

Safe Return to In-Person Learning and Continuity Plan 2023-24

According to executive orders and provisions of the California health and Safety Code, schools must comply with orders, and mandated guidance issued by the California Department of Public health and relevant local health department.

THREE RIVERS UNION SCHOOL DISTRICT



Emily Valdez-Rodriguez, Ed.D.
Superintendent/Principal
41932 Sierra Drive
Three Rivers, CA 9371

GENERAL GUIDELINES FOR IMPLEMENTATION OF THE COVID-19 PREVENTION PLAN



BASIS OF COVID-19

COVID-19 (coronavirus disease 2019) is a disease caused by a virus named SARS-CoV-2 and was discovered in December 2019. It is very contagious and has quickly spread around the world.

COVID-19 most often causes respiratory symptoms that can feel much like a cold, a flu, or pneumonia. COVID-19 may attack more than your lungs and respiratory system. Other parts of your body may also be affected by the disease. Like many other respiratory viruses, coronaviruses spread quickly through droplets that you project out of your mouth or nose when you breathe, cough, sneeze, or speak. Vaccinations have proven to be the most effective way to prevent broad transmission, as well as to achieve protection for the vaccinated individual.

COVID-19 PREVENTION PLAN (CPP)

This plan includes the key components of ensuring the health and safety of all our educational partners including employees, students, parents, and community members.

While we strive to keep everyone healthy, we must acknowledge that we can never guarantee the health of all or that an individual will not come in contact with or come down with COVID-19 or any other illness. Due to the evolving nature of COVID-19, federal, state and local orders impacting TRUS operations are subject to change without notice. TRUS will continue to follow guidelines from the Governor's office, California Department of Public Health (CDPH), California Department of Education (CDE), the Tulare County Public Health Department and best practices from other entities as closely as possible and within reason. Given the constantly evolving circumstances, these plans are subject to change as public health guidelines are updated.

This Covid Prevention Plan (CPP) is in effect until further notice. A copy of this CPP is available at the school site office and online from the District website at <https://www.3rusd.org/>

AUTHORITY AND RESPONSIBLE PARTIES

District administration has overall authority and responsibility for implementing the provisions of this Covid Prevention Plan (CPP) in our workplace/school site. The Three Rivers Union School District (TRUS) Superintendent will have the authority and the responsibility for the initial identification of hazards and inspections of the CPP for the Three Rivers Union School District. In addition, the District Superintendent has the responsibility for implementing and maintaining the CPP in all assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

As with any plan designed to protect others, most of the plan's components are dependent upon the individual's willingness to adhere to rules, regulations, and safety protocols, as well as the supervisors' obligation to enforce the same. ***All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.***

WORKPLACE SAFETY

The Department of Industrial Relations' (DIR) Occupational Safety and Health Standards Board unanimously adopted emergency temporary standards to protect workers from hazards related to COVID-19. These standards were subsequently approved by the Office of Administrative Law (OAL) with an effective date of November 30, 2020. The temporary emergency standard will be in effect until further notice and may include possible extensions.

This supplemental plan is not applicable to non-volunteer parents, students, and third parties that may enter or conduct business at Three Rivers Union School District facilities. All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

The regulation requires the following to be addressed. This Covid-19 Prevention Plan addresses items 1-8 as 9 does not apply.

1. Drafting and implementing a COVID-19 prevention program;
2. Responsibilities of implementation and definitions;
3. Identifying COVID-19 hazards and correcting them;
4. Investigating COVID-19 cases, notifying and testing potentially exposed employees;
5. Requiring physical distancing and mask wearing, improving ventilation;
6. Denying employees workplace access until quarantine ends, paying employees throughout quarantines;
7. Recording, reporting and allowing access to information;
8. Reporting all outbreaks to the public health department, providing continuous testing to employees;
9. Screening workers before they board employer-provided transportation, requiring distanced seating and face masks.

EMPLOYEE TRAINING AND INSTRUCTION

TRUS will ensure all employees have received training on our COVID-19 policies and procedures to protect employees from COVID-19 hazards as well as provide them with information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

Employee training will cover COVID-19 information regarding the following information:

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.
- ✓ 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.
- ✓ Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- ✓ 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.

In addition, all employees will be required to complete training regarding the Coronavirus including the following from Keenan Safe Schools: Coronavirus Awareness, Coronavirus: Cleaning and Disinfecting Your Workplace, and Coronavirus: Managing Stress and Anxiety.

Appendix D: COVID-19 Training Roster will be used to document all completed COVID trainings.

