



San Marino Unified School District

COVID-19 Safety Plan (CSP)

CalOSHA COVID-19 Prevention Program

**Safe Return to In-Person Instruction and Continuity
of Services**

July 6, 2021

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This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: June 28, 2021

SCOPE

This policy applies to all employees with the following exceptions:

- A. Work locations with one employee who does not have contact with other persons
- B. Employees working from home
- C. Employees with occupational exposure as defined by Cal/OSHA Title 8 Section 5199, when covered by that section
- D. Employees teleworking from a location of the employee's choice that is not under the control of the San Marino Unified School District

AUTHORITY AND RESPONSIBILITY

The SMUSD Human Resources Department has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all 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

We will implement the following in our 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 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 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 procedure

- Collect COVID-19 compliance feedback or issues online at <https://forms.gle/wUjKNvmzD3jtV8u67>

Employee Participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying their supervisor of any hazards or submit an [online report](#) on the SMUSD COVID-19 Compliance Team website.

Employee Screening

Employees complete an online screener that follows LADPH guidelines. The screener survey must be completed prior to arrival or physical entry. All employees will also perform a non-contact temperature check at entry. Signage at entry points also remind and help ensure employees must wear face coverings, practice physical distancing and perform frequent hand washing in the workplace.

Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

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:

Correction of COVID-19 hazards will be accomplished in the follow manner:

- 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.

CONTROL OF COVID-19 HAZARDS

Face Coverings

For all employees who are not fully vaccinated, we will provide face coverings and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH. We will ensure required face coverings are clean and undamaged, and they are worn over the nose and mouth. Face coverings are provided through the front office or supervisor upon request. When unvaccinated employees encounter non-employees who are not wearing face coverings, the unvaccinated employee should notify the front office or supervisor.

When employees are required to wear face coverings under this section 3205 or sections 3205.1 through 3205.4, the following exceptions apply:

- A. When an employee is alone in a room or vehicle.
- B. While eating or 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 feasible.
- C. 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.
- D. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19 during employee paid time and at no cost to the employee.

When face coverings are not required by this section, section 3205, or sections 3205.1 through 3205.4, we will provide face coverings to employees upon request, regardless of vaccination status.

Vaccinations

We will document vaccinations in the following manner (select one and delete the other two):

- Employees will submit an online form (<https://smusd.info/vaccinationstatus>) to self-attest to their COVID vaccination status and Human Resources will maintain a record of the COVID status statements (See Appendix H).

Employees who choose not to reveal their vaccination status will be treated as if unvaccinated in accordance with Cal/OSHA requirements.

Human Resources will provide supervisors and managers with a list of which employees are

fully vaccinated, so they are able to enforce the face covering requirements for unvaccinated employees as specified in this plan.

Engineering Controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Maintaining and adjusting the ventilation system
- Upgrading filters to the highest level compatible with the existing ventilation system
- Inspecting and adjusting the opening and closing of windows and doors

Cleaning and Disinfecting

The following cleaning and disinfection measures for frequently touched surfaces have been implemented:

- Frequent cleaning of high touch surfaces, such as credit card machines, touch screens, doorknobs, copy machines, etc.
- Cleaning and disinfecting of conference rooms, offices, restrooms, and other common areas [insert frequency] by a professional cleaning crew.
- Each department is provided with EPA-approved disinfecting cleaning supplies and wipes designed for use against COVID-19. Supplies are readily available to all employees.
- Employees have been instructed to clean their workspace each day, especially high contact areas such as keyboard, mouse, phones, headsets, door handles, light switches, and desktops.
- Employees have been instructed to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, personal protective equipment, concentration, contact time).
- The Purchasing Manager conducts inventory to ensure there are adequate supplies to support cleaning and disinfection practices.
- Disposable gloves are provided to employees who handle items touched by the public.
- Hand sanitizer stations are in place, and employees are encouraged to wash their hands frequently with soap and water for 20 seconds.

