



SOUTHERN KERN UNIFIED SCHOOL DISTRICT

GUIDE FOR REOPENING SCHOOL

COVID – 19 Prevention Plan (CPP)

Most Recent Update: March 31, 2023

COVID-19 Prevention Procedures (CPP) for Southern Kern Unified School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: March 31, 2023

Authority and Responsibility

Barbara Gaines, Superintendent 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 procedures 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.

Application of the Southern Kern Unified School District Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and **Kern County Department of Public Health** orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Reducing population density indoors.
 - ii. Moving indoor tasks outside.
 - iii. Implementing separate shifts and/or break times.
 - iv. Restricting access to work areas.
 - v. **Maintaining continuous air flow**

vi. **Upgraded HVAC filtration systems**

2. Training and instruction on COVID-19 prevention is provided:

- a. When this CPP was first established.
- b. To new employees.
- c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
- d. Whenever new COVID-19 hazards are introduced.
- e. When we are made aware of new or previously unrecognized COVID-19 hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Appendix A COVID-19 **Training Roster** will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:

- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
- b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. **Site nurses have been trained on identifying the symptoms of COVID. They have also been trained on how to properly test symptomatic employees using rapid antigen tests**
- c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. **All employees are to continue to email COVID@sskUSD.k12.ca.us to notify the district when testing positive, or when symptomatic and in need a of testing. Signs from CDC and CDPH have been provided to sites to inform staff of signs and symptoms of COVID-19.**

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

- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
 - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - a. The infectious period.
 - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
 - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

- b. Reviewing current **California Department of Public Health (CDPH)** guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts. **Per the Kern County Public Health Department, Southern Kern USD will track all positive cases and the number of close contacts.**
- d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- e. Upon excluding an employee from the workplace based on COVID-19, **Southern Kern USD** will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and **Southern Kern USD** leave policies and leave guaranteed by contract. **An email will be sent to any employee excluded due to a positive COVID-19.**

Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, **Southern Kern USD** will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
 - The COVID-19 case and of any employee who had a close contact.
 - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

Face Coverings

Employees will be provided face coverings and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance

with CCR, Title 8 section 5144.

4. 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 shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
 - How to properly wear the respirator provided.
 - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH **Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments**. **Southern Kern USD** will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Reporting and Recordkeeping

Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by **Paul Irving, Director of Human Resources, Classified** and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Appendix A: COVID-19 Training Roster

Date training completed: [enter date]

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

Employee Name	Signature

Appendix B: Investigating COVID-19 Cases

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

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

Date investigation was initiated: [enter information]

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

COVID-19 Case Summary

Date	Name	Site	Grade (If Applicable)	Date of first symptoms	Date of positive test and/or diagnosis	Last day and time present

Summary of employees, independent contractors, and employees of other employers that came in close contact (Intended to assist with keeping track of which close contacts they have notified to meet the notice requirements.)

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Additional Consideration #1

COVID-19 Outbreaks

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

Southern Kern USD will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes 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 supply of outdoor air to indoor workplaces.
 - Insufficient air filtration.

- Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing the outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing to the extent feasible.
 - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
 - Other applicable controls.

Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered 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, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by **Kern County Public Health Department**. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for

momentary exposure while persons are in movement. Methods of physical distancing include:

- Telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible

Most Recent Update: October 26, 2022

This plan is updated to reflect the most recent changes to the CDPH Guidelines covering COVID-19 requirements for employees covering isolation and quarantine.

Table 1: Persons Who Should Isolate

Persons Who Test Positive for COVID-19	Recommended Actions
Everyone, regardless of vaccination status,	<ul style="list-style-type: none">• Stay home (PDF) for at least 5 days after start of symptoms (or after date of first positive test if no symptoms).

<p>previous infection or lack of symptoms.</p>	<ul style="list-style-type: none"> • Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen* collected on Day 5 or later tests negative. • If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications. • If fever is present, isolation should be continued until 24 hours after fever resolves. • If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments. • Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see masking section below for additional information). <p>*Antigen test preferred.</p>
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Using Facemasks:

Masks, particularly [high-quality and well-fitting masks](#) (PDF), remain highly effective, inexpensive, and dynamic tools to protect oneself and mitigate transmission of COVID-19 and other respiratory pathogens.

1. Required Actions:

- a. No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard (e.g., watersports).
- b. Schools must develop and implement local protocols to provide masks to students who inadvertently fail to bring a face covering to school and desire to use one.

2. Recommended Actions:

a. Unless otherwise directed by local health departments or local educational agencies, students and staff should follow [CDPH masking guidance for the general public](#), as well as masking guidance for specific situations referenced below (e.g., when having symptoms, being infected, or exposed).

Updated January 4, 2022

On December 16, 2021, the California Occupational Safety and Health Standards Board (“Cal/OSHA”) adopted revisions to the COVID-19 Prevention Emergency Temporary Standards (“ETS”) that reflect the latest recommendations from the California Department of Public Health (“CDPH”).

The following revisions will take effect on January 14, 2022.

- All individuals with COVID-19, regardless of vaccination status, should stay home for at least five days. Isolation can end after day five if symptoms are not present or resolving and diagnostic specimen collected on day five or later is negative. An antigen test is the preferred method for diagnostic specimen.
- Unvaccinated individuals and vaccinated people who are eligible for a booster but have not yet received a booster who are exposed to COVID-19 should stay home for at least five days and also get tested on day five. If choosing not to test, individuals should stay home for at least 10 days.
- Vaccinated individuals who have received their booster or are not yet eligible for a booster who are exposed to COVID-19 do not have to stay home but should test on day five.