COMPLIANCE

The Superintendent shall monitor the implementation of the mandates specified in the Prevention Plan daily. The Superintendent will periodically monitor compliance and adherence to the COVID-19 Prevention Plan. An electronic monitoring tool has been created to document identified deficiencies with compliance. A sample of the monitoring tool is available in *Appendix B*. An electronic summation of the review is provided to the site support staff employees for information and action if items are found to be deficient or out of compliance.

Noncompliance: Employees

The Superintendent/Designee shall address and direct any noncompliant employees to comply with the expected and mandated safety protocols. Failure to immediately comply or repeated attempts to correct noncompliance shall result in the following:

- 1) The Superintendent/Designee notifies the Tulare County Human Resources Department;
- 2) The Superintendent/Designee notifies union leadership of the insubordinate behavior;
- 3) The employee shall be sent home with appropriate leave time being deducted. If no paid leave is available, differential pay shall be implemented.
 - a. If an employee is displaying COVID-19 like symptoms, a TCOE Nurse may be consulted prior to the employee being sent home.
- 4) Insubordination for failure to follow safety protocols shall result in progressive discipline.

Noncompliance: Parents/Visitors

The Superintendent/Designee shall address any parents/visitors who are noncompliant regarding the safety protocols. Noncompliance shall result in exclusion from the facility or campus.

Noncompliance: Students

Progressive discipline shall be utilized with any student who is noncompliant with the safety protocols, up to and including removal from class or campus. The Superintendent/Designee shall address the noncompliance with the parent.

PREVENTATIVE MEASURES: DAILY HEALTH SCREENING

Employees Self-Screening

TRUS encourages our employees to self-screen daily prior to reporting to work according to CDPH guidelines. TRUS will ensure that all employees are following the guidelines set by the CDPH and/or Cal/OSHA.

Student Screening

On behalf of their students, parents are to screen their children daily for symptoms and conduct temperature checks, prior to leaving their homes. If students are displaying symptoms, they should remain at home.

Campus Visitors/Volunteer Driver Screening

All visitors are expected to self-screen for listed symptoms that are prominently displayed at the office entrances. If they have any symptoms, they are not to enter the buildings. Front office personnel may then ask all visitors if they have any of the noted symptoms. If visitors are symptom free, they will be allowed to proceed with their visit. Office personnel may ask visitors to provide proof of vaccination, or a negative COVID-19 Test administered within the last 24 hours. Visitors are restricted from interacting with students in the classroom.

Symptoms: What to Look for and What to Do

1. Symptoms that employees, students, parents, may display are:

- a. Fever of 100.4 degrees or higher
- b. Chills
- c. New or worsening cough
- d. Shortness of breath or difficulty breathing
- e. Fatigue
- f. Muscle or body aches
- g. Headache
- h. New loss of taste or smell
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea



2. If individuals answer “Yes” to having ANY symptoms noted, and they have no medically documented underlying disease or condition to which the symptoms can be attributed, they are to:

- a. Remain at, or return, home and not report to work or school; visitors should not enter the campuses
- b. For employees, contact administration or office employees to record the absence;
- c. For students, parents should contact the child’s school to inform the front office of the illness; and
- d. Employees, students, and visitors should remain at home until they are symptom-free

Employees or students who have an underlying disease or condition such as asthma, allergies, migraine headaches, chronic bronchitis, etc. and the symptoms are identical to their baseline symptoms (how they always are if their disease or condition flares up), individuals can report to work or school; if the symptoms are worse than they normally are, individuals are to remain at, or return, home.

These underlying conditions must be medically documented with a doctor’s note on file with the school office.

Authority to Remove Employees/Students Due to Illness

All employees and visitors have the responsibility to self-monitor for symptoms of illness; parents have the responsibility to monitor their children. For individuals who are ill, it is critically important to stay home if they are sick to avoid spreading illness to others. Employees or visitors should

immediately remove themselves from work or from the campus if they develop symptoms. Students should be isolated, parents called, and the student should be removed from school if they are sick. Seeking medical attention is a decision that is determined by the employee for individual illness or the parents for student illness.

The Superintendent/Designee can send an employee home for suspected illness but shall check with a TCOE Nurse prior to sending an employee home.

A TCOE Nurse and/or Superintendent/Designee, can determine if a child should be removed from the general population due to suspected illness, placed in isolation, and parents/guardians or emergency contacts called to pick up the child.

