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. Administrators/Department Heads 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, Ventura County Department of Public 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

Since mid-March 2020 schools within the district have been 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. This plan contains proposed protocols for the resumption of limited programs during the Summer and modified instructional educational programs at our facility beginning with the 2020-2021 academic school year. At this time, the following “worksites” are active in a limited capacity as described:

- School Sites – Set 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, packaging, and distribution
- School re-opening – with limited/modified in-person instruction (Proposed)
- Modified summer childcare programs and limited athletic training program - Both are proceeding with individual prevention programs based on CDPH and VCPH guidelines and that also conform to the School Re-opening protocols contained in this plan

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. Control measures 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**

A. 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:
   a. Do not enter this facility if you have a cough or fever
   b. Maintain a minimum six-foot distance from other people. If you cannot maintain a six-foot distance, it is required that you wear a face covering. Disposable facemasks are available upon request
   c. Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow
   d. Do not shake hands or engage in any unnecessary physical contact

B. Where feasible and practical, the district has enabled employees to perform their work and conduct business remotely.

C. 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.

D. Desks or individual workstations are separated by at least six feet with few exceptions.

E. 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.

F. Break rooms, bathrooms, and other common high touch surfaces are being disinfected daily by custodial staff

G. Soap and water are available in all restrooms, which are stocked with soap and paper towels.

H. In cases where soap and water are not readily available, hand sanitizer (based on availability) effective against COVID-19 is available.

**Worksite-Specific Controls – Administrative Offices**

**Physical Distancing**

A. Individual workstations are separated by at least 6 feet and/or physical barriers.

B. Employees may be working remotely to the extent that essential business needs allow.

C. In-persons meetings are restricted to essential participants who are admonished to stay 6 feet apart.

D. Video conferencing, live stream, and teleconferencing are utilized to replace in-person meetings.

E. 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 with emphasis on cleaning and disinfecting high touch surfaces.

**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 goods or equipment and for custodial staff that are performing cleaning and disinfection.
Worksite-Specific Controls – School Sites (School Closed)

Physical Distancing

A. School office hours are limited.
B. 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.
C. Employees are directed to maintain a distance of 6 feet or more when working at the sites.
D. Social Distancing Protocols are posted and maintained when servicing visitors.
E. Desk and countertop transparent shields have been purchased and will be installed to provide additional protection to employees when interacting with visitors.
F. No touch 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

A. Employees have been provided with written notice and verbal instructions pertaining to the General Controls.
B. Employees engaged and interacting with parents (food distribution & technology assistance) were given directions on how to minimize their exposure through the use Social Distancing Protocols and PPE (Personal Protective Equipment).
C. Custodial staff involved in cleaning and disinfection are trained in Blood borne Pathogen Prevention including Universal Precautions and in disinfection procedures.
D. Online courses covering COVID-19 topics such as information on how the disease spreads and protection measure, managing stress related to the pandemic, and how to clean and disinfect have been provided to employees.
E. 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.

F. Information about counselling assistance and wellness services that are available to employees in coping with the pandemic is posted on the district website.

Worksite-Specific Controls - School Re-opening - with limited/modified in-person instruction (Proposed)

1. Campus Access

A. Anyone exhibiting or reporting symptoms of COVID-19 or having a temperature at or above 99.5 degrees using a no-touch thermometer or 100.4 using an oral thermometer will be excluded from entering the campus.

B. Passive Screening: Staff, students, and parents will be provided with information on how to self-screen for symptoms of COVID-19 and instructed not to enter the campus if they have symptoms but to contact their health provider for evaluation and direction on self-care.

C. Active Screening: A wellness check will be performed on all employees, students, volunteers, parents, or contractors entering the facility and will consist of:
   a. Check the temperature of all persons entering the campus. Persons with a temperature at or above 99.5 degrees using a no-touch thermometer degrees Fahrenheit will not be permitted to enter.
   b. Conduct a visual wellness check of students and staff
   c. Ask all individuals about having COVID-19 symptoms [CDC Symptom List] within the last 24 hours
   d. Ask all individuals whether anyone in their home has had COVID-19 symptoms of a positive test

D. If a student exhibits or reports symptoms of COVID-19 or reports exposure to anyone testing positive for COVID-19 they will immediately be moved to a predetermined isolation area. School staff will then review the student’s health information and consult with the student’s parent or guardian to determine cause of symptoms and potential exposure to COVID-19. If there is any question about the student’s symptoms or exposure, the student will be released to their parent for transport to a medical provider. Adults that exhibit or report symptoms will be asked to leave the premises and to seek the advice of their medical provider. Anyone with severe symptoms that pose an immediate threat to their health or the health of others will be handled in accordance with the steps specified in this plan (see section 8).