Kern County Public Health continues to encourage our community to utilize as many layers of protection as possible to help prevent the transmission of COVID-19, especially during the holidays. Recommended layers of protection include:

- Getting vaccinated against COVID-19
- Getting your COVID-19 booster as soon as eligible
- Wearing a mask while in indoor public settings
 - The definition was revised to provide more detail on the different types of acceptable face coverings, including that any fabric face coverings worn may not allow light to pass through when held up to a light source and that face coverings must completely cover the nose and mouth and be secured to the head.
- Staying home when sick
 - Symptom Self-Monitoring – Symptom Self-Monitoring should include checking temperature twice a day and watching for fever, cough, shortness of breath, or any other symptoms that can be attributed to COVID-19 for 10 days following last date of exposure, even if self-quarantine is completed earlier

- Students and Staff with symptoms of COVID-19 infection should not return for in-person instruction until they have met the following California Department of Public Health (CDPH) criteria to return to school
 - 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 SARS-CoV-2, **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 alternate named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset
- Washing your hands often
 - 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.
 - SKUSD will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
- Get tested before gathering or traveling
 - COVID-19 Tests – the definition was updated to exclude tests that are both self-administered and self-read, unless observed by the employer or a telehealth proctor. Self-Administered tests done at home cannot be used to satisfy expedited return to work requirements for employees after a close contact exposure.
 - Provisions of the ETS related to testing and workplace exclusions to be consistent with current CDPH recommendations
 - SKUSD is required to make COVID-19 testing available at no cost and during paid time to all employees, regardless of their vaccination status, who have “close contact” with a COVID-19 case at work.
 - During outbreaks and major outbreaks, SKUSD must now make weekly testing (outbreaks) or twice-weekly testing (major outbreaks) available to asymptomatic fully vaccinated employees, as well as unvaccinated employees, in the exposed group.
 - Under the current ETS, SKUSD is not required to exclude employees who have recently recovered from COVID-19 or who are fully vaccinated from the workplace after a “close contact” exposure, provided they do not develop symptoms. The revised ETS mandates that, if these employees are permitted to remain in the workplace, they must wear a face covering and maintain six feet of physical distancing for 14 calendar days following the last date of contact

- Return to Work Criteria – The period of time before an employee can return to work following a close contact or COVID-19 infection has been revised to be consistent with CDPH guidelines. These time frames will automatically update if CDPH updates their guidelines pursuant to the Governor’s Executive Order N-84-20.
 - The updated ETS reinstates the 14-day quarantine period for unvaccinated employees who do not develop symptoms, unless the following exceptions apply:
 1. 10 days have passed since the close contact and the employee wears a face covering and maintains six feet of distance while at the workplace for 14 days following the close contact; or
 2. 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;
 3. COVID-19 symptoms have improved; and
 4. At least 10 days have passed since COVID-19 symptoms first appeared
- Gather outside or increase ventilation when indoors
- Eating a well-balanced diet
- Regularly exercising

SOUTHERN KERN UNIFIED SCHOOL DISTRICT FOR BOARD APPROVAL:
RETURN DATE: March 5, 2021 – Blended Model AB Distance AB – TK – 5th,
Students with Special Needs

DAILY IN-PERSON ATTENDANCE HOURS: Regular School Hours

Considerations for this Plan were provided by the following organizations:

- California Department of Public Health (CDPH)
- California Department of Education (CDE)
- Kern County Superintendent of Schools (KCSOS)
- Kern County Public Health Department (KCPHD)
- Division of Occupational Safety and Health (Cal/OSHA)

Authority and Responsibility:

The Superintendent has overall authority and responsibility for implementing the provisions of this **COVID Prevention Program** in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the IIPP 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.

In our plan, we are taking great care to protect the safety of our students and staff, while keeping in mind the need for students to be physically, mentally, and socially present in school.

Our District utilized guidance from the CDPH, KCPHD, KCSOS, CDE, Cal/OSHA, and various research suggestions found in the *Thinking Guide for Reopening Schools and the California Code of Regulations (CCR), Title 8, section 3205 (c)* as guidance in each of the following operational areas:

- Health & Safety Measures
 - Focus on students, families and staff as a top priority
 - Follow state and local public health guidelines
 - Ensure overall operations address the needs of the school community
- Student Engagement & Achievement
 - Ensure quality instruction is being developed and offered to all students
 - Adapt various modes of delivery to fit the learning environment for all students (hybrid modalities of on-campus and distance learning)
 - Ensure continued growth and accountability
- Mental & Emotional Wellness
 - Promote academic, social, and emotional learning
 - Ensure a whole school wellness approach
 - Offer resources to support students, families, and staff
- Access & Equity
 - Ensure regular communication to all stakeholders
 - Ensure all students have opportunities for success
 - Be responsive to all student including low-income, students with disabilities, homeless students, foster youth, English Learners, and student from diverse cultures
- Operations, Nutrition, Transportation
 - Ensure that all school sites have the appropriate Personal Protective Supplies
 - Ensure that all school sites are cleaned and sanitized daily
 - Develop a model for food service delivery
 - Ensure that all students are transported safely while meeting all regulations
- Special Services (Special Education, English Learners)
 - Ensure that all student services are provided
 - Maintain program integrity
 - Meet the needs of students through the blended model, while offering Independent Study and Distance Learning as needed

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: identification of COVID-19 Hazards form

- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls
- Conduct periodic inspections using the Appendix B: COVID-19 Inspection form as needed to identify unhealthy conditions, work practices, and the work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures

Employee Participation

Employees and their authorized Union Representatives will be encouraged to participate in the identification and on-going evaluation of COVID-19 hazards through periodic meetings with the Superintendent and through the creation and updating of a Memorandum of Understandings (MOU) with SKUSD.

HEALTH & SAFETY MEASURES:

HVAC IMPROVEMENTS

The District always focuses on indoor air quality for a myriad of reasons ranging from student and staff comfort to creating an optimum environment for teaching and learning to maintaining public health. To these ends, the District has a routine practice of planned maintenance including changing filters and tuning system mechanicals.

