January 2022 Covid-19 Safety Plan

School / District: Simi Valley Unified School District

School / District VCPH Liaisons

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<tr>
<th>NAME</th>
<th>TITLE</th>
<th>WORK LOCATION</th>
<th>EMAIL ADDRESS</th>
<th>OFFICE &amp; CELL NUMBERS</th>
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<tbody>
<tr>
<td>Sean Goldman</td>
<td>Asst. Supt. Student Services</td>
<td>Simi Valley USD District Office</td>
<td><a href="mailto:Sean.Goldman@simivalleyusd.org">Sean.Goldman@simivalleyusd.org</a></td>
<td>Office: (805) 306-4500</td>
</tr>
<tr>
<td>Mary Sorrells</td>
<td>School Nurse</td>
<td>Simi Valley USD District Office</td>
<td><a href="mailto:Mary.Sorrells@simivalleyusd.org">Mary.Sorrells@simivalleyusd.org</a></td>
<td>Office: (805) 520-6830</td>
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General Measures

Describe your plan to:
Establish communications procedures with county authorities, including Ventura County Public Health (VCPH) and Ventura County Office of Education (VCOE).

Plan:
- The school principal, or other designated administrator, serves as the school site Covid-19 liaison to the District Office.
- We have identified two District-level staff members to serve as a liaison between the Simi Valley Unified School District (SVUSD) and Ventura County Public Health (VCPH). These liaisons communicate positive Covid-19 cases and close contacts. In addition, we collaborate with the Ventura County Office of Education (VCOE) and VCPH on decisions related to school and classroom closures.
- All guidance from VCPH and California Department of Public Health (CDPH) is followed. Local safety plans and protocols are routinely reviewed and updated as guidance from local and state health departments are revised.
- The written Covid-19 Prevention Program (CPP) will be posted at each school site. The principal, or other designated administrator, will implement the risk (hazard) assessment at each site.

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<thead>
<tr>
<th>Person(s) responsible</th>
<th>Date of Implementation</th>
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<tbody>
<tr>
<td>Dr. Hani Youssef</td>
<td>August 17, 2020</td>
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<td>Mr. Ron Todo</td>
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<td>Mr. Sean Goldman</td>
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<td>Mrs. Julie Ellis</td>
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<td>Dr. Jerry Block</td>
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<td>Dr. Jamie Snodgrass</td>
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<td>School nurses</td>
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<td>School site administrators</td>
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Face Coverings

Describe your plan to:
1. Ensure all students and staff are trained in the proper use of face coverings.
2. Provide face covering guidance.
3. Address persons who are exempt from wearing face coverings.

Plan:
- Face covering requirements will be implemented and enforced.
- Students in all grade levels (TK through 12) are required to wear face coverings per the CDPH and VCPH guidance for the use of face coverings.
- If a family would like to request an exemption for their student to not wear a mask, a doctor’s note confirming one of the approved exemptions must be submitted to the school site for approval. Note that an exemption from wearing a mask is NOT an exemption from wearing a face covering of another type.
- If a student occasionally forgets their mask, a disposable paper one will be provided for the day.
- If a student refuses to wear their mask, parents will be contacted to reinforce the safety requirements of in-person instruction. If the child continues to refuse, the parent may be required to pick up the student from school.
- Consistent refusal to follow safety protocols may result in a student being offered the Independent Study program at Monte Vista School as a better option to ensure their safety and the safety of others in attendance.
- All adults will wear face masks when on campus per CDPH/VCPH guidance unless medically exempt. They would then be required to have an alternative face covering such as a face shield or other appropriate protective face covering.
- Participants in youth sports should wear face coverings when participating in the activity, when indoors.
- Staff will have access to and may use other PPE such as face shields, gloves, gowns, etc… while on campus.
- All food services employees must wear gloves in addition to face coverings.

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<tr>
<td>Mr. Ron Todo</td>
<td>August 10, 2020</td>
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<td>School site administrators</td>
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<td>Classroom teachers</td>
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<td>School-site custodians</td>
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<td>Campus supervisors</td>
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<td>Purchasing Department</td>
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### Ventilation

Describe your plan to:
Ensure sufficient ventilation in all school classrooms and shared workspaces.

**Plan:**
- To the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems will be enhanced by:
  - The heating ventilation and air conditioning (HVAC) system is adjusted to allow maximum outside air.
  - The HVAC system air filters will be upgraded to the highest efficiency compatible with the system.
    - Maximum Efficiency Reporting Value (MERV) 13 or 14 is recommended when feasible.
  - Opening doors and windows when weather permits, and the outdoor Air Quality Index is less than 100.
- Buses will open windows to allow for additional airflow.

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<td>Mr. Ron Todo</td>
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<td>Maintenance and Operations Department</td>
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<td>Transportation Department</td>
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### Promote Healthy Hand Hygiene Practices

Describe your plan to:
Teach and reinforce washing hands, avoiding contact with one’s eyes, nose and mouth, and covering coughs and sneezes among students and staff.

**Plan:**

**Healthy Hand Hygiene Practices**
- Employees and students are encouraged to wash their hands frequently throughout the day, including:
  - Before and after eating;
  - After coughing or sneezing;
  - Before and after using the restroom;
  - After classes where they handle shared items such as art or career technology; and
  - Before entering the classroom.
- Employees and students are encouraged to wash their hands for 20 seconds with soap, rubbing thoroughly after application.
  - Note: Frequent handwashing is more effective than the use of hand sanitizers.
  - Soap products marketed as “antimicrobial” are not necessary or recommended.

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<td>Mr. Sean Goldman</td>
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<td>School nurses</td>
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<td>Risk Management</td>
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<td>School-site administrators</td>
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<td>Classroom teachers</td>
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Per CDC guidelines, hot water is not required to adequately wash hands with soap.

- Hand washing areas and hand sanitizer will be available. Their use will be promoted and incorporated into school routines.
- Employees and students are encouraged to use fragrance-free hand sanitizer when handwashing is not practicable.
  - Sanitizer must be rubbed into hands until completely dry.
  - Sanitizer containing methanol (methyl alcohol) is prohibited.
- Employees and students are encouraged to avoid contact with one’s eyes, nose, and mouth.
  - Employees and students are encouraged to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - Any employees exhibiting symptoms should immediately be required to wear a face covering and should go home or to a healthcare facility, as soon as practicable.
  - Any students exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

**Healthy Hand Hygiene Training**
- All certificated and classified staff were trained on healthy hand and hygiene training during the week of August 10, 2020.
- Site Safety Training: Healthy Hygiene Practices, Covid-19 awareness, use of thermal thermometers, face coverings, PPE, and use of Atomizer (disinfecting devices) on October 26, 2020 (recorded to view at a later date if needed)
- Student Training: School nurses developed age-appropriate pre-recorded presentations and videos for teachers to show students upon return to campus.
  - Topics included: Understanding Covid-19 and How to Stay Safe; Proper Care and Use of Face Coverings; Hand Washing; and Social Distancing.
Cleaning and Disinfection

Describe your plan to:

Prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.

