

**COVID-19 Prevention Program (CPP) for  
Winship-Robbins Elementary  
School District**

**Revised: August 23, 2021**

- Following a known exposure at work, fully vaccinated workers do not need to quarantine if asymptomatic.
- In the workplace, employers subject to the [Cal/Osha COVID-19 Prevention Emergency Temporary Standards \(ETS\)](#) must ensure that employees are following the current ETS face covering and testing requirements.

## Correction of COVID-19 Hazards

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

The district believes in a safe and healthy work environment for all employees. Any unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form and will be corrected in a timely manner based on the severity of the hazards. The Superintendent or designee is responsible for scheduling timely correction and follow-up.

## Control of COVID-19 Hazards

### Physical Distancing

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

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 3 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

As stated by the CDPH, "Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented." However, we encourage the use of distancing as much as practicable to decrease unnecessary close proximity, while still allowing for a full in-person instructional program. The district will evaluate whether it is necessary to implement physical distancing during an outbreak (3 or more cases in an exposed group of employees). The district will implement physical distancing during a major outbreak (20 or more cases in an exposed group of employees)

The district will evaluate whether it is necessary to implement barriers during an outbreak (3 or more cases in an exposed group of employees). The district will implement barriers during a major outbreak (20 or more cases in an exposed group of employees)

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

- Increasing physical space between employees by modifying the workspace and/or the use of physical barriers such as partitions.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, cleaning and disinfecting shared workspaces and work items before and after use.
- Using signs, tape marks, or other visual cues on the floor, placed 3 feet apart, to indicate where to stand when physical barriers are not possible.
- Limit access to common areas where employees are likely to congregate and interact.
- Adhering to CDC recommendations for large work-related meetings or gatherings.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 3 feet apart and wear face coverings.

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

- Winship-Robbins services the ventilation systems, replaces all filters and services any needed repairs on an ongoing basis.

### **Cleaning and disinfecting**

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

- Buses will be thoroughly cleaned and disinfected daily. Drivers are provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces will be thoroughly cleaned and disinfected daily by trained custodial and other staff:
  - Handrails
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones, copy machines
  - Restroom surfaces
- School staff will be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
  - Door handles/surfaces on doors that are touched frequently
  - Light switches
  - Sink handles
  - Tables
  - Student desks
  - Chairs
  - Staff desks
  - Keyboards, phones
  - Toys, games, art supplies
  - Instructional materials
  - Physical education equipment
  - Technology (following the directions from the Data and Technology Coordinator)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air if possible. Replace and check air filters and filtration systems to ensure optimal air quality.
  - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

- When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people.

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

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Teach and reinforce using hand sanitizer or washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
  - Entering the bus
  - Arriving at school
  - Before and after eating
  - After coughing, sneezing, or blowing the nose
  - After being outside
  - Before and after using the restroom
  - After having close contact with others
  - After using shared surfaces or tools
- Staff should model and practice using hand sanitizer or handwashing when:
  - Arriving at school
  - Before and after eating
  - After coughing, sneezing, or blowing the nose
  - After being outside
  - Before and after using the restroom
  - After having close contact with others
  - After using shared surfaces or tools
- Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Methanol/Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
  - Build in time throughout the day for routine hand washing by both students and staff.
  - Extra portable handwashing stations are made available throughout the day to increase safety measures for student and staff.
- Contact/Covering
  - Teach avoiding contact with one's eyes, nose, and mouth.
  - Teach covering coughs and sneezes: Use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
  - Post signs on how to stop the spread of COVID-19, properly wash hands, and promote everyday healthy hygiene practices.

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. **[reference section 3205(c)(E) for details on required respirator and eye protection use.]**

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144

employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how: All employees of the district are to, without fear of reprisal, report to the Superintendent or designee any of the following:

**Personal Symptoms or Exposure:**

- To Whom: Employees are to report personal symptoms, exposures, and positive COVID-19 tests Cynthia Ramirez, Contact Tracer.
- How: Employees should report this information immediately by email or phone call to Cynthia Ramirez (530)681-3266.
- When: Immediately

**Possible COVID-19 hazards at the workplace:**

- To Whom: Hazards should be reported to the Superintendent or designee.
- How: Hazards can be reported in person, by email, or phone call.
- When: Immediately

Employees who are at a higher risk for complications as a result of COVID-19, can request a meeting with the Superintendent.

Employees wishing to access COVID-19 testing, where testing is not required, will be directed to their health care provider or county health department.

In the event the district is required to provide testing because of a workplace exposure or outbreak.

Employees can report symptoms and hazards without fear of reprisal.

The district will follow the procedures in the Section: Identification and Evaluation of COVID-19 Hazards to identify and evaluate COVID-19 hazards. Employees will be notified of potential hazards, what is being done to control those hazards, and the district's COVID-19 policies and procedures through training and this CPP.

- Where testing is not required, how employees can access COVID-19 testing. Employees can work with Cynthia Ramirez to obtain potential testing sites and information. For voluntary testing the expense of testing is through the employee's health care provider or the employee themselves.
- 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. If the district is required to provide testing because of an employee exposure, employees will work with Cynthia Ramirez and Stacey Bailey to be provided at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1,
- 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.
- The Superintendent will communicate with students, staff and parents about cases and exposures at the school, adhering to privacy requirements such as FERPA and HIPAA. The Superintendent will follow CDPH guidelines as to who to inform and when, see Illness Prevention- Health Screenings for Students and Staff.

### **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.

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- *EXCEPTION to subsection (c)(10): Employees who have not been excluded or isolated by the local health department need not be excluded by the employer, if they are temporarily reassigned to work where they do not have contact with other persons until the return-to-work requirements of subsection (c)(11) are met.*

## Reporting, Recordkeeping, and Access

It is our policy to:

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

## Return-to-Work Criteria

- The district will ensure follow the current recommendations from CDPH for employees exposed to COVID-19 or employees with COVID-19 symptoms.

## Guidance from the California Department of Public Health:

[Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)

[Self-Quarantine Instructions for Individuals Exposed to COVID-19](#)

[Self-Quarantine Guidance for Individuals Exposed to COVID-19](#) These instructions are for people who have been in close contact with someone who has been diagnosed with COVID-19.

[Self-Isolation Guidance for Individuals Who Have or Likely Have COVID-19](#) These instructions are for people who have or likely have COVID-19. They include information for households, families, caregivers, or close contacts.

COVID Testing:

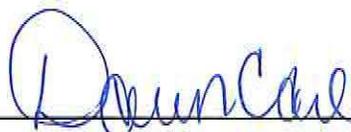
TSCIG Wellness Center

1174 Live Oak Blvd., Yuba City

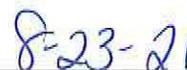
(530)822-5500

Monday-Friday 8:00am to 7:00pm

Saturday 9:00am to 3:00 pm



Dawn Carl, Superintendent/Principal



Date

August 23, 2021

## Appendix A: Identification of COVID-19 Hazards

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

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **Dawn Carl**

Date: **August 2021**

Name(s) of employee and authorized employee representative that participated: **Dawn Carl, Cynthia Ramirez, Stacey Bailey**

| 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                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Teacher/Para Educator</b>                                                                                                   |                                                                                                                 |                                                                                                                           |                                                                                                                                                                                                                   |
| Provide instruction to students                                                                                                | Assigned classroom<br>7:30-4:00pm                                                                               | Touching items potentially infected students or family members may have touched                                           | <ul style="list-style-type: none"> <li>Sanitize available surfaces after each student with CDC approved sanitizer</li> <li>Communication about not touching face</li> <li>Wear gloves when appropriate</li> </ul> |
| Prepare instructional materials                                                                                                | Staff Room 7:30-4:00pm                                                                                          | Touching items potentially infected students or family members may have touched                                           | <ul style="list-style-type: none"> <li>Sanitize available surfaces after each student with CDC approved sanitizer</li> <li>Communication about not touching face</li> <li>Wear gloves when appropriate</li> </ul> |
| Grade Papers                                                                                                                   | Assigned classroom<br>7:30-4:00pm                                                                               | Touching papers potentially infected students or family members may have touched                                          | <ul style="list-style-type: none"> <li>Sanitize if possible or leave in the sun for 2 days</li> <li>Communication with students about not touching face</li> <li>Wear gloves while handling papers</li> </ul>     |
| Speak with students                                                                                                            | <ul style="list-style-type: none"> <li>Assigned classroom 7:30-4:00pm</li> <li>Cafeteria &amp; Staff</li> </ul> | Exposure to coughing or sneezing from students                                                                            | <ul style="list-style-type: none"> <li>Wear face masks or face shields</li> </ul>                                                                                                                                 |

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| 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                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Speak with students                                                                                                            | 8:00am-3:00pm    | Exposure to coughing or sneezing from students                                                                            | <ul style="list-style-type: none"> <li>Wear face masks or face shields</li> </ul>                                                                                                                                                                                                           |
| <b>Office &amp; Other Support Staff</b>                                                                                        |                  |                                                                                                                           |                                                                                                                                                                                                                                                                                             |
| Temperature checks for staff and students sent to office by other staff                                                        | 7:30am-4:00pm    | Touching potentially infected staff and students                                                                          | <ul style="list-style-type: none"> <li>Sanitize available surfaces after each staff or student with CDC approved sanitizer</li> <li>Communication about not touching face</li> <li>Wear face masks/face shields and gloves when assessing potential illness of staff or students</li> </ul> |
| Normal Office Duties                                                                                                           | 7:30am-4:00pm    | Touching potentially infected staff and students                                                                          | <ul style="list-style-type: none"> <li>Sanitize available surfaces after each staff or student with CDC approved sanitizer</li> <li>Communication about not touching face</li> <li>Wear face masks/face shields and gloves when assessing potential illness of staff or students</li> </ul> |
| Speak with staff, students, and visitors                                                                                       | 7:30am-4:00pm    | Exposure to coughing or sneezing from students                                                                            | <ul style="list-style-type: none"> <li>Wear face masks or face shields</li> </ul>                                                                                                                                                                                                           |
| <b>Preschool Staff</b>                                                                                                         |                  |                                                                                                                           |                                                                                                                                                                                                                                                                                             |
| Provide supervision & instruction to students                                                                                  | 7:30am-3:30pm    | Touching items potentially infected students or family members may have touched                                           | <ul style="list-style-type: none"> <li>Sanitize available surfaces after each student with CDC approved sanitizer</li> <li>Communication about not touching face</li> <li>Wear gloves when appropriate</li> </ul>                                                                           |
| Prepare instructional materials & activities                                                                                   | 7:30am-3:30pm    | Touching items potentially infected students or family members may have touched                                           | <ul style="list-style-type: none"> <li>Sanitize available surfaces after each student with CDC approved sanitizer</li> <li>Communication about not touching face</li> <li>Wear gloves when appropriate</li> </ul>                                                                           |

## Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: January 25, 2021

Name of person conducting the inspection: Dawn Carl, Cynthia Ramirez, Stacey Bailey

Work location evaluated: Robbins School

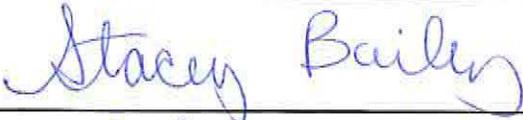
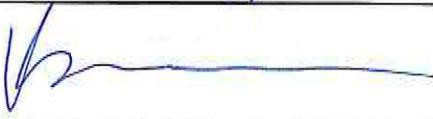
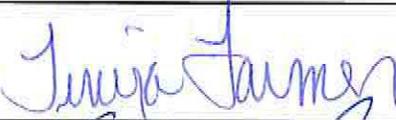
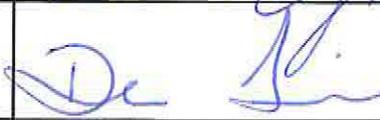
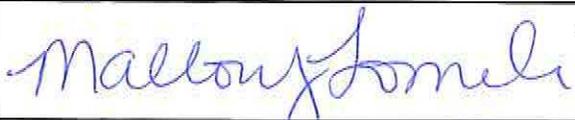
| Exposure Controls                                                                            | Status (Y/N/NA) | Person Assigned to Correct | Date Corrected |
|----------------------------------------------------------------------------------------------|-----------------|----------------------------|----------------|
| <b>Engineering</b>                                                                           |                 |                            |                |
| Barriers/partitions                                                                          | Y               |                            |                |
| Ventilation (amount of fresh air and filtration maximized)                                   | Y               |                            |                |
| Additional room air filtration                                                               | NA              |                            |                |
| <b>Administrative</b>                                                                        |                 |                            |                |
| Physical distancing                                                                          | Y               |                            |                |
| Surface cleaning and disinfection (frequently enough and adequate supplies)                  | Y               |                            |                |
| Hand washing facilities (adequate numbers and supplies)                                      | Y               |                            |                |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | Y               |                            |                |
| <b>PPE (not shared, available and being worn)</b>                                            | Y               |                            |                |
| Face coverings (cleaned sufficiently often)                                                  | Y               |                            |                |
| Gloves                                                                                       | Y               |                            |                |
| Face shields/goggles                                                                         | Y               |                            |                |
| Respiratory protection                                                                       | NA              |                            |                |

|                                                                                                                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b></p> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**Appendix D: COVID-19 Training Roster**

Date: **August 16, 2021**

Person that conducted the training: **Dawn Carl**

| Employee Name    | Signature                                                                            |
|------------------|--------------------------------------------------------------------------------------|
| Cynthia Ramirez  |    |
| Stacey Bailey    |    |
| Ariel Ayala      |    |
| Kimberly Presser |    |
| Tracey Schreiner |                                                                                      |
| Tinya Farmer     |   |
| Daylene Cearley  |  |
| Rich Jenkins     |  |
| Dawn Timmons     |   |
| Asma Bath        |  |
| Ronda Proctor    |  |
| Mallory Lomeli   |  |

## Additional Consideration #1

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

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

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.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]**

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**.