There are no hard regulations for HVAC standards in schools operating during the COVID-19 pandemic. However, a number of recommendations have been made by the CDC and American Society of Heating, Refrigerating and Air-Conditioning Engineers, ASHRAE. The District is implementing recommendations in the following areas: filters will be upgraded to a Tri-Dek filter which not only filters incoming air at a higher level, but provides a gapless fit in the ductwork thereby preventing leaks of unfiltered external air; exhaust fans will be adjusted in restrooms to run 24 hours per day, Monday - Friday; programmed thermostats will enter occupied mode, which now includes a 2-hour "prepurge" cycle before the scheduled start of the workday and will run for two hours beyond the close of business.

Ionization Modules – Plasma PURE 600 Ionizer – Installed in all classrooms and offices throughout SKUSD. PlasmaPURE 600 provides safe and continuous air purification to the classroom or office using patented brush-style bipolar ionization technology.

SYMPTOM SCREENING FOR STUDENTS

The District is directing parents to perform daily symptom assessments (e.g. cough, flu-like symptoms, difficulty breathing, congestion or runny nose, sore throat,) and temperature checks

on their students each morning prior to arriving at school. Parents will be advised that students with a temperature of **100.4** or more, students that are feeling sick, and/or students exhibiting any flu-like symptoms will not be allowed to participate in the in-person instruction and should be kept home until the symptoms no longer exist.

- The District will also perform their own symptoms check and temperature checks with a touchless thermometer at the drop off area prior to entering school. Any student exhibiting symptoms at arrival or while on school grounds will be turned away if parent is present or will be immediately isolated in the designated isolation area and sent home. Each school site has a designated isolation room.

SYMPTOM SCREENING FOR STAFF/STUDENTS

Staff will complete a return-to-work affirmation confirming upon their first day of in-person instruction, they verify they are symptom free. Staff will perform a self-assessment, and temperature check upon entering the school campus every morning. At any time if an employee has the following symptoms they should not report to work:

- Fever 100.4 or chills
- Cough
- Shortness of Breath
- Fatigue
- Muscle or Body Aches
- Headaches
- Sore Throat
- Congestion or Runny Nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

If the employee requests a test, the District will assure that a test is completed. SKUSD has a surveillance testing site for all employees and students available on the campus of Rosamond High School Early College Campus located in the College Center. The COVID-19 Coordinator will contact the employee and give directions on Rapid COVID-19 testing available. While waiting for results, staff will self-quarantine at home. Staff who become symptomatic at work will be immediately isolated and sent home.

SURVEILLANCE SCREENING FOR STAFF

Under the guidance of CDPH and Kern County Department of Public Health, the District will consider the recommendation for periodic surveillance testing for COVID-19 on a two-month rotating schedule with further clarification of testing mandates, expectations, and procedures from CDPH are provided. SKUSD does provide staff/students with a testing center open five days per week from 8am to 4pm.

At any time, an employee/student tests positive for COVID-19, they should contact HR immediately. They should also follow Home Isolation instruction and stay home to avoid infecting others.

At any time, an employee/student has had close contact with someone who is COVID-19 positive, they should contact HR immediately. They should follow Home Quarantine instruction, contact health care provider, get tested for COVID-19, self-monitor for COVID-19 symptoms. Should the employee test positive for COVID-19, inform HR immediately, begin Home Isolation. Employee may return to work when:

- Home Quarantine for 10 days from last date of exposure
- If test Negative for COVID-19, must still complete all 10 days of quarantine
- ALL COVID related questions for staff should be addressed to COVID@skusd.k12.ca.us
- All COVID related questions for students should be addressed to StudentCOVID@skusd.k12.ca.us

At any time, an employee/student has been exposed/had close contact with someone who was exposed to COVID-19 they should practice the following steps:

- Physical distance-6 feet
- Wear a facemask
- Wash hands often with soap and water for 20 seconds or use hand sanitizer with 60% alcohol
- Avoid touching eyes, nose and mouth

Employee may return to work immediately.

ISOLATION ROOM & PROCEDURES:

Students or staff exhibiting COVID-19 symptoms will be isolated in the designated isolation rooms on each campus. Any students or staff sent to the Isolation Room will be monitored by a trained Health Care Aide or staff member. Students and/or staff will remain in the Isolation Room until they are released to go home. The following is a list of the specified Isolation Rooms for each campus:

RES: Room 9

WES: Room 709

TMS: Campus Safety Office

RHS: Room 211

ALT ED (ALIS & REHS): Room 4

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:

Physical Distancing During School Activities:

- Eliminating the need for workers to be in the workplace -e.g., telework or other remote work arrangements will be offered
- Reducing the number of persons in an area at one time, including site and district visitors
- Desks – at sites marked A and B
- All Student Desks in grades TK – 2 will have Privacy Shields/Desk Guards
- Visual Cues – Marking of walkways, Entrance/Exits at Multi-Purpose Rooms, Gyms, Cafeterias and Restrooms, Signs and Posters throughout campus
- Entrance/Exits of School Campus – to be separated and identified
- Temperature Lines – Entering Schools
- Students to be fed lunch and breakfast in the Cafeteria, outdoor tables, and/or grassy area implementing adequate social distancing
- Campus CSO’s will monitor and supervise all students recess time. Assignment of such duties to the teaching staff shall follow the posting process outlined in the CBA, unless said site is in an emergency situation, which would warrant a lockout, lockdown or other safety consideration.

PERSONAL PROTECTIVE EQUIPMENT (Face coverings, Shields, Gloves, etc.):

The District will provide cloth masks, paper masks and hand sanitizer to every staff member.

The District will supply paper masks, gloves, shields, hand sanitizer and gowns as needed. The district has an ample supply of PPE to meet the need at each site. Requests for additional PPE should be made to the CBO in the business office.

