-and-resources/>
- 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.
- The organization regularly communicates with employee representatives through phone calls and emails and encourages participation.

### **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.

### **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 at least 10 days after the last known COVID-19 exposure to a COVID-19 case, complying with CDC, CDPH, local health department and Cal/OSHA guidelines.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related.
- 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 of an employee which occurred in our place of employment or in connection with any employment as defined under CCR Title 8 section 330(h).
- 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 an internal document 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 the worksite 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 the worksite 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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Policy approved 1/26/21  
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**Appendix A: Identification of COVID-19 Hazards**

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

**Name of person conducting the investigation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name(s) of employee 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
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Reduced/rearranged furniture			
Traffic flow pattern signage			
<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			
Signage limiting occupancy			
Limited/controlled visitor access			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
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 and title of person conducting the investigation:** \_\_\_\_\_

Employee (or non-employee*) name:		Occupation (if non-employee, 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 COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
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>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>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

The following procedures will be enacted whenever there are three or more COVID-19 cases in an “exposed workplace” within a 14-day period or the workplace has been identified by the Local Health Department (LHD) as the location of a COVID-19 outbreak. An exposed workplace is defined as any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period (8 C.C.R 3205(b)).

### **Testing**

Testing will be provided to all employees at no cost during working hours except for those not present during the outbreak period defined above. This testing will be completed after determination of an outbreak, and then again one week later; negative test results will not change the quarantine or health order status of any individual. Following these two tests, we will provide continuous testing to employees in the workplace during the defined outbreak period at least once a week, or more frequently if recommended by the LHD. We will provide additional testing as required by the Division in accordance with any special order from Cal/OSHA.

### **Exclusion from the Workplace**

The following employees will be excluded from the workplace during an outbreak:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.

Employees excluded from work due to positive diagnosis or exposure, deemed to be work related, who are otherwise able and available to work, will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

### **Workplace Investigation, Review, and Hazard Correction**

We will investigate workplace related COVID-19 illnesses to determine potential factors in the workplace that could have contributed to the COVID-19 outbreak. Additionally, we will review our relevant COVID-19 policies, procedures, and controls and we will implement changes needed to prevent further virus spread.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of our leave policies and practices, including whether employees are discouraged from staying home when sick.
- Review of our COVID-19 testing policies.
- Investigation of the sufficiency of outdoor air.
- Investigation of the sufficiency of air filtration.
- Investigation into feasibility of physical distancing.

These reviews will be updated every 30 days that an outbreak continues with new information, new or previously unrecognized COVID-19 hazards, or as necessary.

### **Notifications to the Local Health Department (LHD)**

As soon as possible but at least within 48-hours of knowledge, Superintendent or his or her designee will notify Kern County Public Health Department (KCPH), whenever there are three or more COVID-19 cases in an exposed workplace. We will work with KCPH to carry out contact tracing and follow all KCPH recommendations. We will continue to update KCPH with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.

## 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:
  - 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.
  - 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.
  - 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.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more 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.

## **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**.