Should we have a COVID-19 case during the high-risk exposure period, and disinfection of the area, material or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case, employees will not be allowed in the area where a COVID-19 confirmed or suspected employee/person worked until the area has been deep cleaned and disinfected.

Deep cleaning will consist of the following procedures:

- Waiting for 24 hours, if possible, before cleaning and sanitizing to minimize the potential for exposure to respiratory droplets.
- Opening outside doors and windows to increase air circulation in the area.

- Using a disinfectant that is approved for use against SARS-CoV-2, the coronavirus that causes COVID-19.
- Disinfecting all touch points, not just the frequently touched surfaces.
- Making sure the custodial staff are properly trained and wear appropriate personal protective equipment.
- Removing any visible soil with a detergent-based cleaner before applying a disinfectant and following instructions on the product label for effective disinfecting. Some disinfectants are also cleaners and, therefore, can be used for both steps.
- Ensuring surfaces remain visibly wet for the contact time specified on the product label.

To minimize cross contamination, additional considerations when disinfecting surfaces may include:

- Disinfecting surfaces from clean areas to dirty areas. For example, restrooms being one of the highly contaminated areas should be cleaned last.
- Disinfecting surfaces from high areas to low areas, so any dirt or dust that may contain germs dislodged from above are removed when you clean the lower surfaces.
- Disinfecting last after other activities (including emptying trash, removing visible soil, and vacuuming) are complete, so any potentially contaminated dirt or dust do not re-contaminate already disinfected surfaces.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities and implement mobile handwashing stations to increase access to sinks for handwashing
- Encourage and allow time for employee handwashing
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol). Hand sanitizer is provided at all entry areas, including classrooms and offices.
- Encourage employees to wash their hands for at least 20 seconds each time. Signage is posted near handwashing sinks to remind employees.

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

We 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.

Reference section [3205\(c\)\(8\)\(e\)](#) for details on required respirator and eye protection use.

We provide and ensure use of eye protection and respiratory protection in accordance with

section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

This will be accomplished by using the [Appendix C: Investigating COVID-19 Cases form](#).

Unvaccinated employees who had potential COVID-19 exposure* in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Offered COVID-19 testing through their health provider or if not covered by insurance offered testing through another provider at no cost during their working hours
- Provided information on benefits as outlined in the Training and Instruction section
- Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been

*COVID exposure definition (Appendix G): Employee who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection)

SYSTEM FOR COMMUNICATING

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

- Requiring employees to report COVID-19 symptoms and possible hazards to their manager, supervisor, or Human Resources Department.
- Instructing employees not to report to work when sick.
- Informing employees, they can report symptoms and hazards without fear of reprisal.
- Providing reasonable accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness when possible.
- Where testing is not required, advising employees to contact their personal physician, or the county health department for information on where they can access COVID-19 testing. In the event the entity is 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.
- COVID-19 testing is not required for employees who are fully vaccinated before the

close contact and do not have symptoms, and for COVID-19 cases who have returned to work pursuant to subsection 3205(c)(11)(A) or (B) 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 their first positive test.

- Providing information about COVID-19 hazards to employees (and other employers and individuals in contact with our workplace) who may be exposed, what is being done to control those hazards, and our COVID-19 policies and procedures.
- 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.
- If required to provide testing because of an employee exposure, testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.

The District created a COVID-19 Compliance Team that meets regularly to review hazards, how to control those hazards including COVID-19 policies and procedures. Furthermore, communications regarding changes and developments from the Compliance Team are provided to staff on a regular basis via email. The SMUSD COVID-19 Compliance Team website is available at <http://www.smusd.us/covid19compliance/team/>

TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures 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.