Plan:

**Scheduled and Periodic Cleaning and Disinfecting**
- Frequently touched surfaces at offices, classrooms, and on school buses are to be cleaned on a regular basis.
- Frequently touched surfaces in the schools include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Restroom surfaces
  - Tables and desks
  - Chairs
- Custodians and staff will maintain appropriate cleaning procedures.
  - Cleaning and disinfecting schedules have been created to maintain safe learning spaces.
  - Electrostatic sprayers will be used for the most effective rapid disinfection of student and staff areas.
- The sharing of items between students will be minimized to the greatest extent possible.
- Buses/passenger vans will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of Covid-19.
  - Drivers will be provided disinfectant products and disposable gloves to support disinfection of frequently touched surfaces during the day, along with “atomizer” disinfectant sprayers.
- Only disinfecting products approved for use against Covid-19 on the Environmental Protection Agency (EPA) approved list “N” will be used.

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<td>Campus supervisors</td>
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- Teachers who use manipulatives or shared tools should investigate the possibility of virtual options.
  - Where there must be sharing staff are encouraged to disinfect their hands before and after use of shared manipulatives and tools.
- Certification requirements needed for staff to use certain cleaning/sanitizing products will be verified.
- All staff using cleaning products will be properly trained.
- Staff using disinfectant products will be required to take the DPR “Integrated Pest Management (IPM)” training.
- EPA-approved disinfectant products will be used.

### Check for Signs, Symptoms and Exposures

Describe your plan to:
1. Screen all students, staff, and visitors entering school facilities.
2. Monitor students and staff throughout the day for signs of illness.
3. Support ill students and staff to remain at home without fear of reprisal.

**Plan:**

#### Employee Screening
- SVUSD employees will certify daily on Google self-screen forms if they have had any of the following:
  - Fever in the past 24 hours;
  - Cough or other respiratory symptoms;
  - Other symptoms related to COVID-19; and
  - Covid-19 exposure, as defined.

#### Passive Screening of Students and Staff
- All families are required to screen their children before coming onto school campuses.
- Screening will include confirmation that the student does not have any of the following symptoms:
  - Fever of 99.5 F or above, or possible fever symptoms like alternating chills and sweating
  - Cough
  - Trouble breathing, shortness of breath or severe wheezing
  - Chills or repeated shaking with chills

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<td>August 17, 2020</td>
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<td>School nurses</td>
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<td>School site administrators</td>
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<td>Office staff</td>
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<td>Personnel Department</td>
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○ Muscle aches  
○ Sore throat  
○ Loss of smell or taste, or a change in taste  
○ Nausea, vomiting, or diarrhea  
○ Headache

● If students display any symptoms above, that are not the result of other medical conditions, they must remain home and not come to school.

● Staff/students will immediately be referred to the school site Isolation Room (Comfort/Care Room) to be further evaluated and be separated from others should symptoms arise.

● Isolation Rooms (Comfort/Care Rooms) will be designated spaces on campus removed from common, high-traffic areas such as the main office.

● Active screening protocols will be initiated when students or staff present with symptoms while on campus as follows and parents/guardians will be contacted with the confirmation of any of these symptoms:
  ○ Fever of 99.5 F or above, or possible fever symptoms like alternating chills and sweating  
  ○ Cough  
  ○ Trouble breathing, shortness of breath or severe wheezing  
  ○ Chills or repeated shaking with chills  
  ○ Muscle aches  
  ○ Sore throat  
  ○ Loss of smell or taste, or a change in taste  
  ○ Nausea, vomiting, or diarrhea  
  ○ Headache

● Students and staff that present to the school Isolation Room (Comfort/Care Room) with a fever of 99.5 F and a cough and/or shortness of breath and/or gastrointestinal illness should be considered a suspect Covid-19 case.

● If a student or staff is symptomatic and required to be sent home, the parent/guardian will need to verify that the student has met the following conditions before returning to school:
  ○ No fever in the last 24 hours (without fever-reducing medications);  
    AND  
  ○ Improvement of symptoms; AND  
  ○ A negative Covid-19 Antigen/PCR test/Rapid At-Home Test OR a note
from their doctor confirming another underlying medical condition OR note from their doctor confirming another diagnosis OR at least 10 days have passed since symptom onset.

**Staff to Staff Interactions**

Describe your plan to:
1. Ensure staff maintain physical distancing of six feet from each other.

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<tr>
<td>● Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.</td>
<td>School district VCPH liaison</td>
<td>August 17, 2020</td>
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<tr>
<td>● Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings. Try to provide space outside whenever possible.</td>
<td>School nurses</td>
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<td>● Staff will be trained prior to the first day of school by their immediate supervisor and by our Health and Nursing Department.</td>
<td>School site administrators</td>
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<td>School district administrators</td>
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<td>Office staff</td>
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**Limit Sharing**

Describe your plan to:
Limit sharing and storage of student/educator belongings (food, materials, electronics).

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<th>Plan:</th>
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<tr>
<td>● Materials will be issued and assigned to individual students.</td>
<td>Informational Technology Department</td>
<td>August 10, 2020</td>
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<tr>
<td>● Supplies will be issued and assigned to individual students.</td>
<td>Child Nutrition Department</td>
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<td>● Electronic devices will be issued and assigned to individual students for use throughout the school year.</td>
<td>School-site administrators</td>
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<td>● Teachers who use manipulatives or shared tools should investigate the possibility of virtual options.</td>
<td>Campus supervisors</td>
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<td>Classroom teachers</td>
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<td>Office staff</td>
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<td>Paraprofessionals</td>
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**Train all Staff and Educate Families**

Describe your plan to:
1. Train all staff and educate families on Covid-19-specific symptom identification; physical distancing guidelines and their importance; use of face coverings; screening practices; prevention measures; and transmission of illness.
2. Train staff on cleaning and disinfecting; use of personal protective equipment; first aid; contact tracing introduction for district liaisons; and HIPAA-FERPA.

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<td></td>
<td>School district VCPH liaison</td>
<td>June 1, 2020</td>
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<td>Superintendent</td>
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Our Risk Management Department created a PowerPoint presentation training, which contained the following topics, and which was reviewed all staff members:

- The fact that Covid-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
- That Covid-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common.
- That an infectious person may have no symptoms.
- The importance of frequent hand washing with soap and water for at least 20 seconds.
- That hand sanitizer should be used 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.
- Covid-19 symptoms, and the importance of not coming to work and obtaining a Covid-19 test if the employee has Covid-19 symptoms.
- Family education will take place on and off-campus (virtual methods).

### Maintain Healthy Operations

Describe your plan to:

**Standardize surveillance monitoring and the reporting process.**

**Plan:**

**Staff Absenteeism**

- Staff report absences to direct supervisor or identified office personnel.
- Trained substitutes are used when necessary.
- Support staff have been cross-trained to take on additional tasks when necessary.

