

MADERA COUNTY SUPERINTENDENT OF SCHOOLS

COVID-19 PREVENTION PROGRAM (CPP)

December 30, 2020

*Pursuant to an Emergency Temporary Standard in place for COVID-19
(California Code of Regulations (CCR), Title 8, section 3205(c))*



Table of Contents

COVID-19 Prevention Program for the Madera County Superintendent of Schools	2
Authority and Responsibility	2
Identification and Evaluation of COVID-19 Hazards	2
Employee Participation	2
Employee Screening	3
Correction of COVID-19 Hazards	3
Control of COVID-19 Hazards	4
Physical Distancing	4
Face Coverings	5
Engineering Controls	5
Cleaning and Disinfecting	7
Shared Tools, Equipment and Personal Protection Equipment	7
Hand Sanitizing	8
Personal Protective Equipment	8
Investigating and Responding to COVID-19 Cases	8
System for Communicating	10
Training and Instruction	15
COVID-19 Prevention in Employer Provided Transportation	16
Exclusion of COVID-19 Cases	17
Reporting, Recordkeeping and Access	17
Return to Work Criteria	18
Appendix A: Identification of COVID-19 Hazards	19
Appendix B: MCSOS Employee Affirmation and Parent/Guardian Affirmation	20
Appendix C: COVID-19 Inspections	23
Appendix D: Investigating COVID-19 Cases	24
Appendix E: COVID-19 Training Roster	27
Appendix F: MCSOS Vehicle Request Form	28
Appendix G: Employee COVID-19 Exposure Notification	29
Additional Consideration #1	31
Multiple COVID-19 Infections and COVID-19 Outbreaks	31
Additional Consideration #2	32
Major COVID-19 Outbreaks	32

Madera County Superintendent of Schools

COVID-19 Prevention Program (CPP)

In accordance with the California Code of Regulations, Title 8, section 3205(c), the Madera County Superintendent of Schools (MCSOS) has established and implemented the COVID-19 Prevention Plan (CPP). This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the MCSOS workplace.

Date: December 30, 2020

Authority and Responsibility

Dr. Cecilia Massetti, Madera County Superintendent of Schools, Tricia Protzman, Assistant Superintendent and Joe Casarez, Administrator, Human Resources, have overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

The Madera County Superintendent of Schools (MCSOS) will implement the following in the 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, the 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.
- Assess, via a self-assessment health screening, all MCSOS employees, students and visitors, using **Appendix B: MCSOS Employee Affirmation form, Parent Affirmation form or visitor screening form**.
- Conduct periodic inspections using the **Appendix C: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with MCSOS COVID-19 protocols and procedures.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards. Below are employee participation methods utilized by MCSOS:

- Actively participating in the MCSOS COVID-19 Operating Standards and Protocols training which elicited feedback for potential COVID-19 hazards and asked all employees to notify their supervisor and/or Human Resources of any potential COVID-19 hazards.
- The operating standards and protocols implemented by MCSOS have been reviewed with the Madera County Office of Education Teachers Association (MCOETA) and the Classified School Employees Association (CSEA) Chapter #713 through collective bargaining.
- Employees are encouraged to report to their supervisor and/or Human Resources any activities or behaviors that are not in accordance with the health and safety protocols and requirements (i.e. not wearing a face coverings, etc.)
- Regularly scheduled staff meetings include reminders of the health and safety protocols and provide an opportunity for feedback.

Employee Screening

MCSOS implements both passive and active screening protocols for all employees, students and visitors. All employees complete the COVID – 19 Operating Standards and Protocols Affirmation form and are required to conduct a daily self-screening prior to reporting to the worksite. All parents/guardians of students who report to in-person instruction are also required to complete the COVID-19 Affirmation form as well. All visitors who enter any MCSOS facility complete the Visitor Screening form. **See Appendix B: MCSOS Employee Affirmation form, Parent Affirmation form and MCSOS Visitor Screening form.** This self-assessment is in accordance with the California Department of Public Health (CDPH) guidance and includes screening for COVID19 related symptoms and/or close contact with any persons currently infected with COVID-19. If anyone has symptoms related to COVID-19 and/or has close contact with a person currently infected with COVID-19, they are prohibited from entering the premises. On a twice a month basis, all employees are to complete the electronic COVID-19 Health Screening self-assessment, which includes the symptoms related to COVID-19, close contact with a person currently infected with COVID-19, as well as reminders to wear a face mask at all times, maintain six (6) feet social distancing, wash hands frequently and clean/disinfect common surfaces frequently throughout the day. In the event it is deemed necessary that an active screening occurs, including a temperature check, employees will wear appropriate personal protection equipment (PPE) including a face mask, face shield, and gloves and will use a touchless infra-red thermometer.

The MCSOS has also elected to install a touchless fever scanning device in the front office of the Gould Educational Center.

Correction of COVID-19 Hazards

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

Using Appendix B, concerns shared by employees, and guidance documents provided by California Public Health (CDPH), Madera County Public Health (MCDPH), Cal/OSHA, and others, Human Resources will evaluate potential hazards and work with the appropriate MCSOS division head to address the issue in a timely manner. Items identified, in State or local guidance documents as having high potential for becoming a health hazard will have the highest level of priority. For example, any issues that interfere with the ability to safely maintain social distancing, allow for frequent and thorough hand washing, or the appropriate use of face coverings will be expedited.

