

**Savanna School District  
COVID-19 Prevention Program  
Updated July 25, 2021**

This COVID-19 Prevention Program (CPP) is considered an addendum to the District's Injunct & Illness Prevention Program, copies of which are available on the District's website at <https://www.savsd.k12.ca.us/info/school-district/maintenance--operation---and--transportation> This update is based on the June 17, 2021 Cal/OSHA COVID-19 Prevention Emergency Temporary Standards which reflect the state's latest COVID-19 public health guidance as well as the July 12, 2021 COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year. The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible.

This COVID-19 Prevention Program is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. The protocols outlined in this CPP are intended to supplement existing District policies and procedures, applicable agreements, and relevant requirements imposed by state and local health agencies. It is applicable during the current COVID-19 public health emergency.

**I. Authority and Responsibility**

- A. The Superintendent or designee has overall authority and responsibility for implementing the provisions of this CPP. In addition, all supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and responding to questions by employees about the CPP.
- B. All employees are responsible for using safe work practices, following all directives, policies and procedures, applicable collective bargaining agreements and memoranda of understanding with exclusive bargaining representatives, and assisting in maintaining a safe work environment.
- C. The District shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

**II. Identification and Evaluation of COVID-19 Hazards**

**A. Workplace Hazards**

The following will be implemented in the workplace as needed to address potential COVID-19 hazards in accordance with applicable agreements:

- 1. Assessment of workplace-specific exposure to persons at, or who may enter, the District sites.
- 2. Evaluation of existing COVID-19 prevention controls and the need for different or additional controls.
- 3. Implementation of periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with current COVID-19 orders and directives from the California Department of Health, Cal/OSHA, and local health departments.
- 4. Employees and their authorized representatives are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area and assist in the evaluation of such hazards as appropriate. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site. Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-

way communication. The District will pursue readily understandable health and safety communications for all affected employees.

**B. Employee Self-Screening**

1. All students, employees, and visitors should perform daily health checks to ensure no COVID-19 symptoms exist prior to entering school. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation area on site pending travel home.

**III. Control of COVID-19 Hazards**

The District will implement reasonable guidelines to mitigate employee exposure to the coronavirus in the workplace as follows:

**A. Mask Mandate (Face Coverings)**

1. Masks are optional outdoors for all students and staff in school settings. This includes ingress, egress, recess, lunch, P.E., and other outdoor activities.
2. All students are required to wear masks indoors unless exempt. Adults in school settings, regardless of vaccination status, are required to wear masks when sharing indoor spaces with students.
3. Outside the presence of students, unvaccinated adults must still wear masks indoors per the revised Cal/OSHA Emergency Temporary Standards, unless alone in a classroom or office.
4. Only fully vaccinated adults who are not in the presence of students may avoid wearing a mask indoors, subject to completion of an affidavit attesting to being fully vaccinated.
5. *For employees*, rules applicable to fully vaccinated adults — including those allowing vaccinated adults to avoid wearing a mask when indoors while outside the presence of students — will apply only when the “employer has documented that the person received, at least 14 days prior, ... COVID-19 vaccine.” (California Code of Regulations, Title 8, Section 3205(b)(9).) Employees may self-attest to their vaccination status.
6. *For non-employees* who wish to avoid wearing a mask when indoors while not in the presence of students, the CDPH guidance allows the District to implement vaccine verification.
7. Persons exempted from wearing a mask due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, provided the condition permits it. In limited situations where a face covering cannot be used for pedagogical or developmental reasons (e.g., communicating or assisting young children with special needs), a face shield with a drape can be used instead of a face covering while in the classroom, as long as the wearer maintains physical distance from others.
8. For employees who are not fully vaccinated, face coverings shall be worn when indoors or in District vehicles

**B. Engineering Controls**

1. Ventilation should be optimized as per CDPH Guidelines.
2. Public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air.

3. The District shall ensure that all HVAC systems will operate consistent with CDPH guidelines. As per Cal/OSHA guidelines, the highest level of filtration efficiency compatible with the existing ventilation system shall be utilized.
4. District shall ensure air filters are changed quarterly.

