

MADERA UNIFIED SCHOOL DISTRICT

COVID-19 PREVENTION PROGRAM (CPP)

February 01, 2021

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

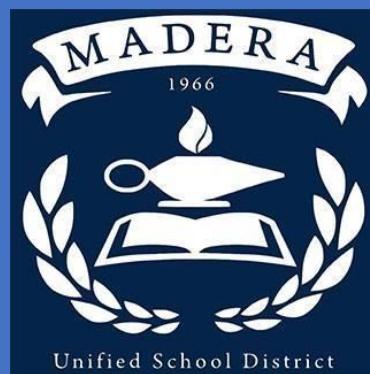


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INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

This document serves as the Madera Unified School District (MUSD) COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CCP). This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change. Madera Unified School District (MUSD) is committed to establishing a safe work environment in adherence to guidance from the Centers for Disease Control and Prevention (CDC) and Madera Department of Public Health (MDPH) to mitigate the spread of COVID-19. Until a reasonable solution to rapidly test individuals entering MUSD properties or a vaccine that will help the Madera community achieve herd immunity, MUSD must rely on mitigation strategies to decrease the spread of COVID-19. MUSD will enforce proven mitigation strategies set forth from the MDPH as follows:

- Physical distancing (staying at least 6 feet apart)
- Wearing a cloth mask
- Good respiratory etiquette
- Hand washing hygiene
- Frequent cleaning and disinfecting of surfaces

All strategies above offer protection from COVID-19, but in combination with one another, the strategies will offer layers of protection to the people who practice them. At a minimum, all MUSD employees will wear a mask, wash their hands frequently, and maintain social distancing whenever possible.

All supervisors and managers are responsible to implement and enforce all aspects of this document. In addition, all employees are expected to adhere to the standards and protocols contained in this document.

Madera Unified School District

COVID-19 Prevention Program (CPP)

In accordance with the California Code of Regulations, Title 8, section 3205(c), Madera Unified School District (MUSD) 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 our workplace.

Date: February 01, 2021

Authority and Responsibility

District Administration has overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all directors, principals, 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, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

Madera Unified School District (MUSD) 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.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections 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 are encouraged to participate in the identification and evaluation of COVID-19 hazards. Below are employee participation methods utilized by MUSD:

- Actively participating in the MUSD 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 MUSD have been reviewed with the Madera Unified Teachers Association (MUTA) and the Classified School Employees Association (CSEA) Chapter #169 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

MUSD implements both passive and active screening protocols for all employees, students and visitors. All employees complete the COVID – 19 Wellness Survey prior to reporting to the worksite. Once at the work site all employees' temperature is checked. All parents/guardians of students who report to in-person instruction are also required to complete the

MUSD/Salesforce COVID-19 Wellness Survey and temperature check. 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. 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.

MUSD has elected to install a touchless fever-scanning device in several high traffic district properties.

Correction of COVID-19 Hazards

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

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 MUSD department 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 MUSD department 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, MUSD 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.
- 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 MUSD 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.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

MUSD provides clean, undamaged face coverings and ensures employees properly wear them 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 facemask shall be provided a face shield with a drape. MUSD 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 MUSD. 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.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering Controls

MUSD implements the following measures for situations where we cannot maintain at least six feet between individuals:

- 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 policies.
- 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.

MUSD 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. MUSD will equip all HVAC systems with MERV 13 filters as soon as possible.

- Bipolar ionization systems are installed where possible
- UVC carbon filters with UVC lighting installed
- Portable Bissell HEPA filters used in classrooms
- MUSD shall ensure all MUSD 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, MUSD will exchange the HVAC filters in the impacted classrooms using the highest MERV-rated filter currently available.

Cleaning and Disinfecting

MUSD 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. Trained custodial personnel shall do this daily cleaning and disinfecting. Disinfection is completed by a combination of fogging and microfiber towels with school safe disinfecting solutions effective on COVID-19. 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 MUSD supplies.
- Custodial staffs 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 the custodial staff will implement a cleaning/disinfecting schedule.
- All school buses will be disinfected by fogging with disinfectant solution.
- All students entering the bus will require hand sanitizer and the cleaning of hands.
- Windows will be down when weather permits for air circulation.

Should MUSD have a COVID-19 case in our workplace, MUSD 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 the room will be fogged. Air filters will be replaced. Fogging the area the employee or student was in, prior to notification and leave unattended for a minimum of fifteen minutes. PPE will be available for staff performing the

disinfection including masks and safety glasses. Optional PPE includes face shields and nitrile gloves.

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:

- MUSD 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.
- Photocopiers 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 include 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

MUSD 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 MUSD 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 MUSD 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 facemasks, face shields, disposable gowns, gloves, goggles, and Plexiglas barriers. All employees are provided a training on the required PPE in the workplace. The MUSD 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 MUSD provided PPE; employees may utilize their own PPE, if it meets the public health guidelines.