- The District requires students and staff to use face coverings in accordance with the CDHPH Guidelines. Face Coverings are required for all staff and students in grades TK – 12 unless a child has a medical exemption. Face shields may be used as an alternative by individuals that are exempt from wearing face coverings. Teachers will provide instruction to their students on how to properly wear their mask by putting it over their nose and mouth and securing it at their chin, making sure the student can breathe easily. Students/staff will be encouraged to wash their cloth face coverings after each use.

- Depending on need, some students will require physical prompting or hand-over-hand guidance during instruction, and staff will wear gloves and a face covering during such time. Site Administrators will remind students and staff regularly during morning announcements to wash their hands frequently and to wear their mask while riding a school bus and on school campus.

The following are exceptions to the use of face coverings in our workplace”

- When an employee is alone in a room
- While eating and 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 possible

- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives such as a face shield will be considered on a case-by-case basis.
- Any employee not wearing a face covering, face shield with a drape or other Effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

HEALTHY HYGIENCE PRACTICES, HANDWASHING, HAND SANITIZER, AND SIGNAGE:

HAND Washing/Sanitizing: All classes will have access to sinks and/or hand washing in the restroom. Staff will model and assist students with proper hygiene practices including hand washing with soap and hand sanitizing. Students will be advised to always wash their hands before putting on their mask/shield. Hand sanitizer dispensers will be placed in all classrooms/facilities, including offices and other traffic areas. Additional stationary hand sanitizing stations will be posted throughout campuses/district office to accommodate students and staff. Posters issued by the Centers for Disease Control and Prevention are to be posted above restroom sinks to assist students and staff with following proper hygiene protocols.

CLEANING AND DISINFECTION:

- Ensuring adequate supplies and adequate time for the cleaning and disinfecting to be done properly
- Informing the employees and authorized employee representatives of the frequency and cope of cleaning and disinfection
- The District has developed a cleaning program based on CDE and state public health guidelines. Specifically, the District will be using cleaning products that are on the Environmental Protection Agency’s list of approved disinfectants for use against SARS/CpV2 (COVID-19) and consistent with ventilation requirements, Healthy Schools Act requirements and Cal/OSHA and CDPH requirements.
- All district custodians have been provided a check-off list to assist them in meeting the daily cleaning and sanitation requirements of the sites including classrooms, cafeterias and restrooms.

We implement the following cleaning and disinfection measures for frequently touched surfaces.

- ***DAILY SANITATION:*** Daily sanitation will include the use of the Electrostatic Sprayer with Bioesque Botanical Disinfectant Solution. All custodians have been trained by the Director/Asst. Director of Grounds and Maintenance. At the end of every school day, after students are dismissed, each classroom, restrooms and other

campus facilities, buses included, used by students and staff will undergo deep cleaning and sanitation by trained custodial/bus driving staff.

- The District has procured an inventory of cleaning supplies (PX300ES – Disinfection/Sanitization and Waxie Versa) and PPE (including disinfectant wipes, disinfectant spray, gloves, gowns, masks, shields and Tempered glass dividers in school offices). All cleaning products will be stored safely and properly away from students.
- The contents of all cleaning/disinfecting products used on campus/site are stored in the Safety Data Sheet Notebook found in the front office of each school and also with the Lead Custodian.
- ***RESTROOM ASSISTANCE FOR STUDENTS:*** Any student that needs assistance in the restroom should be accompanied by two adults. Any adults assisting a student in the restroom should utilize all safety precautions; such as: wearing masks, gowns and gloves. If diapering is needed, changing tables must be wiped down with District provided sanitizing spray or wipes between students. All teachers who have students with these specific needs will be provided with the PPE equipment described above.

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

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by providing the employees with the materials and training to do it themselves.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

PERSONAL PROTECTION EQUIPMENT AND SAFETY SUPPLY PLAN:

The District has appointed a COVID-19 team who will monitor all PPE supplies and reorder them as necessary and will assist in all COVID related questions/concerns. The Assistant Director of Grounds and Maintenance will evaluate the need for PPE (such as gloves, goggles, gowns, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed at all sites and district office.

Investigating and Responding to COVID-19 Cases:

SKUSD will consult with state and local public health agencies for mitigation practices and response protocols. This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

SKUSD will follow the [California Public Health Department](#) strategies, listed below, for returning employees to work and students to the classroom. Note that some variation may occur depending on our local public health department and unique circumstances.

Return to Work Criteria:

	Students or Staff	Action	Communication
1.	Exhibiting 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) • Stay home until 10 days have passed since symptom onset; and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and other symptoms have improved • School/classroom remain open 	No action Needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send Home • Quarantine for 10 days from last exposure • Recommend testing (but will not shorten 10-day quarantine) • School/classroom remain open 	Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department. • Isolate case and exclude from school for 10 days from symptom onset or test date. • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 10 days after the last date the case was present at school while infectious. 	School community notification of a known case

		<ul style="list-style-type: none"> • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 10-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open 	
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 24 hours after symptoms resolve without the use of fever reducing medication. • School/classroom remain open 	Consider school community notification if prior awareness of testing

POSITIVE CASE RESPONSE:

- **KERN COUNTY DEPARTMENT OF HEALTH CONTACT:** District point person for KCDPH is Kim Carlson, District Assistant Superintendent. The District has a close relationship with the Education Liaison, Jasmine Ochoa.

- **CONTACT TRACING:** Contact Tracing and Reporting Lead: COVID-19 Coordinator, Human Resources Department. The COVID-19 Coordinator will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and/or closures, while maintaining confidentiality, as required by HIPAA, FERPA and other federal and state laws related to privacy of educational and medical records. There will be an Admin training on the above-mentioned practices and procedures prior to the first day of school for all school Admin that will be working on campus. All employees with a COVID – related question will email COVID@skusd.k12.ca.us All students and parents with a COVID related question will email STUDENTCOVID@skusd.k12.ca.us

System for Communicating:

Communication between employees and **Southern Kern Unified School District, (SKUSD)**, on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, **SKUSD** has a communication system through the **COVID-Team e-mail** and web link that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

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

- An email address is provided for both employees and students to report COVID-19 symptoms and possible hazards to. Employees can report symptoms and hazards privately without fear of reprisal.
- 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, employees can access COVID-19 testing in our district provided testing center during their work hours. The testing center is opened Monday through Friday from 8:00 am – 4:00 pm. 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. 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.

COMMUNICATION PLAN:

The COVID-19 coordinator will notify the Health Department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. Confidentiality will be maintained as required by federal and state law and regulations. The COVID-19 Coordinator will follow direction from the local Public Health Department regarding cases and contacts. The COVID-19 Coordination will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

CLOSURE THRESHOLD DUE TO CONFIRMED POSITIVE CASE:

The Southern Kern Unified School District will follow the direction of the Department of Public Health.

Training and Instruction

SKUSD will provide effective training and instruction in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer’s procedures for preventing its spread at the workplace through Target Solutions.

STUDENT ENGAGEMENT & ACHIEVEMENT:

Learning Plan: In order to maintain the utmost safety for our students while meeting the regulations provided by CDPH, CDE, KCSOS, and KCPHD, Southern Kern Unified School District will begin the reopening process through the implementation of a Blended Learning Plan. This plan is designed to provide the best possible learning outcomes for all students by

increasing student engagement and achievement through the reintegration with their fellow classmates and working directly with their teachers. For student success, all students will have access to a 1:1 device for Distance Learning. The Blended Learning Plan is as follows:

- Students will be divided into two groups (Group A and Group B)
 - This will physically decrease each class size by 50% - Distance Spacing of Students will be observed by marking desks for the A/B students in elementary schools. Students will be provided instruction in a self-contained classroom with no cross contamination of students during instruction.
- Our Blended Model will be: A B Distance Learning A B
 - **Cohort A** will attend **in-person instruction** on Mondays and Thursdays.
 - Cohort A will **log-into Google classroom** for attendance procedures and live interaction with teachers on Tuesdays and Fridays.
 - Wednesday will be a distance learning day with live instruction and Async learning.
 - **Cohort B** students will attend **in-person instruction** on Tuesdays and Fridays.
 - Cohort B will **log-into Google classroom** for attendance procedures and live interaction with teachers on Mondays and Thursdays.
 - Wednesday will be a distance learning day with live instruction and Async learning.
 - **All students** will attend **Distance Learning via zoom** on Wednesdays. Siblings will be placed on the same Cohort to the best of our ability as parents request. All Distance Learning Students in grades 6 – 12 will be placed in Cohort B. Distance Learning students in Grades 6-12 in Cohort B will receive simultaneous instruction with in-person students via zoom and/or other modes of student engagement.

Learning Plan – Special Needs Students - distance-learning/in-person instruction will be developed for the students with Special Needs. Special Needs students will be placed in A and B cohorts and will open on March 22, 2021 for in-person and distance learning instruction. Math Academy and Reading Academy will be offered after school two days/per week to mitigate learning loss in Math and Reading using Standards Plus Curriculum. Special Needs Students in SDC classes will return to in-person instruction on Monday, March 22, 2021 at the elementary, middle school and high school.

MENTAL & EMOTIONAL WELLNESS:

ACCESS & EQUITY: Southern Kern Unified School District understands that the mental and emotional wellbeing of students and staff is imperative for a successful transition back to in-person instruction and academic success. The District has a team of 2 Mental Health Professionals, 5 School Psychologists and 3 Counselors available to support all students, families and staff with any fears and anxiety during this reopening process and while coping with the pandemic.

Communication to Parents/Stakeholders

The District will provide updated communication to all stakeholders through a variety of methods:

- Letters Home to all Parents – English and Spanish
- District and Site Websites
- Email/Blackboard Messages, Phone Calls

The District will address all student needs through the reopening plan, which includes:

- Child Nutrition
- Transportation
- Academic
- Social/Emotional
- Low-income, homeless, foster, special needs

OPERATIONS, TRANSPORTATION, NUTRITION:

- ***ENTERING, EXITING, AND MOVEMENT WITHIN THE SCHOOL:***

Students will be required to maintain physical distancing during all school activities; including entering school, exiting school, movement on campus and within the classroom. The District has marked the grounds in all necessary areas to accommodate the required distancing. Signs and posters have been placed throughout the school to identify entrances, exits, and line spacing for appropriate areas (cafeteria, gym, restrooms, temperature check points, etc.). Students will be seated in desks to adhere to physical distancing in all classrooms.

- ***TRANSPORTATION:***

The buses will be cleaned and sterilized before and after each route.

- All drivers must wear a mask or face covering at all times when transporting passengers.
- All students must wear a mask to board the bus and while being transported.
- If a student comes to the bus with no mask the driver will provide one and have him/her put it on prior to boarding the bus.
- Hand sanitizer is available for all students and drivers
- When loading: the first student that boards the bus will go all the way to the rear of the bus and be seated.
- When unloading: the student last on (front of bus) will unload first and each seat after that, one seat at a time. (so essentially unloading from front to back)
- Students in the same family/household can sit in the same seat.
- All students not in the same family/household will be seated one child per seat.

- ***STUDENT MEALS ON CAMPUS***

Students will have access to free school meals daily. All meals, school-provided or parent-provided, will be consumed in the cafeteria or outside picnic tables utilizing social distancing requirements and monitored by staff. Sacked meals will be provided for breakfast and lunch

during the COVID-19 pandemic. On Distance learning day and on /off cohort days, Grab and Go meals will be available for parent pick-up. Hand washing time may occur before and after mealtimes for each classroom.

Following the recently released guidelines (October 13, 2020) there is a limit to the number of students that can be seated in the Cafeteria at one time.

