

# COVID-19 PREVENTION PLAN



CALIFORNIA SCHOOL FOR THE BLIND

500 Walnut Avenue

Fremont, CA 94536

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This COVID-19 Prevention Plan (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur on our campus.

## AUTHORITY AND RESPONSIBILITY

The COVID-19 Prevention Plan administrator, the California School for the Blind (CSB) Safety Coordinator, has the authority and responsibility for implementing the provisions of this program for California School for the Blind. All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program.

A copy of this CPP is available in the offices of the Superintendent, Human Resources Director, Safety Coordinator, as well as the CSB website.

## IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We may implement the following on the CSB campus:

* Conduct campus-specific evaluations using the [Appendix A: Identification of COVID-19 Hazards](#bookmark=id.pkwqa1) form.
* Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our campus.
* Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the Alameda County Public Health Department (ACPHD) related to COVID-19 hazards and prevention.
* Evaluate existing COVID-19 prevention controls on our campus and the need for different or additional controls.
* Conduct periodic inspections using the [Appendix B: COVID-19 Inspections](#bookmark=id.32hioqz) form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee Participation

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

* Reporting observed hazards to their supervisor, Human Resources Director and/or the Safety Coordinator.
* Participating in Safety Committee meetings.
* Participating in walkthrough inspections.

### Employee Screening

Prior to reporting for work, employees must conduct a self-screening. If an employee is experiencing any of the following signs or symptoms that cannot be explained by other factors or another underlying condition, they should **NOT** enter the campus and should contact their immediate supervisor or someone in their line of supervision for further guidance:

* Fever or chills; Cough; Shortness of breath or difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea

Upon arrival to campus, all employees are required to check into the CSB campus by using a QR code or URL to complete a self-assessment. QR codes are posted throughout the campus in the Administration and Education buildings, classrooms, residential dorms and various offices. The self-assessment consists of the following questions:

* 1. WITHIN THE LAST 10 DAYS, have you been diagnosed with COVID-19 or had a test confirming you have had the virus?
  2. Do you live in the same household with, or have you had close contact IN THE PAST 14 DAYS with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
  3. Have you had any one or more of these symptoms today or WITHIN THE PAST 24 HOURS, which is new or not explained by a reason other than possibly having COVID-19?
* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea
* None of the above

If an employee answers “**No**” to all three questions, they may report to work. While on campus, all CSB employees are expected to adhere to the following precautions:

* Wear a face covering that covers the nose and mouth while indoors.
* Wash hands with soap and water or alcohol-based sanitizer before starting work, and frequently throughout the day.
* Avoid touching eyes, nose and mouth with unwashed hands.
* Do not shake hands or hug people and do not share food or drinks.
* Practice good respiratory etiquette (cover nose and mouth when coughing or sneezing into a tissue or inner elbow).
* Contact immediate supervisor and leave work immediately if employee starts to feel feverish, has respiratory symptoms or any other COVID-19 symptoms.

If an employee answers “**Yes**” to any of the three questions, they will be directed to not enter the campus or building, leave the building or campus, inform their supervisor that they are leaving, go home and follow the CDC’s guidance on isolation/quarantine.

The screening form and answers are only accessible to the CSB Administration (Management), Safety Coordinator and Executive Secretary. All employee responses will remain confidential. No personal information is stored on the Google Form or from the QR code.

### Student Screening

* *Passive Screening*. Parents are instructed to screen students before leaving for school (check temperature to ensure temperature is below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Symptoms include:
  + Fever or chills; Cough; Shortness of breath or difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea
* All students should wash or sanitize hands as they enter campuses and vans.
* Supervision will be provided at points of access to avoid larger gatherings.
* If a student is symptomatic while entering campus or during the school day:
  1. Students who develop symptoms of illness while at school will be separated from others right away, and isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, physical distancing should be maintained.
  2. Any students or staff exhibiting symptoms will be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility.
  3. Students shall remain in isolation with continued supervision and care until picked up by an authorized adult.
  4. Established guidelines should be followed for triaging students in the Student Health Unit (SHU), recognizing that not all symptoms are COVID-19 related.
  5. Parents of sick students will be advised that students are not to return until they have met CDC criteria to discontinue home isolation.
  6. Support will be provided for students who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as virtual learning or independent study.

