



UNION SCHOOL DISTRICT

COVID-19 Prevention Program (CPP)

REQUIREMENTS AND BEST PRACTICES FOR MITIGATING THE VIRUS

Our safety culture embraces the health and wellness of our District, students and community. Creating a safe work environment is priority #1!

Updated August 2021

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OVERVIEW

The goal of this document is to outline measures that reduce COVID-19 transmission in our District, while meeting the educational needs of all students. The objective of this module is to outline the requirements and procedures to reduce the potential for exposure to COVID-19 by developing and implementing effective controls and procedures for our District.

COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. Although most people who have COVID-19 have mild symptoms, COVID-19 can also cause severe illness and even death. Some groups, including older adults and people who have certain underlying medical conditions, are at increased risk of severe illness.

According to the Center for Disease Control (CDC) COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. The CDC has determined the greatest mitigation strategy is to get vaccinated against COVID-19. Campbell Union School District is requiring all school employees to be vaccinated or submit a weekly COVID test.

COVID-19 symptoms can include but are not limited to: 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.

The objective of this module is to outline the requirements and procedures to reduce the potential for exposure to COVID-19 by developing and implementing effective controls and procedures for employees.

The primary goals for Campbell Union School District's response to the COVID-19 pandemic are to protect public health.

Campbell Union School District's plan will also be aligned and consistent with the County of Santa Clara Public Health Department orders, the State of California's COVID-19 Prevention Plan regulation, recommendations from the federal government, Centers for Disease Control and Prevention, and the Campbell Union School District's Management team. Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as more information becomes available.

DEFINITIONS

The following definitions apply to our CPP, Safety Re-Entry Plan.

Term	Definition
“COVID-19”	Means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
“COVID-19 case”	Defined as a person who has a positive test; positive diagnosis from a licensed health care provider, is subject to a COVID-19 isolation order; or a person who has died due to COVID-19.
“COVID-19 hazard”	Means exposure to potentially infectious materials, including airborne droplets and small particle aerosols, which can result from a person exhaling, talking, coughing, or sneezing. This also includes objects or surfaces that may be contaminated with COVID-19.
“COVID-19 symptoms”	Means 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.
“Close Contact”	Means being within 6 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”. This definition applies regardless of the use of face coverings. Exception: Employees have not had a close contact if they wore a “respirator”, required by the employer, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.
“Face Covering”	Means 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. It does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
“Fully Vaccinated”	Means the employer has documentation showing 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 by the FDA, or for persons fully vaccinated outside of the US, be listed for emergency use by the World Health Organization (WHO)
“Respirator”	Means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
“Exposed group”	Means all employees at a work location, or common area at work, when an employee COVID-19 case was present at any time during the high-risk exposure period. A common area includes bathroom, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply: <ul style="list-style-type: none"> ● A place where persons momentarily pass through while everyone is wearing a face covering, without congregating, is not a work location, working area, or common area. ● 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 e.g., a work crew or shift that does not overlap with another shift, only employees within that distinct group are part of that exposed group. ● If the COVID-19 case visited a work location or common area 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 that work location or common area are not part of the exposed group.

<p>“High-risk exposure period”</p>	<p>Means the following time period:</p> <ul style="list-style-type: none"> • For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or • For COVID-19 cases who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
<p>“Worksite”</p>	<p>Means the 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.</p>

RESPONSIBILITIES

District Management

- District management is responsible for the safety of our faculty and students.
- Has overall authority and responsibility for implementing the provisions of this CPP in our workplace.
- Assists with developing a written program, which complies with Cal/OSHA, Santa Clara County Public Health Department, California Department of Education and CDC standards.
- Assists with providing training to District staff on the risks and control procedures of our CPP, including how to recognize communicable disease symptoms and proper response procedures.
- Identifies tasks and work environments where potential communicable disease exposures exist.
- Ensures effective processes and procedures are developed, implemented, and maintained in accordance with our CPP.
- Shall be knowledgeable in infection control principles as they apply specifically to our facilities, schools, services, and/or operations.
- Works with staff to ensure this program is working effectively.
- Stays apprised of public exposures and develops action plans to mitigate potential exposure.
- Reports information about COVID-19 cases at our workplace to the local health department whenever required by law and provides any related information requested by the local health department.
- Reports immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring in our place of employment or in connection with any employment.

Principals, Teachers and Staff

- Ensures that the requirements in this CPP are implemented.
- Ensures that affected personnel are trained and follow control procedures outlined in this Plan.
- Works with the District Management to provide feedback on the implementation of this program and to ensure this program is working properly within their department.
- Complies with Campbell Union School District’s COVID-19 Prevention Plan.
- Attends and understands training on communicable diseases.

EMPLOYEE REQUIREMENTS

Campbell Union School District will reduce the risk of transmission of COVID-19 at our worksite by utilizing proactive mitigation strategies, as needed by site. Staff is expected to adhere to the policies and procedures, including:

- Being responsible for using safe work practices, following all directives, policies and procedures, and

assisting in maintaining a safe work environment.

- Being encouraged to participate in the identification and evaluation of COVID-19 hazards.
- Staying informed about updated protocols.
- Staying informed and continuing to educate and communicate with fellow staff and students regarding required social distancing, personal protective equipment and other health and hygiene practices.
This can include:
 - Wearing a mask in all indoor common areas.
 - Minimizing groups in small areas like teacher's lounges or offices.
 - Reducing the time that people spend in close proximity to others.
 - Taking measures to minimize dispersion of droplets and aerosols.
 - Maintain that all staff and students are symptom free (i.e., Anyone with fever must stay home).
- Protect people who are at higher risk for adverse health complications.
- Be knowledgeable about what services will open and when, and what services will remain remote.
- Trained on COVID 19 cleaning requirements, which may include cleaning of the following:
 - Common areas
 - Classrooms
 - Offices
 - Vehicles
- Wear PPE as defined by District protocols.
- Disinfecting area when there is a positive case

COMMUNICATION

Effective communication is a core value of Campbell Union School District. With every communication, we expect Campbell Union School District employees to be open, respectful, and honest. During the pandemic, it is incumbent on all District staff to increase the level of communication.

- Employees are required to stay home and contact Human Resources if they have COVID-19 symptoms and/or if they have recognized potential COVID-19 hazards.
- Employees are required to report symptoms and hazards and can do so without fear of reprisal
- We will accommodate employees with medical or other conditions that may put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform exposed employees of the reason for the testing and the possible consequences of a positive test. In these circumstances, tests will be provided at no cost to the exposed employees during working hours.
- Any employee with a positive COVID-19 case will be excluded from the workplace until our return-to-work requirements are met.
 - Employees with a COVID-19 case or exposure can be excluded from the workplace for 7-10 days after the last known COVID-19 exposure to a COVID-19 case.
 - If an employee is excluded, information on available benefits will be provided.

COVID-19 TRAINING

Training plays an important role in continuing to educate our staff in how to mitigate the exposure to COVID-19.

COVID-19 is an infectious airborne disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales. In addition, 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; therefore it is important to continue safe practices for preventing exposure to the Virus.

Campbell Union School District training can include the following:

- Campbell Union School District COVID-19 Prevention Program
- Face covering policy and access to respirators and fit testing
- Identifying symptoms of COVID-19, staying home, and getting tested
- Heightened hygiene practices, including hand washing for 20 seconds and/or the use of sanitizer
- Personal Protection Equipment (PPE) use
- Housekeeping
- Reporting protocols
- Testing and vaccine availability

Campbell Union School District COVID-19 Prevention Program extends to subcontractors/suppliers, clients, client representatives, and other approved visitors.

Ongoing communications and trainings will reinforce review of this plan and incorporate any new information relevant to the health and safety of people and site environments.

PREVENTION

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

The following are PPE requirements and recommendations.

- Hand sanitizer and cleaning supplies are made available at all sites.
- PPE signage may be posted in high visibility areas to remind students and staff of when and where face coverings are required as well as the appropriate use of face coverings.
- Communications with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- Face coverings for students and staff who lose or forget their PPE will be provided.
- Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: during phonological instruction to enable students to see the teacher's mouth and in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

FACE COVERINGS

Campbell Union School District will require the use of facial coverings in accordance with federal, state and local requirements currently in effect. Employees and students are expected to provide their own facial covering. If an employee or a student forgets to bring a facial covering, the District will provide one.

Face coverings are required to be worn over the nose and mouth. Regardless of vaccination status, employees can request a face covering at no cost to the employee. This policy will be reviewed periodically and amended as additional guidance is provided by state regulations.

Shared office	Single office / Room with a door	Front office of a school	Empty classroom	Classroom with students	While eating
<p>In a shared office, both unvaccinated and vaccinated staff must wear a face covering at all times, per the 8/2/21 Health Order.</p> <p><i>Previous to this latest order, masks were optional for vaccinated staff in this context.</i></p>	<ul style="list-style-type: none"> • A face covering/ mask does not need to be worn if a person is working alone and the door is closed. • A face covering/mask should be put on if someone approaches or enters the office/room. • A face covering/mask should be worn when leaving the room and entering common spaces. 	<p>A face covering/ mask must be worn at all times.</p>	<ul style="list-style-type: none"> • A face covering/mask does not need to be worn if a person is working alone and the door is closed. • Face coverings/masks should be worn if someone approaches or enters the office/room. • Face coverings/masks should be worn when leaving the room and entering common spaces. 	<p>Face coverings/ masks must be worn at all times.</p>	<p>Face coverings/ masks can be removed but must be put back on immediately when finished.</p>

Additionally, the following apply in accordance with local and state school guidance

- Masks are optional outdoors for all in TK-12 school settings.
- TK-12 students are required to mask indoors, with exemptions per CDPH face mask guidance.
- Adults in TK-12 school settings are required to mask when sharing indoor spaces with students.
- Persons exempted from wearing a face-covering due to a medical condition must wear a nonrestrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it .

Requests for an exemption should be directed to Human Resources. Individuals requesting an exemption may be asked to provide appropriate documentation to substantiate their request.

In accordance with Cal/OSHA’s COVID-19 regulation, an approved face covering meets the following criteria:

- Surgical mask, a medical procedure mask, a “Respirator” worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers
- Covers the nose and mouth
- Is secured under the chin and fits snugly against the side of the face
- Has no visible holes or openings
- Cloth face coverings should be laundered frequently, preferably with hot water and dried on a hot cycle
- Should be replaced when it no longer covers the nose and mouth, has stretched out or damaged ties or straps, or has holes or tears in the fabric

The following **are not** considered face coverings and are prohibited from use at our worksite:

- Scarf
- Ski mask
- Balaclava
- Bandana
- Turtleneck
- Collar
- Single layer of fabric
- Face shield, unless also used with an approved face covering

A “Respirator” is defined as a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator. Note that N95s, and more protective respirators, protect the users from airborne disease while face coverings primarily protect people around the user.

Upon request, Campbell Union School District will provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. In addition, a supply of disposable face coverings and respirators is available to all employees, upon request.

Employees are expected to follow face covering requirements at all times when working for Campbell Union School District. Employees who are not following the face covering policy and do not have an exemption will be subject to disciplinary action per our Injury & Illness Prevention Program and COVID-19 Prevention Program.

PHYSICAL DISTANCING

Particles containing the virus can travel more than 6 feet, especially indoors. However, per the CDPH, recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.

Some of these strategies may include

- Staff and students are vaccinated.
- Wearing a mask.
- Only fully vaccinated visitors and volunteers who are integral to the school’s educational program will be allowed to work directly with students. Outside organizations utilizing school facilities outside of school hours will be required to follow all required health and safety measures in place at time of use.
- Classroom Settings:
 - All settings:
 - Seating arrangements for students will be assigned to ensure that close contacts within classrooms are minimized and easily identifiable.
 - Class sizes will be consistent with our collective bargaining agreement of an average of 24:1 for TK - 3 and 30:1 for 4-8th grades.
 - Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.)
 - Students’ belongings will be kept separate so that students do not come in contact with other students’ belongings.
 - Furniture and equipment in the classroom will be minimized so as to facilitate distancing and high-touch surfaces.
 - Increase circulation of outdoor air as much as possible by opening doors and/or windows. Increase mechanical ventilation rates and use of high efficiency air filters.
 - Non-classroom space is encouraged for instruction (including regular use of outdoor space, gyms, or cafeterias), if doing so will allow for greater distancing between students.
- Non-Classroom Settings:
 - Restrooms: Restroom use may be staggered by groups of students to the extent practicable, and/or certain groups of students to use certain restrooms may be assigned.
 - Libraries: Group use of libraries may be staggered.
 - Cafeterias: Meals may be served in classrooms or outdoors, instead of cafeterias or group dining rooms, wherever practicable.
 - Playgrounds and Recess: Recess activities may be held in separated areas designated by class and/or staggered throughout the day. Use of shared playground equipment may be limited in favor of physical activities that require less contact with surfaces and allow for

- greater physical distancing.
- Physical Education: Physical education classes may be conducted outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable.
- Staff Break Rooms: Break rooms may be closed or the number of staff who can be in the break room at a given time will be limited (particularly rooms that are small) to allow for physical distancing. Staff is encouraged to eat meals outdoors or in large, well ventilated spaces.
- Bus Transportation
 - Bus drivers and students are required to wear face coverings while awaiting and riding on buses.
 - Students from the same family and/or the same classroom will be encouraged to sit together whenever possible to minimize exposure to new contacts.
 - Buses will be thoroughly cleaned and disinfected.
 - Bus drivers will be provided with extra masks for students who lose or forget to bring their masks.
 - Bus drivers may be provided with disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

HYGIENE MEASURES

The following health and hygiene requirements and recommendations include:

- Handwashing:
 - Staff will be trained on proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
 - Signage will be posted in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
 - Adequate supplies will be provided to support healthy hygiene behaviors, which can include soap, tissues, touchless trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
 - Sharing of supplies and equipment will be minimized among staff and students to the extent feasible.
 - Staff and students contact with high-touch surfaces will be minimized, when feasible (e.g., propping open building or room doors, particularly at arrival and departure times).
 - Staff is encouraged to model, practice, and monitor handwashing, particularly for lower grade levels.
 - Staff is encouraged to develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
 - Students and staff are encouraged to wash hands at staggered intervals to minimize congregation around handwashing and hand sanitizer stations.
 - Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.
 - Hand sanitizer may be available in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
 - Students under the age of 9 should use hand sanitizer only under adult supervision.
 - Use of site resources that necessitate sharing or touching items may be suspended or limited in use. For example, drinking fountains may be replaced with hydration stations.
 - Students and staff are encouraged to use reusable water containers.
 - All staff and students are encouraged to wash hands:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance

CLEANING & MAINTENANCE

The following are cleaning and maintenance requirements and recommendations.

- General requirements and recommendations:
 - The cleaning and disinfecting of frequently touched hard surfaces and shared objects will be done frequently (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) (toys, games, art supplies, books)) pursuant to CDC guidance.
 - Campbell Union School District will use chemicals approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow the product manufacturer’s instructions.
 - Asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) will be used whenever possible. Campbell Union School District employees will be trained on the safe use as required by the Healthy Schools Act, as applicable.
 - Proper ventilation during cleaning and disinfecting will be implemented.
 - Staff is encouraged to introduce fresh outdoor air as much as possible, for example, by opening windows and doors where practicable.
 - When cleaning, staff is encouraged to do thorough cleaning when students are not present and to air out the space before students arrive.
 - Air filters will be replaced frequently.
 - After an illness, access to areas used by the sick person will be limited (e.g., a student’s desk or a staff member’s office) until cleaned and disinfected.
 - Use of items that are difficult to clean and sanitize will be minimized.
 - A cleaning and disinfecting schedule will be implemented to avoid both under- and over-use of cleaning products.
- Cleaning process:
 - When cleaning, staff is encouraged to wear disposable gloves to clean and disinfect.
 - When disinfecting, use only EPA approved disinfectants.
 - Staff is encouraged to practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - Staff is encouraged to:
 - Wash their hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Cleaning Electronics:
 - Staff will follow the manufacturer’s instructions for cleaning and disinfecting.
 - If no guidance, staff will use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.

FOOD SERVICE

The following are general food service requirements and recommendations.

- Staff shall follow requirements issued by the [CDPH](#) and [CDC](#) to prevent transmission of COVID-19 in food facilities.
- Staff shall wear masks at all times during meal preparation and service and during breaks except when eating or drinking.

- Students shall wear masks when moving through the food service line. Staff shall maximize physical distance as much as possible while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as classrooms or the gymnasium can help facilitate distancing. Arrange for eating outdoors as much as feasible.
- Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- According to the CDPH, 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.

ELECTIVES, EXTRACURRICULAR ACTIVITIES, ATHLETICS & EVENTS

The following are general requirements and recommendations.

- Electives & Extracurricular Activities
 - According to the [CDC](#), in order to facilitate safe participation in sports, extracurricular activities, and other activities with elevated risk (such as activities that involve singing, shouting, band, and exercise that could lead to increased exhalation), Campbell Union School District will consider implementing screening testing for participants who are not fully vaccinated.
 - Students should refrain from these activities when they have symptoms consistent with COVID-19 and should be tested.
 - In general, the risk of COVID-19 transmission is lower when playing outdoors than in indoor settings.
 - Campbell Union School District will monitor the ability to keep physical distancing in various settings at the sporting event (i.e., fields, benches/team areas, locker rooms, spectator viewing areas, spectator facilities/restrooms, etc.).
 - People who are fully vaccinated can refrain from quarantine following a known exposure if asymptomatic, facilitating continued participation in in-person learning, sports, and extracurricular activities.
- Events
 - General guidelines:
 - Attendance at school events should be limited to students and staff or those participating in a presentation only (visitors may be limited to vaccinated individuals only).
 - Staff may maximize the number of school events that can be held virtually or outside.
 - Events involving on-campus visitors interacting with staff or students will be minimized.
 - For elementary schools:
 - Field trips, assemblies, and other gatherings are permitted if
 - (1) students of different classroom cohorts do not mix and
 - (2) face coverings are maintained at all times
 - For middle schools:
 - Field trips, assemblies, and other gatherings will be permitted to the extent allowed under any applicable requirements for gatherings occurring in the community.

VEHICLES

CUSD will encourage all drivers to take additional precautions to limit the spread of COVID-19. The CDC and the WHO emphasize how important it is to frequently wash your hands and to regularly clean and disinfect frequently touched surfaces in order to prevent COVID-19 spread.

CUSD recognizes that vehicles represent a special challenge as they are most often used as shared resources. Thus, CUSD believes it is in our best interest to frequently clean our vehicles especially after the vehicle has left a driver's custody for use by others, for oil changes, for maintenance activities or other events.

Here are a few disinfecting recommendations on how to properly maintain a clean vehicle:

- Staff drivers shall wash their hands before and after driving.
- Staff drivers shall wear gloves when possible outside of their vehicle, especially when fueling.
 - Pumps, keypads, and other surfaces are frequently touched and may not have been disinfected.
- Staff drivers shall consider using their knuckles rather than fingertips to touch common use contact areas.
 - Compared to fingertips, knuckles will generally have less contact with other things throughout the day.
- When finished driving the vehicle for the day, staff drivers shall thoroughly wipe down the vehicle with an appropriate cleaning solution.
- Staff drivers shall not use bleach or hydrogen peroxide on the inside of the vehicle.
 - Soap and water are safe for most car interiors, especially fabrics and older leather that may have cracks.
 - Staff drivers shall not scrub too hard as most vehicle leathers and imitation leathers have urethane coatings for protection, which is safe to clean with alcohol. However, cleaning leather with alcohol can leave it susceptible to damage and discoloration.

Here is a list of high touch areas that should be disinfected by staff drivers:

- Vehicle keys and fobs
- Door handles, door latches, and lock buttons
- Steering wheel
- Shift lever
- Any buttons or touch screens (radios, mirror adjusters, climate controls, etc.)
- Wiper and turn signal stalks
- Center console and cup holders
- Driver and passenger armrests and seat belts, grab handles, and seat adjusters
- Headrests and seat pockets

VISITORS

To mitigate additional exposures, visitors and non-essential personnel are prohibited from the school sites, unless prior approval is granted. Authorized visitors and essential personnel must adhere to worksite protocols:

- Visitors and essential personnel shall use a face covering when entering the facility or meeting with workers.
- Only those who are fully vaccinated or have proof of a negative COVID test within 72 hours of the site visit will be allowed on campus where students are present.
- Visitors and essential personnel shall not practice handshake greetings.
- If visitors and essential personnel are symptomatic, they are prohibited from the site.
- Visitors and essential personnel are encouraged to use virtual technology for project tracking and updates shall be used to reduce visitors coming to the site when available.

MONITORING

Health screenings refer to symptom screening, temperature screening, or a combination of both. Currently, there are also several drawbacks and limitations to temperature screening including inaccurate results, potential risks to the personnel who are measuring temperatures, potential risks to screened populations, and significant logistical challenges and costs. Temperature screening may additionally lead to delays in the start of the school day and may also inadvertently increase risk of disease transmission if students congregate in long lines while waiting to be screened. Additionally, an increased temperature is often a delayed symptom. For these reasons, temperature screening is not a requirement for schools. The following screening measures are recommended.

HEALTH SCREENING

- Staff shall post signs at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- Staff and students' parents or guardians are required to conduct symptom screening at-home, prior to arrival.
- Temperature screening of students and staff is not required. If temperature screening is performed, contactless thermometers should be used.
- Any employee administering the screening process is required to wear a face covering.
- Staff shall use contact thermometers only when a fever is suspected and if appropriate PPE can be used (facemask, eye protection, and disposable gloves). If staff shall use contact thermometers, contact thermometers will be properly cleaned and disinfected after each use.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.
- CUSD will communicate screening requirements to all staff and families and provide periodic reminders throughout the school year.

COVID-19 TESTING

Testing is one layer in a multi-layered approach to COVID-19 prevention in addition to other key measures such as vaccination, mask wearing, improved ventilation, physical distancing, and respiratory and hand hygiene.

School testing gives communities, schools, and families added assurance that schools can open and remain open safely for all students. By identifying infections early, testing helps keep COVID-19 transmission low and students in school for in-person learning, sports, and extracurricular activities.

- General requirements:
 - Unvaccinated students and staff will be required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
 - In lieu of a negative test result, symptomatic students and staff will be allowed to return to work/school with a medical note by a physician that provides alternative explanations for symptoms and reasons for not ordering COVID-19 testing.
 - Unvaccinated staff need to provide the testing result weekly to Human Resources.
 - In the event Campbell Union School District 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. In these circumstances, tests will be provided at no cost to the exposed employees during working hours.
- Fully vaccinated students, teachers, and staff with no COVID-19 symptoms do not need to quarantine at home following an exposure to someone with COVID-19 but should get tested 3-5 days after exposure.
- Positive test results:
 - Parents/guardians and staff are required to notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, actions will be followed as outlined in the

SUSPECTED OR CONFIRMED CASES AND CLOSE CONTACTS section below.

- Negative test result
 - Symptomatic students or staff who test negative for COVID-19 should remain home for 7-10 days.
 - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 7-10 days from date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 7-10 days after the COVID-19 positive household member completes their isolation.
- What should I do if I think I might have COVID-19?
 - If you recently started having any of the symptoms below, call your doctor to be evaluated for testing or visit a testing location. It can take up to 10 days after being exposed to someone with COVID-19 for you to feel symptoms.
- Who should get tested?
 - Anyone experiencing any of the COVID-19 symptoms above should get tested.
 - Anyone, whether or not they have symptoms, who has been exposed to someone who was confirmed to have COVID-19 should get tested right away.
- While waiting for test results:
 - If you have symptoms: isolate as recommended.
 - If you have been in contact with someone who tested positive for COVID-19: quarantine as recommended and monitor symptoms.
 - If you do not have symptoms: follow proper social distancing protocols, wear a face covering, and wash your hands thoroughly with soap and water.
 - If your test result is positive, you should expect a call from the Public Health Department. To learn more about this call visit the SCCDPH [Contact Tracing page](#)

Please visit the Santa Clara County Public Health Department pages for information on free testing locations:

- SCCDPH testing page: www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx

REPORTING

Employees, without fear of reprisal, are required to contact their supervisor and/or Human Resources if they have COVID-19 symptoms and/or if they have recognized potential COVID-19 hazards.

Additionally, employees that suspect there is a potential exposure to a communicable disease must report the potential exposure to their supervisor and/or safety manager immediately.

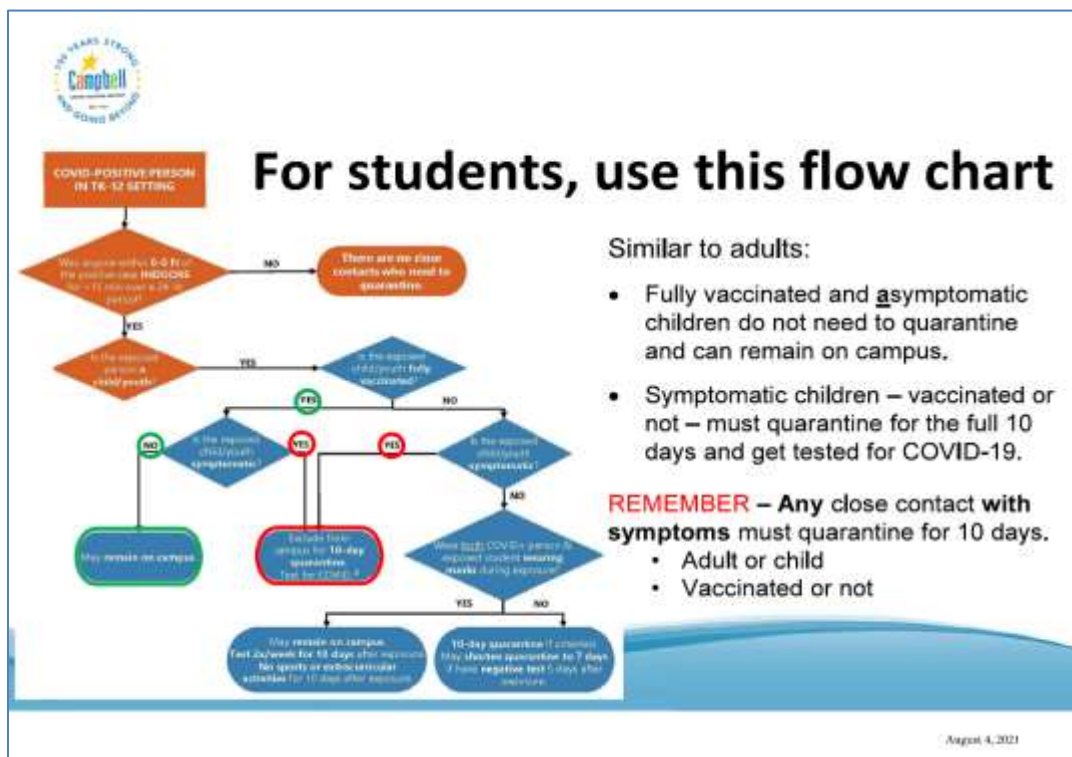
Campbell Union School District will track all COVID-19 cases and keep such information private, including:

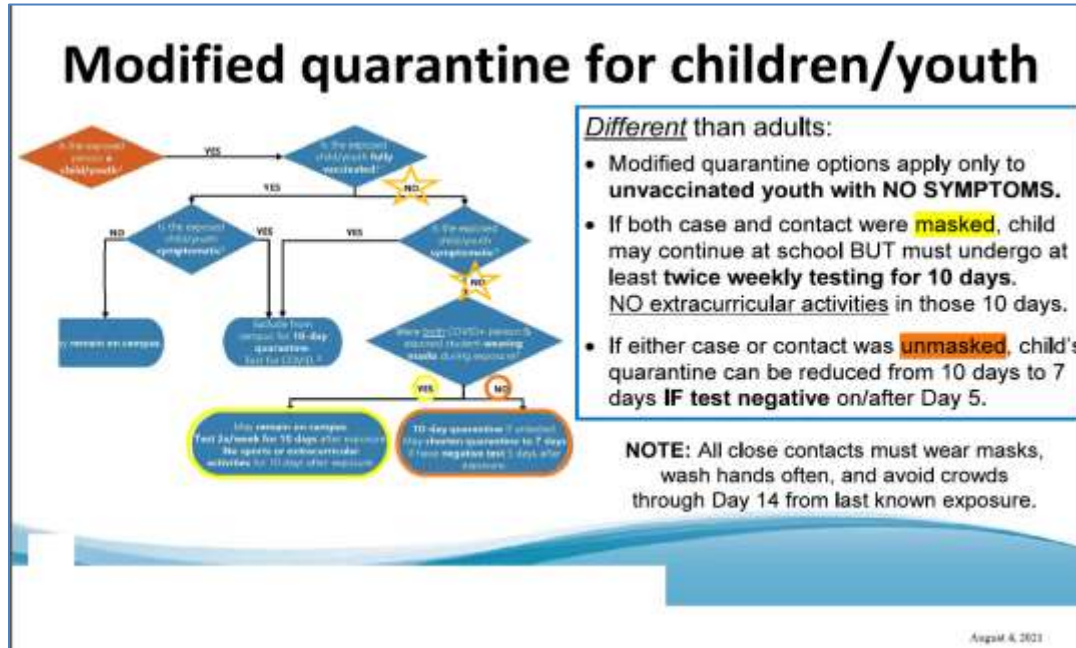
- Employee's name
- Contact information
- Occupation
- Location of where the employee worked
- Date of the last day at the workplace
- Date of positive test

Department Managers and/or the Safety Manager will then determine the appropriate disinfection procedures. Employees that are sick or have flu-like symptoms are encouraged to stay home and to notify their supervisor of their illness immediately.

SUSPECTED OR CONFIRMED CASES AND CLOSE CONTACTS

- Suspected COVID-19 Case(s):
 - Identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
 - Immediately require any students or staff exhibiting symptoms to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- Confirmed COVID-19 Case(s):
 - For each diagnosed case, within 24 hours, CUSD will complete the Shared Portal for Outbreak Tracking (SPOT) intake form (<https://cdph.force.com/SPOT/s/IntakeForm>) if a child, student or staff member is diagnosed with COVID-19 and they fall into one of the categories below. If the child, student or staff member who tested positive for COVID-19 either:
 - reported symptoms of COVID-19 while they were at work, school or on-site
 - developed symptoms of COVID-19 within 48 hours of being at work, school or on site
 - was diagnosed with COVID-19 without symptoms within 48 hours of being at work, school or on-site
 - All staff and families in the school community will be notified of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Areas used by any sick person should be closed and cannot be used before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect.
 - If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
 - Please follow the charts below for COVID-19 confirmed cases in TK-12 setting and the Modified quarantine for children/youth chart below will be applied.





EXCLUSIONS

Employees with COVID-19 cases will be excluded from the workplace and required to quarantine the period of time (generally 10-14 days) required under applicable California Public Health Department (CDPH) and local county health department requirements.

Employees who had a close contact with a COVID-19 case will be excluded from the workplace pursuant to our return-to-work criteria, except under the following conditions:

- Employees who were fully vaccinated before the close contact and who did not develop any COVID-19 symptoms; and
- COVID-19 cases who returned to work and have remained free from COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases that never developed symptoms, for 90 days after the first positive test.

The quarantine period will be determined by CDPH, local county health requirements or from a specific isolation order.

At the time of exclusion, Campbell Union School District will provide the employee with information on available benefits. Please contact Human Resources for additional guidance on exclusions and exclusions pay.

QUARANTINE REQUIREMENTS

For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine including:

- Refrain from quarantine and testing following a known exposure if asymptomatic.
- Following a known exposure at work, fully vaccinated workers do not need to quarantine if asymptomatic.

Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings include:

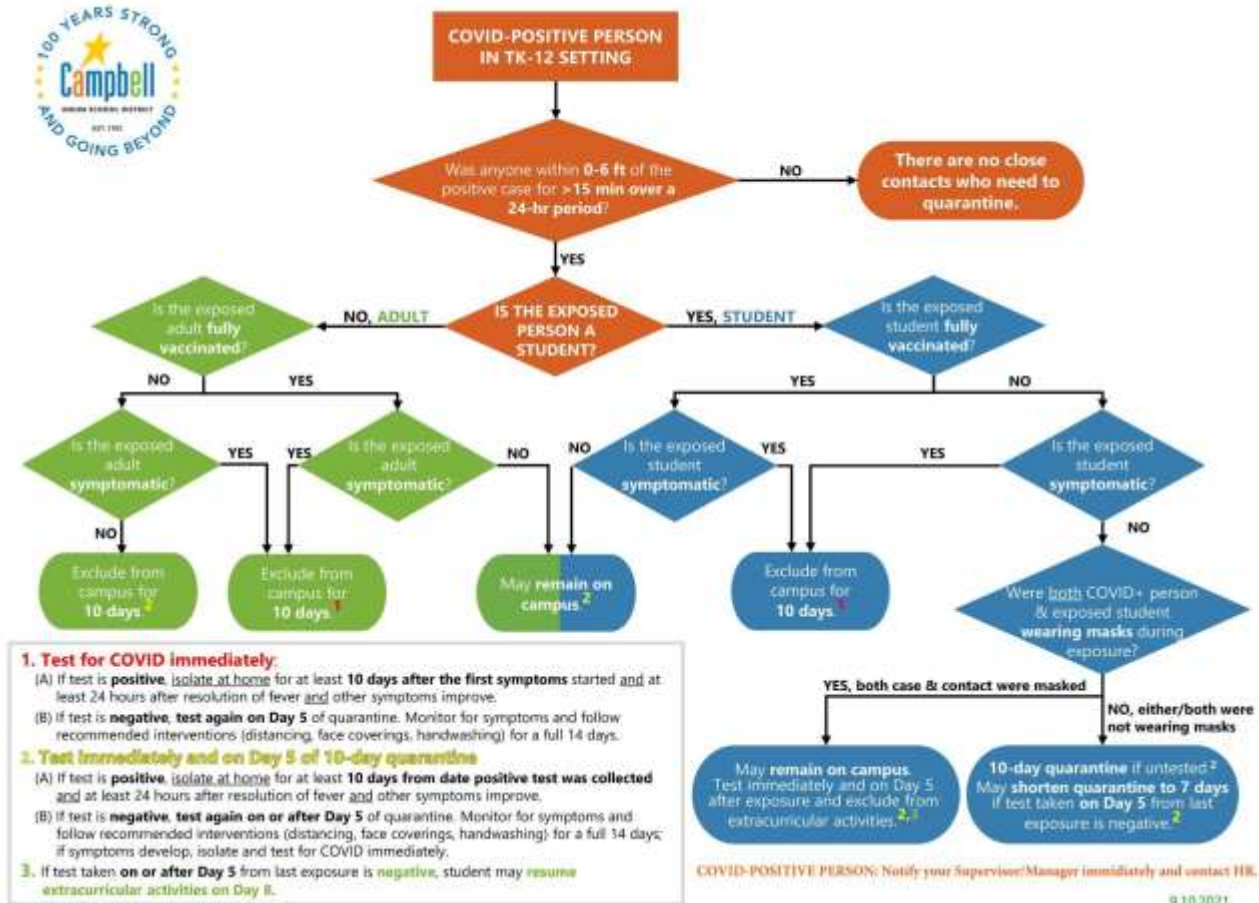
- When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:
 - Are asymptomatic;
 - Continue to appropriately mask, as required;
 - Undergo at least twice weekly testing during the 10-day quarantine; and
 - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

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; or unvaccinated students as described above, include:

- For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
 - Quarantine can end after Day 10 from the date of last exposure without testing; OR
 - Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
 - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - 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.
- 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.

Please refer to the decision tree below for more information.

2021-2022 Quarantine Decision Tree for TK-12 School Settings



RETURN TO WORK CRITERIA

COVID-19 cases with COVID-19 symptoms shall not return to work until the following criteria is met:

- At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
- COVID-19 symptoms have improved; and
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive, but never developed symptoms shall not return to work until a minimum of 10 days have passed since the date of their first positive test. A negative test may not be required for an employee to return to work.

Employees who had a close contact may return to work as follows:

- Employees who had a close contact but never developed symptoms may return to work when 10 days have passed since the close contact.
- Employees that had a close contact and developed symptoms cannot return to work unless:
 - Employee tested negative for COVID-19 using a PCR test after the onset of symptoms
 - At least 10 days have passed since the close contact
 - Employee has been symptom free for at least 24 hours without fever reducing medications

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

VACCINATIONS

In connection with our Injury & Illness Prevention Program and our requirement to provide and maintain a safe and healthy workplace, Campbell Union School District is requiring all school employees to be vaccinated or submit a weekly negative COVID test. All employees receive a COVID-19 vaccine to protect the health and well-being of students, other employees and their families, our customers and visitors, our contractors, and the community in which we live and serve from infectious exposures that will be mitigated through an effective vaccination program.

Per California requirements, Campbell Union School District is tracking vaccination records of employees to ensure compliance of our Safe Re-entry Plan. We are requesting the date you were vaccinated for COVID-19 to provide quarantine instructions should there be an exposure to COVID-19.

If you have been fully vaccinated and have not contacted Human Resources, please do so.

When notifying Human Resources, please provide the date in which you were fully vaccinated (either the two-dose or one-dose COVID-19 vaccine).

The State of California has created a Digital COVID-19 Vaccine Record portal. <https://myvaccinerecord.cdph.ca.gov/>. By completing the required fields, you will receive a link to a QR code and digital copy of your COVID-19 vaccination record.

Employees can complete this form to submit their vaccination status. All information will be kept confidential.

There is no cost to be vaccinated. Please contact Human Resources if you need assistance with scheduling your vaccination.

COVID-19 vaccination will help protect you from COVID-19 in the following ways:

- Will help create an immune response in your body against the virus
- May help keep you from getting severely ill, even if you do get COVID-19

We encourage you to learn more about vaccinations by visiting the CDC website, [here](#).

INDEPENDENT STUDY FOR PARTICULAR STUDENTS

- Independent Study program will be made available for the following students at Rosemary Elementary School:
 - Students who are medically fragile or would be put at risk by in-person instruction, students who live in a household with anybody who is medically fragile.
- Families requesting independent study are determined by the parent; there is no need to provide a physician's note supporting such a request.



COVID-19 PREVENTION PROGRAM

If you have any questions or any of the procedures and information within this module, please contact your supervisor or Human Resources.

Your safety and well-being are our priority. We will continue to make every effort to keep our employees, students, and communities we serve safe.