COVID-19 training and communication is on-going. All employees are required to complete online training to mitigate the effects of COVID-19 risk and implement safe practices through the District's Target solutions online learning system. Furthermore, the COVID-19 Compliance Team provides weekly e-mail communication on the latest developments related to training and safety. Also, the SMUSD COVID-19 Compliance Team has a dedicated webpage summarizing and linking training resources for various SMUSD departments at https://www.smusd.us/apps/pages/index.jsp?uREC_ID=1906170&type=d&pREC_ID=2050144

[Appendix E: COVID-19 Training Roster](#) will be used to document this training.

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace and employees who had a close contact, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
 - COVID-19 cases who returned to work pursuant to the aforementioned requirements 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 COVID-19 symptoms for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - Allowing them to work remotely when they can fulfill their duties from home
 - Describe how your workplace will accomplish this, such as by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
 - Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORD KEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

- Make our written COVID-19 Prevention Program available at the workplace to employees, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix D: 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.

RETURN-TO-WORK CRITERIA

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- 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.

Once a COVID-19 case has met the return to work requirements outlined above as applicable, a negative COVID-19 test will not be required for an employee to return to work.

- Persons who have a close contact may return to work as follows:
 - Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last contact.
 - Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements listed above have been met, unless all of the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact; and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

If an order to isolate, quarantine, or exclude 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. If no period was specified, then the period shall be in accordance with the return to work periods listed in the return to work criteria in this program.

Linda de la Torre

Assistant Superintendent, Administrative Services

Date

APPENDICES

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, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [Enter Name\(s\)](#)

Date: [Enter Date](#)

Name(s) of employee and authorized employee representative that participated: [Enter Name\(s\)](#)

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: [Enter date](#)

Name of person conducting the inspection: [Enter names](#)

Work location evaluated: [Enter information](#)

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Add any additional controls your workplace is using			
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			
Add any additional controls your workplace is using			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Add any additional controls your workplace is using			

Appendix C: Employee Self-Screening Checklist

For your safety and the safety of our staff and the community, all employees are required to complete a COVID-19 self-screening just prior to the start of each workday.

Review the following symptoms and potential COVID-19 exposures:

- If your response is “no” to all of the listed symptoms within the past 48 hours and you answered “no” to the three exposures questions you are approved to come to the workplace.
- If your response is “yes” to any of the listed symptoms within the past 48 hours and/or “yes” to any of the three exposure questions, then you must contact [Enter Name or Title of Who the Employee Should Contact](#) for further screening and assessment.

Have you experienced any of the following symptoms in the past 48 hours?					
Fever or chills	Y N	Cough	Y N	Shortness of breath	Y N
Difficulty breathing	Y N	Fatigue	Y N	Muscle or body ache	Y N
Headache	Y N	New loss of taste/smell	Y N	Sore throat	Y N
Congestion/runny nose	Y N	Nausea or vomiting	Y N	Diarrhea	Y N

Potential COVID-19 Exposure	
Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with anyone who is known to have laboratory-confirmed COVID-19 or anyone who has any symptoms consistent with COVID-19?	Y N
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	Y N
Are you currently waiting on the results of a COVID-19 test?	Y N

Note: This form was developed based on the [CDC screening checklist](#).

Appendix D: 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.

Date: [Enter date](#)

Name of person conducting the investigation: [Enter name\(s\)](#)

COVID-19 Case Investigation Information			
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

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 individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix F: COVID-19 Training Roster

Date: [Enter date](#)

Person that conducted the training: [Enter name\(s\)](#)

Employee Name	Signature

Appendix G: Definitions

Close Contact	<p>Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.</p> <p>Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.</p>
COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ul style="list-style-type: none"> (1) Has a positive “COVID-19 test” as defined in Section 3205 (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4)—Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

<p>COVID-19 Test</p>	<p>A viral test for SARS-CoV-2 that is:</p> <p>(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and</p> <p>(2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.</p>
<p>Exposed Group</p>	<p>All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;</p> <p>A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.</p> <p>B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.</p> <p>C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.</p> <p>NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1.</p>
<p>Face Covering</p>	<p>A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.</p>
<p>Fully Vaccinated</p>	<p>The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).</p>