**Monitoring of Students and Staff Symptoms on School Site**

- As students access campus, they may be screened for temperatures.
- Staff/students will immediately be referred to the school site Isolation Room (Comfort/Care Room) to be further evaluated and be separated from others should symptoms arise.

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<td>School district VCPH liaison</td>
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<td>Superintendent</td>
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<td>Dr. Hani Youssef</td>
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<td>Mrs. Julie Ellis</td>
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<td>Dr. Jerry Block</td>
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<td>Dr. Jamie Snodgrass</td>
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<td>Mr. Ron Todo</td>
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<td>Mr. Dan Houghton</td>
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<td>Mr. Sean Goldman</td>
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• Isolation Room (Comfort/Care Room) will be designated spaces on campus removed from common, high traffic areas such as the main office.
• Active screening protocols will be initiated when students or staff present with symptoms while on campus as follows and parents/guardians will be contacted after confirmation of the following Symptoms Check:
  ○ Fever of 99.5 F or above, or possible fever symptoms like alternating chills and sweating
  ○ Cough
  ○ Trouble breathing, shortness of breath or severe wheezing
  ○ Chills or repeated shaking with chills
  ○ Muscle aches
  ○ Sore throat
  ○ Loss of smell or taste, or a change in taste
  ○ Nausea, vomiting or diarrhea
  ○ Headache
• Students and staff that present to the school Isolation Room (Comfort/Care Room) with a fever of 99.5 F, and a cough and/or shortness of breath and/or gastrointestinal illness, should be considered a suspect Covid-19 case.
• If a student or staff is symptomatic and required to be sent home, the parent/guardian will need to provide verification of:
  ○ No fever in the last 24 hours (without fever-reducing medications); AND
  ○ Improvement of symptoms; AND
  ○ A negative Covid-19 Antigen/PCR test/Rapid at-home test OR a note from their doctor confirming another underlying medical condition OR a note from their doctor confirming another diagnosis OR at least 10 days have passed since symptom onset.

Reporting Process
• SVUSD has two district liaisons who are trained and work directly with VCPH when suspected and confirmed Covid-19 cases arise.
• The District and each school site have designated staff to support contact tracing.
• The District process for contact tracing is as follows:
  ○ Schools should notify students and their parents/guardians who spent...
more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (i.e. classroom) with someone who has a confirmed case of Covid-19 during their period of infectiousness.

- Notification should occur to “groups” of exposed students (i.e. classmates, teammates, cohorts, etc...) and their parents/guardians rather than contact tracing to identify individual “close contacts” (i.e. those within 6 feet).
- Notifications should be provided to all individuals considered exposed, and their parents/guardians, including those who are vaccinated and/or recently infected.
- For example, if a student in 10th grade is diagnosed with Covid-19, the school should notify groups, and their parents/guardians, with whom that student interacted as per the criteria above, such as those in the same classes, sports team, and/or other extracurricular cohorts.
- Exposed students, regardless of Covid-19 vaccination status or prior infection, should get tested for Covid-19 with at least one diagnostic test obtained within 3 to 5 days after last exposure.
- Any FDA-approved antigen diagnostic test, PCR diagnostic test, or pooled PCR test is acceptable to determine an individual’s Covid-19 status. For individuals who have been recently infected (within the past 90 days), antigen testing is strongly recommended as PCR results may remain persistently positive and not be indicative of a new active infection. Repeat antigen testing and/or confirmatory molecular testing should be considered in individuals who receive a negative result with an antigen test but have symptoms specific for Covid-19 (such as loss of taste and smell).
- Exposed students who participate in testing may continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for Covid-19.

- The school site principal or designee is the site liaison for the District liaison.
- Sites will notify their school nurse and District liaisons.
- A close contact with a confirmed Covid-19 case is defined as someone who has been with an individual within 6 feet for 15 or more cumulative minutes within a 24-hour period of time.
- Unnamed positive cases will be documented on the Covid-19 Dashboard on the District website.
Routine testing: See Testing Strategy and Approach section.

**Supports For Students Who Are High Risk For Severe Illness**
- As provided for in Assembly Bill 130, all Simi Valley Unified School District students will have the option of enrolling in the District’s Independent Study program at Monte Vista School.

**Confirmed Covid-19 Case**

Describe your plan to:
Consider what measures should be taken when a student, teacher, or staff member has symptoms; is in contact with someone infected; or is diagnosed with Covid-19.

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<th>Plan:</th>
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<tr>
<td>When an employee or student notifies the school/department that they show symptoms of Covid-19, the site administrator will send the employee or student home and recommend testing.</td>
<td>School district VCPH liaison</td>
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<td>Positive test confirmation:</td>
<td>Superintendent</td>
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<td>• Employees/students who test positive for Covid-19 must be excluded from the site for at least 5 days.</td>
<td>Dr. Hani Youssef</td>
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<tr>
<td>• Isolation can end and students/employees may return to the workplace after Day 5 if symptoms are not present or are resolving, and a diagnostic specimen (*antigen test preferred) collected on Day 5 or later tests negative.</td>
<td>Mrs. Julie Ellis</td>
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<tr>
<td>• If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end and the student/employee may return to the workplace after Day 10.</td>
<td>Dr.. Jerry Block</td>
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<td>• If an employee has a fever, isolation must continue and the student/employee may not return to work until the fever resolves.</td>
<td>Dr. Jamie Snodgrass</td>
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<td>• If a student/employee’s symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after Day 10 from the positive test.</td>
<td>Mr. Ron Todo</td>
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<td>• Employees/students must wear face coverings around others for a total of 10 Days after the positive test, especially in indoor settings.</td>
<td>Mr. Dan Houghton</td>
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<td>Negative test confirmation, if there has been no close contact:</td>
<td>Mr. Sean Goldman</td>
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<td>• The current guidance advises staff members and students with symptoms of</td>
<td><strong>Person(s) responsible</strong></td>
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<td>• <strong>Date of Implementation</strong></td>
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Covid-19 not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms, which include:
  ○ No fever in the last 24 hours (without fever-reducing medications);
  AND
  ○ Improvement of symptoms; AND
  ○ A negative Covid-19 Antigen/PCR test/Rapid At-Home test OR a note from their doctor confirming another underlying medical condition OR note a from their doctor confirming another diagnosis OR at least 10 days have passed since symptom onset.

Contact Tracing:
  ● Schools should notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (i.e. classroom) with someone with a confirmed case of Covid-19 during their period of infectiousness.
  ● Notification should occur to “groups” of exposed students (e.g., classmates, teammates, cohorts, etc.) and their parents/guardians rather than contact tracing to identify individual “close contacts” (i.e. those within 6 feet).
  ● Notifications should be provided to all individuals, and their parents/guardians, considered exposed, including those who are vaccinated and/or recently infected.
  ● For example, if a student in 10th grade is diagnosed with Covid-19, the school should notify groups, and their parents/guardians, with whom that student interacted as per the criteria above, such as those in the same classes, sports team, and/or other extracurricular cohorts.
  ● Exposed students, regardless of Covid-19 vaccination status or prior infection, should get tested for Covid-19 with at least one diagnostic test obtained within 3 to 5 days after last exposure.
  ● Any FDA-approved antigen diagnostic test, PCR diagnostic test, or pooled PCR test is acceptable for evaluation of an individual's Covid-19 status. For individuals who have been recently infected (within the past 90 days), antigen testing is strongly recommended as PCR results may remain persistently positive and not be indicative of a new active infection. Repeat antigen testing and/or confirmatory molecular testing should be considered in individuals who receive a negative result with an antigen test but have symptoms specific for Covid-19 (such as loss of taste and smell).
- Exposed students who participate in testing may continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for Covid-19.

