

COVID-19 Prevention Program (CPP) for Del Mar Union School District

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

Date: July 22, 2021

Purpose:

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur within Del Mar Union School District. The California Department of Industrial Relations, Division of Occupational Safety and Health (Cal/OSHA) requires employers to take preventative measures to control the risk of COVID-19 in accordance with California Code of Regulations (CCR), Title 8 Sections:

- [3205 COVID-19 Prevention](#)
- [3205.1 Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
- [3205.2 Major COVID-19 Outbreaks](#)
- [3205.4 COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
- [California Labor Code §6409.6](#)

Authority and Responsibility

Holly McClurg - Superintendent, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. Also, 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

DMUSD 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.
- DMUSD will:
 - Monitor weekly, COVID-19 guidance from the California Department of Public Health (CDPH), California Department of Education (CDE), San Diego County Health and Human Services Agencies, Public Health Services (PHS) and San Diego County Office of Education (SDCOE).
 - Close all campuses to visitors. Only students, staff and essential visitors will be permitted. External community organizations will not be permitted to use school facilities until further notice.
 - The District's Covid Response Team will collaborate with SD County Public Health

Response team to report positive cases and possible exposures. The team will investigate any COVID-19 illness and determine if any work-related factors could have contributed to the risk of infection. Update the plan as needed to prevent further cases.

- The school will implement the necessary processes and protocols when a workplace has an outbreak, following CDPH guidelines.
- The district COVID RESPONSE team will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) with an infected person and take steps
- Offer an online, distance learning program, Launch, as an option for students who are at risk or unable to attend in-person learning during the 2020-2021 school year. This robust, yearlong program will encompass a year's worth of content and learning and will be significantly different when compared to emergency remote learning opportunities offered during school closure. The launch will operate as a separate program within the Del Mar Union School District and will include students from all eight DMUSD schools.

Employee participation

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

DMUSD will train all staff and provide educational materials to families in health and safety practices related to COVID-19. Parent education materials will be provided in the "Welcome Back" packet and posted on the District website. Staff training will be conducted during the pre-planning week (8/17/20-8/21/20) with all staff focusing on:

- a. Proper handwashing and hygiene
- b. Physical distancing guidelines
- c. Use of face coverings
- d. At home and school day screening practices
- e. COVID-19 specific symptom identification
- f. Mitigation protocol

Employee screening

Each school will adhere to the following health and safety precautions:

- a) Staff and students who are sick or who have recently had close contact with a person with COVID-19 must stay home.
- b) Schools and the COVID-19 response team will adhere to the mitigation protocol established by the CDPH including:
 - i) Symptom screenings will be completed by staff and students (parents) each day before entering campus.
 - ii) Temperature checks must be conducted on school staff immediately before entering the school campus.
 - iii) No-touch thermometers are provided for each teacher and health technicians.
 - iv) Teachers/staff will conduct temperature screens of students daily. Wellness checks will be conducted throughout the day.
 - v) Staff/ students/ parents will be asked to report if they or anyone in their home is exhibiting COVID-19 symptoms.
- c. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- d. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other symptoms of COVID-19

Content of Screening Questions

Although, there are many different symptoms that may be associated with SARS-CoV-2, screening questions will focus on “new” or “unexpected” symptoms. The following symptoms will be used to assess possible exposure and/ or infection:

- Fever or feeling feverish (100 degrees or higher, chills, sweating)
- New cough
- New loss of taste or smell
- Shortness of Breath/ Difficulty Breathing
- Fatigue
- Headache
- Sore throat
- Muscle aches or body aches
- Nausea
- Vomiting or diarrhea
- Congestion or runny nose

In addition, the following question will be asked about potential exposure to a Covid-19 patient.

- *“Have you or someone in your household, had close contact with a suspected or known Covid-19 patient (spent longer than 15 minutes within 6 feet of someone who was sick with a fever and cough)?”*

If employee has a temperature of 100 degrees or higher, the temperature will get logged by screening staff and the employee will be instructed to return home and contact their immediate supervisor.

Employees with a fever will be instructed to self-isolate until they are fever-free for three days without the use of any medications and it has been 10 days since the first day of their symptoms – whichever is longer. The temperature will be logged into a confidential database.

If an employee reports on the online screening questionnaire that they have COVID-19 symptoms or have been in contact with someone suspected of having the illness, they will be immediately sent home, instructed to contact their supervisor, and required to self-isolate for 14 days.

Correction of COVID-19 Hazards

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

The DMUSD COVID RESPONSE TEAM will track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to the privacy of educational records.

If a student or staff member exhibits symptoms during the school day the school will follow the mitigation protocol.

- a. Immediately isolate anyone exhibiting signs/symptoms of COVID19 until they can be transported home. Advise parents or staff members exhibiting s/s of COVID-19 to contact their health care provider immediately and request a test. If a student or staff is not able to contact their provider, they will be provided with the information for testing centers operated by the SD County Department of Public Health. Testing will be provided to staff at Concentra (contracted through JPA) if the staff is unable to receive free testing from health care providers.
- b. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 24 hours with no fever without the use of fever-reducing medication, symptoms have improved OR 10 days since symptoms first appeared.
- c. Ensure that Any student or staff who tests positive or was exposed directly to a confirmed positive will quarantine for 14 days from the date of confirmed positive or exposure.
- d. Contact 9-1-1 without delay for serious illness including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- e. Close off areas used by any person with a confirmed or presumptive positive case COVID-19 and do not use before cleaning and disinfection.
- f. If a Teacher or student tests positive the entire cohort will quarantine. For 14 days. Families and staff will be notified while maintaining confidentiality following FERPA/ HIPPA / CAL-OSHA
- g. All students will have access to instruction when out of class. In the event of a class or school closure, students will have access to remote learning.

Control of COVID-19 Hazards

Physical Distancing

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

- a) School buses/stops- Students will be expected to maintain distancing and wear face coverings
- b) Daily symptom checks completed each day by staff and students (parents). Parents to sign in agreement.
- c) Students will go directly to their classes at drop off and will not be permitted to congregate. Students dropped off between 8:00-8:15 and instruction begins at 8:15.
- d) Meal periods- Students will remain with their cohort for lunch/snack and will maintain strict 6 ft or more while face coverings are removed. Students will eat outdoors when possible.
- e) Recess- Recess will be staggered to accommodate distancing and zones will be assigned to cohorts.
- f) Classrooms and other learning spaces- Tents have been added to each school site. Each classroom will have a designated outdoor learning space/ tent.
- g) Restrooms- Limit # of students to allow for distancing. Sites will limit the bathrooms to 2-3 students at a time. Handwashing stations have been installed outside to reduce congregation inside of the bathrooms.
- h) While students are exiting the campus
 - i) Multiple points of entry/exit will be designated.
 - ii) Dismissal will be staggered at each site. Sites will establish schedules to allow for staggered dismissal.
 - a. Multiple ingress and egress points on campus.
 - b. Students enter and exit through designated gates.
 - c. Students arrive and report immediately to their classrooms for temp. checks between 8:00- 8:15.
 - d. Staff will ensure students report directly to their classroom with no congregating.
 - e. Dismissal will be staggered in two "waves". One wave will dismiss at 2:00, and the next at 2:15
 - f. Staggered recess and lunchtime. Cohorts will remain together for lunch and recess. No mixing of cohorts.
 - g. Students will eat outdoors and maintain at least 6 ft. distancing while

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

Face Coverings

DMUSD will provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when indoors, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

The school will enforce the use of face coverings as follows:

- a. All staff will wear face coverings.
- b. All students K-6 will be required to wear face coverings.
- c. Clear face shields, gaiters, scarves, or masks with vents or valves are prohibited.
- d. Schools will provide face coverings for any student/staff who needs one for temporary use
- e. Face coverings can only be removed for eating and drinking. Physical distancing must be
- f. maintained when face coverings are removed.
- g. Any student who does not comply with the face-covering protocol (unless exempt) will be expected to enroll in distance learning (Launch program.)
- h. N95 masks will be provided to health technicians and cleaning

staff. The school will provide personal protective equipment (PPE).

- a. A sufficient supply of masks is available for staff and students at each site
- b. Face shields are available for all staff working directly with children for instruction
- c. Plexiglass barriers are in the place where front office staff must interact with visitors
- d. Clear plexiglass screens are to be used when students must be nearby and are unable to wear a mask. Limited to speech and language therapy, ELPAC and psychoeducational testing. Each classroom will receive 5 plexiglass screens to be utilized as needed (e.g. Small group instruction)

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

- When an employee is alone in a room.
- While eating or 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 feasible.
- 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.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA)

filtration units, or other air cleaning systems, would reduce the risk of transmission.