RES – 107

WES – 63

TMS – 82 + Use of outside tables/benches

RHS – 13 + Use of outside tables/benches

SPECIAL SERVICES:

- ***SPECIAL EDUCATION IN-PERSON INSTRUCTION:***

1. SDC Mod/Severe: Blended Model of Attendance due to lower class size – beginning - TBD
2. SDC Mild/Moderate: Blended Model of Attendance due to lower class size – beginning March 22, 2021
3. RSP: Blended Model – Combined program between general education and RSP – beginning January 11, 2021 postponed indefinitely, due to a spike in COVID cases and a return to the Purple Tier.

SOCIAL DISTANCING/INDIVIDUAL MATERIALS & WORKSPACE:

All students will be distanced within the classroom, with all seating and desks being no less than six feet apart. Each student will have their own desk, electronic device, chair, and supplies consistent with the student's individual needs. To prevent sharing and cross contamination, teachers and paraeducators will mark student items with each students' name. Supplies will be provided by the District. Elementary students will not bring individual supplies from home. Secondary students may provide minimal personal supplies such as pencils, pens and notebooks. Paraeducators in Special Education classes will assist in keeping these items separate and organized when not in use by the students throughout the school day. The seating and desks for the teacher and paraeducator (if applicable) will also be distanced at least six feet away from student desks.

It is important to note that some student's Individualized Education Programs (IEP) include the necessity or a 1:1 aide for health, safety, and/or other student specific reasons. If an additional aide is required, the aide will only interact with the student assigned to him/her and will follow all safety requirements.

ENGLISH LEARNERS IN-PERSON INSTRUCTION:

English Language Learners at the elementary schools will continue to participate in integrated instructional programs. Middle and high school English Learners will be provided instruction in their designated ELD classes. During Distance Learning days, students will receive instruction to address learning through varying modalities to assist with Language development.

SOUTHERN KERN UNIFIED SCHOOL DISTRICT
Medical Exclusion

Student's Name: _____ Date of Birth: _____

School: _____ Teacher: _____ Grade: _____

Exclusion Date: _____

Dear Parent/Guardian,

For the protection of all children attending school, it is mandatory to exclude from school any child who has a condition, which is suspected of being contagious.

Your child is being excluded from school at this time for the following concerns:

Fever or Chills	Temperature: _____		
Cough	Runny Nose	Sore Throat	Headache
Fatigue	Shortness of Breath	Nausea	Vomiting
Rash	Red Draining Eyes	New onset of loss of sense of taste and smell	
Other: _____			

Students who present at school with symptoms of illness will be sent home. In the absence of COVID testing or exposure, students will be permitted to return when they have been cleared by their doctor, or by using the below CDC symptom-based strategy.

Please consult your child’s usual source of medical care or public health clinic for diagnosis and treatment and keep your child’s school informed of illness-related absences and/or COVID-19 diagnosis or exposure.

Your child will need to return to the school office when returning to school for re-evaluation. Please submit the completed Physician statement to school personnel form on Page 2, or follow the CDC symptom-based strategy prior to returning to school.

CDC Symptom Based Strategy:

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without the use of fever-reducing medications and
- Symptoms have improved Or
- Have been diagnosed and treated by their health care provider and submits a signed doctor’s clearance stating that he/she is not contagious and symptom free for 72 hours.

Resources

661-321-3000 Kern County Public Health Department

<https://kernpublichealth.com/2019-novel-coronavirus/>

CDC Symptom Checker

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

PHYSICIAN’S STATEMENT TO SCHOOL PERSONNEL

I have examined _____ on _____
Student Name Date

_____ The diagnosis is _____

_____ This student has been under treatment and is now free of contagion.

_____ This is not a contagious disease and this student may attend school.

Physician’s Name (Please Print)

Phone Number



Physician's Signature

TEACHER: This student has been checked by the office and may return to class.

Signature: _____ Date: _____

SOUTHERN KERN UNIFIED SCHOOL DISTRICT

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



SOUTHERN KERN UNIFIED SCHOOL DISTRICT

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 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 additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add additional controls your workplace is using]			

	is using]			
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SKUSD EMPLOYEE COVID-19 CONTACT LINE LIST

Please complete a contact line list for every person who test positive for Coronavirus disease2019 (COVID-19).

Send completed form to covid@skusd.k12.ca.us

School Name _____ Date _____

Address _____ City _____ State _____ Zip-Code _____

Completed By _____ Title _____ Phone # _____

Details of Employee with Confirmed COVID-19 Case

Last Name _____ First Name _____ DOB _____ Job Title _____

Phone Number _____ Email Address _____

Home Address _____ City _____ State _____ Zip-Code _____

Date of Onset (If symptomatic) _____ Last Day on Campus _____ Date of Specimen Collection + Test _____ Testing Site _____

Details of contacts (Note: Exposure defined as being within six feet of an infectious person for 15 minutes or longer over a 24-hour period.)

	Last Name	First Name(s)	Sex (M/F)	Age (Y)	Relation to case	Date of last contact with case	Setting where contact occurred	County of Residence	Phone number(s), 000-000-0000	Student (Yes or No)	Job Title	Exposure Date(s)
1												
2												
3												
4												
5												

6												
7												



SOUTHERN KERN UNIFIED SCHOOL DISTRICT

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

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

Employee Name	Signature



Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your 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.



SOUTHERN KERN UNIFIED SCHOOL DISTRICT

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your 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**.

Letter to Employees Identified as Close Contact to COVID-19



SOUTHERN KERN UNIFIED SCHOOL DISTRICT

P. O. Drawer CC
Rosamond, CA 93560
(661)256-5000 Fax (661)256-1247

Governing Board
Larry Tanksley, President
Mario Gutierrez, Vice President
James Bender, Clerk
Dewine Moore
Robert Vincelette
Superintendent
Barbara Gaines
Associate Superintendent
Leanne Hargus
Chief Business Officer
Robert Irving

<DATE>

<EMPLOYEE>

<EMPLOYEE ADDRESS>

Re: Labor Code Section 6409.6 Employer Notice to Employee and Employee's
Exclusive Representative of Potential Exposure to COVID-19

Dear <EMPLOYEE>:

Southern Kern Unified School District (District) hereby notifies you that you may have been exposed to COVID-19 on <DATE> at the <SPECIFIC AREA, SITE, ADDRESS>.

The District received notice that a qualifying person as defined under Labor Code section 6409.6 was physically present at a District's worksite within one business day of the date of this notice. Based on the District's review of staffing assignments and schedules for <SITE>, it has been determined that you may have been exposed to the qualifying person during the infectious period for COVID-19. Please be advised that the District is prohibited by law from disclosing the identity of the qualifying person in this notice.

You are hereby advised pursuant to the District's school reopening plan, developed based on current public health and safety guidance, that you should quarantine away from the workplace for a period of 14 days from the Exposure Date. This means the earliest you can return work is <RETURN DATE>.

The District will provide you with testing for COVID-19 at no expense to you during your working hours. However, a negative test result will not shorten the quarantine period. You may contact Paul Irving at 661-256-5000 ext. 1134 to obtain information on available testing options.

Notice of Eligibility to Access Leave Benefits

You may be entitled to receive benefits in one or more of the following categories:

- worker's compensation benefits;
- sick leave;
- extended sick leave; and
- supplemental sick leave
- state mandated leaves

The leave benefits listed above are a general reference. There may be additional negotiated leave benefits available to you pursuant to the contract between the District and your exclusive representative.

Notice of District's Anti-Retaliation and Anti-Discrimination Policy

The District will not retaliate against a worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate. Workers who believe they have been retaliated against in violation of law may file a complaint with California's Division of Labor Standards Enforcement.

Notice of Disinfection and Safety Plan

The District will implement its current COVID-19 disinfection protocols and safety plan to prevent further exposures as required under the California Department of Public Health guidance for Responding to COVID-19 in the Workplace.¹ The District will perform ongoing enhanced cleaning/disinfection of work areas when a worker with COVID-19 is identified, following the recommendations from the Centers for Disease Control and Prevention.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

The District's disinfection protocols and safety plan is posted on the District website as part of its reopening plan.

Employer Notice to Exclusive Representative

Pursuant to Labor Code section 6409.6, the District is required to provide notice of your potential exposure to COVID-19, and the benefits available related to the potential exposure, to both you and your exclusive representative, if any. The specific details provided in this notice regarding your potential exposure to COVID-19 conform to California Division of Occupational Safety and Health Form 300.

The District will contact you to provide additional information regarding this matter as needed. Please contact the District's designated COVID-19 positive case contact Paul Irving (661-256-5000 ext. 1134 or p Irving@skusd.k12.ca.us) with any questions or concerns.

Sincerely,

<SIGNATURE>

cc: <UNION REPRESENTATION>

[Attachments]

¹ <https://files.covid19.ca.gov/pdf/responding-to-covid19-workplace--en.pdf>

BP 4030, Nondiscrimination in Employment
AR 4161.1, Personal Illness/Injury Leave
AR 4161.11, Industrial Accident/Illness Leave
AR/E 4161.8/4261.8/4361.8, Family Care and Medical Leave
BP 4157.1/ 4257.1/4357.1, Work-Related Injuries
Injury Illness Prevention Plan

Notice to Site about Exposure



SOUTHERN KERN UNIFIED SCHOOL DISTRICT

P. O. Drawer CC
Rosamond, CA 93560
(661)256-5000 Fax (661)256-1247

Governing Board
Larry Tanksley, President
Mario Gutierrez, Vice President
James Bender, Clerk
Dewine Moore
Robert Vincelette
Superintendent
Barbara Gaines
Associate Superintendent
Leanne Hargus
Chief Business Officer
Robert Irving

<DATE>

Notice of Potential Exposure to COVID-19

Dear Employee(s):

On September 17, 2020, Governor Newsom signed into law Assembly Bill 685, which requires a public-school district that receives a notice of potential exposure to COVID-19, to provide specified notifications to all employees who were on the premises at the same worksite as the exposed individual(s).

Please be advised that, on <Date>, the District received notice that an individual at your worksite <SPECIFIC AREA, SITE, ADDRESS> was diagnosed with COVID-19 and/or received a positive COVID-19 test. Due to confidentiality in medical information, we cannot disclose the identity of this individual in this notice.

Please note, unless you have had "close contact" with this individual—defined as being within approximately six feet for a total of fifteen minutes or more over a 24-hour period—the District will not require you to self-quarantine due to this potential exposure. If the District believes you have had close contact, you will receive a phone call from someone in Personnel directing you to take immediate steps as recommended by the California Department of Public Health, including, if necessary, self-quarantining for a specified period.

As part of this AB 685 notification, you are entitled to information regarding available leave rights. For your reference, we have enclosed applicable Board Policies and Collective Bargaining Agreement provisions governing leave rights, including accrued sick leave, industrial accident/illness leave, and family medical leave. Please note, this does not mean you have, in fact, been authorized to use such a leave right. If you wish to take an applicable leave of absence, please contact your immediate supervisor or otherwise follow the District's normal leave of absence procedures.

Please also be advised that the District has policies protecting employees from discrimination, harassment, and retaliation, as mandated under federal and state laws. We have enclosed those policies for your reference. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

Please also be advised that the District has a duty to engage in an interactive process with a qualified employee with a disability or medical condition where the employee requests an accommodation or where the District has knowledge of the employee's disability or medical condition and desire or need for accommodation. If you would like to request such an accommodation, please contact Paul Irving at 661-256-5000 ext. 1134.

Please note that the District, in cooperation with its exclusive employee representatives, has implemented significant safety measures consistent with the guidelines promulgated by our local Public Health Department, the California Department of Public Health, and the CDC to reduce the risk of exposure to COVID-19 while at work and to ensure employee safety, including yours, while working at our school sites. These include the provision of face coverings and personal protective equipment (PPE), as well as the establishment of physical distancing requirements, daily health screenings, hand washing, and numerous other measures.