High-Risk Exposure Period	The following time period: (1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved (2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
Respirator	A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.
Worksite	For the limited purposes of COVID-19 prevention regulations only, it is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

Appendix H COVID Vaccination Self- Attestation Statement

ONLINE FORM AT <https://smusd.info/vaccinationstatus>

San Marino Unified School District

I, _____, attest that I have:

Have been fully vaccinated for COVID-19

Have not been fully vaccinated for COVID-19

Choose not to disclose my vaccination status

I understand that:

- if I am unvaccinated or choose not to disclose my vaccination status, that Cal/OSHA requires that I wear face coverings when indoors or in a vehicle, and/or when required by CDPH.
- [enter name of entity] will provide me with face coverings that are clean and undamaged, and that I may contact my supervisor for replacements.
- [enter name of entity] will provide a respirator if I request one and that it is my responsibility to wear it properly and ensure I have a proper seal when I wear it.

Name of Employee

Date

Appendix I: Safe Return to In-Person Instruction and Continuity of Services

LEA Name: San Marino Unified School District

Option for ensuring safe in-person instruction and continuity of services:

has developed a plan will amend its plan

1. Please choose one:

The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

The San Marino Unified School District (SMUSD) will maintain the health and safety of students, educators, and other school and District staff. The SMUSD has implemented policies as summarized in the District's COVID-19 Safety Plan and the CalOSHA COVID-19 Prevention Program. The CDC and LACDPH's safety recommendations and requirements include:

- Universal and correct wearing of masks for students, staff and visitors while indoors at all school and youth settings;
- Physical distancing is achieved through the use of modified classroom layout and furniture placement, use of plexiglass and floor markings;
- Frequent handwashing signage reminders, modified schedules to allow for handwashing, hand sanitizer dispensers in many locations, including reminding staff and students to sneeze or cough in a manner that does not increase the spread of respiratory droplets;
- Rigorous cleaning and disinfecting schedules of both regularly used locations and high-touch surfaces;
- Enhanced air filters for all air conditioning systems and additional air filtration units in all classrooms;
- Contact tracing performed with all individuals who are tested positive and may have had exposure;
- Continue to monitor and engage in County Health Department briefings to stay abreast of safety procedures and protocols;
- Collaborate with local vaccinators to make vaccinations accessible to staff and students;
- Provide accommodations to children/students and employees with disabilities with respect to health and safety policies;

The District's maintenance, health and safety policies and procedures are reviewed, discussed and updated through the District COVID-19 Compliance Team and posted at <https://www.smusd.us/covid19complianceteam/>

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

SMUSD will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social emotional, mental health and other needs, inclusive of student health and food services through a continuous monitoring and evaluation of programs and services directly or indirectly contributing to the overall safety and success of students and staff. SMUSD will maintain continuity of instruction and services in case-isolation, quarantine, or future school closures for all students including students with disabilities and English learners through implementation of rigorous distance learning instructional programs and interventions, access to technology, healthy meals and mental health supports and services.

In cases of required isolation, quarantine or school closures, SMUSD is well-prepared to pivot to virtual learning platforms to maintain continuity of instruction and mitigate loss of learning and learning time. Standards-based instructional programs, in adherence to required instructional minutes, will be delivered through SMUSD's Learning Management System, Schoology, Zoom and various other telecommunication platforms deemed successful throughout experienced school closures and distance learning. All SMUSD students and staff have immediate access to district-distributed devices and hotspots allowing continued access to learning.

In adherence to national, state, and local health and safety guideline SMUSD will continue Grab-and-Go food service operations, an on-site meal pick-up system to ensure that all students, including those who are eligible for free and reduced-priced meals have daily access to healthy meals during potential quarantine and school closures.