### COVID-19 Testing

Per updated Cal/OSHA guidelines dated June 21, 2021, employers are required to offer COVID-19 testing at no cost to employees during paid time to:

* Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
* Unvaccinated employees after an exposure.
* Vaccinated employees after an exposure if they develop symptoms.
* Unvaccinated employees in an outbreak.
* All employees in a major outbreak.“Surveillance” testing refers to regular testing for individuals who are not experiencing any COVID-19 symptoms. Surveillance testing is provided for free to students and staff, and is an added safeguard to minimizing the spread of COVID-19 within our community. The CSB plan for surveillance testing consists of voluntary staggered testing of staff and students twice per week as follows:

Sunday evenings: Residential students and staff

Monday mornings: Day students and staff

Thursday mornings: All students and staff

CSB currently offers testing using the BinaxNOW COVID-19 Antigen Self Test. Testing is not mandatory, but registration and consent are required to participate. This test consists of:

* + - 1. Screening for completed registration and COVID-19 symptoms by a CSB Testing Team member.
      2. A self-administered lower nostril nasal swab (not the deep nasopharyngeal swab). Direction will be provided by a CSB Testing Team member, but the actual test will be performed by the participant.
      3. Application of reagent drops to swab by a CSB Testing Team member.
      4. Reading of results by a CSB Testing Team member.
      5. Verification and recording of results by a CSB Testing Team member.
      6. Communication of test results to participant:
         1. **Negative** results: via email and/or text from the BinaxNOW
         2. **Positive** results: via confidential phone call or in person discussion
         3. **Ambiguous/Invalid** results: via confidential phone call or in person discussion that a re-test is needed

## CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices or procedures will be documented on the [Appendix B: COVID-19 Inspections](#bookmark=id.32hioqz) form, and corrected in a timely manner based on the severity of the hazards, as follows:

* Identified hazards should be reported to an administrator, Safety Coordinator, Director of Human Resources or the Superintendent, who will in turn notify the appropriate personnel to correct the hazard.

## CONTROL OF COVID-19 HAZARDS

### Physical Distancing for Staff

Per updated Cal/OSHA guidance dated June 21, 2021:

* No physical distancing or barrier requirements regardless of employee vaccination status with the following exceptions:
  + Employers must evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees)
  + Employers must implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees)
* Nothing in the revised Emergency Temporary Standards (ETS) prevents employers from implementing additional protective measure than are required, including the use of physical distancing and barriers.
* There may be circumstances in which employers determine that physical distancing is necessary in their workplace.

### Physical Distancing for Students

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDPH K-12 School Guidance](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx) and [CDC K-12 School Guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html).

### Face Coverings

Face coverings are to be used by all staff, students, and visitors (regardless of vaccination status) while indoors on the CSB campus in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.

Upon request, CSB provides clean, undamaged face coverings to those who do not have their own face covering to wear on campus. Staff should ensure they are properly worn over the nose and mouth when indoors, while in a state-owned vehicle, and where required by orders from the California Department of Public Health or the ACPHD.

* Staff members will be provided a clean cloth mask, new disposable mask or new N95 respirator upon request to the one of the receptionists in the Administration or Education building, the Safety Coordinator, or the Executive Secretary.
* Students will be provided a clean cloth mask or new disposable mask upon request from their classroom teacher, dorm counselor or the receptionist in the Education building.
* Staff members and students are responsible for ensuring that their face coverings are washed or disposed of after each use.
* Visitors will be provided a mask upon request.
* If a staff member, student or visitor are observed to not be wearing a mask while indoors on the CSB campus, the person observing this behavior should request that the person wear a mask.
  + If needed, a mask can be requested from one of the receptionists in the Administration or Education buildings.
  + If the person refuses to wear a mask while indoors, the person observing should notify their supervisor or another administrator.