The correction of potential hazards will be assigned to the appropriate MCSOS division head for timely correction.

Follow-up measures will be assigned, as needed, by the Madera County Superintendent of Schools or

by Human Resources if a new potential hazard develops or if the original mitigation effort proved to be insufficient to address the original hazard, or if new guidance is received from the State or local health authorities.

Control of COVID-19 Hazards

Physical Distancing

To the greatest extent possible, MCSOS strives to maintain least six feet of physical distancing at all times in the workplace by:

- Implementing measures to ensure physical distancing of at least six feet. This may include the use of physical partitions, Plexiglas barriers, and/or visual cues such as posters or floor markings.
- Sending periodic communications to all employees reminding them of the importance of maintaining social distancing.
- Utilizing telework options and modified work schedules to reduce the number of employees in the workspace.
- Redesigning office spaces, cubicles, etc. and decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.
- Closing or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
- Establishing directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
- Designating separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- Limiting the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these requirements.
- Utilizing work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.
- Staggering employee breaks and lunch, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- Discontinuing nonessential travel and encourage distance meetings via phone and internet.
- Dedicating staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

- Upon MCSOS vehicle reservation, in the event it is deemed necessary that a passenger accompany the driver, the social distancing of at least 3-feet, irrespective of the type of vehicle, will be communicated and documented.
- Installing production transfer-aiding materials, such as shelving, bulletin boards, and the installation of drop boxes at key sites, intended to reduce exposure thorough person to person contact.

Face Coverings

MCSOS provides clean, undamaged face coverings to be properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

All employees shall wear a face covering (mask) that meets current Public Health guidelines and is appropriate for a school setting while at work/school except when in their own private work areas with no one else present. An employee may obtain a MCDPH approved exemption based on the needs of the individual, consistent with Public Health guidelines. Employees with health concerns that make wearing a face covering problematic agree to provide a physician's note exempting them from this requirement to the Human Resources office. Employees who have a medical exemption for wearing a face mask shall be provided a face shield with a drape. Face shields with drapes will be provided for employees with a medical exemption and employees whose classifications necessitate a draped face shield (e.g. Speech and Language Pathologists and Teachers, Deaf and Hard of Hearing). MCSOS will provide face coverings and other needed personal protections equipment (PPE) to employees to complete work assigned to the employee. Employees may provide their own face coverings if they are of equal or better efficacy than those provided by MCSOS. Cloth face coverings are provided to all employees at the beginning of the school year or upon employment. If an employee forgets a cloth face covering or needs a replacement, a disposable face covering will be provided. Employees who are in close contact with students who are exhibiting COVID-19 related symptoms (nurses, health aides, etc) or in close contact with the public (HR personnel during fingerprinting) will be provided an N95 respirator and additional PPE, as necessary.

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 (Please see above).

Engineering Controls

MCSOS implements the following measures for situations where at least six feet between individuals cannot be maintained:

- For in-person meetings, the meeting room should be large enough to allow for 6 feet apart between each participant and provide adequate ventilation.
- The use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand).

- Redesign of office spaces, cubicles, etc. and decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.
- Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
- Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Posted signage regarding these protocols.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.
- Staggering of employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- Discontinued nonessential travel and encouraged distance meetings via phone and internet.
- Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Installation of production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs and the installation of drop boxes at key sites.

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

- During the COVID-19 Pandemic, HVAC air filters shall be equipped with HEPA/MERV 13 filters and changed at the recommended intervals. A log shall be maintained to keep track of filter changes. If HEPA/MERV 13 filters are not available for purchase, the next most efficient HEPA/MERV filters available for purchase will be used until the MERV 13 filters are available. MCSOS will equip all HVAC systems with MERV 13 filters as soon as possible.
- MCSOS shall ensure all MCSOS HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers up to 100% as indoor and outdoor conditions safely permit.
- If a student or employee tests positive for COVID-19, MCSOS will exchange the HVAC filters in the impacted classrooms using the highest MERV-rated filter currently available.

Cleaning and Disinfecting

MCSOS will implement the following cleaning and disinfection measures:

- All office/classroom spaces, restrooms, and common spaces, are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, railings, keypads, and other high touch fixtures, using Environmental Protection Agency (EPA) approved products, as recommended by Federal, State, and/or local health officials. This daily cleaning and disinfecting shall be done by trained custodial personnel. Additionally, all employees may be required to clean and disinfect their personal workspace and common surfaces, supplies, materials, equipment and objects they use throughout the day with designated MCSOS supplies.
- Custodial staff who are responsible for the cleaning and disinfecting office spaces and school sites will be equipped with the proper protective equipment including gloves, respiratory protection, eye protection and other appropriate protection equipment.
- Adequate cleaning and disinfecting supplies and training will be provided to all staff and a cleaning/disinfecting schedule will be implemented by the custodial staff.