E. All persons will be encouraged to wash their hands or to use hand sanitizer upon arrival. Hand sanitizing stations and/or portable hand washing stations will be set up near the entrances of the campus. Hand sanitizer will be fragrance free and contain at least 60% ethyl alcohol. Signs will be posted in restrooms and by hand washing station with instructions for effective washing. Signs will be posted with instructions for the use of hand sanitizer. Children under the age of nine must be supervised by an adult when using hand sanitizer.

F. Outside Groups: External community organizations that obtain a permit to use school facilities must have a written COVID-19 prevention plan in place, engage only in activities permitted by the Ventura County Department of Public Health, and verify that they are able to adhere to all guidance issues by the California Department of Public Health and the Ventura County Department of Public Health.

G. Interaction with Service Providers, Parents, and Members of the Public: At reception points, such as the main office, staff will be provided with masks, face shields, gloves, and clear barrier screens where practical. Visitors will be required to conform to all access requirements including the wearing of a face covering and the observance of social distancing to the extent possible.
2. Promoting Healthy Hygiene Practices

A. In addition to the general handwashing training already included in this plan, staff who are engaged with students will be instructed and reminded to wash their hands:
   a. When they arrive at the facility and before they leave the facility
   b. Before and after handling food, feeding a child, or eating
   c. Before and after changing a diaper, or helping a child use the bathroom (also wash the child’s hands after helping the child use the bathroom or changing their diaper)
   d. After helping a child wipe their nose or mouth
   e. Before and after providing first aid
   f. After working in sandboxes and similar children’s play areas
   g. Before and after giving medicine to a child
   h. After handling wastebaskets or garbage
   i. After cleaning surfaces
   j. After using a toilet or urinal

B. Students will be instructed to wash their hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

C. Students and staff will be instructed to wash their hands or use hand sanitizer before boarding a bus and after unloading.

D. Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one’s elbow and to wash their hands or use sanitizer.

E. Staff and students will be instructed on the appropriate use and care of face coverings in areas where six-foot physical distancing cannot be maintained. Staff and students may use their own face covering so long as it provides adequate covering of the nose and mouth. A face covering will be provided to students and employees who need one. At a minimum, a face covering must be worn:
   a. While waiting to enter the school campus.
   b. While on school grounds (except when eating or drinking).
   c. While leaving school.
   d. While on a school bus.

Face coverings are not recommended for anyone age of 2 years old or younger or those who have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the covering without assistance.

The following individuals are exempt from wearing a face covering:

a. Persons age two years or under. These very young children must not wear a face covering because of the risk of suffocation.

b. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

c. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
d. Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
e. Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
f. Persons who are seated at a designated eating area, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from other persons.
g. Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when they are able to maintain a distance of at least six feet from others.

**Face Covering Alternative:** The district will make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per CDPH guidelines, teachers can use face shields, if available, which enable younger students to see their teachers’ faces and to avoid potential barriers to phonological instruction. Due to the pandemic and supplies of this nature being prioritized for use by health care providers, this equipment will be provided, as supplies are available.

### 3. Physical Distancing

A. Employee workstation and student learning stations will be set 6 feet apart whenever practical.

B. Air dilution will be increased by keeping windows and doors open and HVAC fresh air intake maximized to the extent that other occupant health considerations are not negatively impacted.

C. Staggered arrival and drop off times and the use of multiple entry points will be used as practical.

D. The use of screens and other partitions will be considered where a 6-foot distance between work/learning stations cannot be achieved.

E. Student groups and movement of groups will be kept to a minimum as practical.

F. Student groups will be kept consistent as possible.

G. Non-instructional and outside spaces will be utilized for physical distancing as feasible.

H. Meals will be served outdoors or in spaces where physical distancing can be maintained. Meals will be plated or bagged to reduce contact and congestion among students (more information below).

I. Physical education (PE) and intramural/interscholastic athletics will be limited to activities that do not involve physical contact with other students or shared equipment until advised otherwise by state/local public health officials. Athletic departments will develop and implement a protection plan specific to the athletic activities on campus.

### 4. Limit the Sharing of Common Items

A. Each child’s belongings will be separated and kept in individually labeled storage containers, cubbies or other storage areas. Individual belongings will be taken home each day to be cleaned.

B. The school will ensure that there are adequate supplies of utensils and tools for use in curriculum projects to eliminate or reduce sharing. Shared items will be cleaned and disinfected between users.

C. The sharing of electronic devices such as computers, clothing, toys, books, games, and learning aids will be avoided to the extent practical.

### 5. Student Transport

A. The maximum capacity of each vehicle will be determined in order to meet the 6-foot physical distancing objectives. A seating plan will be created based on the maximum capacity as determined above, and a plan developed for bus routes that accommodates the capacity limitations. Seats that need to remain vacant will be marked or blocked. The following are sample seating options:

Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.
Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.

B. Riders will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.

C. Students will be seated from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs will be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)

D. The driver and passengers will be required to wear face coverings at bus stops and on buses.

E. Buses will be cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will clean and disinfect high touch surfaces during the day.

F. Information will be provided to parents regarding the prevention protocols and their contribution, including: 1) Students should be provided with an appropriate face covering to be worn while waiting at the bus stop and riding on the bus. A face covering will be provided for students who do not have one. 2) Students must maintain a 6ft distance while waiting at the bus stop.

6. Food Service

A. Meals will be served outdoors or in spaces where physical distancing can be maintained. Meals will be plated or bagged to reduce contact and congestion among students.

B. The use of share tables and self-service buffets for food and condiments will be suspended.

C. Physical barriers, such as sneeze guards and partitions, will be installed at point of sale and other areas where maintaining a physical distance of 6 feet is difficult.

D. Food service staff will wear a face covering and disposable gloves when preparing and serving meals.

7. Cleaning and Disinfection

**Summary of Disinfection Strategy for COVID-19 Virus**

<table>
<thead>
<tr>
<th>Virus</th>
<th>Time Virus is Contagious*</th>
<th>Disinfection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corona Virus (Covid-19, Novel, SARS)</td>
<td>Airborne up to 3 hours 72 hours on hard surfaces 48 hours wood and cloth 24 hours cardboard</td>
<td>Disinfect with an EPA Registered disinfectant for all hard, wipeable and sprayable soft surfaces if contaminated within last 72 hours. Print material should be “isolated” for 24 hours. Books with plastic or fabric covers isolated for 72 hours</td>
</tr>
</tbody>
</table>


**List of Currently Stocked Disinfectant**

<table>
<thead>
<tr>
<th>Disinfectant</th>
<th>EPA Registration Number</th>
<th>Contact Time (min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>910 Finale FS No Rinse Sanitizer</td>
<td>1839-86</td>
<td>10</td>
</tr>
<tr>
<td>730 HP Disinfectant Cleaner</td>
<td>45745-11</td>
<td>5</td>
</tr>
<tr>
<td>PURELL PROFESSIONAL SURFACE DISINFECTANT</td>
<td>84368-1</td>
<td>1</td>
</tr>
<tr>
<td>PURTABS (Electrostatic Application)</td>
<td>71847-6</td>
<td>1</td>
</tr>
</tbody>
</table>
A. In addition to the cleaning protocols specified in this plan, high touch classroom surfaces will be cleaned and disinfected at least daily, and, as practicable, frequently throughout the day using an EPA approved disinfectant effective against COVID-19. Frequently touched surfaces to be included are door handles, light switches, sink handles, bathroom surfaces, tables, chairs, desks, and drinking fountain handles. Employees, other than custodians, may be involved with cleaning high touch surfaces.

B. Employees tasked with cleaning and disinfection will be provided with the appropriate training and personal protective equipment.

C. Disinfection will take place when students are not present to avoid student exposure.

D. Proper ventilation will be used when conducting disinfection to reduce employee exposure.

E. Cleaning and Disinfection procedures:
   a. Ventilation in the area will be maximized
   b. Area will be cleared of all but employee tasked with disinfection
   c. Employees will don the appropriate PPE
   d. Surface will first be cleaned using a low hazard saturated wipe or spray cleaner
   e. A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer’s instruction, allowing for the appropriate contact time
   f. Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer’s directions
   g. Employees will doff PPE and wash their hands

F. Cleaning and Disinfection procedures for areas occupied by persons testing positive for COVID-19:
   a. Restrict the areas used by the person who was confirmed infected and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets
   b. Ventilation in the area will be maximized
   c. Cleaning and disinfecting activities should start farthest from the entry door of a room or space
   d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens or keyboards.
   e. Appropriate PPE will be donned before entering the room
   f. A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer’s instruction, allowing for the appropriate contact time
   g. Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer’s directions
   h. Employees will doff PPE and wash their hands
   i. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

8. Plan for Handling Sick Persons

A. At each school, an isolation room will be designated and equipped with appropriate PPE.
B. Persons exhibiting symptoms of COVID-19 will be immediately required to wear a mask (unless their age or physical condition would make doing so unsafe) and will be moved to the isolation room.
C. Depending upon the level of illness, arrangements will be made for the person to be picked up or paramedics will be summoned.
D. Health officials, staff, and families will be notified of a positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

E. Areas used by the sick person will be evacuated, cleaned and disinfected in accordance with standard disinfection procedures.