PREVENTATIVE MEASURES: ENTERING THE CAMPUS

1. All buildings may have signage attached to the main entrance(s) that remind students, employees, and visitors to:
 - a. complete a self-screening regarding symptoms of illness (students: parents complete the screening at home; adults self-screen)
 - b. wear a face covering (optional)
 - c. practice physical distancing
 - d. practice respiratory hygiene and etiquette
 - e. practice hand hygiene
2. Non-essential visitors, parent volunteers, etc. shall be limited.
3. All visitors shall report to the office, sign in, and complete a self-screening survey prior to accessing any other part of the building or school site.
 - a. Front office personnel shall have all visitors check-in.
 - b. The location(s) where the visitor will be going shall be identified and the Superintendent/Designee will be informed.
 - c. Visitors will be provided with a “Visitor’s Pass” to ensure they are cleared.



PREVENTATIVE MEASURES: FACE COVERINGS

TRUS will continue to comply with the state masking policies and mandates with regards to the change from masks *required* for California schools to masks *strongly recommended*. This new masking guidance took effect March 11, 2022.

TRUS will continue to follow recommended guidance regarding providing clean, disposable, undamaged face coverings to employees and students upon request (including N95). TRUS will stay current on orders from the California Department of Public Health (CDPH), Cal/OSHA and/or local health department. The following are recommended guidance protocols:

1. All Tk-8th grade students may continue to wear a mask at any time for their individual protection. Mask shaming will not be tolerated!
2. Face covering is highly recommended on all school buses/vehicles that are used to transport students and employees. All employees and parents are highly encouraged to wear a face covering when transporting students to school events including field trips and athletic events.
3. For visitors who come on campus with children are recommended to wear face covering while on campus.

Employees



1. Employees are highly encouraged to wear face coverings when:
 - a. another employee or member of the public enters your workspace
 - b. working in any space visited by members of the public, regardless of whether members of the public are present or not;
 - c. working in any space where food is prepared or packaged for sale or distribution to others.
 - d. working in, or walking through, common areas such as hallways, break rooms, restrooms, parking locations, lobbies, reception areas, waiting areas, and/or meeting rooms; and
 - e. in any room or workspace where 6' of physical distancing cannot be maintained
2. Employees may remove face coverings when:
 - a. alone in their own offices, assigned work areas, or cubicles
 - b. eating and/or drinking
 - c. eating/drinking occurs in a break room, physical distancing shall be maintained.
 - d. alone in a car or solely with members of their own household; alone in a work vehicle
 - e. outdoors, if the outdoor area is not identified as a common area.

Appropriate Face Coverings

An ***appropriate*** face covering is one that covers the nose, mouth, and chin. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk, or linen. Acceptable face covering options include, but are not limited to:

- a. Face covering provided by TRUS
- b. Neck gaiter
- c. Homemade face covering
- d. Scarf

- e. Tightly woven fabric, such as cotton T-shirt and some types of towels
- f. Face shields must have drapes that cover openings to the sides and under the shield.
- g. Face shields attached to hats/caps and glasses are acceptable; hats/caps must not have any inappropriate language, symbols, graphics, etc.
- h. Face shields, if worn without masks, should wrap around the sides of the face and extend below the chin
- i. Reusable face shields should be cleaned and disinfected daily by the wearer.

Inappropriate Face Coverings

A face covering would be ***inappropriate*** when:

- a. it fails to cover the nose, mouth, and chin
- b. it has stretched out or damaged ties/straps
- c. it has holes or tears in the fabric
- d. it obstructs a person's vision
- e. masks with exhale vents



Availability and Location of Face Coverings

Disposable child & adult face coverings are currently available in the school office. The site administration will order additional disposable face coverings, as needed.

PREVENTATIVE MEASURES: PERSONAL PROTECTIVE EQUIPMENT (PPE EQUIPMENT)

TRUS 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. PPE must not be shared, e.g., gloves, goggles, and face shields.

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

Student desks with desk shields are available for classroom use and will be installed as per teacher, student, and parent request.

PREVENTATIVE MEASURES: SHARED WORKSPACE/SUPPLIES/EQUIPMENT

Students

Whenever possible, students will have individual items in personal containers (scissors, crayons, pencils, etc.), and those items will not be shared with other classmates. Whenever items cannot be individualized, shared classroom items are encouraged to be disinfected in between uses. Drinking fountains/dispensers inside of classrooms are allowed for students to refill water bottles and drinking cups. Students and employees are encouraged to bring individual water containers and fill up their water bottles in the designated water stations. Face shields and face coverings shall not be shared. Students should wash and/or sanitize their hands before and after use of the playground equipment.

Employees

Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, it is highly recommended they clean and sanitize shared workspaces and work items before and after use using disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

District vehicles are recommended to be sanitized (between users and by the individual drivers) especially in high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.).

PREVENTATIVE MEASURES: PHYSICAL DISTANCING



All students, employees, and visitors are encouraged to practice physical distancing, which is maintaining a minimum of six feet (6') between oneself and another person. Employees will continue to remind and encourage students of physical distancing.

For employees, meetings and training occur virtually whenever possible. Parents are encouraged to conduct business by phone, email or virtually rather than in-person meetings with staff. If an in-person meeting is required, efforts will be made to provide a room that is large enough to accommodate all participants while physically distancing. Meeting attendees are encouraged to wear a face mask during the meeting.

During lunch, students and employees are encouraged to maintain physical distancing. Students and employees' lunches are staggered, and student seating inside/outside are encouraged to maintain physical distancing seating arrangements.

Other suggested physical distancing efforts:

- Maximize space between learners and employees to the greatest extent practical.

- Maximize space between seating and desks, with teacher desks at least six feet away from learner desks and separation, 6' between learner desks.
- Minimize contact at school between learners, employees, families, and the community at the beginning and end of the school day.
- Minimize movement through hallways and common spaces.

PREVENTATIVE MEASURES: ENGINEERING CONTROLS

TRUS will implement the following at our school site/workplace:

- Conduct monthly workplace-specific evaluations using the *Appendix A: Identification of COVID-19 Hazards* form.
- Evaluate employees'/students' potential exposures to all persons at, or who may enter, our 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 Inspection* 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.
- Authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards.

Although employees & students are encouraged to always maintain social distancing. TRUS will implement the following measures for situations where we cannot maintain physical distancing between individual employees/students as necessary:

- District installed solid partitions.
- Desk shields
- Any other engineering controls

TRUS will maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. This will be accomplished through processes including, but not necessarily limited to:

- District employees will properly service and adjust the ventilation system to maintain appropriate airflow in all occupied rooms. When needed, outside contractors will be brought in to support this function.
- When possible, the filtration efficiency will be set to the highest level compatible with the existing ventilation system.
- Unsafe or unhealthy work conditions, practices or procedures will be documented on the *Appendix B: COVID-19 Inspection* form, and corrected in a timely manner based

on the severity of the hazards, as follows:

- ✓ The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- ✓ Individuals are identified as being responsible for timely correction.
- ✓ Follow-up measures are taken to ensure timely correction.

PREVENTATIVE MEASURES: RESPIRATORY ETIQUETTE

Respiratory etiquette will be taught and reinforced among all students and employees which includes the following:

1. Cover coughs and/or sneezes with a tissue or cough/sneeze into the crook of your bent elbow.
2. Dispose of tissues after use.
3. Perform hand hygiene (see *Hand Hygiene* section below for more details).



PREVENTATIVE MEASURES: HAND HYGIENE

1. Handwashing is critically important! As per the CDC:
 - a. Wet your hands with clean, running water (warm or cold); apply soap.
 - b. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - c. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - d. Rinse your hands well under clean, running water.
 - e. Dry your hands using a clean towel or air dry them.
2. If handwashing is not possible, use an alcohol-based hand-sanitizer that is at least 60% alcohol. As per the CDC:
 - a. Sanitizers do not get rid of all types of germs.
 - b. Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
 - c. Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.
 - d. Apply the gel product to the palm of one hand.
 - e. Rub your hands together.
 - f. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

3. Make a conscious effort to keep your hands away from your face. Why? Your hands may not be germ-free, and the eyes, nose, and mouth can act as portals to allow germs into our bodies.
4. When should you wash your hands? As per the CDC:
 - a. **Before, during, and after** preparing food
 - b. **Before** eating food
 - c. **Before and after** caring for someone at home who is sick with vomiting or diarrhea
 - d. **Before and after** treating a cut or wound
 - e. **After** using the toilet
 - f. **After** changing diapers or cleaning up a child who has used the toilet
 - g. **After** blowing your nose, coughing, or sneezing
 - h. **After** touching an animal, animal feed, or animal waste
 - i. **After** handling pet food or pet treats
 - j. **After** touching garbage
 - k. **After** you have been in a public place and touched an item or surface that may be frequently touched by other people such as door handles, tables, gas pumps, shopping carts, or electronic registers, screens, keyboards, etc.
 - l. **Before** touching your eyes, nose, or mouth because that's how the germs enter our bodies!
5. Employees and students shall be allowed to clean their hands as frequently as is necessary to maintain proper hand hygiene.
6. Custodial staff shall monitor the availability of products such as soap, paper towels, and hand sanitizer, and restock as needed.
7. Designated employees shall use the Identification of COVID-19 Hazards form (*Appendix A*) to conduct an evaluation of the facility, including handwashing and hand sanitizing areas. The site administration will monitor handwashing and hand sanitizing areas utilizing the inspection tool (*Appendix B*).