Should a COVID-19 case in the workplace occur, MCSOS will implement the following procedures:

If a case of COVID-19 infection is reported at a worksite, custodial staff will close the room, if possible, with the air conditioning/heating turned off and, after a 24-hour interval, the room will be fogged. After another 24- hour interval, the room will be re-opened and cleaned and wiped down thoroughly. If a room is unable to be isolated, then the custodial staff will fog the room after MCSOS employees have left for the day. Air filters will be replaced. Foggers and spray bottles will be used to administer Vindicator X, an EPA-approved disinfectant. Maintenance and Operations staff participated in initial training for COVID-19 operations June 10, 2020 and have had individualized training as needed.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields. Employees will be discouraged from sharing phones, other work supplies, and/or office equipment to the extent possible.

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. When sharing must occur, the items will be disinfected between uses by:

- MCSOS will provide time for employees to implement cleaning practices during their shift. This will include wiping down their own workstation (keyboard, phone, mouse, pens, desktop, etc.)
- When it is deemed necessary that items must be shared, employees will be required to clean and disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.
- Photo copiers shall each have a canister of wipes located in near proximity and signage attached to the copier reminding it is to be wiped before and after each use.

All other areas of the building shall be cleaned at the end of each shift by authorized personnel, which includes the custodial and maintenance-custodial staff.

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

Hand Sanitizing

The MCSOS will train and reinforce proper hand washing and hand sanitizing routines in each of the facilities. Employees and students will be educated on best practices of hand washing and hand sanitizing including: avoid contact with one's eyes, nose, and mouth; washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Classroom teachers will develop lessons to teach proper hand washing techniques and a schedule for routine hand hygiene. Handwashing stations are evaluated on a regular basis to ensure proper working equipment and adequate access to soap and water. Touchless paper towel dispensers are provided to avoid cross contamination.

In addition to proper hand washing techniques, hand sanitizing dispensers are located in all facilities throughout MCSOS and available to employees, students, and visitors. It is the expectation that all employees, students and visitors will access the hand sanitizer upon entry and throughout the time in the facility, if regular hand washing is unavailable.

All MCSOS employees are provided regular reminders of the importance of frequent hand-washing and hand sanitizing, and resources from the Centers for Disease Control (CDC) are provided to employees on the importance of frequent and proper hand sanitizing.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

Personal Protective Equipment (PPE) is used to limit or prevent the transmission of COVID-19 from person to person and includes face masks, face shields, disposable gowns, gloves, goggles and Plexiglas barriers. All employees are provided a training on the required PPE in the workplace. The MCSOS will provide all necessary PPE to employees and students as needed. Employees are provided cloth masks and a face shield and have access to disposable masks and gloves as needed. Employees providing specialized health care procedures, or who are in close contact with students are provided disposable gowns, goggle and gloves.

In-lieu of using MCSOS provided PPE, employees may utilize their own PPE, if it meets the public health guidelines.

MCSOS 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, the need will be evaluated in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

MCSOS will provide the 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

When MCSOS is made aware of a potential or confirmed COVID-19 case, an investigation will be accomplished by using the **Appendix D: Investigating COVID-19 Cases** form.

For employees or students who develop symptoms associated with COVID-19 while in the workplace or at school:

- Employees must leave the premises and inform their supervisor and Human Resources.
- Students will to the designated isolation room with a supervising staff member, until picked up by a parent/guardian.
- Any employee or student experiencing COVID related symptoms is recommended to seek medical attention and take a COVID-19 test.
- An employee or student tests positive or does not take a COVID-19 test, will be required to

isolate for a minimum of ten days prior to returning, and are able to return to the worksite/school if fever-free without fever-reducing medication, and symptoms have improved.

- If an employee or student provides a negative test result or medical clearance from a doctor indicating a condition other than COVID-19, they may return to the worksite/school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.
- If the employee or student is located on an integrated site, the host district is notified of the situation and can implement the proper cleaning, disinfecting and sanitizing protocols.

For employees or students who have had close contact* with a confirmed COVID-19 case:

- Employees or students who have had close contact with a confirmed COVID-19 case will quarantine for 10-days from the last date of exposure. The Centers for Disease Control defines close contact as being closer than 6 feet for 15 minutes or longer in a 24-hour period during the infectious period of 2 days before illness onset with a confirmed COVID-19 case.
- Any employee or student experiencing COVID related symptoms is recommended to seek medical guidance and take a COVID-19 test.
- Employees or students who test negative during the quarantine period are not permitted to return early to the worksite/school site.

Employees or students who have a confirmed COVID-19 case:

- Individuals are isolated for a minimum of 10 days from the onset of symptoms or test date, and at least 24 hours with no fever without fever-reducing medication, and symptoms have improved.
- If an individual test positive, but has had no symptoms, they may return to campus after 10 days of the test .
- Human Resources and program supervisors will identify close contacts and take the appropriate action which includes quarantining close contacts, and for in-person instructional settings, closing the classroom for a 14-day quarantine period.
- The worksite/classroom will be thoroughly cleaned, disinfected and sanitized following the appropriate protocols.
- For classroom based situations, distance learning and/or school work will be provided to students during the classroom closure.
- Worksite/School may remain open in consultation with the local public health department.
- Notifications to the appropriate individuals are made for a known positive case.

In partnership with Self-Insured Schools of California (SISC), MCSOS will participate in the SISC COVID-19 Surveillance Testing Program. All employees are encouraged to participate in this program. For the duration of the SISC program, every employee is eligible for a free COVID-19 surveillance test once every two-months. Upon receipt of their test from the test provider, participants must return their COVID-19 surveillance test within one week, following the program protocols.

Program participants will complete and return a consent/declination form in order to participate in the program. Employee participation in the SISC Surveillance Testing Program is voluntary. Upon receipt by MCSOS, employees' test results will be treated as confidential employee records.

If there is a need for employee testing beyond the surveillance program, an on-demand test will be ordered from Quest Diagnostics or employees will be released to obtain a test offered from MCDPH or other local testing agency.

Resources, benefits, and exclusion protocols provided to employees related to COVID-19 are conveyed to employees in a variety of forums, including new employee orientation, the all-employee training held at the beginning of each school year, and Small Group Cohort training (provided to all staff involved in small group cohorts opening during the Pandemic). Resources shared include Families First

Coronavirus Response Act (FFCRA) leaves, Worker's Compensation information, sick leave resources, and procedures related to COVID-19 symptoms and exclusion from work.

System for Communicating

The MCSOS goal is to have an effective two-way communication with employees, in manner that can be readily understandable, and that it includes the following information:

- New employee orientation including a discussion of COVID-19 safety and health protocols and procedures.
- Follow-through by supervisors to ensure COVID-19 safety and effectiveness.
- Worksite-specific COVID-19 health and safety training.
- Regularly scheduled meetings to include health and safety topics relating to COVID-19.
- Effective communication of COVID-19 safety and health concerns between employees and supervisors, including language translation where appropriate.
- Posted or distributed COVID-19 safety information. COVID-19 information shall be posted in employee break rooms. Written COVID-19 information shall be provided in a language understandable to employees.
- A system for employees to anonymously inform administration about COVID-19 workplace hazards. This system involves the use of interoffice mail addressed to the Assistant Superintendent, Human Resources or Administrator, Human Resources.
- All employees are informed and reminded of their responsibility to report COVID-19 symptoms and possible hazards to their direct supervisor and/or Human Resources, without fear of reprisal.

Supervisors are responsible for providing the necessary supervision to ensure employees comply with COVID-19 safe and healthy work practices. Disciplinary action consistent with MCSOS policy will be taken if an employee violates established COVID-19 safe work procedures.

Employees must report COVID-19 symptoms to their supervisor and Human Resources. Employees may do so via phone or email. Absences must also be reported using the Frontline Absence Management system which has FFCRA COVID leaves available as absence options. Employees can report symptoms and hazards without fear of reprisal and are encouraged to do so.

MCSOS uses the interactive process as the procedure for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

In the event testing is required because of a workplace exposure or outbreak, MCSOS 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. **(Please see "Investigating and Responding to COVID-19 Cases" above).**

Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and MCSOS COVID-19 protocols and procedures.

Hazard	Mitigation Measure
Employees who are ill.	<p>Self-screening at home, including temperature and/or symptom checks using MCDPH guidelines.</p> <p>MCSOS Administration will continually relay to employees the importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.</p> <p>MCSOS will instruct employees to seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.</p> <p>Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home will be given to ill employees, or upon request of the employees.</p>
Guests/Visitors who are ill.	<p>In adherence with the state or local health department order, MCSOS will lock the public entry doors, and will take visitors by appointments.</p> <p>Upon entry, MCSOS will implement temperature and/or symptom screening stations at entrance for all visitors or vendors entering the office. The sample screening document can be found at the end of this section.</p> <p>If MCSOS is required by the Madera County Department of Public Health to implement temperature checking during the entry screening, the screener will avoid close contact with workers to the extent possible. Both screeners and employees will be required to wear face coverings for the screening. A touchless infrared thermometer will be used for the temperature check.</p>
Community usage/sharing of office equipment such as copiers, phones, coffee makers, hand rails, computers, elevator buttons, etc.	<p>MCSOS will provide time for employees to implement cleaning practices during their shift. This will include wiping down their own workstation (keyboard, phone, mouse, pens, desktop, etc.)</p> <p>Avoid sharing phones, other work supplies, or office equipment wherever possible. Never share PPE.</p> <p>Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers,</p>

	<p>surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.</p> <p>Photo copiers shall each have a canister of wipes. The copier keypad and display screen are to be wiped before and after each use.</p> <p>All other areas of the building shall be cleaned by authorized personnel at the end of each shift (Custodial staff).</p>
Infrequent Handwashing and Sanitizing	<p>MCSOS will remind employees and guests the importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines). These reminders may come in the form of signage and emails. Proper handwashing procedures are included in employee trainings cited previously in the document.</p>
Employees not maintaining distancing of at least 6 feet apart.	<p>Implement measures to ensure physical distancing of at least six feet between workers and others. This may include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand).</p> <p>Utilize telework options and modified work schedules, as deemed necessary.</p> <p>Redesign office spaces, cubicles, etc. and decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.</p> <p>Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.</p> <p>Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.</p> <p>Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.</p> <p>Limit the number of individuals riding in an elevator. Post signage regarding the protocols and procedures.</p> <p>Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering start/end</p>

	<p>times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.</p> <p>Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.</p> <p>Discontinue nonessential travel and encourage distance meetings via phone and internet.</p> <p>Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.</p> <p>Install production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs.</p>
Workstation and Breakroom Overcrowding	<p>Custodial staff to perform thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing facilities.</p> <p>Utilize additional space designated for breakroom to avoid overcrowding, continue to schedule rotating break and lunch periods.</p>
Touching of the face, mouth, eyes, and nose.	MCSOS will take reasonable measures to remind workers that they should use face coverings. COVID mitigation strategies are included in staff training.
Handshaking	Employees are required to avoid handshakes and similar greetings that break physical distance.
Employees who are unaware of prevention measures.	<p>The COVID-19 Prevention Plan (CPP) will be made available via electronic copy to each employee. A hard copy will also be available at every MCSOS site.</p> <p>The Safety Officer will perform a comprehensive risk assessment of all work areas, and designate the off-site Safety Officers at each MCSOS Program to implement the plan.</p>
Identification of employees on the premises.	<p>MCSOS employees are required to check in and out with their employee identification badges. Each MCSOS site has this system in place, and is also used for visitor check-ins.</p> <p>For satellite classrooms, the main office maintains a log of visitors that enter the campus. MCSOS staff must ask visitors and parents to check in at the front office before</p>

	<p>coming to their classroom.</p> <p>These steps will assist in identifying new cases of illness in workplaces and, when they are identified, gives the ability to intervene quickly and work with public health authorities to halt the spread of the virus.</p> <p>Close contacts are considered to be persons within six feet for 15 minutes or more in a 24-hour period, of an infected person.</p> <p>MCSOS will investigate any COVID-19 employee illness and determine if any work-related factors could have contributed to risk of infection, then update the plan with additional measures as needed to prevent further cases.</p>
Conducting meetings in small areas with 10 or more people.	<p>Face coverings are required when employees are in the vicinity of others. Employees should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.</p> <p>If a meeting cannot be conducted via an online format, the meeting room should be large enough to allow for 6 feet apart between each participant and have appropriate ventilation.</p>
Dirty HVAC filters and lack of air flow causing stagnant air.	<p>MCSOS will follow a filter replacement cycle, which can be adjusted and accelerated based on external factors, including frequent bad air days, wildfires, and other air pollution events. A log is maintained to track the replacement cycle.</p>
Personal Protective Equipment, such as facemasks, not required to use.	<p>The use of face coverings by employees (where respiratory protection is not required) and customers/clients,</p> <p>Employers should provide and require employees use of required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.</p> <p>Face coverings are required when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.</p> <p>MCSOS will take reasonable measures to remind employees that they should use face coverings and face coverings will be provided to staff at key points of the</p>

	year and if a face covering is lost or not available.
Surfaces that have not been routinely disinfected (tables, door handles, faucets, etc.).	MCSOS Custodial staff will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide custodial staff training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
Not using face coverings properly.	<p>Face coverings are required when employees are in the vicinity of others. Employees should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.</p> <p>Employers must take reasonable measures to remind workers that they should use face coverings.</p>

Training and Instruction

MCSOS will provide effective training and instruction to all employees that includes:

- MCSOS COVID-19 standard operating standards and protocols 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.

- Specific training for custodians and maintenance custodians to reinforce proper cleaning, disinfecting and sanitizing protocols, ensure proper application of Environmental Protection Agency (EPA) approved products and the use of specialized equipment such as the fogging machines.

Appendix E: COVID-19 Training Roster will be used to document the in-person trainings.

COVID-19 Prevention in Employer-Provided Transportation

Assignment of Transportation

MCSOS maintains a number of fleet vehicles, which would allow for individuals to not need to ride share. In the event, that ride sharing is the last alternative, shared transportation assignments will be prioritized in the following order:

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

Physical Distancing and Face Coverings

MCSOS will require that the:

- Physical distancing and face covering requirements of the CPP **Physical Distancing and Face Coverings** are communicated to using MCSOS transportation.
- Transporter/Driver and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided with, and wear a face covering in the vehicle as required by the CPP **Face Coverings**.

Screening

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

Cleaning and Disinfecting

MCSOS will provide disinfecting materials, training on how to properly use the materials, and maintain adequate supply of the cleaning and disinfecting materials. Each Transporter/Driver will:

- Clean and disinfect all high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers before each trip by Transporters/Drivers.
- Clean and disinfect all high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, between different drivers by the Transporters/Drivers.
- In the event a Transporter/Driver failed to bring the sanitizing material upon pickup of the fleet vehicle, they may request additional supplies from the reception desk when they pick up or return the vehicle key.

Ventilation

MCSOS will communicate the expectation that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.

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

Hand hygiene

- Transporter/Drivers and riders are expected to sanitize their hands before entering and exiting the vehicle. In the event a Transporter/Driver failed to bring the sanitizing material with them upon pickup of the fleet vehicle, they may request such supplies from the reception desk when they pick up or return the vehicle key.

Employees will use **Appendix F: MCSOS Vehicle Request form** when requesting the use of a MCSOS owned vehicle for work purposes.

Exclusion of COVID-19 Cases

In the event MCSOS has a COVID-19 case in the workplace, MCSOS will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever demonstrated that the COVID-19 exposure is work related. This will be accomplished by the use of Families First Coronavirus Relief Act (FFCRA) leaves related to COVID-19 exposure, manifestation of symptoms, quarantines, isolation, and school closure for employees with school-age children.
- Providing employees at the time of exclusion with information on available benefits. In addition, resources are discussed in a variety of staff trainings provided by MCSOS.