**Testing Strategy and Approach**

Describe your plan to:
Address how the school district will approach staff and/or student testing.

**Plan:**

**Employee and Student Testing**
- The District will provide PCR Covid-19 testing at no cost to the employees or students.
- A rotational schedule will be established to allow for on-site testing at all SVUSD school sites and primary District locations. Testing sites will be staffed by licensed medical workers.
- All employees and parent-registered students will have an opportunity to test every week on-site, as long as they are NOT symptomatic or have an active, confirmed case of Covid-19.
- Weekly testing is required for unvaccinated employees.
- Students may voluntarily access on-site testing if they are asymptomatic and not currently identified as a positive case. Students MUST be pre-registered online by a parent/guardian in order to receive an on-site PCR test.
- Results typically returned within 24 to 48 hours.
- District has a finite number of free At-Home Rapid Antigen test kits available for staff and students.

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<thead>
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<th>Person(s) responsible</th>
<th>Date of Implementation</th>
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<tbody>
<tr>
<td>School district VCPH liaison</td>
<td>January 25, 2021</td>
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<tr>
<td>Superintendent</td>
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<tr>
<td>Dr. Hani Youssef</td>
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<tr>
<td>Mrs. Julie Ellis</td>
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<td>Dr. Jerry Block</td>
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<td>Dr. Jamie Snodgrass</td>
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<td>Mr. Ron Todo</td>
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<td>Mr. Dan Houghton</td>
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<td>Mr. Sean Goldman</td>
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Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on ________ (date).

**COE Internal:**
Date Received: ____________________ Date Reviewed: ____________________

Date sent to VCPH:
Date of confirmed receipt by VCPH:

This plan will be completed by each district charter, and private school in Ventura County by no later February 1, 2021. Plans will be emailed to Ventura County Health Department and State Safe Schools for All Team.
# COVID-19 PREVENTION PROGRAM FOR SVUSD

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Original 01.29.21, Rev: 05.10.21, Rev: 07.29.21 Rev 10.18.21 Rev 12.15.21 Rev 01.19.22
1. PURPOSE

In an effort to protect the health and safety of our employees, the Simi Valley Unified School District (District) has prepared the COVID-19 Prevention Program (CPP), which is intended to provide information related to the prevention of coronavirus, describe procedures and safe practices to keep employees and students safe, and to help prevent the spread of coronavirus in the workplace.

2. SCOPE

a. This program applies to all employees and contains general prevention and best practices as well as procedures related to COVID-19 in the District workplace.

   1) This program does not apply to employees while working from home.

b. This program can also be implemented during a declared outbreak, epidemic, or pandemic of other infectious disease for which public health officials have issued guidelines and recommendations.

   1) Including H1N1 influenza (swine flu), H5N1 influenza (avian flu), Norovirus, Methicillin Resistant Staphylococcus Aureus (MRSA), and Tuberculosis.

c. This program can help keep staff healthy during an outbreak including during the cold and flu season.

3. AUTHORITY AND RESPONSIBILITY

a. Program Manager: The Associate Superintendent of Business & Facilities has overall authority and responsibility for implementing the provisions of this CPP in our workplace.

b. In addition, all site administrators, managers, and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas, and for ensuring that employees receive answers to questions about the program.

c. Employee Responsibilities:

   1) All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

   2) Employees must immediately report any symptoms of COVID-19 they experience, whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.

   3) An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.

   4) Employees must cooperate with any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics.
4. DEFINITIONS

a. Booster eligible:
   1) Pfizer-BioNTech: at least 5 months after completing the primary COVID-19 vaccination series.
   2) Moderna: at least 5 months after completing the primary COVID-19 vaccination series.
   4) Pfizer-BioNTech or Moderna booster vaccines are preferred in most situations.

b. Close contact: being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined.
   1) This definition applies regardless of the use of face coverings.
   2) Exception: Employees have not had a close contact if they wore a respirator required by the Local Educational Agency (LEA) and used in compliance with manufacturer’s instructions, whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

c. COVID-19 Case: an employee, student, or other person who:
   1) Has a positive “COVID-19 test” as defined, OR
   2) Has a positive COVID-19 diagnosis from a licensed health care provider, OR
   3) Is subject to COVID-19-related order to isolate issued by a local or state health official, OR
   4) Has died due to COVID-19, in the determination of a Ventura County Public Health Department or is included in the COVID-19 statistics of Ventura County.

d. COVID-19 Test: a test for SARS-CoV-2 that is:
   1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
   2) Administered in accordance with the authorized instructions; and
   3) Not both self-administered and self-read unless observed by the LEA or an authorized telehealth proctor.
      a) Examples of tests that satisfy this requirement include:
         - tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens),
         - proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an LEA.

e. Exposed Group: All employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
   1) The following exceptions apply:
a) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

b) If the COVID-19 case was part of a distinct group of employees who are not present at the worksite at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.

c) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

2) An exposed group may include the employees of more than one employer.

f. Face Covering

1) A surgical mask, a medical procedure mask, a KN95 mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head.

a) Face covering fabrics do not let light pass through when held up to a light source.

b) If gaiters are worn, they shall have two layers of fabric or be folded to make two layers.

c) A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face.

d) A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

2) This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

g. Fever: Ventura County Public Health Department will continue to use 99.5°F as a threshold for fever.

h. Fully Vaccinated: The LEA has documented the following:

1) A person’s status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:

a) Approved or authorized for emergency use by the FDA, OR

b) Listed for emergency use by the World Health Organization (WHO).
2) A person’s status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO.

a) The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

i. High-Risk Exposure Period:

1) For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever reducing medications, and symptoms have improved, or

2) For persons who test positive who never develop COVID-19 symptoms: From two days before until 10 days after the specimen for their first positive COVID-19 test was collected.

j. Local Educational Agency (LEA): the employer – school district, County Office of Education, or charter school.

k. Outbreak:

1) When there are three or more COVID-19 cases in any workplace within a 14-day period, OR

2) A place of employment that has been identified by the Ventura County Public Health department as the location of a COVID-19 outbreak.

3) An outbreak ends when there are no new COVID-19 cases detected in a workplace for a 14-day period.

4) For workers’ compensation purposes:

a) The employer has 100 employees or fewer at a specific place of employment, four employees test positive for COVID-19.

b) If the employer has more than 100 employees at a specific place of employment, 4 percent of the number of employees who reported to the specific place of employment, test positive for COVID-19, OR

c) A specific place of employment is ordered to close by the Ventura County Public Health department (VCPH), the California Department of Public Health (CDPH), the Division of Occupational Safety and Health (Cal/OSHA), or a school superintendent/charter school administrator due to a risk of infection with COVID-19.

l. Major Outbreak: When there are 20 or more COVID-19 cases in any workplace within a 30-day period.

1) A major outbreak ends when there are no new COVID-19 cases detected in a workplace for a 14-day period.
m. Protective wear includes: face coverings and equipment typically considered personal protective equipment.

n. Respirator: a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering face piece mask.

   4) Note: KN95 filtering face piece masks are not NIOSH-approved and therefore not suitable for employee use as respiratory protection.

o. Worksite

   1) Any work location, working area, or common area at work, including restrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

   2) The building, store, facility, agricultural field, or other location where a worker worked during the high-risk exposure period.

      a) It does not apply to buildings, floors, or other locations of the employer where a COVID-19 case did not enter.

      b) It does not apply to locations where the employee worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

   3) Examples: Schools, school buildings, offices, office buildings, maintenance and operations facilities, transportation facilities, and other local educational agency facilities.

5. SYSTEM FOR COMMUNICATING

   a. SVUSD will ask employees to report the following:

      1) COVID-19 symptoms
      2) Possible close contact
      3) Possible COVID-19 hazards at the district or school sites
      4) District will not discriminate or retaliate for reporting symptoms, exposure, or hazards

   b. SVUSD will provide information regarding procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

   c. SVUSD will provide information to ensure access to COVID-19 testing.

      1) Testing as required by state law, regulation, or state or local public health order, the District shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

   d. SVUSD will communicate information about COVID-19 hazards and the employer’s COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer’s worksite.
1) Give notice of the potential close contact, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
   a) All employees who may have had close contact, and their authorized representatives.
   b) Independent contractors and other employers present at the worksite during the high-risk exposure period.

5) SVUSD will provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the COVID-19 case within the high-risk exposure period that they may have been exposed to COVID-19, in a manner the LEA normally uses to communicate employment-related information.
   a) Within one (1) business day,
   b) In the manner the LEA normally used to communicate employment-related information

3) Provide a written notice to authorized representative, if any, of employees who have received notification.

4) Notification must include information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
   a) FFCRA (Families First Coronavirus Response Act. (If applicable)
   b) Available Sick Leave/Paid Time Off (PTO)
   c) Negotiated leave provisions
   d) Workers Compensation

5) Notification must include information on the cleaning and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.

6) Confidentiality
   a) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing, or related medical services provided by the SVUSD, shall be provided in a manner that ensures the confidentiality of employees.
      • Exception: Un-redacted information on COVID-19 cases shall be provided to the VCPH, CDPH, Cal/OSHA, and the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

b) Ensure that all employee COVID-19 medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.
   • EXCEPTION I: Un-redacted medical records shall be provided to the VCPH, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request.
• EXCEPTION 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

e. If a staff member has had close contact, they should:

1) Call in sick, notifying their supervisor/HR.
2) Self-quarantine at home as outlined in sections 14 and 15 of this Program, unless one of the exemptions applies.
3) Inform supervisor of possible exposure to other co-workers or students.

e. When a staff member develops COVID-19 symptoms at school or the office:
1) Staff member should be sent home immediately.
2) Self-isolate at home as outlined in sections 14 and 15 of this Program, unless one of the exemptions applies.

g. Employees that return to work following an illness should promptly report any recurrence of symptoms.

6. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

a. SVUSD takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:

1) Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and VCPH related to COVID-19 hazards and prevention.
   a) Evaluations will be repeated if a COVID-19 outbreak or major COVID-19 outbreak occur
3) Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls as outlined in section 12.
4) Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
5) For indoor locations, evaluate how to maximize the quantity ventilation with outdoor air with the highest level of filtration efficiency compatible with the existing ventilation system.
6) Conduct periodic inspections using the COVID-19 Inspections form.
   Hazard Inspections will be a minimum once a quarter.

b. Employee Participation:

1) Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:
   a) Making recommendations for improvement for evaluation and control of COVID-19 hazards.
   *Employees may use their name or remain anonymous.
c. Employee Screening:

1) SVUSD employees will certify daily on Google self-screen forms if they have had any of the following:
   - Fever above 99.5 in the past 24 hours
   - Cough or other respiratory symptoms
   - Other symptoms related to COVID-19
   - Close contact as defined
   - Travel out of the state or country.

7. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

a. The following procedures shall be taken in advance of a report of a COVID-19 case and after their report to help identify employees who may have had close contact:

1) Employees identify their work location on their daily self-screen form.

b. Investigating COVID-19 Cases

1) When a report is made of a positive test of symptoms identified by a healthcare professional, the COVID-19 case will be excluded from the worksite and interviewed to establish:
   a) Dates they have been at the work site.
   b) Dates COVID-19 Case tested positive or first experience symptoms.
   c) With whom they have been in contact.
   d) Any other work sites they may have visited.

2) Determine who may be considered a close contact by definition:
   a) Consider COVID-19 Case primary worksite.
   b) Review report for additional locations.

c. Responding to COVID-19 Cases:

1) COVID-19 cases and exposed employees and students will be excluded in accordance with sections 14 and 15 of this Program.

2) Notify all staff who have been at the worksite with the COVID-19 case during the high-risk exposure period in accordance with Section 5, System for Communicating.

3) Ensure COVID-19 tests are available to employees who were exposed at the worksite
   a) Exposed employees
      - Employees are permitted to go to a testing site during work hours and LEA will assist with scheduling as needed
      - Testing provided at no cost to the employees
All information received in connection with testing and reporting shall be kept confidential except for reports to VCPH as required.

b) Other employees will be directed to VCPH testing sites.

c) Exception: employees who previously tested positive and returned to work as outlined in section 15 and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for employees who tested positive, but never developed symptoms, for 90 days after the first positive test.

4) Investigate whether any workplace conditions could have contributed to the risk of close contact and what could be done to reduce exposure to COVID-19 hazards in accordance with Section 6 of this program.

5) Hazard correction will occur in accordance with Section 8 of this program.

6) Clean and disinfect areas the COVID-19 case has been to help prevent the spread of the virus in accordance with section 12.b.6 of this program.

7) Notification to VCPH will be sent according to section 13.a.1 of this program and paragraph 16.f if applicable.

8) Notification to Cal/OSHA will be sent according to section 13.a.2 of this program, if applicable.

9) Employee COVID-19 Cases will be reported to Sedgwick, the District Workers’ Compensation claims administrator.

   a) Use the COVID-19 Positive Test Report from the workers’ compensation claims administrator.