PREVENTATIVE MEASURES: CONGREGATE SETTINGS AND CO-/EXTRA-CURRICULAR ACTIVITIES.



Congregate activities are permitted currently with safety measures. This includes assemblies, dances, rallies, field trips, and all other activities that would require close contact or that would promote gatherings in larger groups of ten (10) or more.

Band practices are permitted indoors with the classroom door open to allow for proper ventilation. Students are encouraged to wear masks and physically distance. Special protective may be purchased, as requested which includes:

- Face coverings to cover the openings of wind and brass
- Face covering to cover the openings of wind and brass
- Special face coverings with slits to allow for mouthpieces, while still covering the nose.

Student sports are allowed currently. Avoid equipment-sharing if possible; if not possible, players are encouraged to disinfect equipment after each use. Face coverings are not required for indoor or outdoor practices and games.

The District will adhere to the most up to date information from the CDPH regarding sports and athletics.

PREVENTATIVE MEASURES: CLEANING AND DISINFECTING

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and sanitizing to limit the spread of the COVID-19 virus.

1. All custodians have been trained in cleaning and disinfecting protocols. Classrooms, front offices, and office spaces will be cleaned and disinfected daily.
 - The employees occupying the classrooms or office spaces shall ensure that surface areas are free of clutter in order for cleaning and disinfecting to occur.
2. To the extent feasible, the District will use those disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.
 - Employees shall be given training specific to label instructions on new products that are utilized.
3. In addition, a disinfectant fogger may be used in all classrooms, restrooms, office areas, locker rooms, and communal areas after employees and students have left the areas.

- Employees who occupy classrooms or office spaces should do the following prior to fogging:
 - a. Remove all food items from the area to be treated.
 - b. Place food containers and utensils inside cupboards or drawers.
 - c. Cover all electrical equipment with plastic, i.e., keyboards and monitors.
 - d. After fogging:
 - ✓ No rinsing or wiping of surface tops is required after application.
 - e. Rinse/wash any food/drinking containers before use if they are left in an exposed location.
- 4. All employees, including substitutes, will complete the *Keenan Safe Schools* training on *Coronavirus: Cleaning and Disinfecting Your Workplace*
- 5. Spray bottles with disinfectant and towels shall be made available upon request to employees and additional work locations at the school site. Surface areas should be cleaned frequently throughout the day by the employees and/or students who are using the areas.

Frequent disinfecting of surfaces was originally thought to be a key safety factor to help stop the transmission. It has now been determined that this action has limited to no impact to stop the spread of COVID-19. The inhalation of the chemicals in the disinfectant can actually be harmful to children and students.

Disinfecting shall be completed in a way students are not inhaling the chemicals.

- Disinfectant spray bottles and towels can be requisitioned by contacting the office and/or custodial employees.
- For efficiency and expediency, custodial employees should determine the number of additional spray bottles/towels needed, then requisition the materials.
- Employees who need to exchange used towels for clean towels or have spray bottles refilled should leave the materials prominently displayed with an attached note to the custodian.
- Frequently touched surfaces included, but are not limited to:
 - a. Door handles
 - b. Light switches
 - c. Sink handles
 - d. Tables
 - e. Student desks
 - f. Chairs



6. Common Areas used for meetings, breaks, and eating shall be disinfected by the individual or group that is exiting the area. Common Areas used as waiting or reception areas shall be disinfected by front office employees or custodial staff after public use.
7. Disinfectant wipes shall be made available to employees, based upon request and the availability of the requested items.
8. Hand-sanitizing dispensers have been installed in each classroom.
9. Restrooms and surfaces in the restrooms shall be cleaned and disinfected daily and more frequently as needed.
10. If a student or an employee has tested positive for COVID-19, the space(s) occupied/visited by the infected individual shall be closed for at least 24 hours before cleaning and disinfecting begin. If it is not feasible to close an entire space, the space shall be vacated for a minimum of two (2) hours and longer, if possible, prior to cleaning and disinfecting. A positive case of COVID-19 does not constitute complete school closure, unless so directed by the Tulare County Department of Public Health.
11. Should we have a COVID-19 case in our school, we will implement the following procedures:
 - Temporarily close the general area where the infected employee worked until cleaning is completed if necessary.
 - If possible, open outside doors and windows and use HVAC ventilating fans to increase air circulation in the area. Wait as long as practical before cleaning and disinfecting the area.
 - District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (gloves, eye protection, or mask, as needed).