Reporting, Recordkeeping, and Access

MCSOS will:

- Report information about COVID-19 cases at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report information about COVID-19 cases at the workplace to Self-Insured Schools of California (SISC).
- 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 the MCSOS written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written MCSOS 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 D: 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.
- Use **Appendix G: Employee COVID-19 Exposure Notification** to notify employees on the premises during the infections period of a confirmed COVID-19 case.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - A minimum of 10 days from the onset of symptoms and at least 24 hours fever free (fever of 100.4 or higher) and/or symptom free without medication.
 - COVID-19 symptoms have significantly improved.
- 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.
- An employee who is a close contact* of an individual with a confirmed positive case of COVID-19 will be required to quarantine for a 14-day period, from the last day of exposure. If an employee, who is under a 14-day quarantine, develops COVID-19 related symptoms, the employee will follow the minimum of 10-day isolation from the onset of symptoms timeline before returning to work.
**Close contact is defined as 6 feet or closer for 15 minutes or more within a 24-hour period cumulative.*
- 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 the 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 is 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.

Cecilia A. Massetti

Cecilia A. Massetti, Ed.D.

Madera County Superintendent of Schools

12/30/2020
Date

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 include 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. MCSOS 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: Tricia Protzman, Joe Casarez, or Designee

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: MCSOS Employee Affirmation, Parent/Guardian Affirmation, and Visitor Screening forms

Madera County Superintendent of Schools

COVID – 19 OPERATING STANDARDS & PROTOCOLS AFFIRMATION

In an effort to promote health and safety of staff and the public we serve, during the COVID – 19 pandemic, all employees will be expected to follow the MCSOS operating standards and protocols which include the following:

1. Conduct daily self-certification health screening for respiratory illness, **prior to reporting to work**. The symptoms for Febrile Respiratory illness are: fever of 100.4 degrees or higher; new or worsening cough or shortness of breath; sore throat; loss of taste and/or smell; headache; muscle pain; and/or chills/shaking chills; congestions/runny nose; nausea or vomiting; diarrhea.
2. Notify your supervisor and Human Resources if you experience any of the symptoms in #1 (unless for a known cause or chronic condition), have been diagnosed with COVID – 19 or have recently had close contact with a person diagnosed with COVID – 19.
3. Complete the electronic health screening survey as directed.
4. Wear face covering in accordance with the face covering protocol.
5. Strive to maintain a recommended six feet of physical distancing, whenever possible.
6. Practice frequent hand washing (with soap and water for a minimum of 20 seconds) or alcohol-based hand sanitizer if soap and water are unavailable.
7. Avoid touching eyes, nose, and mouth.
8. Practice respiratory etiquette if there is a need to cough or sneeze.
9. When feeling ill, and displaying signs of flu-like symptoms, stay home and notify your supervisor.
10. Clean common surfaces after use (copier, coffee pot, microwave, refrigerator).

The protocols above are based on guidance from the Centers for Disease Control (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), and the Madera County Department of Public Health (MCDPH) and are subject to change as new guidance is received.

Acknowledgement

My signature below certifies that I acknowledge, understand, and will follow the established operating standards and protocols.

Employee Name (print) _____

Signature _____

Date _____

August 6, 2020

Madera County Superintendent of Schools

**COVID – 19 OPERATING STANDARDS & PROTOCOLS
FOR SMALL COHORTS**

PARENT/GUARDIAN AFFIRMATION

In an effort to promote health and safety of staff and the students we serve, during the COVID – 19 pandemic, all parent/guardians will be expected to follow the MCSOS “Return to School” operating standards and protocols which include the following:

1. Parents/Guardians are to conduct a daily self-certification health screening with their child for respiratory illness, prior to arriving to school. The symptoms for Febrile Respiratory illness are: fever of 100.4 degrees or higher; new or worsening cough or shortness of breath; sore throat; loss of taste and/or smell; headache; muscle pain; and/or chills/shaking chills; congestions/runny nose; nausea or vomiting; diarrhea.
2. Notify your child’s teacher and Program Director if your child experiences any of the symptoms in #1 (unless for a known cause or chronic condition), have been diagnosed with COVID – 19 or have recently had close contact with a person diagnosed with COVID – 19.
3. Complete the daily verbal health screening survey for your child.
4. Work with the school to have your child wear a face covering in accordance with the face covering protocol.
5. Encourage your child to maintain a recommended six feet of physical distancing, whenever possible.
6. Practice frequent hand washing (with soap and water for a minimum of 20 seconds) or alcohol-based hand sanitizer if soap and water are unavailable.
7. Encourage your child to avoid touching eyes, nose, and mouth.
8. Help support the school as we teach your child to practice respiratory etiquette if there is a need to cough or sneeze.
9. When your child is feeling ill, and displaying signs of flu-like symptoms, keep them home and notify your child’s teacher/Program Director.
10. Be available to pick your child up during the school day if they become ill or the classroom needs to be closed due to a positive COVID-19 test of one of its cohort members.

The protocols above are based on guidance from the Centers for Disease Control (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), and the Madera County Department of Public Health (MCDPH) and are subject to change as new guidance is received.