The following are exceptions to the use of face coverings on the CSB campus:

* While outdoors.
* Staff members wearing respiratory protection in accordance with CCR Title 8 Section 5144 or other safety orders.
* Staff members or students 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 should be considered on a case-by-case basis.
* Specific tasks that cannot feasibly be performed indoors with a face covering.
* Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, may wear a non-restrictive alternative, such as face shield with a drape on the bottom edge, as long as their condition permits it.
* In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom.

Per updated Cal/OSHA guidance dated June 21, 2021:

* Employees are not required to wear face coverings when outdoors regardless of vaccination status except for certain employees during outbreaks.
* Employees are explicitly allowed to wear a face covering without fear of retaliation from employers.
* Employees who are not fully vaccinated may request N95 respirators for use from their employers at no cost and without fear of retaliation from their employers.
* Though face coverings are not required outdoors, employers must communicate to workers that face coverings are recommended for unvaccinated persons outdoors where six feet of physical distancing cannot be maintained.

### Engineering Controls

CSB implements the following measures:

* Air filtration units are installed and will be utilized in high traffic areas
* Air filtration units are also installed and utilized in areas where staff work one-to-one with students
* Plexiglass partitions are installed in the Administration, Education, Library and Transportation buildings, as well as in the IT office.

To the extent feasible, CSB maximizes the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

* Opening windows as weather permits to allow outside air to enter classrooms
* On-site maintenance personnel is responsible for the following:
  + Schedule regular inspections of HVAC systems from on-site maintenance personnel
  + Inspect air intake screens and filters
  + Look for signs of animal infestations
  + Ensure exhaust fans are operational
  + Calibrate systems for correct buildings
  + Properly maintain chillers
  + Properly maintain dampers and sensors
  + Install filters with higher MERV ratings

### Cleaning and Disinfecting

Custodial staff are trained and have received enhanced cleaning and disinfection certification to prevent the spread of COVID-19.

#### Daily Routine Cleaning and Disinfecting for Prevention

CSB implements the following cleaning and disinfection measures for frequently touched surfaces:

* Custodial staff will perform daily basic cleaning duties in all areas of the campus
* Scheduled disinfection of high traffic areas and commonly used surfaces
  + Break rooms – daily by custodial staff
  + Bathrooms – daily by custodial staff
  + Handrails and door handles – during morning rounds, morning recess and lunch by custodial staff
  + Counters/shelving/buttons (door) – daily by classroom staff
  + Handheld devices - Pens at reception desks should be placed in a marked container after each use, and should be cleaned after each use by reception staff; scanners – after each use by user
  + Registers (Rocket Shop) – at the end of each student shift by student employee
  + Telephones – daily by user
  + Handwashing facilities – in classrooms, daily by classroom staff; in restrooms, daily by custodial staff
  + Carts – golf carts after each use by user or daily by assigned user; library carts after each use by user
  + Light switches – throughout the day by classroom, residential and custodial staff
  + Classroom desks/tables/chairs – daily by students
  + AT and IT equipment – daily by user
  + Fitness equipment – after each use by user
  + Individual staff desks – daily by user
  + Copy/fax machines, scanners – after each use by user
  + Printers/embossers – daily by user
  + Appliances (refrigerators, microwaves, water dispensers, etc.) – after each use by user
  + Keyboards – daily by user
  + Residential computer labs – daily by custodial staff
  + Laundry machines – daily by custodial staff
  + TV remotes – daily by residential staff
  + State vehicles - after each use by staff member; at end of day by Transportation Coordinator or designee

To ensure there is adequate time for cleaning and disinfection, product stocking and other measures, the following operational procedures have been implemented:

* Custodial staff hours begin 2 hours prior to the majority of staff arriving, and extend 1 hour after the majority of the staff leave.
* Other staff are provided adequate time at the beginning and end of their shift

Additional measures implemented to ensure cleanliness include:

* Entrances are equipped with proper sanitation products, including hand sanitizer and sanitizing wipes.
* Hands-free devices have been installed, including:
  + Motion sensor lights throughout the campus
  + Automatic soap and paper towel dispensers in restrooms.
  + Automatic (hands-free) faucets in restrooms
  + Automatic hand sanitizer dispensers in each classroom, as well as throughout the buildings on campus

#### Enhanced Cleaning and Disinfecting in the Event of a Positive COVID-19 Case

Should a positive COVID-19 case of a staff member or student be determined on our campus, we will implement the following cleaning and disinfection procedures:

After notification of a person with confirmed COVID-19 on the CSB campus, the following cleaning and disinfecting protocol should be followed:

A. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time should be assessed on a case-by-case basis. The spaces where the COVID-19 positive person spent a large proportion of their time (e.g., classroom or work area) should be disinfected by custodial staff. The cleaning scope should be implemented based on the risk of potential contamination as determined by the CSB’s COVID Liaison, and should be communicated to the CSB’s Lead Custodian.

B. CSB COVID Liaisons are responsible for the following (as applicable):

i. Communicating (verbal or written) the scope of cleaning to the Lead Custodian.

ii. Identifying areas that require restricted access during and immediately following enhanced cleaning.

iii. Communicating with impacted staff regarding possible exposure.

iv. Coordinating enhanced disinfection with Custodial staff.

C. When cleaning and disinfecting rooms with increased surface area due to a large number of desks, tables, and other furniture, and where a spray application of disinfectant is needed, the Lead Custodian should notify affected staff in advance if the spraying will occur during school hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.

D. Custodial staff should:

1. Follow guidance outlined above.
2. Utilize procedures demonstrated in the enhanced cleaning and disinfection training.
3. If possible, wait 24 hours after a person with COVID-19 was present in a space prior to beginning cleaning and disinfection.
4. Wear the required personal protective equipment (PPE) during cleaning and disinfecting.
   1. Disposable gloves, gowns, footwear coverings to protect contamination of clothing.
   2. Safety glasses/goggles when there is a potential for splashing/spraying of the disinfectant.
   3. If it is not possible to wait 24 hours after a person with COVID-19 was present in a space prior to beginning cleaning and disinfection, the Custodial staff should increase the level of PPE used while cleaning and disinfecting, including using an N95 filtering mask.
5. Utilize an electrostatic disinfectant sprayer in the affected/contaminated areas.

E. Non-Custodial staff should:

1. Open windows and doors to the outside to increase air circulation, if feasible.
2. Avoid areas needing enhanced cleaning and disinfection, as identified by the Lead Custodian.
3. All staff should be fully trained on donning and doffing required PPE to prevent cross contamination.

### Shared Tools and Equipment

PPE should not be shared, e.g., gloves, goggles, face shields, face coverings.

To the extent feasible, items that employees come in regular physical contact with, such as phones, desks, keyboards, writing materials, instruments, and tools should also not be shared. Where there may be sharing, the items should be disinfected between uses as described in the [*Cleaning and Disinfecting*](#bookmark=id.3tbugp1) section above.

### State-Owned Vehicles

The following procedures will be performed for State-Owned vehicles:

* + No open food or beverage containers other than water should be allowed in State-owned vehicles at any time.
  + ***Vans*** should be cleaned after each round-trip use, prior to turning in the keys to the Transportation Office. The driver should wipe down all surfaces including, but not limited to, seats, arm rests, head rests, seat belt buckles, door handles, steering wheel, gear shift. Trash should be disposed of in appropriate trash bins.
  + ***Cars*** should be cleaned after each round-trip use by the driver, who should wipe down all surfaces including, but not limited to, seats, arm rests, head rests, seat belt buckles, door handles, steering wheel, gear shift. Trash should be disposed of in appropriate trash bins.
  + At the end of the day, all vehicles will be disinfected using an electrostatic disinfectant sprayer.

### Hand Sanitizing

In order to implement effective hand sanitizing procedures, CSB will:

* Evaluate handwashing facilities.
* Determine the need for additional facilities.
* Encourage and allow time for employee and student handwashing.
* Provide employees and students with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
* Encourage employees and students to wash their hands for at least 20 seconds each time.