8. CORRECTION OF COVID-19 HAZARDS

   a. Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner, based on the severity of the hazards.

   b. Hazards shall be corrected according to the following procedures:
      1) When observed or discovered; AND
      2) Corrected in a timely manner based on the severity of the hazards.

   c. Hazard correction is implemented through:
      1) Maintenance work orders.
      2) Purchasing of necessary cleaning and sanitizing supplies, restroom supplies, hand sanitizer, and/or sanitizing wipes.
      3) Training and instruction.
      4) Direct, verbal, or written communication with employees and when necessary.
9. TRAINING AND INSTRUCTION

a. Training and instruction will include the following:

1) SVUSD COVID-19 policies and procedures to protect employees from COVID-19 hazards.

2) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

   a) This includes any benefits available:
   - FFCRA (Families First Coronavirus Response Act. (If applicable)
   - FMLA/CFRA (Family Medical Leave Act/California Family Rights Act Leave)
   - Available Sick Leave/Paid Time Off (PTO)
   - Negotiated leave provisions
   - Workers Compensation

3) COVID-19 transmission:

   a) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.

   b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common.

   c) An infectious person may have no symptoms.

4) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

5) The right of employees that are not fully vaccinated to request a N95 Filtering Face Mask for voluntary use, without fear of retaliation, and our policies for providing the N 95 Filtering Face Masks. Employees voluntarily using N 95 Filtering Face Masks will be trained as follows:

   a) How to properly wear them.

   b) How to perform a seal check according to the manufacturer’s instructions each time an N95 Filtering Face Mask is worn, and the fact that facial hair can interfere with a seal.

   c) Provide a copy of Appendix D of California Code of regulations, Title 8, Section 5144.

6) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

7) 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.
8) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

9) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

10. PHYSICAL DISTANCING

   a. Employees returning to work after quarantine must maintain six (6) feet of distance from others while at the workplace for 14 days following the positive test, the onset of symptoms, or the last day of close contact, as described in section 15.

   b. Employees returning to work after isolation should maintain six (6) feet of distance from others while at the workplace for 14 days following the positive test, the onset of symptoms, or the last day of close contact, as described in section 15.

   c. Employees exempted from exclusion must maintain six (6) feet of distance from others while at the workplace for 14 days following the last day of close contact.

   d. During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be separated from other persons by at least six feet.

   e. Physical distancing will be maintained when required face coverings cannot be worn indoors.

   f. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

11. FACE COVERINGS

   a. SVUSD will provide face coverings and ensure they are worn by all employees who are not fully vaccinated when indoors and in vehicles.

      1) Until rescinded by CDPH and VCPH (whichever it later), SVUSD will provide face coverings and ensure they are worn by all employees, regardless of vaccinations status, when indoors and in vehicles.

      2) Face Covering are optional outdoors in all settings

   b. Employees returning to work after isolation or quarantine must wear face coverings as required by this section for 10 days following the positive test, the onset of symptoms, or the last day of close contact.

   c. Employees exempted from exclusion must wear face coverings as required by this section for 10 days following the last day of close contact.

   d. Employees and other adults are required to wear face coverings when sharing indoor spaces with students.

   e. During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be required to wear face coverings.

   f. A face covering is worn over the nose and mouth, not under the nose or under the chin.
1) Centers for Disease Control and Prevention (CDC) do not recommend using masks with exhalation valves or vents because this type of mask may not prevent a person from spreading COVID-19 to others.
   a) The hole in the material caused by the valve or vent may allow respiratory droplets to escape and reach others.

g. Face coverings are to be clean and undamaged.

h. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

i. Exemptions for required wearing of face coverings include:
   1) When an employee is alone in a room or vehicle.
   2) While eating and drinking, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
   3) Employees wearing respiratory protection in accordance with a written Respiratory Protection Program or other written program required by Cal/OSHA.
   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 where the ability to see the mouth is essential for communication.
   5) In limited situation where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.
      a) This exception is limited to the time period in which tasks are actually being performed.
   6) Other specific tasks which cannot feasibly be performed with a face covering.
      a) This exception is limited to the time period in which such tasks are actually being performed.
      b) Example: Because of difficulty breathing during high intensity activities in departments such as maintenance, grounds, custodial.
      c) The unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
   j. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability will wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
   k. Any employee required to but 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.
l. Any employee may wear a face covering when not required by a low, regulation or health order, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

m. Signs will be posted at the main entrance to communicate to non-employees the face coverings requirements on the premises.

12. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS, AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

a. Engineering Controls:

1) To the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems will be enhanced by:

   a) The heating ventilation and air conditioning (HVAC) system is adjusted to allow maximum outside air.
   b) The HVAC system air filters will be upgraded to the highest efficiency compatible with the system.
      • Maximum Efficiency Reporting Value (MERV) 13 or 14 are recommended when feasible.
   c) Opening doors and windows when weather permits, and the outdoor Air Quality Index is less than 100.

2) During an outbreak or major outbreak, solid, clear partitions are installed to enhance, not replace, physical distancing.

3) During an outbreak or major outbreak, portable air cleaners equipped with high efficiency particulate are (HEPA) filters will be installed in the worksite of an exposed group, if feasible.

b. Administrative Controls and Safe Practices:

1) Working remotely under specific circumstances.
2) Meeting remotely.
3) Stable cohorts of students to reduce risk of spread of COVID-19.
4) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
5) Directional arrows and cones used to establish traffic flow patterns for hallways and rooms.
6) Scheduled and Periodic Cleaning and Disinfecting:
    a) Frequently touched surfaces at offices, classrooms, and on school buses are to be cleaned following each cohort’s use prior to the next cohort use; these surfaces should be cleaned by staff.
    b) Frequently touched surfaces in the school include, but are not limited to:
       • Door handles, light switches
       • Sink handles
       • Restroom surfaces
       • Tables and desks
• Telephones, headsets
• Chairs
• Steering wheels
• Playground equipment if needed

c) Buses and passenger vans will be thoroughly cleaned daily and cleaned and disinfected after transporting any individual who is exhibiting symptoms of COVID-19.

• Drivers will be provided cleaning or disinfectant product and disposable gloves to support cleaning of frequently touched surfaces during the day along with “atomizer” disinfectant sprayers.

• Daily cleaning and disinfecting as specified should be added to the agreement with contracted transportation providers.

d) Shared tools and equipment:

• Where there must be sharing, such as photocopiers, staff are encouraged to clean their hands before and after use of shared equipment.

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

7) Cleaning and disinfecting after a COVID-19 case

a) The area used by the COVID-19 case will be closed off from use.

b) Doors and windows will be opened, if possible, to increase air circulation.

c) The affected area will be left vacant for 24 hours or as long as possible before cleaning.

 d) All areas used by the COVID-19 case will be cleaned and disinfected.
   *Offices, classrooms, restrooms, common areas, shared electronic equipment, photocopiers, touch screens, keyboards, etc.

e) Only disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” will be used.

f) Soft surfaces will be misted using an electrostatic sprayer or vacuumed with a vacuum equipped with a HEPA filter.

g) If more than seven days since the COVID-19 case visited or used the affected area, additional cleaning and disinfection is not necessary.

8) Healthy Hygiene Practices

a) An adequate number of restrooms with sinks and soap will be provided per the California Plumbing Code. Areas without soap and water will be provided with hand sanitizer.

b) Employees and students are encouraged to wash their hands frequently throughout the day, including:
• Before and after eating
• After coughing or sneezing
• Before and after using the restroom
• Before and after classes where they handle shared items such as art or career technology
• Before entering the classroom

c) Employees and students are encouraged to wash their hands for 20 seconds with soap, rubbing thoroughly after application.

• Note: Frequent handwashing is more effective than the use of hand sanitizers.
• Soap products marketed as “antimicrobial” are not necessary or recommended.

d) Employees and students are encouraged to use fragrance-free hand sanitizer when handwashing is not practicable.

• Sanitizer must be rubbed into hands until completely dry.
• Sanitizer containing methanol (methyl alcohol) is prohibited.

e) Employees and students are encouraged to avoid contact with one’s eyes, nose, and mouth.

f) Employees and students are encouraged to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

g) Any employees exhibiting symptoms should immediately be required to wear a face covering and should go home or to a healthcare facility, as soon as practicable.

h) Any students exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

c. Personal Protective Equipment (PPE):

1) Personal protective equipment will not be shared.

2) Protective gloves available for:

   a) Nurses, health technicians, and/or office staff attending ill or injured students or assisting with medical needs of special education students.
   b) Custodians and other employees who use cleaning and sanitizing products, other than surface wipes.
   c) Special education teachers and para-educators who assist students with personal needs, behavioral needs, or assist with the medical needs of special education students.
3) If needed, goggles or safety glasses for:
   a) Nurses, health technicians, and/or office staff attending ill or injured students or assisting with medical needs of special education students.
   b) Custodians and other employees who use cleaning and sanitizing products, other than surface wipes.
   c) Special education teachers and para-educators who assist students with personal needs or assisting with medical needs of special education students.
4) Face shields:
   a) To enhance the effectiveness of goggles, safety glasses, or face coverings.
   b) Staff who are hearing-impaired or communicating with a hearing-impaired person.
   c) Employees who cannot wear face coverings due to a medical or mental health condition or disability. The face shield must have a drape on the bottom.
5) Respiratory protection:
   a) N95 filtering face masks will be available for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.
      • Provide training as indicated in Section 9 of this program
      • Provide a copy of Appendix D of California Code of Regulations, Title 8, Section 5144.
   b) As supply allows, N95 filtering face masks will be available for voluntary use to nurses, health technicians, and/or office staff attending ill or injured students.
   c) Respiratory protection will be provided according to the Districts’ written respiratory protection program in the following situations:
      • The physical distancing requirements are not feasible with special education students who cannot wear face coverings due to a medical or mental health condition or disability.
      • During procedures for special education students that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
      • Nebulizer treatment
      • Working with a student with a tracheotomy

d. Vaccination
   1) Employees are strongly encouraged, but not required, to get vaccinated or boosted.
   2) State Public Health Officer Order of August 11, 2021, requires verification of vaccination status among eligible K-12 school workers, and establishes diagnostic screening testing of unvaccinated workers to minimize the risk that they will transmit while on K-12 school campuses.
3) The following modes may be used as proof of vaccination:
   a) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
   b) a photo of a Vaccination Record Card as a separate document; OR
   c) a photo of the client's Vaccination Record Card stored on a telephone or electronic device; OR
   d) documentation of COVID-19 vaccination from a health care provider; OR
   e) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
   f) Documentation of vaccination from other contracted employers who follow the vaccination records guidelines and standards in the CDPH Guidance for Vaccine Records.

4) Asymptomatic unvaccinated or incompletely vaccinated workers are required to undergo weekly diagnostic screening testing.
   a) PCR testing or antigen testing

5) For purposes of this Vaccination paragraph 12.d. “Worker” refers to all paid and unpaid adults serving in the school settings described in Section I. Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.

   e. Testing of Symptomatic Employees
      1) COVID-19 testing will be available at no cost, and during employees’ paid time to employees who had close contact with a COVID-19 case, even if the affected employee is asymptomatic.

13. REPORTING, RECORDKEEPING, AND ACCESS
   a. Reporting
      1) Report information about COVID-19 cases at our offices and schools to the VCPH whenever required by health order, and provide any related information requested by the VCPH.
         a) Ventura County K-12 School Student and Staff COVID-19
            Individual cases are reported to Qualtrics:
               • Individual case reporting
         b) School Portal for Outbreak Tracking (SPOT)
            • School Portal for tracking (SPOT)
      2) Report immediately, but not more than eight hours, to Cal/OSHA of any COVID-19 related serious illnesses or death, as defined, of an employee occurring in our offices and schools or in connection with any employment.
         a) Serious illness means any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing.
         b) Exception: This program does not apply to employees while working from home.
b. Recordkeeping:

1) Maintain records of the steps taken to implement our written COVID-19 Prevention Program including the following:

a) Written notifications to employees, authorized employee representatives, and VCPH will be maintained.
   - Sample letter will also be maintained
b) Use the “VCPH Initial Screening Form” to keep a record of and track all COVID-19 Cases
c) Identification of COVID-19 Hazards form
d) COVID-19 Inspections form
e) Documentation that hazards are corrected
f) Employee training and instruction

2) These records will be maintained for at least three years.

c. Access/Posted on District Website:

1) This written COVID-19 Prevention Program can be found on the SVUSD website homepage.

2) Make this written COVID-19 Prevention Program available at the offices and schools to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

3) The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

14. EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD CLOSE CONTACT

a. Where there is a COVID-19 case at SVUSD, transmission will be limited by:

1) Ensure that COVID-19 cases are excluded from the workplace or classroom until the return-to-work criteria, as outlined in section 15, are met;
   a) Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.
      - Regardless of vaccination status, previous infection, or lack of symptoms.

2) Exclude employees identified as close contact from the workplace as outlined in section 15, after the last known close contact.
   a) Employees who are unvaccinated must be excluded from the workplace for at least 5 days after their last close contact identification with a person who has COVID-19.
   b) Employees who are vaccinated and booster-eligible but have not yet received their booster dose do not need to quarantine if obtain a negative diagnostic test within 3-5 days after last exposure to an identified COVID-19 case.
   c) Employees who are boostered OR vaccinated, but not yet booster-eligible, do not need to quarantine if they test on day 5 with a negative result.
d) To reduce exposure to employees, students with symptoms of COVID-19 or test positive will be excluded as follows:

- Stay home for at least five (5) days,
- 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 or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.
- If fever is present, isolation should be continued until fever resolves.
- If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.
- Wear a well-fitting mask around others for a total of 10 days, or as required in the most current version of “COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year”

e) To reduce exposure to employees, students identified as close contact will be excluded from the classroom for 10 days after the last known close contact.