DMUSD will implement the following measures for situations where we cannot maintain at least six feet between individuals: We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Cleaning and sanitation protocols incorporate the following elements:

- a. Cleaning products are approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list
- b. Disinfectants are labeled as effective against emerging viral pathogens. Employees are trained on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- c. Custodial staff are equipped with proper protective equipment.
- d. HVAC filters have been replaced. MERV 13 filters are being installed in all systems capable.
- e. Teachers are supplied with Neutral Cleaner Buckets so they can clean and disinfect during the day.

Cleaning and disinfecting

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

One member of the custodial team is designated to clean and sanitize throughout the day. An additional custodial staff member has been hired at each school site to provide extra cleaning and disinfecting during COVID-19. Frequently touched surfaces will be cleaned and disinfected at least three times throughout the day per the district's sanitation protocol. Frequently touched surfaces include: a. Door handles b. Light switches c. Sink handles d. Door handles e. Bathroom surfaces f. Tables/chair

- Day Custodian Cleaning Schedule (11:00am – 7:30pm)
 - 11:00 – 11:15 Enter through the front office for a temperature check. • Meet with the Plant Manager for School site requests or needs. • Clean and disinfect all play equipment.
 - 11:15 – 1:00 Clean frequently touched areas, including lunch areas. • Clean and disinfect unoccupied classrooms.
 - 1:00 – 1:15 Break (Break every two hours of work helps reduce fatigue and injury).
 - 1:15 – 2:00 Clean and disinfect frequently touched areas.
 - 2:00 – 2:15 Meet with Plant Manager and Night Custodian for school site requests or needs.
 - 2:15 – 3:15 Go to the custodial room and prepare supplies for the trash run. • Pick up trash around all the school sites except the office and ASP area.
 - 3:15 – 3:45 Lunch Break (Break every two hours of work helps reduce fatigue and injury).
 - 4:30 – 5:45 Pick up trash from the office and ASP areas. • Clean and disinfect restrooms (door handles, faucets, flushers, paper towel handles, soap dispensers, toilet seats, tissue dispensers, and other high touched areas).
 - 5:45 – 6:00 Break (Break every two hours of work helps reduce fatigue and injury).
 - 6:00 – 7:30 Do school site vacuum schedule. (Maintain the custodial room clean, organized, and fully stocked with supplies). (Request supplies via Nightly Custodial Report).
- Night Custodian Cleaning Schedule (2:00 pm – 10:30 pm)
 - 2:00 – 2:15 Enter through the front office for a temperature check. • Meet with Plant Manager and Day Custodian for School site, requests, or needs.
 - 2:15 – 4:00 Clean and disinfect classrooms and high touched areas such as furniture, desk handles, paper towel, and soap dispensers, countertops, and replenish supplies.

- 4:00 – 4:15 Break (Break every two hours of work helps reduce fatigue and injury).
- 4:15 – 6:15 Clean and disinfect classrooms and high touched areas such as furniture, desk handles, paper towel, and soap dispensers, countertops, and replenish supplies.
- 6:15 – 6:45 Lunch Break (Break every two hours helps reduce fatigue and injury)
- 6:45 – 8:45 Clean and disinfect classrooms and high touched areas such as furniture, desk handles, paper towel, and soap dispensers, countertops, and replenish supplies.
- 8:45 – 9:00 Break (Break every two hours of work helps reduce fatigue and injury)
- 9:00 – 10:15 Complete other duties assigned by Principal, Plant Manager. • Secure and lock all doors and windows
- 10:15 – 10:30 Fill out the nightly report and set alarm (Request cleaning supplies from plant manager as needed via Nightly Report) (Maintain custodial room organized, well supplied and clean) (Replenish soap, paper towels, toilet paper, Disinfectant Bucket Wipes, and sanitizer as required)

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Cleaning and disinfecting will be completed by a trained staff member (custodian, plant manager) at least 24 hours following a confirmed positive case and using our established cleaning and sanitizing protocols.

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 school will limit the use of shared objects and equipment, when practicable.

- a. Each child will have his/her own supplies.
- b. Each child's belongings and supplies will be kept in individually labeled storage containers, cubbies, or areas.

DMUSD will train all staff and provide educational materials to families in health and safety practices related to COVID-19. Parent education materials will be provided in the "Welcome Back" packet and posted on the District website. Staff training will be conducted during the pre-planning week (8/17/20-8/21/20) with all staff focusing on:

- a. Proper handwashing and hygiene
- b. Physical distancing guidelines
- c. Use of face coverings
- d. At home and school day screening practices
- e. COVID-19 specific symptom identification
- f. Mitigation protocol

Hand sanitizing

To implement effective hand sanitizing procedures, DMUSD will ensure that staff and students wash their hands or use hand sanitizer frequently throughout the day.