We understand it may be concerning for you to be receiving this notice. If you have questions or wish to discuss any of the information set forth in this correspondence, including further details regarding your leave rights, please contact Paul Irving at 661-256-5000 ext. 1134.

Sincerely,

<SIGNATURE>

[Attachments]

BP 4030, Nondiscrimination in Employment
AR 4161.1, Personal Illness/Injury Leave
AR 4161.11, Industrial Accident/Illness Leave
AR/E 4161.8/4261.8/4361.8, Family Care and Medical Leave
BP 4157.1/ 4257.1/4357.1, Work-Related Injuries
Injury Illness Prevention Plan

ROSAMOND ELEMENTARY SCHOOL

Return to School Schedule TK-5th

	MON		TUES		WED		THURS		FRI	
	A	B	A	B	A	B	A	B	A	B
8:00-9:00	In-person Instruction	Async - Distance Learning	Async-Distance Learning	In-person Instruction	Live Instruction via Zoom as scheduled by the teacher for 30 to 120 minutes with additional Async-Learning		In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction
9:00 – 9:10	In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction			In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction
9:10 – 10:10	Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10	Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10	Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10	Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10	Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10		Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10	Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10	Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10	Recess TK 9:10-9:20 K 9:10-9:20 1 9:20-9:30 2/3 9:35-9:45 4 9:50-10:00 5 10:00-10:10
9:45 – 11:00	In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction	Live Instruction and/or Async- Learning (cont.)		In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction
11 – 11:30	Student Lunch – Grab N Go Student Departure	Student Lunch	Student Lunch	Student Lunch-Grab N Go Student Departure			Student Lunch-Grab N Go Student Departure	Student Lunch	Student Lunch	Student Lunch
11:30-12:30	Teacher Lunch and Prep Period		Teacher Lunch and Prep Period		Teacher Lunch and Prep Period		Teacher Lunch and Prep Period		Teacher Lunch and Prep Period	
12:30 – 1:30	Async work for Group A	Zoom Meeting with Group B	Async work for Group B	Zoom Meeting with Group A	Office Hours and/or Async- Learning Grade level PLC (1:00-2:00)		Async work for Group A	Zoom Meeting with Group B	Async Work for Group B	Zoom Meeting with Group A
1:30 – 2:00	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep			Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep

Principals – You may vary recess per grade level as needed between 9:10 and 10:10, but everything else should remain the same.

Breakfast will be from 7:30 – 8:00 a.m. – Grab N Go Breakfast – Cafeteria/Outdoor Tables – No food in the classrooms

WESTPARK ELEMENTARY SCHOOL

Return to School Schedule TK-5th

	MON		TUES		WED		THURS		FRI	
	A	B	A	B	A	B	A	B	A	B
7:30 – 8:30	In-person Instruction	Async - Distance Learning	Async-Distance Learning	In-person Instruction	Live Instruction via Zoom as scheduled by the teacher for 30 to 120		In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction
8:30 -9:00	In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction	minutes with additional Async- Learning		In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction
9:00 – 9:50	Recess TK/K ½ Classes 9:00-9:10 K ½ Classes 9:20-9:30 Wilson- 1 st 1 st Grade 9:00-9:10 Chavez- 2 nd 2 nd Grade 9:10-9:20 Vigil- 3 rd 3 rd Grade 9:20-9:30 4 th Grade 9:30-9:40 Romar- 5 th 5 th Grade 9:40-9:50		Recess TK/K ½ Classes 9:00-9:10 K ½ Classes 9:20-9:30 1 st Grade 9:00-9:10 2 nd Grade 9:10-9:20 3 rd Grade 9:20-9:30 4 th Grade 9:30-9:40 5 th Grade 9:40-9:50		Recess 9:00-9:50		Recess TK/K ½ Classes 9:00-9:10 K ½ Classes 9:20-9:30 1 st Grade 9:00-9:10 2 nd Grade 9:10-9:20 3 rd Grade 9:20-9:30 4 th Grade 9:30-9:40 5 th Grade 9:40-9:50		Recess TK/K ½ Classes 9:00-9:10 K ½ Classes 9:20-9:30 1 st Grade 9:00-9:10 2 nd Grade 9:10-9:20 3 rd Grade 9:20-9:30 4 th Grade 9:30-9:40 5 th Grade 9:40-9:50	
9:15 – 10:30	In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction	Live Instruction and/or Async- Learning (cont.)		In-person Instruction	Async-Distance Learning	Async-Distance Learning	In-person Instruction
10:30 – 11:00	Student Lunch – Grab N Go Student Departure	Student Lunch	Student Lunch	Student Lunch-Grab N Go Student Departure			Student Lunch-Grab N Go Student Departure	Student Lunch	Student Lunch	Student Lunch-Grab N Go Student Departure
11:00 - 12:00	Teacher Lunch and Prep Period		Teacher Lunch and Prep Period		Teacher Lunch and Prep Period		Teacher Lunch and Prep Period		Teacher Lunch and Prep Period	
12:00 – 1:00	Async work for Group A	Zoom Meeting with Group B	Async work for Group B	Zoom Meeting with Group A	Office Hours and/or Async- Learning		Async work for Group A	Zoom Meeting with Group B	Async Work for Group B	Zoom Meeting with Group A
1:00 – 1:30	Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep	Grade level PLC (12:25 – 1:25)		Teacher Prep	Teacher Prep	Teacher Prep	Teacher Prep

Principals – You may vary recess per grade level as needed between 9:00 and 9:50, but everything else should remain the same.

WESTPARK ELEMENTARY SCHOOL

Return to School Schedule TK-5th

Breakfast will be from 7:00 – 7:30 a.m. – Grab N Go Breakfast - Cafeteria/Outdoor Tables – No food in classrooms!