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

CSB evaluates the need for PPE (such as gloves, goggles and face shields) as required by CCR Title 8, Section 3380, and provides such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8, Section 5144.

We provide and ensure use of eye protection and respiratory protection in accordance with Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious materials such as saliva or respiratory tract fluids.

## INVESTIGATING AND RESPONDING TO COVID-19 CASES

This will be accomplished using the [Appendix C Investigating COVID-19 Cases](#bookmark=id.2grqrue) form, as well as the procedures in the [Reporting, Recordkeeping, and Access](#bookmark=id.1pxezwc) section below.

## SYSTEM FOR COMMUNICATING

Our goal is to ensure that we have effective two-way communication with our employees and parents and/or guardians, in a form they can readily understand, and that includes the following information:

* Employees should report COVID-19 symptoms and possible hazards to the Director of Human Resources (Chemene Hooker-Henry) via phone (510-709-9919 or 510-936-5587) as soon as possible after diagnosis or observation.
* Parents/Guardians of students should report COVID-19 symptoms and positive test results to their child’s Principal :

Angela Martyn, Education at 510-936-5514 or

Shannon Johns, Career & Vocations at 510-936-5523

* Employees can report symptoms and hazards without fear of reprisal.
* Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
* In the event we are required to provide testing because of an on-campus exposure or outbreak, we will communicate the plan for providing testing and inform the affected persons of the reason for the testing and the possible consequences of a positive test.
* Information about COVID-19 hazards that staff and students may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
* Parents and/or guardians will be provided access to this COVID-19 Prevention Program via the CSB website. In addition, parents will be invited to an online meeting prior to reopening to review safety protocols and answer questions. For further questions or concerns, they should be directed to the CSB Safety Coordinator (Cathy Suazo) at 510-458-4659 or [csuazo@csb-cde.ca.gov](mailto:csuazo@csb-cde.ca.gov).

## TRAINING AND INSTRUCTION

We will provide effective training and instruction to staff, and provide educational materials to parents that include:

* Our COVID-19 policies and procedures to protect employees and students from COVID-19 hazards.
* Our plan and procedures to follow when staff or students become sick at school.
* Important COVID-19 information, including:
  + 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.
  + Particles containing the virus can travel more than six feet, especially indoors, so physical distancing may 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, removal and washing 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.
* If experiencing any COVID-19 symptoms, not coming to the CSB campus, the importance of obtaining a COVID-19 test from their healthcare provider when they display symptoms of COVID-19, and when to seek medical attention.
* Methods of enhanced cleaning and disinfecting as related to their particular work environment (classroom, office, etc.).
* For staff, information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

[Appendix D: COVID-19 Training Roster](#bookmark=id.3fwokq0)formwill be used to document this training.

## EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case on our campus, we will limit transmission by:

* Ensuring that positive COVID-19 cases are excluded from campus until our return-to-campus requirements are met.
* Excluding employees and students with COVID-19 exposure from the campus for 10 days after their last known COVID-19 exposure to a COVID-19 case.
* Providing employees at the time of exclusion with information on available benefits, including continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever it has been demonstrated that the COVID-19 exposure is work-related. This may be accomplished by using Paid Leave (Vacation, Sick, Professional Development, Personal Holiday, PLP 2020 or any other authorized leave).

Per Executive Order N-84-20 and CDPH 5/31/21 updated guidance:

* Individuals who have been fully vaccinated AND are asymptomatic do NOT need to quarantine.
* Individuals who have been fully vaccinated and are symptomatic are excluded from campus until our return-to-campus requirements are met.

Per updated Cal/OSHA guidance dated June 21, 2021:

* Employees who are not fully vaccinated and exhibit COVID-19 symptoms must be offered testing by their employer.
* Fully vaccinated employees without symptoms do not need to be tested or quarantined after close contacts with COVID-19 cases unless they have symptoms.

## VACCINATION STATUS

There is currently NO requirement for students to provide proof of vaccination.