- a. Additional outdoor hand washing stations have been installed at all school sites in addition to existing handwashing stations in classrooms and restrooms. Hand sanitizer dispensers have been added throughout all district campuses and facilities.
- b. Use of restrooms will be limited to 2-3 students or staff at one time (depending on site-specific facilities) to prevent congregations in bathrooms. School site teams develop

systems, schedules, and signage for bathroom use to ensure no more than two/three individuals are inside the bathroom at one time.

- c. Students and staff regularly wash their hands at staggered intervals. School site teams develop routines for regular handwashing. Regular hand-washing includes before and after eating, after coughing and sneezing, after being outside, and before and after using the restroom.
- d. Students and staff use hand sanitizer when necessary or anytime entering a learning space.

School staff will teach and reinforce the following: Students will:

- a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
- b. Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- c. Wash their hands for 20 seconds with soap and use paper towels to dry hands thoroughly.
- d. Use fragrance-free hand sanitizer when handwashing is not practicable.
- e. Avoid touching their faces. Hygiene procedures will be communicated to families and staff before school return and will be available on the district website.

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

DMUSD will 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 following CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Staff will use all required protective equipment per California Department of Public Health (CDPH) guidelines.

- a. Health techs will be provided with N95 masks for working with staff/students who demonstrate symptoms of COVID-19 X 9.

The school will provide personal protective equipment (PPE).

- b. A sufficient supply of masks is available for staff and students at each site
- c. Face shields are available for all staff working directly with children for instruction
- d. Plexiglass barriers are in the place where front office staff must interact with visitors
- e. Clear plexiglass screens are to be used when students must be nearby and are unable to wear a mask. Limited to speech and language therapy, ELPAC, and psychoeducational testing. Each classroom will receive 5 plexiglass screens to be utilized as needed

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Investigating and Responding to COVID-19 Cases

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

Schools will:

- a. Designate a staff liaison (health technician at each site) to be responsible for responding to COVID-19 concerns. All site Health Technicians will communicate with the District COVID-19 Response Team.
- b. Promptly notify any students or staff members of possible exposures and closures.

- c. Notify local health officials, staff, and families of students who were exposed immediately to any positive case of COVID-19.
- d. Students who are at high risk for severe illness have the opportunity to enroll in the Launch distance learning program. Staff who are at high risk are assigned to the Launch, distance learning program.
- e. DMUSD is consulting with UCSD Department of Health to obtain rapid-result testing for staff and students who have symptoms or were exposed as well as to establish protocols for surveillance testing of staff.
- f. Staff will be directed to provide proof of a (-) COVID-19 PCR test conducted within 10 days of the opening of in-person school. Staff will be provided with information regarding the free local testing sites and the process for scheduling an appointment. If no appointment is available for staff, testing will be facilitated by HR. Testing protocols will be established to conduct periodic surveillance testing of staff in collaboration with health care facilities (UCSD Health clinic,) a staff member's health provider, or county public health. Staff will work with HR, if not able to receive a timely test.

System for Communicating

DMUSD's 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:

- We have designated a staff liaison (health technician at each site) to be responsible for responding to COVID-19 concerns. All site Health Technicians will communicate with the District COVID-19 Response Team. We use our absence management system as well. Employees can indicate if they have Covid like symptoms when putting in their leave. This code notifies HR and the employee is contacted the same day.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing (UCSD Health clinic,) a staff member's health provider or county public health
- 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. (UCSD Health clinic).
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures and our Safe Reopening Plan.

Training and Instruction

DMUSD 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.
- Review and follow the Safe Reopening Plan
- Review and follow the Symptom Decision Tree
- Mandatory webinars conducted by physicians working directly with the Dept of Public Health and the CDC.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, DMUSD 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 14 days after the last known COVID-19 exposure to a COVID-19 case, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- 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 applying FFCRA through December 31, 2020. An employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:
 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. has been advised by a health care provider to self-quarantine related to COVID-19;
 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
 6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

- Providing employees at the time of exclusion with information on available benefits.
- Starting March 29, 2021 and retroactive to January 1, 2021 employees are eligible for an additional 80 hours of paid COVID related leave.
 - There are three main categories of reasons 1) caring for oneself; 2) caring for a family member; 3) vaccine-related absence.
 1. Caring for oneself. An employee is entitled to COVID-19 Supplemental Paid Sick Leave if the employee is unable to work or telework because the employee is subject to a quarantine or isolation period related to COVID-19, has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms and is seeking a medical diagnosis.
 2. Caring for a family member. An employee is entitled to COVID-19 Supplemental Paid Sick

Leave if the employee is unable to work or telework because the employee is caring for a family member who is subject to a quarantine or isolation period related to COVID-19, or the employee is caring for a child whose school or daycare is closed or unavailable due to COVID-19.

