

School Year was updated by the CDPH for the 2023-24 school year as of August 28, 2023.

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Elements that may be required in the following CCR, Title 8 sections:

-19 Prevention

-19 Infection and COVID-19 Outbreaks

COVID-19 Outbreaks

-Provided Housing

-19 Prevention in Employer-Provided Transportation

Additional guidance and resources are available at www.dir.ca.gov/dosh/coronavirus/

CCR, Title 8 sections 3205 through 3205.3 apply until two years after February 3, 2023, except for the recordkeeping subsections 3205(j)(2) through (3), which apply until three years after February 3, 2023.

a. Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying their site administrator and/or direct supervisor. Evaluation of potential COVID-19 hazards will be identified and documented using Appendix B: COVID-19 Inspection form.

b. Employee screening/Asymptomatic Testing

WCCUSD will adhere to most current CDPH guidelines unless CDC, Contra Costa County Heal0 G4.29 646.3 Tm0

As Follows:

The severity of the hazard will be assessed and correction time frames assigned, accordingly.
Appropriate staff will be assigned and responsible for timely correction.
Follow-up measures will be taken to ensure timely correction.

The West Contra Costa Unified School district will update this Program as necessary based on state and federal law/guideline updates and on any new findings and/or determinations reached in the ongoing risk assessments.
[Cal. Code Regs., tit. 8, §3205(c)(2)(H)]

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

Covid -19 prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:

- 1.) Remote work.
- 2.) Physical distancing.
- 3.) Reducing population density indoors.
- 4.) Moving indoor tasks outside.
- 5.) Implementing separate shifts and/or break times.
- 6.) Restricting access to work areas.
- 7.) Good indoor ventilation.
- 8.) N95 filtering facepiece respirator.
- 9.) Wash or sanitize your hands regularly.
- 10.) Get vaccinated or boosted.
- 11.) Improved air filtration.
- 12.) Air Purifiers with HEPA filters.

4.) Control of COVID-19 Hazards
a. Physical Distancing

WCCUSD will observe and follow the prevailing health guidance and directives issued by the state of California, the California Department of Public Health (CDPH), and the Contra Costa County Department of Public Health (CCCH) for physical distancing and ensure that guidelines and protocols for physical distancing are known by employees, students and families/parents. Where these guidelines are not in agreement, WCCUSD shall adhere to the guidelines that provide the greatest level of safety for WCCUSD students and staff. The following protocols and procedures will be implemented:

The District will post appropriate signage at each school and work area pertaining to physical distancing.

The District will post appropriate signage reminding individuals to maintain physical distancing within a particular space.

Physical distancing markers will be placed on floors, sidewalks, and walkways where individuals typically wait to reinforce physical distancing. Staff will teach and reinforce the use of these

markers for compliance by students.

WCCUSD shall ensure that multiple areas for ingress and egress at each school site are designated, marked, and communicated to employees, students, and families to reinforce physical distancing among individuals. Directional protocols for foot traffic will be in hallways and corridors may be established and marked to support physical distancing.

School administrators, in consultation with staff, shall create plans and schedules that provide lunch (in accordance with USDA and WCCUSD reopening guidelines), recess, and break times for students and employees that allow individuals to maintain physical distance from each other.

The number of employees and students in any given area shall be limited to that which can be safely accommodated to ensure physical distancing of at least 6 feet, to the extent possible, between employees/students and between students/students.

When an employee's workspace does not allow for physical distancing, employees will work with their supervisor to identify an alternate workspace and/or remote work arrangements, whenever practicable.

Furniture in classrooms and work areas will be arranged as necessary to support physical distancing between employees, between employees and students, and between students and students.

WCCUSD will minimize the presence of non-essential visitors including parents/family members, community members, and volunteers on school campuses and worksites during business hours. (All visitors-parents and community must adhere to all safety protocols while on campus at all times.)

WCCUSD and schools shall provide families/parents and staff with frequent reminders of these procedures and guidelines.

Each school site shall designate a dedicated space(s) to safely isolate and supervise students who feel ill.

Employees shall not socially congregate in any workspace, including but not limited to break rooms, common lunch areas, hallways, restrooms, and other workspaces. No social activities shall take place in any workspaces in order to protect the health and safety of all and prevent COVID-19 spread. No potlucks or other food sharing will be permitted on campus.

b. Face Coverings

WCCUSD will continue to follow the requirements of CDPH's face-covering guidance through April 2, 2023, after which they will become recommendations. The general community recommendations are still based on the CDC's community level framework, but the new guidance will remove the face covering requirements for certain specified high-risk settings when it takes effect on April 3, 2023.

WCCUSD will observe and follow the prevailing health guidance and directives issued by the state of California, the California Department of Public Health (CDPH), and the Contra Costa County Department of Public Health (CCCH) for physical distancing and ensure that guidelines and

Conditioning Engineers (ASHRAE) on how best to handle COVID-19.

Outdoor Air Ventilation: The District has made adjustments in its HVAC systems to maximize fresh airflow and to reduce the recirculation of indoor air.

Systems Maintenance: The District replaces its air filters and filtration systems bi-annually or per manufacturer's recommendations.

Ventilation While Cleaning and Disinfecting: The District has updated its cleaning equipment and procedures. Workspaces are allowed to ventilate after cleaning before employees and students arrive.

Additional precautions (eg., the use of portable Air Purifiers with HEPA filters) will be taken to maintain the air quality in the classroom and workspaces where outside air ventilation is not available.

d. Cleaning and Disinfecting

We implement the following cleaning and disinfection measures:

Daily cleaning of all workspaces, including vacuuming and mopping of high-traffic surfaces.