Acknowledgement

My signature below certifies that I acknowledge, understand, and will follow the established operating standards and protocols.

Student Name (print) _____

Parent/Guardian Name (print) _____

Signature _____

Date _____

October 12, 2020

**Madera County Superintendent of Schools
COVID – 19 Screening Checklist**

<u>Admin Use Only</u>
Supervisor_____
HR_____

Employee/Visitor Name: _____

Date: _____ Time: _____ a.m. /p.m.

Based on the Febrile Respiratory Illness Health Order, all employers, *on a daily basis*, are to screen all employees and visitors for signs of respiratory illness accompanied by fever.

Please complete the following each day you report to work or visit the facility.

1. Did you wash your hands or use alcohol-based hand sanitizer upon entry?

_____YES _____NO (If no, please wash your hands immediately upon entry.)

2. Do you have any of the following symptoms? Check all that apply:

_____Fever/Feeling Feverish _____Sore Throat _____New or worsening cough _____New
or worsening shortness of breath _____Chills/Shaking Chills _____Loss of taste and/or
smell _____Headache _____Muscle Pain _____Runny Nose/Congestion
_____Nausea or vomiting _____Diarrhea _____None

3. Have you been in contact with currently isolated due to COVID – 19?

_____NO _____YES If yes, **DO NOT** enter the building.

If you have any of the above symptoms and/or answered yes to #3, **DO NOT** enter the building. PLEASE CONTACT YOUR SUPERVISOR AND HUMAN RESOURCES AT 662-6219.

Employees with COVID related symptoms can return to work when ALL of these are true:

- *It has been 10 days from the start of symptoms.*
- *No fever for three (3) days without the help of medicine.*
- *Cough and shortness of breath have significantly improved.*

Please return the completed form to your supervisor (employees) or receptionist (visitors).

Upon entering the building after the screening, please continue to wash your hands frequently and practice 6 feet of social distancing at all times (do not shake hands, fist bumps, elbow bumps, etc).

Thank you for your cooperation in an effort to maintain a clean and safe working environment.

Appendix C: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

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

Appendix D: 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.

The following form is used by trained Human Resources employees to investigate a situation with a COVID-19 confirmed close contact, employee or student experiencing COVID-19 related symptoms, or employee or student who has tested positive for COVID-19.

Madera County Superintendent of Schools COVID-19 Tracking Tool

The purpose of this form is to gather the necessary information for the contact tracing process. It is for employees or students who are close contacts, have COVID-19 related symptoms, are being tested, or have tested positive for COVID-19.

Name: _____ **Date:** _____

____ Employee ____ Student ____ Other: _____

Site(s): _____ **Bus Number:** _____

Check as applicable:

____ Close Contact ____ Symptoms Related to COVID-19 ____ Tested Positive for COVID-19

CLOSE CONTACT:

What was the last date of exposure to the individual with COVID-19? _____

Employee/Student to quarantine for 10-days. **Able to return on:** _____

Test Date (Date Specimen Collected): _____

Date of Test Results: _____ Positive ____ Negative

SYMPTOMS/CONFIRMED COVID-19:

Date you first experienced symptoms? _____

Description of symptoms: _____

Test Date (Date Specimen Collected): _____

Date of Test Results: _____ Positive ____ Negative

What was the last day you were on the worksite? _____

To determine "infectious period" determine date of 2 days prior to the onset of symptoms.

Infectious Period Start Date: _____

Employee/Student to isolate for a minimum of 10-days, returning if symptom free/fever free without medication for at least 24 hours: **EARLIEST DATE OF RETURN** _____

During the infectious period, who have you been in close contact with? (**CLOSE CONTACT IS DEFINED AS 6 FEET OR CLOSER FOR 15 MINUTES OR LONGER WITHIN A 24 HOUR PERIOD**).

Completed by: _____ **Date:** _____

FOR HR USE ONLY:

When an employee notifies the office that they are positive for COVID, please do the following (check box once completed):

- ☐ Complete the COVID Tracking Form, which includes the date the employee can return to the workplace (at least 10 days from the onset of symptoms and any close contacts).
- ☐ If able to "work from home" during the quarantine/isolation period, contact supervisor for approval.
- ☐ Send employee follow up email with date of return, pending they are symptom free/fever free for at least 24 hours without medication.
- ☐ Contact Opie/Antonio to request deep clean of classroom/office space (if employee has been at worksite). If it's a test positive, request HVAC filter be changed.
- ☐ Within one (1) business day of notice of a COVID positive case, send all employees on the same premises of the test positive case the email notification of "possible COVID exposure" (if employee has been at worksite).
- ☐ Within one (1) business day of notice of a COVID positive case, send CTA and CSEA the email notification that goes out to employees (if employee has been at worksite). Send emails to: Lisa Moreno, CTA; Kellie Stiles, CSEA; Linda Gonzalez, CSEA Labor Representative.
- ☐ For integrated site(s), notify District HR so they can provide notification to site(s) and custodial staff (if employee has been at worksite).
- ☐ Inform Kelly for SISC notification.

NOTES:

Appendix E: COVID-19 Training Roster

Date: _____

Person that conducted the training: _____

Employee Name	Signature

Appendix F: Covid-19 MCSOS Vehicle Request Form
MADERA COUNTY SUPERINTENDENT OF SCHOOLS
VEHICLE REQUEST FORM DURING COVID-19

PROGRAM # (TO CHARGE):

PROGRAM NAME:

DO NOT PROCEED TO RESERVATION REQUEST UNTIL
THE INFORMATION ABOVE IS COMPLETED

Requested By: Phone:

Name of Driver:

Date(s) Vehicle is Needed:

Pick Up Day: Time:

Drop Off Day: Time:

Destination(s) *If out of area please provide specific address:

**If this is out of Madera County, you must complete a Travel Request.

Purpose of Trip:

How Many Persons (including the driver) will be in the vehicle AND following COVID-19 Guidelines on spacing, etc. ?

Special Requests:

You will be contacted by Kim Linderholm via email regarding the availability of a vehicle regarding your requested date(s). Please send this via email to: klinderholm@mcsos.org (559) 673-6051 x6295.

THIS PORTION TO BE COMPLETED UPON USE OF VEHICLE

Auto/Vehicle Number: (if unknown look at # on key tag)

Odometer Depart Odometer Return

PLEASE DO NOT FILL THE GAS TANK UPON RETURN,

LEAVE ¼ TO ½ TANK OF GAS FOR NEXT USER.

Traveler's Signature Date

Gas Card: Last four digits of card:

Appendix G: COVID-19 Exposure Notification

MCSOS Employee COVID-19 Exposure Notification

The following is the email notification sent to all employees on an identified site/work location in which a COVID-19 case is confirmed. This communication is sent within one (1) business day of being aware of the confirmed case.

Date _____

Dear _____,

The purpose of this email is to notify you of a *possible* exposure to COVID-19. This notification is made to all employees who were on the premises at the same time as an individual who has tested positive for COVID as a precautionary measure. Employees who were identified as a “close contact” with the COVID positive employee are contacted directly by Human Resources and have been directed to quarantine per the Public Health Guidance. As a reminder, a close contact is defined as being 6 feet or closer for 15 minutes or longer in a 24-hour period.

We would also like to remind you that in addition to the surveillance testing program, there are multiple options for “on demand” COVID-19 testing in Madera and surrounding areas including the Madera County Department of Public Health, Camarena Health, CVS, Kaiser, urgent care clinics, etc. Here is the link to the MCDPH testing calendar and appointments: <https://www.maderacounty.com/government/public-health/covid-19/covid19testing> If you have concerns, we also recommend that you contacting your medical provider for guidance.

It is important to wear your MCSOS badge and scan in and out (if applicable) each day you are on the worksite. It is imperative you wear your badge daily and scan in and out regularly as it may assist with notification purposes. If you have misplaced your badge, please contact Mariela Gonzalez at 662-6233 for a replacement.

As you are all aware, MCSOS has established numerous protocols to promote the health and safety of employees, students, families and guests. Research, medical guidance and experience, shows that these practices and protocols are effective in mitigating the virus transmission. Employees are responsible for following these protocols which include:

1. Conducting a self-assessment health screening. If you are exhibiting any of the symptoms related to COVID for an unknown reason/cause, or have been in contact with an individual with an active case of COVID, contact your supervisor and HR immediately.
2. Do not report to work if you are ill.
3. Wear your face mask!
4. Wash your hands with soap and water or alcohol-based sanitizer before you start work and frequently throughout the day.
5. Sanitize any common areas/items you use throughout the day and your personal work area before you leave for the day.

6. Practice social distancing, sit and/or stand at least 6 feet from other people, do not shake hands or hug people, and do not share food or drinks.

The MCSOS custodians and maintenance custodians have been trained in the proper cleaning, disinfecting and sanitizing protocols. In a situation that involves a known COVID case at the worksite, maintenance and custodial staff implement additional cleaning and disinfecting procedures, including the use of a "fogger" which emits an EAP approved disinfecting agent. For more information about the MCSOS health and safety protocols and operating standards as it relates to COVID-19, please see the link to the MCSOS COVID-19 Prevention Program (CPP). It is important that ALL employees know about and follow the established health and safety protocols.

If you have any questions, please feel free to contact us at 662-6219. Thank you for your continued attention and efforts during this time.

Regards,
Trish Protzman and Joe Casarez

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

Currently, outbreaks as defined in this section are 3 or more COVID-19 cases within a 14-day period and within a specific workplace or location. This section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period or as guidance changes.

COVID-19 testing

The MCSOS will provide COVID-19 testing to all employees in the 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.

The 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, MCSOS 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.
- MCSOS will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

MCSOS 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

MCSOS 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 the CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, MCSOS will immediately perform a review of potentially relevant COVID-19 practices, 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:
 - Leave protocols and practices and whether employees are discouraged from remaining home when sick.
 - COVID-19 testing protocols

- 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 deemed necessary.

MCSOS will implement changes to reduce the transmission of COVID-19 based on the investigation and review and will consider the following:

- 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, MCSOS will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- MCSOS will provide to the local health department the total number of COVID-19 cases and for each COVID-19 potential “outbreak” including, 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. MCSOS will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

Major outbreaks are defined as a workplace or location as having 20 or more COVID-19 cases within a 30-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 or as guidance changes.

COVID-19 testing

MCSOS 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

MCSOS 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

MCSOS 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 the MCSOS 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 as required 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**.