F. In consultation with local public health officials, the district will determine if school closure is required. Furthermore, it will be determined if the classroom or office where the person was based will be closed until disinfection can be completed and the occupants of those area quarantined for 14 days.

G. Students and staff testing positive for COVID-19 may not return to school until they have met CDC criteria to discontinue home isolation CDC Criteria, including 3 days with no fever, symptoms have improved, and 10 days have passed since symptoms first appeared. Staff will also need a note from their doctor releasing them to return to work.

9. Personal Protective Equipment and Essential Protective Gear (See Appendix A for Examples)

A. Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. Essential Protective Gear (EPG) is a term used to describe equipment worn primarily to protect others by limiting the spread of respiratory droplets emanating from the wearer, i.e. face coverings and face shields worn for this purpose. There are supply shortages of PPE and EPG nationwide due to high demand. All reasonable measures will be taken to obtain this equipment necessary to protect students and staff.

B. The following EPG will be required to be worn in accordance with section 2 E of this plan. A selection, as available, of face coverings and face shields will be provided to employees. Face coverings will be provided to students and visitors on an “as needed” basis with the preference that visitors, contractors, and volunteers arrive with their own face covering and that parents provide a face covering suitable for their child.
   a. Face Mask
   b. Face Shield

C. The following is a list of PPE that will be provided appropriate to the task:
   a. Face Shields: Engaged in symptom screening or caring for a person with symptoms of COVID-19
   b. Gloves (Impervious, Appropriate to task):
      1. Cleaning and Disinfection with an EPA approved disinfectant
      2. Meal preparation and service
      3. Tech equipment distribution, service, and exchange
      4. Employees engaged in wellness screening or treating persons with symptoms
      5. Front office staff when handling objects submitted by the public
      6. Tasks involving contact with bodily fluids/excrement
   c. Gowns (Disposable): Employee caring for a person with symptoms of COVID-19 infections who is coughing or sneezing or an employee performing disinfection in a space previously occupied by someone who has tested positive for the COVID-19 virus.
   d. N95 Respirator (as available): Provided to employees caring for a person with COVID-19 symptoms – nurses/health office staff. Note: The district is not currently using a disinfectant product that would require respirator protection.

10. Training

A. The district will train all staff and provide educational materials to families in the following safety actions:
a. Enhanced sanitation practices  
b. Physical distancing guidelines and their importance  
c. Proper handwashing  
d. Use and care of face coverings and other protective equipment  
e. Screening practices  
f. COVID-19 specific symptom identification  
g. Care of a sick person  
h. Staff will receive overview of the District’s COVID-19 Prevention Plan

B. Training and education is conducted virtually, or, in-person, if distancing is maintained.

C. The following online courses are assigned:
   a. Coronavirus 101: What You Need to Know (All Employees)  
b. Coronavirus 102: Preparing Your Household (All Employees)  
c. Coronavirus 103: Managing Stress and Anxiety (All Employees)  
d. Coronavirus 105: Cleaning & Disinfecting Common Spaces (All Employees)  
e. Integrated Pest Management (Staff involved with disinfection)  
f. Blood Borne Pathogen (Custodians and other exposed staff)

D. Employees tasked with disinfection of surfaces and equipment will be provided with training on the following:
   a. CVUSD COVID-19 Prevention Plan – Cleaning and Disinfection  
b. Exposure to and control of COVID-19 during cleaning and disinfection  
c. Universal Precautions  
d. Type, use, and limitations of PPE  
e. Correct disinfection methods  
f. SDS information on chemical used  
g. How to get answers to safety concerns

E. Employees tasked with conducting wellness checks will be provided with training on the following:
   a. CVUSD COVID-19 Prevention Plan – Active Screening  
b. Exposure to and control of COVID-19 during wellness checks  
c. Type, use, and limitations of PPE  
d. How to get answers to safety concerns

F. Employees tasked with caring for sick persons will be provided with training on the following:
   a. CVUSD COVID-19 Prevention Plan – Plan for Handling Sick Persons  
b. Exposure to and control of COVID-19 during care  
c. Type, use, and limitations of PPE  
d. Process of handling sick persons to limit exposure to themselves and others  
e. How to get answers to safety concerns

G. Records for employee training will be maintained.
Appendix A

Photo Examples of Essential Protective Gear (EPG) and Personal Protective Equipment (PPE)

Actual equipment provided by the district may vary in appearance and design.

Essential Protective Gear (EPG)

Face Coverings

- Cloth Mask
- Cloth Scarf
- Disposable Mask
- Face Shield with Drape

Personal Protective Equipment (PPE)

- Face Shield
- N95 Respirator
- Disposable Gown/Suit
- Disposable Gloves