PREVENTATIVE MEASURES: PREEMPTIVE TESTING PROTOCOL

The Three Rivers Union School District has partnered with Primary Health to conduct Rapid Antigen Testing for employees, students, and volunteers.

Testing will be used for the following: response and asymptomatic testing. **Response testing** can be done when a positive case has been identified in a stable group; on individuals who are symptomatic or asymptomatic; and on either casual or close contacts. Response testing will be done no sooner than five (5) days from the last day of contact with the individual who tested positive. **Asymptomatic testing** will be done to exclude positive cases that might contribute to in-school transmission.

CONTACT INFORMATION

The Tulare County Department of Public Health, working in conjunction with the California Department of Public Health (CDPH) as well as other governmental agencies, is the public health entity that is relied upon for up-to-date guidance and information. TRUS employees may contact the Tulare County Department of Public Health at: (559) 624-8000



PREVENTATIVE MEASURES: COVID VACCINATION

In December 2020, the first COVID vaccination was administered. The approved vaccine requires two doses and is to be given four weeks apart. Currently, booster vaccines have been made available. Vaccinations have proven to be the most effective way to prevent broad transmission, as well as to achieve protection for the vaccinated individual.

“Fully vaccinated”- To ensure adequate time for an immune response to occur, a person is considered fully vaccinated 2 weeks after completion of a two-dose mRNA series or one dose of Janssen vaccine.

Breakthrough Infection

Once you are vaccinated, there is still a risk that you could get infected. This is called breakthrough infection. When vaccinated people get infected, they don’t usually get as sick as unvaccinated people and their symptoms normally don’t last as long. The risk of breakthrough infection is higher with the Omicron variant, especially for people who have not had a booster dose. People who get breakthrough infections can spread COVID-19 to others. Getting a booster dose as soon as you are eligible is the best way to help you stay protected.

COMMUNICATION PROTOCOLS

Our goal is to ensure that we maintain effective and timely two-way communication with our families & employees during a COVID exposure and/or positive case. Such communication will be provided in a form they can readily understand, and include proper steps taken to ensure effective action and communication as follows:

For All Positive Cases (Employees/Students)

The site administration will take the following steps to ensure proper reporting and communication:

- a. Conduct contact tracing
- b. Contact district nurse
- c. Notify all close and casual contacts
- d. Inform all employees of positive case (All consideration shall be given to maintain

the confidentiality of both students and employees).

- e. Parents of students possibly exposed will be notified via email and/or phone call

For All Employees:

All employees have the right to report symptoms, illness, test results, contacts, and work-related hazards without fear of reprisal, any negative outcomes, and/or discrimination.

For Employees:

Contact the site administration if you:

- Have COVID-19-like symptoms.
- Have tested and are waiting on results
- Have positive or negative test results
- Have had close contact with a **confirmed** case of COVID-19, whether work-related or related to contacts outside of work
- Have any questions about protocols



EXPOSURE PROTOCOLS

Exposure cases will be investigated using Appendix *C: Investigating COVID-19 Cases* form.

For confirmed COVID-19 cases among students and employees, the district administration shall complete the contact tracing and appropriate notifications to employees. In a situation where students and adults are impacted, the district administration and district nurse shall work in conjunction with each other to complete the required contact tracing and risk of exposure notifications. In addition to emails, phone calls, letters may be mailed to everyone determined to have had close contact with the infected person.

Close Contact

Close contact is defined as neither the infected person or those around the infected person were wearing masks; the length of time of any one contact was a cumulative 15 minutes or longer in a 24-hour period and physical distancing of 6' or more was not maintained.

CLOSE CONTACT = No masks, 15 cumulative minutes or longer, closer than 6'

Casual Contact

Casual contact is defined as all parties were wearing masks, the amount of time spent with the infected person at one time was less than 15 cumulative minutes, and all parties maintained physical distancing of 6' or more.

CASUAL CONTACT = Masks, less than 15 cumulative minutes of contact at any given time, at least 6' away or further

Was it Close or Casual Contact?

Very often, the criteria for close or casual contact will blend. For example, a pair or group will wear their masks, maintain physical distancing, but be in contact for a lengthy period of time. In this example, the Tulare County Department of Public Health (TCDPH) has ruled the contact a ***close contact***. In cases of indistinct determinations for close or casual contact, the TCOE Nurse shall be contacted, who in turn, will contact the TCDPH for a ruling.

Quarantine Regulations: Close Contact

Employees or students who have been in ***close contact*** with someone who has a confirmed case of COVID-19 may need to quarantine as follows:

Vaccinated: Individuals who have been vaccinated do not need to quarantine following an exposure unless they are developing symptoms. If symptomatic, they will need to quarantine for five (5) days from the ***day of the individual's last exposure to the infected person***.

Unvaccinated: Individual who are not fully vaccinated will need to quarantine for five (5) days from the ***day of the individual's last exposure to the infected person regardless of displaying any symptoms or not***.

Exposure Protocol: Casual Contact

Employees or parents/guardians of students who have had a casual contact (or multiple casual contacts) with an infected individual will be contacted by phone by either the TCOE Nurse or the site administration, depending upon whether the infected person is a student or employee.

The student or employee should:

1. Remain at school or work;
2. Follow all health protocols regarding facial coverings, physical distancing, handwashing, respiratory etiquette, and disinfecting learning/work areas;
3. Participate in ***active monitoring*** (temperature checks twice a day and screening for symptoms); ***and***
4. Repeat for 10 days.

Educational Opportunities While Under Direction to Quarantine

Students may participate in Short-Term Independent Study while under quarantine. Please note that students are limited to 14 days of Independent Studies. Please contact the office for further details.

Use of Sick Leave and Educational Opportunities if Electing to Quarantine

Even though an individual may have experienced casual contact, it is understood that a parent/guardian or an employee may wish to self-isolate for five (5) days as a precautionary measure.

For employees, accrued sick leave may be utilized if they elect to self-isolate due to casual contact.

For students whose parents want them to self-isolate for five (5) days, their educational option would be Short-Term Independent Study.

Communication Regarding Positive Cases and Orders to Quarantine

Employees shall receive an email notification within 24-hours of a positive case of COVID-19 or an order to quarantine. Union leadership from Three Rivers Educators Association (CTA/NEA) shall be included in the email notification. The notification will include all required information, as stated in Cal/OSHA requirements. The notification will be generic enough so as not to disclose the individual(s)' identity.

Isolation Areas

In order to avoid the spread of illness, any student or employee who is displaying symptoms of COVID-19 will be separated from others in the designated isolation area, which is located in the district office. Employees will only be utilizing the isolation area if they are too ill to transport themselves home and are waiting for someone to pick them up. A student or employee will be supervised, monitored, and cared for while in this area until the individual's ride arrives to take the student/employee home.

Employees shall wear full Personal Protective Equipment while monitoring the isolation area and shall maintain 6' of social distancing whenever possible.

The isolation area will be cleaned and disinfected prior to use by another individual. Since there is no confirmation of an actual case of COVID-19 at the time the isolation area is being utilized, the 24-hour wait period prior to cleaning does not apply.

MULTIPLE COVID-19 INFECTIONS AND COVID OUTBREAKS

TRUS intends to follow all guidance and/or mandates for infections and outbreaks at each classroom and site.

Investigation of Workplace COVID-19 Illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.



COVID-19 Investigation, Review and Hazard Correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will 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 will be documented and include:

- ✓ Investigation of new or unabated COVID-19 hazards including:
 - o Our leave policies and practices and whether employees are discouraged from remaining home when sick
 - o Our COVID-19 testing policies
 - o Insufficient outdoor air
 - o Insufficient air filtration
 - o Lack of physical distancing
- ✓ Updating the review:
 - o When otherwise necessary.

Notifications to the Local Health Department

- ✓ Immediately, but no longer than 48 hours after learning of the number recommended by CDOH for COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- ✓ We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

MAJOR COVID-19 OUTBREAKS

This section applies should the workplace experience 20 or more COVID-19 cases within a 30-day period or whatever the current guidance suggests.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period or whatever the current guidance suggests.

COVID-19 Testing

We will provide recommended COVID-19 testing, if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return-to-Work Criteria**, and any relevant local health department orders.

Investigation of Workplace COVID-19 Illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 Hazard Correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

EMPLOYEE BENEFITS FOR CONFIRMED, WORK-RELATED EXPOSURE AND/OR ILLNESS

Upon confirmation that an exposure was work-related or if an employee subsequently contracts COVID-19 due to a workplace exposure, the employee is entitled to:

1. PCR Testing at no cost to the employee (for confirmed, work-related exposure).
2. File a Workers' Comp claim.
 - a. The standard procedure for filing a claim is to call the Workers' Compensation Triage Nurse. Calling the Triage Nurse automates the claim, and paper forms are not necessary.
 - b. If an employee does not call the Triage Nurse, forms are available at all school sites

and in all departments.

- c. Workers' Comp claims should be filed with the Superintendent/Designee ***within 24-hours*** of the known exposure or illness.
 - d. The Superintendent/Designee shall complete their required portion of the claim form on the day it is received and submit it to the Business Manager on the same day it is received.
3. Continue to receive health/welfare benefits if covered prior to an exposure or illness.
 4. Maintain current salary, in conjunction with the integration of Workers' Compensation benefits.
 5. Utilize all federal, state, and local paid sick leaves that are available.
 6. Maintain all seniority rights.

REPORTING, RECORDKEEPING, AND ACCESS

1. For employees, all positive cases of COVID-19, close and casual contacts involving employees, and quarantine orders regarding close contact with a non-employee or that is travel-related shall be reported to the site administration as soon as information is known.
2. District administration will maintain all required documentation pertaining to employees to determine the following:
 - ✓ The need to quarantine, the reason for the quarantine, and the start and end dates of the quarantine.
 - ✓ If an employee is going to test
 - ✓ Test date
 - ✓ Test location
 - ✓ Positive test results
 - ✓ The last date of contact with employees and/or students
 - ✓ All close and casual contacts
 - ✓ Symptoms
 - ✓ Underlying health conditions
 - ✓ Anticipated return to work date
3. District administration will disclose all of the information noted above and the additional information noted below to investigators assigned by the Tulare County Department of Public Health (TCDPH) for positive cases of COVID-19 that occur when an employee has been on a



campus or at a work site. Symptom onset and positive cases that occur during vacation periods are not currently reported to the TCDPH, but information is obtained to keep district records accurate.

Employee information shall include:

- ✓ Name
 - ✓ Date of birth
 - ✓ Phone number
 - ✓ Address
 - ✓ School email address
 - ✓ The names, addresses, phone numbers, and email addresses for all close contacts
4. District administration/designee will contact Cal/OSHA to report any incident that required hospitalization where an employee ***was admitted*** to a hospital or any illness of an employee that resulted in death.
 5. This COVID-19 Prevention Plan shall be provided to employees and labor representatives. The COVID-19 Prevention Plan shall be available electronically on the school and district websites. If any employee, labor representative, or Cal/OSHA representative requests the plan, it shall be provided immediately upon request.
 6. Information regarding all COVID-19 cases shall be made available to employees and labor representatives, if requested, with all personal identifying information removed.

Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.



RETURNING TO SCHOOL/WORK AFTER AN ILLNESS

For other illnesses that have COVID-like symptoms:

The vaccinated/unvaccinated student or employee shall remain at home for five (5) days; if symptoms persist beyond five (5) days, the employee or student must be symptom-free for one (1) day (24 hours) without medication. If symptoms lessen, before the five (5) days, the student or employee may return to work/school **IF** they have a negative COVID-19 test result **AND** have been symptom-free for one (1) day (24 hours) without medication **OR** if a licensed health care provider determines symptoms are not new or worsening based on a chronic medical condition **OR** a licensed health care provider has made an alternative diagnosis with a confirmed test (i.e. strep or flu).

TRUS intends to follow the current guidance from CDPH for vaccinated and unvaccinated employees.

- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

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 be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, students, 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.

COVID-19 SITE EVALUATION TOOL

The purpose of this tool is to identify potentially hazardous areas and/or practices all the school site that could contribute to the transmission of the COVID-19 virus.

Person(s) Conducting the Evaluation		Date:	
Names of employees participating in evaluation			
Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Identify place and time	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers Risk Severity: 1=high; 2=medium, 3=low	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Corrective Action (s)

Action(s)	Person Responsible	Timeline
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Appendix B: COVID-19 Inspections

Person(s) Conducting the Inspection:			
Location Inspected:			Date:
Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other:			
Administrative			
Physical distancing			
Surface cleaning and disinfection			
Hand washing facilities			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Other:			
PPE			
Face coverings			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing, or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Person(s) Conducting the Investigation:

Name(s) of employees involved in the investigation:

Date: _____

Employee Name: _____

Occupation/Job Title:

Was COVID-19 Test Offered? ☐Yes ☐No

Date the case first had one or more COVID-19 symptoms:

Date and time the COVID-19 was last present in the workplace:

Date of the positive or negative test and/or diagnosis:

Information received regarding COVID-19 test results and onset of symptoms.

☐ Yes ☐ No

If yes, 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):

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Page 2: Investigating COVID-19 Cases

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:

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	

Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of employees that were notified:	

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

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What could be done to reduce exposure to COVID-19?

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Was the local health department notified? ☐ Yes ☐ No **Date:**

Appendix D: COVID-19 Training Roster

Person(s) Conducting the Training: _____

Name of Training: _____

Date: _____ Time: _____

Employee Name	Title	Signature