SMUSD's Titan Wellness Center counselor and clinical interns will continue to provide mental health referrals and counseling support, services, and interventions to best address the social emotional needs of students, families and staff. Expanded affiliation agreements with university and community-based agency providers including but not limited to California State Dominguez Hills, California State University of Northridge, California State University of Los Angeles and Pacific Oaks College, Foothill Family Services, Chinatown Service Center, and Care Solace with future partnerships to expand to Asian YouthCenter and Asian Pacific Counseling and Treatment Centers, will continue to offer diverse services to students, families, and staff as needed.

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

The SMUSD COVID-19 Compliance Team continues to meet regularly with key stakeholders and decision makers regarding the health and safety of staff, students, and visitors. Input and feedback are integral to the success of the District's policies and procedures. The SMUSD COVID-19 Compliance Team provides frequent updates to employees and families, outreach to students and families regarding safety procedures through the use of reopening videos, during District Board of Education Meetings where

public comment is sought, and seeks feedback and inquiries from the SMUSD community anytime through the District's COVID-19 Compliance Team Feedback Form at <https://www.smusd.us/covid19complianceteam/>

In addition, the LEA provides the following assurances:

The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

o Please insert link to the plan: www.smusd.us

The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

The LEA will periodically review and, as appropriate revise its plan, at least every six months.

The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.

The LEA has created its plan in an understandable and uniform format.

The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.

The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

- Dr. Stephen Choi, Chief Technology Officer, schoi@smusd.us
- Dr. Lena Richter, Executive Director of Educational Services, richter@smusd.us

ADDITIONAL CONSIDERATIONS

Additional Consideration #1 Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies should there be three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.

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

COVID-19 testing

- We will make COVID-19 testing available at no cost to all employees within the exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period, or employees who were fully vaccinated before section 3205.1 became applicable and who do not have COVID-19 symptoms; and for COVID-19 cases who did not develop symptoms after returning to work pursuant to subsections 3205(c)(11)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by the this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205 (c)(6) (D) applies.

Notice shall be given to employees in the exposed group of their right to request a respirator

for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

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

In buildings or structures with mechanical ventilation, we will filter recirculated air with minimum efficiency reporting value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

Additional Consideration #2 Major COVID-19 Outbreaks

This section applies should there be 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

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

COVID-19 testing

We will continue to comply with Section 3205.1 and Additional Consideration #1, except that COVID-19 testing described in section 3205.1(b) shall be made available to all employees in the exposed group, regardless of vaccination status twice a week, or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.

We will provide a respirator for voluntary use in compliance with subsection 5144 (c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

At workstations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where physical distancing requirements in this policy is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

We will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

Additional Consideration #3 COVID-19 Prevention in Employer-Provided Housing

The San Marino Unified School District does not provide Employer-provided housing at this time.

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to the employee's supervisor.

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP *Investigating and Responding to COVID-19 Cases*.
- End isolation in accordance with our CPP *Exclusion of COVID-19 Cases and Return to Work Criteria*, and any applicable local or state health officer orders.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

To the extent feasible, we will reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. 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 workplace will be transported in the same vehicle.
- Employees who do not share the same household, work crew, or workplace will be transported in the same vehicle only when no other transportation alternatives are feasible.

Face coverings and respirators

We will ensure that the:

- Face covering requirements of subsection 3205 (c)(6) if applicable, are followed for employees waiting for transportation.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under subsection 3205 (c)(6)(d) applies.
- Upon request, we shall provide respirators for voluntary use in compliance with subsection 5144 (c)(2) to all employees in the vehicle who are not fully vaccinated.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter, shall be cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during a high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case. All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter, shall be disinfected to prevent the spread of COVID-19 between drivers and are disinfected after use by another COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
- We provide sanitizing materials, training on how to use them properly, and

ensure they are kept in adequate supply.

Ventilation

We will ensure 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 excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees. 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

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

This section shall take precedence when in conflict with 3205.