



Worksite-Specific COVID-19 Prevention Plan

Purpose

The Conejo Valley Unified School District is committed to providing a safe and healthy workplace for all of our staff, students, parents, and those that visit our facilities. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Prevention Plan in response to the COVID-19 pandemic. Managers and staff will be responsible for implementing this plan. Our goal is to mitigate the potential for transmission of the COVID-19 virus in our workplaces and community, and that requires a team effort. Only through this cooperative effort, can we reach this goal.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC), California Department of Health, and Cal OSHA guidelines. We strive to implement the most current recommended practices for the prevention of the spread of this disease.

Operation Status

Currently, schools within the district are closed to the public and only the essential functions necessary to maintain facilities, support distance learning, prepare meal distribution, and carry out essential administrative functions are being performed at this time. Management is currently working on a plan to reopen our schools and will modify this plan as we work towards the resumption of onsite learning and the utilization of our school facilities. At this time, the following “worksites” are active in a limited capacity as described:

- Administrative Offices – Education, Fiscal, Human Resources, Purchasing, Maintenance & Operation, Planning, Technology, Risk Management, and Child Nutrition departments engaged in essential functions
- School Sites – Limited hours of operations to assist students and parents with distance learning, and regular maintenance and upkeep
- Central Kitchen and other food distribution centers - Meal planning, preparation, and packaging

Plan Development

This plan was developed with information and guidelines provided by the Centers for Disease Control and Prevention (CDC), California Department of Health, Cal OSHA, and the Ventura County Department of Health. Strategies for limiting the spread of this virus were developed with consideration given to compliance with explicit directives, providing the most effective methods within feasible means, and review of work practices and business necessity. Controls measure are discussed and evaluated on an ongoing basis during meetings with department heads. Control measures are revised as new guidance is received from State and County agencies.

General Controls Applicable to All Locations

- Social Distancing Posted and Implemented – The following protocols are posted at the entrance of each facility and provided to all essential employees who must report to work:
 - Do not enter this facility if you have a cough or fever
 - Maintain a minimum six-foot distance from other people. If you cannot maintain a six-foot distance, it is recommended that you wear a face covering. Disposable facemasks are available upon request.
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Do not shake hands or engage in any unnecessary physical contact
- Everyone who can carry out their work duties from home has been directed to do so. Where feasible, the district has enabled employees to perform their work and conduct business remotely.
- All employees have been told not to come to work if sick. Additional sick leave has been extended to employees to enable them to remain home and fully recover. Leave provisions have also been made for employees with health conditions that make them more susceptible to this disease.
- Desks or individual workstations are separated by at least six feet with few exceptions.
- Facemasks are provided to employees for use where social distancing is difficult to maintain. Instructions on the use of facemasks has been provided to employees.
- Break rooms, bathrooms, and other common areas are being disinfected daily by custodial staff.
- Soap and water are available to employees at restrooms stocked with soap and paper towels.
- In cases where soap and water is not readily available, hand sanitizer (based on availability) effective against COVID-19 is available to employees.

Worksite-Specific Controls – Administrative Offices

Physical Distancing

- Individual workstations are separated by at least 6 feet.
- Employees are working remotely to the extent that essential business needs allow.
- In-person meetings are restricted to essential participants who are admonished to stay 6 feet apart.
- Video conferencing, live stream, and teleconferencing are utilized to replace in-person meetings.
- Computer distribution/exchange is conducted within our Social Distancing Protocols with employees wearing facemasks and disposable gloves.

Cleaning and Disinfecting Protocols

- Restroom, breakrooms and common areas are cleaned and disinfected daily.

Personal Protective Equipment

- Disposable masks are provided to employees for use when needing to interact with someone within a 6 foot distance.
- Gloves are provided when receiving good or equipment and for custodial staff that are performing cleaning and disinfection.

Worksite-Specific Controls – School Sites

Physical Distancing

- School office hours are limited.
- Maintenance & Operations staff and other employees visiting sites to perform essential duties are traveling alone in a vehicle when possible or wearing facemasks when traveling with another employee.
- Employees are directed to maintain a distance of 6 feet or more when working at the sites.
- Social Distancing Protocols are posted and maintained when servicing visitors.

- Desk and counter top transparent shields have been purchased to provide additional protection to employees when interacting with visitors.
- Thermal thermometers have been purchased to screen and exclude persons with suspect symptoms and a body temperature that is above normal.

Cleaning and Disinfecting Protocols

- Staff restroom and office high touch areas are cleaned and disinfected daily.
- Classrooms are being deep cleaned and disinfected in preparation for reopening.

Personal Protective Equipment

- Disposable masks are provided to employees for use when needing to interact with someone within a 6 foot distance.
- Gloves are provided to custodial staff that are performing cleaning and disinfection.

Worksite-Specific Controls – Free Meal Distribution

Physical Distancing

- Social Distancing is practiced whenever possible during meal preparation and distribution.
- Meal pick-up is organized to maximize social distance between employees and meal recipients.

Cleaning and Disinfecting Protocols

- Restroom, breakrooms, and food preparation areas are cleaned and disinfected daily.

Personal Protective Equipment

- Child Nutrition Kitchen Staff must wear a mask and disposable (single use) gloves at all times while working in the central kitchen and while distributing meals at mobile stations.

Training - Applicable to All Sites

- Employees have been provide with written notice and verbal instructions pertaining to the General Controls.
- Employees engaged with interacting with parents (food distribution & technology assistance) are given directions on how to minimize their exposure through the use Social Distancing Protocols and PPE (personal protective equipment).
- Custodial staff involved in cleaning and disinfection are trained in Blood borne Pathogen Prevention including Universal Precautions and in disinfection procedures.
- Information on the COVID-19 disease, current prevention guidelines, and on how to access testing and treatment through their health provider is available to employees on the district's website. Employees are encouraged to check the website for information updates.
- Employees are notified of counselling assistance and wellness services that are available to them in coping with the pandemic.