C. **Cleaning and Disinfecting**

1. The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected regularly. Disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and follows the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, and contact time). If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

D. **Hand Sanitizing**

1. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
2. Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
3. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizer

IV. **Investigating and Responding to COVID-19 Cases**

A. **Investigation Procedures**

1. The District will implement effective procedures to investigate COVID-19 cases in the workplace, including seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
2. Where there has been a COVID-19 case at a District worksite, and in the event there is a COVID-19 outbreak and/or a major outbreak, the District will take the following actions:
  - (a) Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
  - (b) Determine who may have had a close contact.
  - (c) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to all employees who may have had COVID-19 exposure and their authorized representatives, and independent contractors and other employers present at the workplace during the high-risk exposure period.
  - (d) Make COVID-19 testing available at no cost, during paid time to all employees who had a close contact in the workplace and provide them with the information on benefits with the following exceptions:
    1. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
    2. COVID-19 cases who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for

COVID-19 cases who never developed symptoms, for 90 days after the first positive test.

- (e) Investigate whether workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

**B. Case reporting, contact tracing, investigation and quarantine**

1. Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
2. The local health department will assist with contact tracing and investigation.
3. When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
  - i. Are asymptomatic;
  - ii. Continue to appropriately mask, as required;
  - iii. Undergo at least twice weekly testing during the 10-day quarantine; and
4. Quarantine recommendations for: unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure.
  - a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
    - i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
    - ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
  - b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
    - i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
    - ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - b. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

**C. Confidentiality of Investigation**

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the District 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.
2. 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.

## **V. System for Communicating**

- A. The District will implement a communication system with employees on matters relating to COVID-19 mitigation and response to ensure employees' safety in the workplace. This will include a clear and concise exchange of information between the District and employees by providing a single point of contact for supervisors.
- B. District employees will be encouraged to freely communicate with their supervisors concerning COVID-19 symptoms, possible COVID-19 exposures, possible COVID-19 workplace concerns and hazards, and suggestions for correction of potential hazards without fear of reprisal.
- C. District employees will be asked to report to their immediate supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace without fear of reprisal.
- D. Supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Executive Assistant to the Superintendent who will triage the report and notify essential personnel for an appropriate response.
- E. Employees with a disability, medical or other condition that places them at increased risk of severe COVID-19 illness and an accommodation is needed, will be encouraged to report it to their supervisor without fear of reprisal. The District will engage in the interactive process by evaluating the request and determining, with input from the employee and their health care provider, whether the employee can be accommodated and what reasonable accommodations will be offered.

## **VI. Training and Instruction**

- A. The District will offer training and instruction that includes:
  - 1. Providing information on policies and procedures on COVID-19 hazards impacting employees.
  - 2. Providing information concerning the contagious nature of COVID-19 including:
    - (a) COVID-19 is an infectious disease that can be spread through the air.
    - (b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
    - (c) An infectious person may have no symptoms.
  - 3. Employees will have access to any benefits available under legally mandated sick and vaccination leave, and, if applicable, workers' compensation law.
  - 4. Employees who are not fully vaccinated may request a respirator for voluntary use; employees requesting use of a respirator will be provided with training on its use.
  - 5. Implement any other control measures as required by Cal/OSHA.

## **VII. Food service recommendations**

- 1. Arrange for eating outdoors as much as feasible.
- 2. Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.

3. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

**VIII. Vaccination**

COVID-19 vaccination is strongly recommended for all eligible people in California, including teachers, staff, students, and adults sharing homes with these members of our school communities. Vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**IX. COVID-19 Safety Planning Transparency Recommendations**

In order to build trust in the school community and support successful return to school, it is a best practice to provide transparency to the school community regarding the school's safety plans. Savanna School District shall post a safety plan, communicating the safety measures in place for 2021-22, on the District website. It will be reviewed at least every six months for possible revisions.

**ATTACHMENT A**  
**EMPLOYEE HAZARD IDENTIFICATION AND**  
**SAFETY RECOMMENDATION FORM**

**SAVANNA SCHOOL DISTRICT  
EMPLOYEE HAZARD IDENTIFICATION AND SAFETY RECOMMENDATION FORM**

LOCATION:	DEPT:
SUPERVISOR:	DATE:

***IDENTIFICATION OF SAFETY OR HEALTH HAZARD***


**SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD**


**DO NOT WRITE BELOW THIS LINE**

Date complaint was investigated:
Investigated by:
Action taken:

Date Action was reported to the employee:
---

Comments: