



RUSD

**COVID-19 Safe Return to
In-Person Instruction and
Continuity of Services Plan**

**RIVERSIDE UNIFIED
SCHOOL DISTRICT**

2021-2022

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Riverside Unified School District Safe Return to In-Person Instruction and Continuity of Services Plan

Introduction

The Riverside Unified School District (RUSD) recognizes the importance of in-person instruction and continuity of services to students and families. RUSD has formulated plans for safe, successful, and full in-person instruction in the 2021-22 school year. The surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days, is a strong emphasis on the implementation of layered mitigation strategies.

This guidance is effective immediately and will be reviewed at least every six (6) months.

Face Coverings and Other Essential Protective Gear:

Student and staff safety will be supported through the use of Personal Protective Equipment (PPE) following California Department of Public Health (CDPH) Guidance, all students and staff (including visitors and vendors) are required to use face coverings:

- When on the bus
- When indoors
- Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities will wear a clear mask or cloth mask with a clear panel.
- Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Face coverings will be provided to all students and staff (including visitors and vendors).
- Face shields will also be provided to staff with specific job specifications and some students with special needs in addition to face coverings.
- Students may bring personal face coverings/neck gaiters following the dress code policy.
- Gowns and gloves will be provided for job classifications requiring them.
- In order to comply with the CDPH Guidance, the district will develop and implement local protocols to enforce the mask requirements. Additionally, schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering.

- Schools will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- School sites will have signage posted throughout campus to remind students and staff of healthy hygiene practices, physical distancing, and face coverings

Physical Distancing:

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#). Several structures will be in place to support physical arrangements and encourage physical distancing in certain circumstances:

- Desks will continue to be arranged in a way to minimize face-to-face contact as much as possible. i.e. all facing forward.
- Physical distancing will be maximized as much as possible while eating (especially indoors). Use additional spaces outside of the cafeteria for mealtime seating. Arrange for eating outdoors as much as feasible. Lunch areas will be marked with locations to sit that are physically distanced.
- School sites have signage posted throughout campus to remind students and staff of healthy hygiene practices, face coverings, and physical distancing.
- The bus will be loaded from back to front and unloaded front to back.

In the case of increased transmission rates, several structures can be put in place to maintain physical distancing if needed:

- Floor markings to indicate locations to stand to maintain distance
- Lunch areas marked with locations to sit that are physically distanced
- Staggered break schedules for employees to ensure physical distancing in break rooms
- Virtual meetings

Entrance, Egress, and Movement Within the School:

In order to reduce the number of contacts between individuals within the school, the following procedures will be utilized for moving within the school campus:

- School sites will have designated routes for entry and exit to campus.
- Entry/exit gates will be staffed by school personnel.
- Students will be greeted by site staff at their car upon drop off or in the arrival zone for walkers and directed to temperature scanning before entering campus.
- Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations, particularly when there is moderate-to-high COVID-19 community transmission.
- Schools should not limit access for direct service providers, but should ensure compliance with school visitor policies.
- Meetings with families and the public may be conducted by telephone or videoconference to limit nonessential visitors on campuses.

Healthy Hygiene Practices

To maintain and promote healthy hygiene, the following will be implemented:

- Staff will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves. Follow these five steps every time.
 - Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather hands by rubbing them together with the soap. Lather the backs of the hands, between the fingers, and under the nails.
 - Scrub hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - Rinse hands well under clean, running water.
 - Dry hands using a clean towel or air dry them.
- Handwashing protocol will be posted at all sinks.
- Stations with hand sanitizer will be placed in areas across campus, including, but not limited to: near lunch areas, entrances to campus, entry to bus, and in classrooms without sinks.
- Bottle filling stations have been installed at every site.
- Adequate supplies will be provided to campuses to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

Cleaning and Disinfection:

In general, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19 list](#)) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

Cleaning Frequency: Cleaning and disinfecting schedules have been established in order to avoid both under- and over-use of cleaning products.

- Classrooms will be cleaned and sanitized daily.
- All bathrooms will be cleaned and sanitized daily by night custodial staff.
- Daytime custodial staff are scheduled to service and spot clean restrooms twice a day.
- Frequently Touched Surfaces: All spaces will be cleaned daily by custodial staff and high touch areas will be sanitized.
- Electrostatic disinfection technology will be used for daily sanitization of classrooms.
- Extra attention will be given to high-touch surfaces.
- High-touch surfaces in the school include, but are not limited to: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs
- Primary cleaning will be performed when children are not present in order to limit their exposure to fumes and/or cleaning materials. Areas will be thoroughly ventilated before staff and children arrive each day.

- Lunch tables, benches, and other shared surfaces will be cleaned between use.
- Buses will be cleaned between routes.
- Classrooms and offices will be cleaned daily.

Ventilation:

For indoor spaces, ventilation will be optimized, following [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools](#).

- HVAC and Outside Air: The amount of fresh air brought in by the HVAC systems will be maximized (minimum of 3 air exchanges per hour) and ventilation will run at least 30 minutes prior to building occupancy.
 - Maximize central air filtration for HVAC systems (Systems are MERV 8 -13 - targeted filter rating of at least MERV 13 is recommended).
- Systems Maintenance: Regular preventive maintenance is performed that includes cleaning of both condensing and evaporator coils. Replace and check air filters and filtration systems to ensure optimal air quality quarterly.
- Ventilation While Cleaning and Disinfecting: Proper ventilation is used during cleaning and disinfecting to reduce the risk of infection. When cleaning, air out the space before children arrive.

Health Screenings for Students and Staff:

Employee Screening by:

- Requiring self-monitoring of temperatures on a daily basis.
- If an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee is to contact their supervisor and stay home.
- Requiring self screening for symptoms per the CDPH guidelines; if an employee has a cough, fever, shortness of breath, or has been directly exposed to anyone with a positive diagnosis, they are to contact their supervisor and stay home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, we will do the following:
 - Personnel may provide resources including how to seek medical care information;
 - RUSD will send an employee home that is exhibiting any symptoms and Personnel will provide the employee information on how long the employee would refrain from coming to any district locations and any leave benefits the employee may be entitled to.
- If informed that an employee tests positive for COVID-19, RUSD will provide notice to health officials in the county/city in which they are working to thus provide the district with further guidance. Information may include but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work.

- Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.

Student Screening

We screen our students by:

- Checking student temperatures upon arrival to campus.
- If a student has a fever of 100.4 degrees Fahrenheit or greater, the student is to stay home.
- Requiring self screening for symptoms per the CDPH guidelines; if a student has a cough, fever, shortness of breath, or has been directly exposed to anyone with a positive diagnosis, they are to stay home.
- If a student is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the district will do the following:
 - Health services may provide resources including how to seek medical care information;
 - Staff will send a student home that is exhibiting any symptoms.
 - If informed that a student tests positive for COVID-19, RUSD will provide notice to health officials in the county/city in which they are working to thus provide the district with further guidance. Information may include but is not limited to:
 - The student's school site, school hours, parent/guardian contact information
 - Identify who has been in contact with the student. The student's name will not be disclosed unless asked to by the health officials.

Staying Home When Sick

RUSD will promote the strategy for Staying Home when Sick and Getting Tested from the CDC.

- Getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools.
- RUSD will advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - Other symptoms have improved; and
 - They have a negative test for COVID-19, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Identification and Tracing of Contacts:

RUSD will follow the CDPH guidelines.

When staff is notified of a student or employee testing positive for COVID-19, they shall notify the site or department administrator. The site or department administrator will:

- Ensure the student or employee is not at school/work. If they are at school/work, the individual will be isolated and sent home without delay. If there is a medical emergency, 911 will be called immediately.
- Notify the Contact Tracing RN immediately. If after hours or on the weekend, the cluster nurse will be notified on their district cell phone or a manager in the Personnel Office will be notified.

Contact Tracing RNs will carry out the following protocol when a student or staff member is identified as having potential COVID-19 symptoms.

- Contact Tracing RN will contact the individual or parents of students to conduct an assessment and recommend testing for COVID-19. The individual or parent will be asked to notify the Contact Tracing RN as soon as COVID-19 test results are received to determine next steps.
- Contact Tracing RN will be the liaison with RCDPH, the District Lead Nurse, and the District Personnel Office.
- Contact Tracing RN will follow up with the individual or parent in 2 or 3 days if they have not contacted the Contact Tracing RN.

Contact Tracing RN will send an email to the following staff ensuring they are aware of an employee exposure:

If Classified Employee	If Certificated Employee
Deputy Superintendent, Pupil Services/SELPA	Deputy Superintendent, Pupil Services/SELPA
Assistant Superintendent, Personnel	Assistant Superintendent, Personnel
Lead Nurse	Lead Nurse
Director, Maintenance, Operations & Transportation	Director, Maintenance, Operations & Transportation
Director, Benefits & Risk Management	Director, Benefits & Risk Management
Director, Classified Personnel	Director, Certificated Personnel
Assistant Director, Classified Personnel	Assistant Director, Certificated Personnel
Director, Pupil Services/SELPA	Director, Pupil Services/SELPA

The Contact Tracing will

- Complete the RCDPH intake form and notify the Riverside County Department of Public Health if the staff or student is positive in accordance with AB 86(2021) and California Code Title 17, section 2500.
- Complete the RUSD Tracing Form for employees and students who tested positive which includes:
 - Employee / student information (first and last name, phone number, position).
 - Where on the school site/work site the individual who tested positive spent time or frequented.

- The date that the individual tested positive and the people placed on quarantine who will need to be contacted for follow up.
- The first potential date that the individual who tested positive would be able to return to the school/work site.
- The first potential date that the persons on quarantine would be able to return to the school/work site.
- The date and time the person who tested positive and the persons needing to quarantine were contacted, including whether or not they spoke to the person, left a message, or were unable to make contact or leave a message and date and times of follow up attempts.
- Date the quarantine letter went out to individuals who were placed on quarantine.
- Date that the notification of a positive case form went out to students/staff at the site.
- The date that public health was notified.
- Request site cleaning by notifying Maintenance and Operations and indicate what rooms/locations to disinfect.
- Determine the letters that will need to go home to parents if there is a positive case in the classroom or at the school site.

Staff and Student Symptomatic Testing and Communication Plan

RUSD will follow the California Department of Public Health (CDPH) guidelines.

Student or Staff with:	Action
1. COVID-19 symptoms (e.g. fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> ● Send home ● Recommend testing (if positive, see #3, if negative, see #4) ● School/classroom remain open <p>No school community notification</p>
Student or Staff with:	Action
2. Close contact with a confirmed COVID-19 case	<p>Fully Vaccinated Staff and Students:</p> <ul style="list-style-type: none"> ● Following a known exposure, fully vaccinated staff and students do not need to quarantine if asymptomatic. <p>Unvaccinated Staff and Students:</p> <ul style="list-style-type: none"> ● When both parties were wearing a mask in the indoor classroom setting, unvaccinated students may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they: <ul style="list-style-type: none"> i. Are asymptomatic; ii. Continue to appropriately mask, as required; iii. Undergo at least twice weekly testing during the 10-day quarantine; and iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting. <p>Unvaccinated Staff and Students:</p> <ul style="list-style-type: none"> ● Not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.

	<p>a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:</p> <ul style="list-style-type: none"> i. Quarantine can end after Day 10 from the date of last exposure without testing; OR ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative. <p>b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:</p> <ul style="list-style-type: none"> i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure. <p>c. 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.</p> <ul style="list-style-type: none"> ● School/classroom remain open <p>Consider school community (staff, students, and families) notification of a known contact</p> <ul style="list-style-type: none"> ● Letter sent to those who may have been exposed by Superintendent Designee: District Lead Nurse ● COVID-19 Exposure Outside of School Letter Adult/Child
<p>3. Confirmed COVID-19 case infection</p>	<ul style="list-style-type: none"> ● Notify Riverside County Public Health. Isolate the case and exclude from school for 10 days from the last positive test. Identify contacts (†), quarantine & exclude exposed contacts following guidance in #2. ● Recommend testing of contacts and prioritize symptomatic and asymptomatic individuals in primary spaces where case spent significant time. ● Disinfection and cleaning of classroom and primary spaces where case spent significant time ● School remains open <p>School community (staff, student, and families) will be notified of a known case via letter/email from the district</p> <ul style="list-style-type: none"> 4. Letter sent to those who may have been exposed by Superintendent Designee: District Lead Nurse 5. COVID-19 School Wide/Site Wide Notification Letter of a Positive Case - sent to school community (staff, student, families) 6. COVID-19 Exposure Outside of School Letter Adult/Child - sent to only those who have been exposed 7. AB685 Letter to Staff 8. Cal/OSHA Outbreak letter to staff
<p>9. Tests negative after symptoms</p>	<ul style="list-style-type: none"> ● May return to school after symptoms resolve, if no fever without using fever reducing medication within 24 hours. ● School/classroom remain open <p>No school community notification</p>
<p><i>(†) A contact is defined as a person who is less than 6 feet from a case for 15 minutes or more. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.</i></p>	

For the purposes of this guidance, people are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).[1]

Vaccinations to School Communities

RUSD will continue to host Pfizer COVID Vaccine Clinics with our community partners for all RUSD students ages 12 and up, and their adult family members, in addition to all RUSD staff and their family members ages 12 and older. There is no cost for the vaccine. Communication will be sent to families via email, text, social media, the district and school websites, and flyers when vaccine clinics are available.

Students and staff family members ages 12 to 17 years old must be accompanied by a parent or legal guardian. Parents or legal guardians need to bring their ID and insurance cards with them to the high school on the day of the clinic. Anyone without health insurance will still be able to receive the vaccine at no cost.

Staff Training and Family Education

Staff will be trained and families will be educated on the application and enforcement of the plan, the signs and symptoms of COVID-19, and healthy hygiene practices to prevent the spread of COVID-19. Staff will continue to complete online trainings through Keenan Safe Schools and the CDC on the following topics related to COVID-19:

- Coronavirus Awareness
- Coronavirus: Managing Stress and Anxiety
- What you Need to Know About Handwashing
- Outlines the proper use of antimicrobial products and pesticides

Family members and students have received videos and print materials on the following information:

- CDC information on how to wear and remove a face mask correctly, how to clean and disinfect your home if someone has COVID-19, stopping the spread of germs, symptoms of COVID-19.
- District protocols for self assessment prior to coming to school, entering and exiting campus, temperature scanning, face coverings, physical distancing, hand washing, use of supplies, moving across campus.
- Families receive reminders and updates on social media, via the RUSD website and auto dialers sent out to families.
- Posters are posted throughout all schools and offices to remind people about hand washing, social distancing, how to wear a mask and healthy hygiene practices. In addition, site administration will review the plan with their families when they return.

Triggers for Switching to Distance Learning:

RUSD will follow County Public Health Directives for returning to Distance Learning:

- Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the County Public Health Officer.

- Individual school closures may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.
- The County Public Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- A superintendent may close a school district if 25% or more of schools in the district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

Accommodations for Persons with Disabilities:

RUSD will provide accommodations, modifications, and assistance for students, teachers, and staff with disabilities and other health care needs when implementing COVID-19 safety protocols including:

- Working with families to better understand the individual needs of students with disabilities.
- Remaining accessible for students with disabilities:
 - Ensure access to services for students with disabilities when developing cohorts.
- Adjusting strategies as needed including:
 - Being aware that physical distancing and wearing masks can be difficult for young children and people with certain disabilities (for example, visual or hearing impairments) or for those with sensory or cognitive issues.
 - For people who are not fully vaccinated and only able to wear masks some of the time for the reasons above, prioritize having them wear masks during times when it is difficult to separate students and/or teachers and staff (e.g., while standing in line or during drop off and pick up).
 - Consider having teachers and staff who are not fully vaccinated wear a clear or cloth mask with a clear panel or a face shield with a neck gaiter when interacting with young students, students learning to read, or when interacting with people who rely on reading lips.
 - Using behavioral techniques (such as modeling and reinforcing desired behaviors and using picture schedules, timers, visual cues, and positive reinforcement) to help all students adjust to transitions or changes in routines.

Continuity of Services

RUSD recognizes the importance of student learning and well-being, including the well-being of staff. To ensure continuity of services the following strategies will be implemented:

Student Academic Needs:

- Each student is provided a chromebook to ensure access to curriculum and instruction regardless if it is in-person or at home through virtual learning opportunities.
- The District is committed to providing hotspots for Internet connectivity to families who need them.
- For the safety and security of our students, all devices (chromebooks) checked out from RUSD are equipped with a content filter
- Textbooks and curriculum programs are all available online to students, teachers, staff, and families for easy access to implementation through the Clever interface. Training materials about Clever will continue to be provided to staff and families to provide for easy access to these materials. Additionally,

all students in RUSD have access to hard copies of their textbooks. If a student is placed in quarantine, staff will ensure the student has access to the assignments and curriculum via their chromebooks and textbooks. In some cases, Short Term Independent Study can be utilized.

- Teachers and staff have attended multiple Google Suite training sessions to help them create informative and robust online classes for students. In addition, our Innovation and Learner department created tutorial videos for parents to support them as they work with their students. RUSD continues to seek partnerships with the city of Riverside and other agencies to provide connectivity to families in need.
- All certificated and classified staff were provided five asynchronous professional development modules to prepare them for distance learning with over eighty courses to choose from. Professional development will continue to be offered to new and continuing staff. Staff also have access to a website with lesson plans on digital citizenship, social-emotional learning, health and safety, getting to know your digital tools, and content-specific resources.
- RUSD will offer independent study options through the Summit View Home-based Program and Riverside Virtual school.

Social-Emotional Needs:

- RUSD has established a robust student and staff wellness program that includes:
 - School Guidance Counselors
 - School Psychologists
 - Student Assistance Program Psychologists and Prevention Assistants
 - Student Assistance Program Counselors
- All District staff have participated in Trauma-Informed practices training through Virtual Professional Development.
- Staff provide training to school staff and facilitate parent webinars.
- RUSD has a virtual wellness center developed in response to COVID-19. In addition, RUSD is launching its first school site Wellness Center at Ramona High School with the Wellness Center at John W. North opening in January.
- RUSD offers wellness training, support sessions, resources, and workshops for staff and families.
- The Family Resource Center (FRC) addresses family needs in two ways:
 - Family Wellbeing: Coordination of comprehensive family strengthening services to identify and address barriers to learning.
 - Families as Learners : Family engagement workshops and webinars that build parent capacity in understanding stages of developmental, social-emotional wellness, curriculum and assessments, graduation requirements, and pathways to college and career.
- The FRC provides webinars including:
 - Transition to the School Year, Bringing out the Best in Your Student, Healthier Routines at Home, Mindfulness and Self Care tips, Trauma Informed Parenting, father engagement, support for foster families, among others. Virtual evidenced-based parenting programs consisted of Nurturing Parenting Program, Triple P, Incredible Years Program, Abriendo Puertas 0-5 Program, and Keeping Intergenerational Ties in Ethnic Families (KITE).
 - Support groups assisting families raising a child with behavioral challenges and/or a diagnosed mental health condition included Educate, Equip, and Support (EES), Open Doors Parent Support Group, and Mamas y Bebes, a program supporting maternal depression.

- RUSD provides a Social-Emotional Learning playbook for teachers and administrators to incorporate mindfulness, connection, and well being in schools.
- RUSD’s Educator Wellness Program works to provide tools and education in the areas of well-being and resilience in an effort to foster a culture of equity, belonging, and growth. Offerings include:
 - Strengths coaching, Personal and Professional Coaching, Wellness Workshops, Arbinger facilitation, small group learning opportunities, and the virtual wellness fair.

Nutrition Services:

- Nutrition Services partners with the USDA, City of Riverside, and the California Association of Food Banks, to address community food insecurity, by packing and distributing emergency food boxes.
- With the passage of AB 130, districts are able to provide at least 2 meals to each student free of charge.
- If needed, staff have the ability to provide meals on campus or through drive thru meal service.

Consultation:

RUSD convened six (6) action teams with over 250 total members from various stakeholder groups including certificated and classified staff, district and school site administrators, family and community members, and students. Action teams met and discussed health and safety, teaching and learning, personnel, operations, fiscal/governance, and communication strategies. The public was also provided an opportunity throughout the last year to comment during RUSD Board of Education Meetings.

In addition, consultations took place with the following labor organizations during negotiations:

- Riverside City Teachers Association
- California School Employee Association Chapter 506

Consultations also took place with the following parent and community organizations:

- Parent Teacher Association
- District English Learner Advisory Council
- District African American Parent Advisory Council
- Special Education Community Advisory Council

COVID-19 Prevention Program (CPP) for Riverside Unified School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: July 15, 2021

Authority and Responsibility

The Director of Risk Management 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.
- Document the vaccination status of our employees by using the **RUSD COVID-19 Vaccination Self Attestation Form** in lieu of Appendix E: Documentation of Employee COVID-19 Vaccination Status, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. RUSD will follow the CDPH guidelines.

When staff is notified of a student or employee testing positive for COVID-19, they shall notify the site or department administrator. The site or department administrator will:

- Ensure the student or employee is not at school/work. If they are at school/work, the individual will be isolated and sent home without delay. If there is a medical emergency, 911 will be called immediately.
- Notify the Contact Tracing RN immediately. If after hours or on the weekend, the cluster nurse will be notified on their district cell phone or a manager in the Personnel Office will be notified.

Contact Tracing RNs will carry out the following protocol when a student or staff member is identified as having potential COVID-19 symptoms.

- Contact Tracing RN will contact the individual or parents of students to conduct an assessment and recommend testing for COVID-19. The individual or parent will be asked to notify the Contact Tracing RN as soon as COVID-19 test results are received to determine next steps.

- Contact Tracing RN will be the liaison with RCDPH, the District Lead Nurse, and the District Personnel Office.
- Contact Tracing RN will follow up with the individual or parent in 2 or 3 days if they have not contacted the Contact Tracing RN.

Contact Tracing RN will send an email to the following staff ensuring they are aware of an employee exposure:

If Classified Employee	If Certificated Employee
Deputy Superintendent, Pupil Services/SELPA	Deputy Superintendent, Pupil Services/SELPA
Assistant Superintendent, Personnel	Assistant Superintendent, Personnel
Lead Nurse	Lead Nurse
Director, Maintenance, Operations & Transportation	Director, Maintenance, Operations & Transportation
Director, Benefits & Risk Management	Director, Benefits & Risk Management
Director, Classified Personnel	Director, Certificated Personnel
Assistant Director, Classified Personnel	Assistant Director, Certificated Personnel
Director, Pupil Services/SELPA	Director, Pupil Services/SELPA

The Contact Tracing will

- Complete the RCDPH intake form and notify the Riverside County Department of Public Health if the staff or student is positive in accordance with AB 86(2021) and California Code Title 17, section 2500.
- Complete the RUSD Tracing Form for employees and students who tested positive which includes:
 - Employee / student information (first and last name, phone number, position).
 - Where on the school site/work site the individual who tested positive spent time or frequented.
 - The date that the individual tested positive and the people placed on quarantine who will need to be contacted for follow up.
 - The first potential date that the individual who tested positive would be able to return to the school/work site.
 - The first potential date that the persons on quarantine would be able to return to the school/work site.
 - The date and time the person who tested positive and the persons needing to quarantine were contacted, including whether or not they spoke to the person, left a message, or were unable to make contact or leave a message and date and times of follow up attempts.
 - Date the quarantine letter went out to individuals who were placed on quarantine.
 - Date that the notification of a positive case form went out to students/staff at the site.
 - The date that public health was notified.
- Request site cleaning by notifying Maintenance and Operations and indicate what rooms/locations to disinfect.

- Determine the letters that will need to go home to parents if there is a positive case in the classroom or at the school site.
- 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 procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Participating on the Site Safety Teams on each campus or district site.

Employee Screening

We screen our employees by:

- Requiring self-monitoring of temperatures on a daily basis.
- If an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee is to contact their supervisor and stay home.
- Requiring self screening for symptoms per the CDPH guidelines; if an employee has a cough, fever, shortness of breath, or has been directly exposed to anyone with a positive diagnosis, they are to contact their supervisor and stay home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, we will do the following:
 - Personnel may provide resources including how to seek medical care information;
 - RUSD will send an employee home that is exhibiting any symptoms and Personnel will provide the employee information on how long the employee should refrain from coming to any district locations and any leave benefits the employee may be entitled to.
- If informed that an employee tests positive for COVID-19, RUSD will provide notice to health officials in the county/city in which they are working to thus provide the district with further guidance. Information may include but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day at work.
 - Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.

Student and Visitor Screening

We screen our students and visitors by:

- Checking student and visitor temperatures upon arrival to campus.

- If a student or visitor has a fever of 100.4 degrees Fahrenheit or greater, they are to stay home.
- Requiring self screening for symptoms per the CDPH guidelines; if a student or visitor has a cough, fever, shortness of breath, or has been directly exposed to anyone with a positive diagnosis, they are to stay home.
- If a student or visitor is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the district will do the following:
 - Health services may provide resources including how to seek medical care information;
 - Staff will send a student or visitor home that is exhibiting any symptoms.
- If informed that a student or visitor tests positive for COVID-19, RUSD will provide notice to health officials in the county/city in which they are working to thus provide the district with further guidance. Information may include but is not limited to:
 - The student's school site, school hours, parent/guardian contact information
 - Identify who has been in contact with the student or visitor. The student's or visitor's name will not be disclosed unless asked to by the health officials.

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:

- Hazards observed or discovered by any means (site inspections, accident investigations, or casual observation) shall be reported to the site administrator.
- The site administrator shall input a work order request to Maintenance and Operations for correction of hazardous conditions, identifying the work order as "safety priority."
- Maintenance shall conduct the requested hazard abatement and notify the site administrator when completed, and records of these corrections are kept in the work order system.
- With respect to hazardous practices or procedures, the site administrator shall communicate with the parties involved to bring about a resolution (elimination or alteration of the unsafe practice).
- If the best method for correcting the hazardous condition or practice is not apparent or obvious, the site administrator should contact Risk Management Safety Technician for an appraisal and recommendation.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn at all times by employees, students, and visitors, including non-employees, where required by orders from the CDPH or local health department.

Employees, students, and visitors are provided disposable face coverings if they do not have one. Additional face coverings may be ordered through the Digital Storefront. Managers and site administrators are responsible for ensuring employees and visitors are following face covering practices.

Face masks are required indoors at all times while on campus.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- 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.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will 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.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our 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 transmission by:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- How the ventilation system will be properly maintained and adjusted
- Whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- HVAC and Outside Air: Maximize the amount of fresh air brought in by the HVAC systems (minimum of 3 air exchanges per hour) and ensure ventilation is running at least 30 minutes prior to building occupancy.
- Systems Maintenance: Regular preventive maintenance is performed that includes cleaning of both condensing and evaporator coils, as well as checking and replacing air filters and filtration systems to ensure optimal air quality quarterly.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- RUSD has established routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

When Maintenance and Operations is notified of a confirmed case and a work area requires cleaning and disinfections, the following three step decontamination process will be used.

1. Clean / wipe all high touchpoint areas & any soiled surfaces with E23 Neutral Cleaner / Disinfectant accompanied by a microfiber towel. High touchpoint areas include but are not limited to: Door knobs/handles, push bars, Light switches, Countertops, Faucet handles, Soap and towel dispensers, Keyboards, telephones, copiers, Desks, chairs, Handrails, Sneeze shields.
2. Clean and Extract carpeted surfaces with truck mount carpet extractor. Carpets are pretreated with “Clean” solution and then rinsed with plain water heated to 200 degrees fahrenheit and extracted thoroughly.
3. Spray and treat all affected areas with the Clorox Total 360 Electrostatic Disinfectant Sprayer or Victory Backpack Electrostatic Sprayer.

Once the process has been completed, it is the responsibility of the Custodial Operations Supervisor(s) to create a Covid Response Report that documents the situation and explains the decontamination process at the described location. Report is then sent to the Director of Maintenance, Operations and Transportation, Assistant Director of Grounds/Custodial and school administrators.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluated hand washing facilities.
- Encourage and allow time for employee and student handwashing.
- Provide employees and students with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees and students to wash their hands for at least 20 seconds each time.

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.

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

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **RUSD COVID Notification form** completed by the contact tracing registered nurses.

Employees who had potential COVID-19 exposure in our workplace will be:

- Notified via email with available testing information as well as leave information including:

Policies

RUSD has policies and employee contract provisions regarding COVID-19 related benefits to which employees may be entitled to, including, but not limited to, *Family Medical Leave Act/California Family Rights Act Leave*, workers' compensation, and personal leave rights. RUSD policies may be found [here](#). The most relevant policies are in the 4000 – *Personnel*, series.

Leaves

Information on leaves, identified in article XVI the RCTA Collective Bargaining Agreement are available at [http://riversideunified.org/UserFiles/Servers/Server_580721/File/Departments/Personnel/RCTA%20Contracts/Final%20RCTA%20Contract%207-2020%20FINAL%20to%20PRINT%208.27.2020\(1\).pdf](http://riversideunified.org/UserFiles/Servers/Server_580721/File/Departments/Personnel/RCTA%20Contracts/Final%20RCTA%20Contract%207-2020%20FINAL%20to%20PRINT%208.27.2020(1).pdf) or by clicking [HERE](#) and in article VII in the CSEA Collective Bargaining Agreement available at http://www.riversideunified.org/UserFiles/Servers/Server_580721/File/Departments/Personnel/2016-2018%20RUSD%20CSEA%20Contract%20-%20Final%202016.pdf or by clicking [HERE](#). If employees wish to take an applicable leave of absence, they should contact their immediate supervisor, or otherwise follow the District's normal leave of absence procedures.

RUSD has policies protecting employees from discrimination, harassment, and retaliation (see BP and AR 4030, *Nondiscrimination in Employment*). These policies continue to apply during the COVID-19 pandemic. Under federal and state laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

System for Communicating

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

- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor.
- Employees can report symptoms and hazards without fear of reprisal. RUSD has policies protecting employees from discrimination, harassment, and retaliation (see BP and AR 4030,

Nondiscrimination in Employment). These policies continue to apply during the COVID-19 pandemic. Under federal and state laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing.
- 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 via email notification.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

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, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully

- vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

COVID-19 Training Roster from our professional learning platform will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria 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 RUSD policies and employee contract provisions regarding COVID-19 related benefits to which employees may be entitled to, including, but not limited to, *Family Medical Leave Act/California Family Rights Act Leave*, workers' compensation, and personal leave rights. RUSD policies may be found [here](#).
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, 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.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- 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, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases RUSD Contact Tracing Notification 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 their last positive test.
 - 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.
 - A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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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			
Gloves			
Face shields/goggles			
Respiratory protection			
Gowns			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

(This is completed in the RUSD Technology Services COVID-19 Data Collection website by RUSD contact tracing registered nurses)

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 and ID :		Position: Unit Member Status:	
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 the COVID-19 case was last present in the workplace:		Date tested positive:	
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 D: COVID-19 Training Roster (This will be completed in the RUSD Professional Development Management System)

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

Employee Name	Signature

Appendix E: Documentation of Employee COVID-19 Vaccination Status - CONFIDENTIAL

(This will be completed in using RUSD COVID-19 Vaccination Self Attestation Form in the RUSD Learning Management System)

Employee Name	Fully or Partially Vaccinated ¹	Method of Documentation ²

¹Update, accordingly and maintain as confidential medical record

²Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to the CPP if a workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

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

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace 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. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested 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 provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - 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.
 - [describe other applicable controls].

Notifications to the local health department

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

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to the CPP should a workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

- 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 or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.