#### Definitions

* Fully Vaccinated - If an employee does not meet the requirements below, regardless of age, the employee is NOT fully vaccinated. In general, people are considered fully vaccinated:
  + 2 weeks after their second dose in a 2-dose series, such as Pfizer or Moderna vaccines, or;
  + 2 weeks after a single dose vaccine, such as Johnson & Johnson's vaccine.
* Unvaccinated - Has not received any doses of the Moderna, Pfizer, or Johnson & Johnson vaccine.

Employee - CDE Employee. Currently this directive does not apply to contractors or visitors. Any contractor or visitor must comply with face covering directives.

### CDE/SSSSD Employee COVID-19 Vaccination Verification

The combination of low vaccination rates in some communities and the increased transmissibility of the Delta variant of COVID-19 has resulted in increasing case rates. The vast majority of new cases involve unvaccinated individuals, with a 600% higher case rate among the unvaccinated compared with those who are vaccinated.

In response to this concerning increase in cases, CalHR is implementing COVID-19 testing of all unvaccinated state employees working on site as an additional health and safety standard to protect the state workforce and the public it serves, and to ensure that employees critical to the continuity of state operations will be able to perform their duties

**Self-attestation of vaccine status will not be sufficient evidence of vaccination for exemption from testing**. State departments are instructed to implement procedures to collect and maintain evidence of vaccination from employees as soon as possible but no later than Monday, August 2, 2021.  Employees can access their Digital COVID-19 Vaccine Record to receive a link to a QR code and digital copy of their vaccine record at the CDPH Digital COVID-19 Vaccine Record webpage. If an employee cannot access their digital vaccine record, they may provide a vaccine card or other medical record establishing full vaccination.

#### Employee Responsibilities

* Provide verification of your vaccination status to HR Director upon entering a State Special Schools & Diagnostic Centers facility. This can be done in person, via video call, or via Zoom. The following methods of vaccination verification are acceptable:
  + Show your HR Director your vaccine card or other medical record establishing full vaccination.
  + Show your HR Director your digital vaccine record. Employees may access their [Digital COVID-19 Vaccine Record](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmyvaccinerecord.cdph.ca.gov%2F&data=04%7C01%7Ccsuazo%40csb-cde.ca.gov%7C7e0a3256a5b34a81ab7d08d956d47f6e%7C5d964075ab42404a9eb89d12b2ae2de9%7C0%7C0%7C637636292942604241%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=YM%2FH43KFy45EKejLkEIjTX1uvdfSUDURMg5OAm%2Bx6WY%3D&reserved=0) receive a link to a QR code and digital copy of their vaccine record from the California Department of Public Health (CDPH).
  + Show your HR Director your vaccine card or other medical record establishing full vaccination.
* If your vaccination status changes (ex: receive 2nd dose, or unvaccinated and becomes vaccinated), please notify your HR Director immediately and show the updated vaccine record information.

#### Both Employee and Manager/Supervisor Responsibilities

If an employee is unable to comply due to a disability or religious accommodation, they shall immediately notify their HR Director and Return-to-Work Coordinator to engage in the interactive process.

## REPORTING, RECORDKEEPING, AND ACCESS

Staff will be informed that if they receive a positive COVID-19 test, they should contact one of CSB’s COVID-19 Liaisons as soon as possible. The COVID-19 Liaisons for CSB are:

Chemene Hooker-Henry, Director of Human Resources

Cell Phone: 510-709-9919

Office Phone: 510-936-5587

OR

Louise Marks, Executive Secretary

Office Phone: 510-936-5546

\*According to the California Department of Public Health, “Exposure” is defined as close contact (being within 6 feet for longer than 15 cumulative minutes within a 24-hour period) with an individual who has tested positive for COVID-19, even if​ both people were wearing masks. Close contact can also mean that the person had a briefer but major exposure to the COVID positive person’s respiratory droplets. For example, the sick person coughed directly on the other person.