3. **Vaccine.** An employee is entitled to COVID-19 Supplemental Paid Sick Leave if the employee is unable to work or telework because the employee is attending a vaccine appointment, or is experiencing vaccine-related symptoms

Reporting, Recordkeeping, and Access

It is DMUSD's 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 14 days from the time the order to quarantine was effective.



Jenni Huh
Executive Director, Student Services
Del Mar Union School District

Additional Considerations

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies if SDCOE is identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

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.

In the event of multiple COVID-19 infection and COVID-19 outbreaks, SDCOE will follow [8 CCR §3205.1](#).

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.
 - [describe other applicable controls].

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.

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: Jennifer Venyak

Date: 1/25/2021

Name(s) of employee and authorized employee representative that participated: Jennifer Huh

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
<p>Interaction between school personnel and students during daily operations</p> <p>See Reopening Plan for Del Mar Union School District</p>	<p>School campuses, district facility during hours of operation 7:00 am - 4:00 pm</p>		<ul style="list-style-type: none"> ● Campuses closed to parents and public non-essential visitors. All visitors, students, and staff are required to wear face coverings. ● Hand sanitizer dispensers installed at each entrance and throughout district facilities. ● Physical distancing of 6 feet required between all adults and between adults and students. ● Staff lounges are closed to prevent congregating. ● Staff is required to eat lunch in their office or classroom while adhering to distancing requirements.

Appendix B: COVID-19 Inspections

Date: 1/25/2021

Name of person conducting the inspection: Jennifer Venyak and Jennifer Huh

Work location evaluated: DMUSD

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Placed at all Sites/ in areas where practicable	DMUSD M&O	Repair/ Replace as needed
Ventilation (amount of fresh air and filtration maximized)	All sites are evaluated to ensure maximum ventilation possible and correct operation of HVAC system. Air changes per hour (ACH will be maintained between 4 to 6.	DMUSD M&O	HVAC system is continuously monitored.
Additional room air filtration	In areas where multiple persons frequent and no fresh air ventilation is provided. HVAC/ fans will be set to "On" instead of "auto" to improve ventilation.	DMUSD M&O	Room filtration is monitored regularly.
Administrative			
Physical distancing	All Sites	Building	Ongoing
Surface cleaning and disinfection (frequently enough and adequate supplies)	All Sites	DMUSD M&O	Cleaning and disinfection occur at least daily and more often as needed.
Hand washing facilities (adequate numbers and supplies)	All Sites	DMUSD M&O	Supplies inspected daily and replaced as needed.
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	All Sites	DMUSD M&O	
PPE (not shared, available and being worn)	All sites shall maintain and provide sufficient PPE to SDCOE employees	Site administrators at SDCOE and its facilities and worksites shall determine PPE needs on an individual basis.	Ongoing. Employees who receive PPE are trained in use, storage, and maintenance.
Face coverings (cleaned sufficiently often)	Required to be worn by all employees and visitors	Building administrators	Ongoing
Gloves	All Sites, worn by designated staff	DMUSD M&O	Ongoing
Face shields/goggles	All Sites, worn by designated staff	DMUSD M&O	Ongoing
Respiratory protection	All Sites, worn by designated staff	Respirator Program administrator/ supervisors	Program monitored continuously

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 01/22/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Del Mar Union School District

Number of schools: 8

Enrollment: 2635 in-person

Superintendent (or equivalent) Name: Dr. Holly McClurg

Address: 11232 El Camino Real
San Diego, CA 92130

Phone Number: 858-755-9301

Email: hmcclurg@dmusd.org

Date of proposed reopening:
09/08/2020

County: San Diego

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

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: Elementary School District

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

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, Jenni Huh, 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?)

22 (students + staff)

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

N/A

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

Services provided remotely or outdoors with strict distancing maintained

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: No Maximum feet

Minimum: 4-6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Distanced seating is available, but students have flexible options. Partitio

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:

Staff are tested every other month.

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:

Symptomtatic and response testing provided by UCSD as needed through

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: _____

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:

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

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](#)