- Standard quarantine pursuant to the K-12 Guidance.
- Modified quarantine pursuant to the K-12 Guidance.
- Note: asymptomatic students who have had close contact and who have completed the primary series of COVID-19 vaccines OR were previously infected with (laboratory confirmed) COVID-19 within the last 90 days are not recommended to quarantine.

f) Exception: 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.

3) Providing employees at the time of exclusion with information on available benefits, as described in section 5 of this program.

4) Continue and maintain an employee’s earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the close contact is work related;

5) For employees excluded from work and otherwise able and available to work, LEA will continue and maintain the employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.

a) Any available LEA-provided sick leave may be used.

Eligible half-pay may be used if the employee has no available regular sick
15. RETURN TO WORK CRITERIA

a. Employees who test positive for COVID-19:

1) Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, AND a diagnostic specimen collected on day 5 or later tests negative.

2) If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day 10.

3) If an employee has a fever, isolation must continue, and the employee may not return to work until the fever resolves.

4) If an employee’s symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test.

5) Employees must wear face coverings as described in section 11, or for a total of 10 days after the positive test, whichever is longer, especially in indoor settings.

b. Employees identified as close contact who are unvaccinated:

1) Must test on day 5.

2) Quarantine can end and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative.

3) If an employee is unable or chooses not to test and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10.

4) Employees must wear face coverings as described in section 11, or for a total of 10 days after the close contact, whichever is longer, especially in indoor settings.

5) Employees must maintain six (6) feet of distance from others at the workplace for 14 days following the last date of close contact, as described in section 10.

6) If an employee tests positive for COVID-19, they must follow the isolation requirements above in paragraph a.

7) If an exposed employee develops symptoms, they must be excluded pending the results of a test.

c. Asymptomatic employees identified as close contact who are vaccinated and booster-eligible but have not yet received their booster dose:

1) May continue to work if a negative diagnostic test is obtained within 3-5 days after last exposure to a case.

2) If an employee is unable or chooses not to test within 3-5 days after last exposure, the employee is assumed to be positive, and must follow the isolation requirements above in paragraph a.

3) Employees must wear face coverings as described in section 11, or for a total of 10 days after the close contact, whichever is longer, especially in indoor settings.
4) Employees must maintain six (6) feet of distance from others at the workplace for 14 days following the last date of close contact, as described in section 10.

5) Employee continues to have no symptoms.

6) If an employee tests positive for COVID-19, they must follow the isolation requirements above in paragraph a.

d. Employees identified as close contact who are boostered OR vaccinated, but not yet booster-eligible:

1) May continue to work if they test on day 5 with a negative result.
   a) If an employee is unable or chooses not to test on day 5 after last exposure, the employee is assumed to be positive, and must follow the isolation requirements above in paragraph a.

2) Employees must wear face coverings as described in section 11, or for a total of 10 days after the close contact, whichever is longer, especially in indoor settings.

3) Employees must maintain six (6) feet of distance from others at the workplace for 14 days following the last date of close contact, as described in section 10.

4) If an employee tests positive for COVID-19, they must follow the isolation requirements above in paragraph a.

5) If an exposed employee develops symptoms, they must be excluded pending the results of a test.

e. Exemptions for employees with close contact:

1) Symptomatic employees who tested positive and returned to work pursuant to paragraph a, and have remained free of COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the initial onset of COVID-19 symptoms. OR

   a) This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for 14 days following the last date of close contact, as described in section 10.

2) Asymptomatic employees who tested positive and returned to work pursuant to paragraph a, who never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first positive test.

   a) This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for 14 days following the last date of close contact, as described in section 10.

f. 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.

1) If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
16. MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

a. This section applies to a workplace covered by this program when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.
   1) This section will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

b. COVID-19 Testing:
   1) SVUSD will provide COVID-19 testing to all employees at the exposed workplace except for those employees not at work during the outbreak or the relevant 14 days.
      a) COVID-19 testing will be provided at no cost to employees during employees’ working hours.
   2) COVID-19 testing consists of the following:
      a) Employees in an exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with close contact will not impact the duration of any quarantine period required by, or orders issued by VCPH.
      b) After the first two COVID-19 tests, COVID-19 testing will continue for employees who remain at the workplace at least once per week, or more frequently if recommended by VCPH, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
      c) We will provide additional testing when deemed necessary by Cal/OSHA.

c. Exclusion of COVID-19 Cases:
   1) Simi Valley Unified School District will ensure COVID-19 cases and employees who had are excluded from the workplace in accordance with Sections 14 and 15 of this program.
      a) Or as ordered by the local health officer if applicable.

d. Additional measures
   1) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be separated from other persons by at least six feet. as described in section 10.
   2) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be required to wear face coverings or as described in section 11, whichever is longer, especially in indoor setting.
   3) During an outbreak or major outbreak, portable air cleaners equipped with high efficiency particulate air (HEPA) filters will be installed in the worksite of an exposed group, if feasible.
   4) During an outbreak or major outbreak, solid, clear partitions are installed to enhance, not replace, physical distancing.

e. Investigation of Workplace COVID-19 Illness:
   1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section 7 of this program.

f. COVID-19 Investigation, Review and Hazard Correction:
1) Investigation and review:
   a) In addition to Section 6 of this program, 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:
   - Evaluations will be repeated if a COVID-19 outbreak or major COVID-19 outbreak occur.
   - Investigation of new or unabated COVID-19 hazards.
   - Leave policies and practices and whether employees are discouraged from remaining home when sick.
   - COVID-19 testing policies.
   - Air supply, outside and filtered.

2) Review updates:
   a) Every 30 days that the outbreak continues.
   b) In response to new information or to new or previously unrecognized COVID-19 hazards.
   c) When otherwise necessary.

3) Hazard correction:
   a) Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.
   b) In addition to corrections outlined in Section 8, 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.
      - N95 Filtering Face Masks, as described in paragraph 12.c

17. MAJOR COVID-19 OUTBREAKS

a. This section applies to any place of employment covered by this program when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.
   1) This section will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

b. COVID-19 Testing:
   1) COVID-19 testing will be provided twice a week, or more frequently if recommended by VCPH, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
   2) COVID-19 testing will be provided at no cost to employees during employees’ working hours.
c. Exclusion of COVID-19 Cases:

1) Simi Valley Unified School District will ensure COVID-19 cases and employees who had close contact are excluded from the workplace in accordance with Sections 14 and 15 of this program.
   a) Or as ordered by the local health officer if applicable.

d. Investigation of Workplace COVID-19 Illnesses:

1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section 7 and Section 16.e of this program.

e. COVID-19 Hazard Correction:

1) Hazard correction will occur in accordance with Section 8 and paragraph 16.e.3 of this program.

f. Additional measures

1) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be separated from other persons by at least six feet, as described in section 10.

2) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be required to wear face coverings, or as described in section 11, whichever is longer, especially in indoor settings.

3) During an outbreak or major outbreak, portable air cleaners equipped with high efficiency particulate air (HEPA) filters will be installed in the worksite of an exposed group, if feasible.

4) During an outbreak or major outbreak, solid, clear partitions are installed to enhance, not replace, physical distancing.