Upon notification to one of CSB’s COVID-19 Liaisons of a positive COVID-19 case among CSB staff and/or students, it is our policy to:

* *Immediately* report 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.
* *Immediately* interview the positive COVID-19 case to determine other staff and students that may have been exposed\* to being contact tracing.
* *Immediately but no longer than 48 hours* after learning of three or more COVID-19 cases, notify ACPHD to obtain guidance on preventing the further spread of COVID-19 within the workplace.
* *Within 1 business day*, notify all employees that had a potential exposure\* to the COVID-19 positive case, and provide information on benefits described in the [Training and Instruction](#bookmark=id.3whwml4) and [Exclusion of COVID-19 Cases](#bookmark=id.qsh70q) sections above
* *Within 1 business day*, per AB 685, report to bargaining unit representatives any information regarding COVID-19-related benefits to which employees may be entitled to, disinfection and safety plan, and information required in an Incident Report to Cal/OSHA Form 300 Injury and Illness Log, unless information is not applicable or unknown.
* *Within 1 business day*, notify all employees and employers of all subcontracted employees who were on campus during the infectious period (2-14 days) that they may have been exposed\* to COVID-19, and recommend testing, contacting their care provider and quarantining per CDC guidelines.
* *Within 48 hours*, report information about COVID-19 cases on our campus to the ACPHD whenever required by law, and provide any related information requested by ACPHD at (510) 268-2101 or [COVIDWorkplace@acgov.org](mailto:COVIDWorkplace@acgov.org).
* *Within 3 business days,* report to CSB’s Workers’ Compensation Administrator information regarding a positive COVID-19 case, date of positive test, and other information as defined by SB 1156.
* Maintain records of the steps taken to implement our written COVID-1 Prevention Program in accordance with CCR Title 8 Section 3203(b).
* Make our written COVID-19 Prevention Program available on campus to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
* Use the [Appendix C Investigating COVID-19 Cases](#bookmark=id.2grqrue) form to maintain accurate records 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.
* When a COVID-19 -related serious illness or death occurs, the employer must report this immediately to the nearest Cal/OSHA enforcement district office.

## RETURN-TO-CAMPUS CRITERIA

### Staff and Students Experiencing Symptoms of COVID-19

Staff members and students with symptoms of COVID-19 infection should NOT to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

* At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
* Other symptoms have improved; **and**
* They have
  + a negative test for SARS-CoV-2, **OR**
  + a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR**
  + a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR**
  + at least 10 days have passed since symptom onset.

### Staff and Students Who Receive a Positive COVID-19 Test

COVID-19 cases with COVID-19 symptoms should not return to campus until all the following have occurred:

* At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
* Other COVID-19 symptoms have improved; **and**
* They have
  + a negative test for SARS-CoV-2, **OR**
  + a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR**
  + a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR**
  + at least 10 days have passed since symptom onset.

COVID-19 cases who tested positive but never developed COVID-19 symptoms (asymptomatic) should not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

A negative COVID-19 test will not be required for an employee to return to work.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee should not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period should be 10 days from the time the order to isolate/quarantine was effective.

Gina Ouellette, Superintendent Date

## ADDITIONAL CONSIDERATION #1: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

**(to be added to the plan if workplace is identified by ACPHD as the location of a COVID-19 outbreak, or there are three or more COviD-19 cases in the workplace within a 14-day period. See Title 8 Section 3205.1 for details)**

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

### COVID-19 testing

We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:

* Employees who were not present during the relevant 14-day period.
* Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
* COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to- work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.

COVID-19 testing consists of the following:

* All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
* After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
* We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### COVID-19 investigation, review, and hazard correction

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review is documented and includes:

* Investigation of new or unabated COVID-19 hazards including:
  + Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  + Our COVID-19 testing policies.
  + Insufficient outdoor air.
  + Insufficient air filtration.
  + Lack of physical distancing.
* Updating the review:
  + Every thirty days that the outbreak continues.
  + In response to new information or to new or previously unrecognized COVID-19 hazards.
  + When otherwise necessary.
* Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We consider:
  + Moving indoor tasks outdoors or having them performed remotely.
  + Increasing outdoor air supply when work is done indoors.
  + Improving air filtration.
  + Increasing physical distancing as much as feasible.
  + Requiring respiratory protection in compliance with section 5144.

### 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, 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, if so, implement their use to the degree feasible.

## ADDITIONAL CONSIDERATION #2: MAJOR COVID-19 OUTBREAKS

**(to be added to the plan should the workplace experience *20 OR MORE COVID-19 CASES WITHIN A 30-DAY PERIOD*. See Title 8, Section 3205.2 for details)**

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

* Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
* Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
* Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
* Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
* Implement any other control measures deemed necessary by Cal/OSHA.

## Appendix A: IDENTIFICATION OF COVID-19 HAZARDS

**CALIFORNIA SCHOOL FOR THE BLIND**

All persons, regardless of symptoms or negative COVID-19 test results, should be considered potentially infectious. Particular attention should 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 should be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [Enter evaluator’s first and last name]

Date: [Enter date of evaluation]

Name(s) of employee and authorized employee representative that participated: [Enter first and last names of evaluation participants]

| **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** |
| --- | --- | --- | --- |
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## Appendix B: COVID-19 INSPECTIONS

**CALIFORNIA SCHOOL FOR THE BLIND**

Date: [Enter date of inspection]

Name of person conducting the inspection: [Enter investigator’s first and last name]

Work location evaluated: [Enter area evaluated}

### Engineering

| **Exposure Controls** | **Status** | **Person Assigned to Correct** | **Date Corrected** |
| --- | --- | --- | --- |
| Barriers/partitions |  |  |  |
| Ventilation (amount of fresh air and  filtration maximized) |  |  |  |
| Additional room air filtration |  |  |  |
| Other |  |  |  |
| Other |  |  |  |

### Administrative

| **Exposure Controls** | **Status** | **Person Assigned to Correct** | **Date Corrected** |
| --- | --- | --- | --- |
| 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 |  |  |  |
| Other |  |  |  |
| Other |  |  |  |

### PPE (not shared, available and being worn)

| **Exposure Controls** | **Status** | **Person Assigned to Correct** | **Date Corrected** |
| --- | --- | --- | --- |
| Face coverings (cleaned sufficiently often) |  |  |  |
| Gloves |  |  |  |
| Face shields/goggles |  |  |  |
| Respiratory protection |  |  |  |
| Other |  |  |  |
| Other |  |  |  |

## Appendix C: INVESTIGATING COVID-19 CASES

**CALIFORNIA SCHOOL FOR THE BLIND**

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 may be provided immediately upon request to the ACPHD, 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 ACPHD, 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.

Date: [Enter date of investigation]

Name of person conducting the investigation: [Enter investigator’s first and last name]

| **Question or Information Required** | **Response** |
| --- | --- |
| Name of Employee (or non-employee should an employer be made aware of a non-employee infection source COVID-19 status): |  |
| Occupation (if non-employee, why they were in the workplace): |  |
| Location where employee worked (or non-employee was present in the workplace): |  |
| Date investigation was initiated: |  |
| Was COVID-19 test offered? |  |
| Name(s) of staff involved in the investigation: |  |
| Date and time the COVID-19 case was last present in the workplace: |  |
| Date of the positive or negative test and/or diagnosis: |  |
| Date the case first had one or more COVID-19 symptoms: |  |
| Information received regarding COVID-19 test results and onset of symptoms (attach documentation): |  |
| Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information): |  |
| What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? |  |
| What could be done to reduce exposure to COVID-19? |  |
| Was local health department notified? |  |
| Date local health department was notified: |  |

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

| **Description of person(s) contacted** | **Date** | **Names of individuals that were notified** |
| --- | --- | --- |
| All employees who may have had COVID-19 exposure and their authorized representatives. |  |  |
| Independent contractors and other employers present at the workplace during the high-risk exposure period. |  |  |

## Appendix D: COVID-19 TRAINING ROSTER

**CALIFORNIA SCHOOL FOR THE BLIND**

Date: [Enter date of training]

Person conducting the training: [Enter trainer’s first and last name]

| **Employee Name** | **Signature** |
| --- | --- |
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