MUSD 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, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

MUSD will 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 material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

When MUSD is made aware of a potential or confirmed COVID-19 case, an investigation will be accomplished by using the **MUSD/Salesforce Contact Tracing Module**. The Salesforce Module will be submitted by supervisors who are monitoring employee wellness screening responses that are applicable and meet the symptomatic criteria for employees.

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 go 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. Employees who had potential COVID-19 exposure in the workplace will be offered COVID-19 testing at no cost during their work hours.
- 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 14-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 schoolwork 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.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in manner, they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- Those 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.
- Where testing is not required, how employees can access COVID-19 testing (Health staff may provide options upon request).
- New employee orientation including a discussion of COVID-19 safety and health policies 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 MUSD 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 (AESOP) which has COVID leaves available as absence options. Employees can report symptoms and hazards without fear of reprisal and are encouraged to do so.

MUSD HR uses the interactive process as our procedure 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 a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

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

Hazard	Mitigation Measure
Employees who are ill.	<p>Self-screening at home, including temperature and/or symptom checks using MCDPH guidelines.</p> <p>MUSD Administration will continually relay to their employees the importance of not coming to work if employees have a frequent cough, fever, difficulty</p>

	<p>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>MUSD 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, MUSD will lock the public entry doors, and will take visitors by appointments.</p> <p>Upon entry, MUSD 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 MUSD 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>MUSD 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, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.</p> <p>Photocopiers shall each have a canister of wipes. The copier keypad and display screen are to be wiped before and after each use.</p> <p>Authorized personnel at the end of each shift (Custodial staff) shall clean all other areas of the building.</p>

Infrequent Handwashing and Sanitizing	<p>MUSD 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 and ensure the use of face coverings. Post signage regarding these policies.</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 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</p>

	<p>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.	MUSD 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.	The COVID-19 Prevention Plan (CPP) will be made available via electronic copy to each employee. The COVID-19 Prevention Plan (CPP) will be posted on the MUSD website and a copy will be provided to the Madera County Superintendent of Schools.
Identification of employees on the premises.	MUSD employees are required to check in and out with their employee identification badges. Each MUSD site has this system in place and a visitor check-in process is also implemented at all sites.
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.	MUSD 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.
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 ensure employees use all 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>MUSD 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 year and if a face covering is lost or not available.</p>
Surfaces that have not been routinely disinfected (tables, door handles, faucets, etc.).	MUSD 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

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

- MUSD 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.

COVID-19 Training Report from Public School Works will be used to document this training.

COVID-19 Prevention in Employer-Provided Transportation

Assignment of Transportation

MUSD maintains a number of fleet vehicles, which would allow individuals to not need to ride share. In the event, that ride sharing is the last alternative, we will prioritize shared transportation assignments 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

MUSD will ensure that the:

- 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 our CPP **Face Coverings**.

Screening

MUSD 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

Each Transporter/Driver will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip by Transporters/Drivers.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned, and disinfected between different drivers by the Transporters/Drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.
- 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.

Ventilation

MUSD 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.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, MUSD will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements is 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 we have 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 MUSD.

Reporting, Recordkeeping, and Access

It is our policy to:

- 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 Intercare.
- 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 MUSD written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written MUSD COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **AESOP Substitute Management System**, in conjunction with the **MUSD/Salesforce Contract Tracing Module** to 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 C: 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.

- Employees with symptoms related to COVID-19 who receive a negative COVID-19 test can return to work before the 10 days if a written summary of the negative results are provided to the contract tracer.

- 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, 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.

**Todd Lile, Superintendent
Madera Unified School District**

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. MUSD 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: _____

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: 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 C: COVID-19 Exposure Notification

Dear Employee:

MUSD has contact tracing at your work site and determined that you potentially have been exposed to COVID-19. COVID-19. Your Supervisor/Principal will be contacting you with more information sometime today, so please be available by phone or email. While you wait for your Supervisor/Principal to contact you, please think about and write down all the people at work you were in contact with in the last 7 days. Your Supervisor/Principal will specifically want to know if you were in a closed space for more than 15 minutes, either with or without a mask on.

Your possible exposure to COVID-19 test will require you to quarantine for 10 days. You will be required to work from home if possible and your Supervisor/Principal will provide more details if necessary. You are not required to enter any type of absence in AESOP as this is considered a work related absence. Stay safe and remember to adhere to the following guidelines.

- Wash your hands with soap and water or alcohol-based sanitizer before you start work and frequently throughout the day.
- Practice physical 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.
- Wear a face covering when walking through indoor facilities and when in the presence of others. This includes walking through hallways and going to the restroom.
- Sanitize any meeting areas throughout the day and your work area before you leave for the day.

Zoom meetings are preferred. In-person meetings are discouraged and must be held in a well-ventilated space, or outdoors, that allow for a minimum of 6 feet between attendees