Daily cleaning and disinfecting of high touchpoint surfaces, including light switches, door handles, push panels, panic bars, faucets, and counter spaces.

Desks will be disinfected daily.

Daily cleaning, disinfecting, and restocking of restrooms with emphasis on hand soap and paper towels.

Daily checking and restocking of hand sanitizer and other supplies in classrooms and common work areas.

Daily removal of trash and recycle bins in classrooms, offices, and common areas.

Ensuring adequate supplies and time for proper cleaning and disinfection of classrooms and workspaces.

Deep cleaning and disinfection after a confirmed case of COVID-19 in any workplace is completed by the District's trained custodial services staff. Cleaning supplies must be EPA approved COVID-19 disinfectants: www.epa.gov

e. Shared tools, equipment, and personal protective equipment (PPE)

The District does not permit the sharing of PPE, including masks, gloves, gowns and face shields, and other items as needed.

Employees are strongly discouraged from sharing items they come into regular physical contact with, including phones, headsets, desks, keyboards, writing materials, instruments, and tools, to the extent feasible.

The Decision Tree will be consistently followed when reporting, processing, and responding to confirmed employee/student cases of COVID-19 at all District sites. The WCCUSD COVID-19 Decision Tree was initially developed for staff and will be modified for stude

Policies and procedures to protect employees from COVID-19 hazards.

COVID-19 information such as:

- o COVID-19 is an infectious disease that is spread through respiratory droplets that travel through the air in close proximity before settling on surfaces.
- o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- o An infectious person may be asymptomatic.

Maintain on the District's website for public inspection a dashboard of all confirmed COVID-19 cases on each school site.

10.) Effective procedures for responding to COVID-19 cases at the workplace include:

- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - 1.) COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
 - 2.) COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - a. **The infectious period.**
- b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
- 3.) Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering mask for Day 10 with two sequential negative tests at least one day apart.

14-day period. Reference section 3205.1 for details.] [Cal. Code Regs., tit. 8, §3205.1]

A.) COVID-19 testing:

COVID-19 Testing will be provided at no cost.

It will be provided to all employees with COVID-19 Symptoms.

All employees in our exposed workplace will be tested on day 3 to day 5 from last known date of exposure to the positive case.

Additional testing will be made available when deemed necessary by CDPH.

B.) Exclusion of COVID-19 cases:

The District will ensure that employees who test positive for COVID-19 or who have COVID-19 exposure and exhibit COVID-19 symptoms are excluded from the workplace in accordance with CPP Section 12: Exclusion of COVID-19 Cases & Section 14: Return to Work Criteria, and local health officer orders if applicable.

C.) Investigation of workplace COVID-19 illness:

The District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with CPP Section 6: Investigating and Responding to COVID-19 Cases.

D.) COVID-19 investigation, review and hazard correction:

In addition to the CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the District 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.

E.) The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:

Leave policies and practices and whether employees are discouraged from remaining home when sick.

COVID-19 testing policies.

Insufficient outdoor air.

Insufficient air filtration.

- Updating the review:

Every thirty days that the outbreak continues.

In response to new information or to new or previously unrecognized COVID-19 hazards.

When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.

- The District will consider:

Moving indoor tasks outdoors or having them performed remotely.

Increasing outdoor air supply when work is done indoors.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
COVID-19 Updated Acknowledgement:

WCCUSD agree to adhere to the guidelines set forth by CDPH, Cal/OSHA Update COVID-19 Order, guidance understand updates in accordance with changing CDC and local guidelines to Isolation and Quarantine.

WCCUSD acknowledge and adhere to the March 3, 2023, the California Department of Public Health (CDPH) updated its COVID-19 public health order and guidance following the end of the COVID-19 State of Emergency on February 28, 2023. CDPH updates include changes to isolation and quarantine recommendations, effective March 13, 2023, and face-covering recommendations, effective April 3, 2023.

WCCUSD acknowledge and adhere to the CDPH updated face-covering guidance. The order specifies that individuals must continue to follow the requirements of CDPH's face-covering guidance through April 2, 2023, after which they will become recommendations. WCCUSD understands the general community recommendations are still based on the CDC's community level framework, but the new guidance will remove the face covering requirements for certain specified high-risk settings when it takes effect on April 3.

WCCUSD acknowledge and adhere to the CDPH's new guidance also specifies that after ending isolation (no fever without the use of fever-reducing medications and symptoms are improving), confirmed COVID-19 cases may remove their mask sooner than Day 10 with two sequential negative tests at least one day apart.

As of June 13, 2023: WCCUSD In alignment with California Department of Public Health COVID-19 guidelines for schools,

Policy: Update 3/14: Cal/OSHA updated their COVID-19 Non-Emergency Regulation FAQs on March 13, 2023, to address the CDPH's changes. Cal/OSHA's revised guidance adopts CDPH's definition of infectious period, meaning COVID-19 cases can return to work after five days without a negative test, so long as they are feeling well, symptoms are improving and are fever-free for 24 hours. However, Cal/OSHA's guidance maintains that COVID-19 cases that return to work must wear a face covering for ten days after symptoms first appear or their first positive test. Employers should review the revised guidance to ensure they're COVID-19 prevention policies are up to date.

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

Employee Name	Signature

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case (suspect or confirmed) became known: [enter information]

Date investigation was initiated: [enter information]

Name of person(s) conducting the investigation: [enter name(s)]

COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

Summary of employees, independent contractors, and employees of other employers that came in close contact [CCR Title 8, section 3205 does not require recordkeeping for close contacts. These

