



SUPERINTENDENT'S OFFICE

COVID-19 Prevention Program (CPP) & OSHA Guidelines

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

COVID-19

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

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.

COVID-19 has mutated into several variant strains. Vaccinated individuals may contract these variants and become symptomatic. Vaccinated individuals may host these strains and be asymptomatic but carry the virus and infect other individuals.

COVID-19 Vaccination is available to individuals age 12 and older.

Viral particles can travel more than 6 feet, especially indoors, so physical distancing, face coverings, increased ventilation and respiratory protection can decrease the spread of COVID-19, but are most effective when in combination.

Vaccination is effective at preventing the spread of COVID-19 by protecting against both the transmission and the severity of illness including death.

Authority and Responsibility COVID-19 Task Force:

Has the governing authority and responsibility to implementing the provisions of the CPP within the Temple City Unified School District (TCUSD) workplace.

Dr. Kimberly Fricker **Superintendent of Schools**

Mr. Richard Lohman **Assistant Superintendent Educational Services**

Dr. Tamar Kataroyan **Assistant Superintendent Personnel Services**

Ms. Susan Hemans **Executive Director of Educational Technology**

Mr. Chris Holmes **Director of Student Services**

Ms. Mari Montgomery **Director of Risk Management**

In addition, all administrators, managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring that

employees receive timely communication.

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

Safe Return to Learning Plan:

Access to content, curriculum and instructional materials

- **Canvas** is the Learning Management System (LMS) for grades TK-12
 - An LMS connects students to the Content, Curriculum, Instruction, Assessment & Communication.
 - This system automates the delivery of all materials needed to master content standards or complete course requirements no matter if the class is held in-person or on-line or a combination of the two.
 - Elementary, Intermediate and High School Teachers are expected to house their course materials, assignments and grades on Canvas.
 - Canvas calendar is utilized for assignments.
 - Intermediate & High School Teacher Canvas grades will be updated weekly.
 - Resources and assignments will be uploaded to permit accessibility for students in quarantine and isolation.
- **Clever** is the Single Sign On (SSO) platform that provides students universal access over all District approved educational software like; Nearpod, iReady and Seesaw.
- **Parent/Student Square** is the two-way communication tool that administration, staff, students and parents can use to communicate with one another.
- **Student Quarantine and Isolation** in the event that students need to quarantine or isolate during the year, students would remain connected to their academic program at all times without interruption. Students will also be able to have access to communicate with their teacher.
- **Master Agreement for Student** forms will be completed when students are transferred to a short or long term learning environment that is not in-person.

In-Person Learning

- Students will access their educational platforms from their home school of attendance and learning program through an in-person setting within the traditional classroom.
- Students should report to their home school of attendance, unless otherwise notified to attend a different school within our District.
- Registration information will be disseminated by the school site principal.
- Data Confirmation information will be completed by parents in affiliation with their home school site or school of attendance.

Virtual Academy – Independent Study

- Students will access their educational platform from a remote setting.
- **Elementary Program**
 - Students will be assigned to a credentialed teacher who will provide all instructional materials, assignments and assessments necessary to fulfill the California State Standards in the instructional areas required.
- **Intermediate & High School Program**

- Students will be assigned to an APEX course which is in alignment with UC/CSU and NCAA requirements as APEX provides all instructional materials, assignments and assessments necessary to fulfill the California State Standards specified in the course requirements.
- Students will be assigned a Credentialed Teacher of Record for each course.
- Students will have access to Credentialed Teachers for extended help in the areas of writing and mathematics.

Food Service

- All COVID-19 guidelines and safety precautions will be followed. Food Services will prepare hot entrees on Monday, Wednesday and Friday and cold entrees on Tuesday and Thursday. Lunch programs will be free of charge and in self-contained portions.
- Virtual Students Drive Through Lunch pick up will be Monday – Friday at TCHS from 11:30 am to 12:30 pm.

Employee Training and Instruction Plan:

All Employee Training	Implemented By
Blood Borne Pathogens	Vector Solutions - JPA
COVID-19 Precautions / Safeguards / vaccinations	Superintendent / Principals
Hand Sanitizing	Nursing staff
Handwashing Properly & Frequently	Nursing staff
Mandated Reporting	Vector Solutions - JPA
Masking & Proper Use	Nursing staff
Sexual Harassment	Vector Solutions - JPA
Uniform Complaint	Director of Risk Management
Workers Compensation /Leave Policies section 3205	Director of Risk Management

Certificate Employee Training	Implemented By
Canvas	Canvas
Educational software	TCUSD Educational Services
Mastery Connect to develop common assessments	TCUSD Educational Services
Microsoft Teams – Virtual meeting platform	TCUSD Technology Services
New Staff Orientation	TCUSD Personnel Services
Professional Learning Communities (PLC)	Solution Tree
Positive Behavioral Intervention Support (PBIS)	LACOE
Response To Intervention (RTI)	TCUSD Educational Services

Classified Employee Training	Implemented By
Job Classification specific training	Vector Solutions – JPA
Mandated Safety & Sanitation Procedures.	Vector Solutions – JPA

Exposure Management & Preventative Measures Plan:

The following measures are implemented to protect individuals from exposure & infection.

Extracurricular Activities

- **Assemblies, Fieldtrips & Family/Community Events**

- These activities will be postponed until further notice, as an effort to limit crowds and gatherings and encourage physical distancing.
- Events held virtually are welcome.
- **Athletics**
 - All athletic games and practices are governed by the Los Angeles County Department of Public Health Guidance for Youth Sports: Appendix “S”.
The August 20, 2021 directive calls for the following:
 - All participants, regardless of vaccination status, must wear a face mask even while engaging in physical activity in any indoor setting.
 - Students in outdoor settings may remove their face covering/mask while engaged in physical activities.
 - Spectators are required to wear a mask while indoors and outdoors, regardless of vaccination status.
 - Coaches and other employees are required to wear a mask while indoors and outdoors.
 - Socializing with other teams is strongly discouraged.
- **Music, Band, and Performing Arts Programs**
 - Face covering/mask must be worn indoors.
 - Singing and the playing of wind instruments should be done outdoors and with at least 6 feet of physical distance.
 - Students in outdoor settings may remove their face covering/mask while performing.
- **Concession Stands**
 - Concession stand will be required to follow the Youth Sports Guidelines which outline the COVID-19 safety measures.
 - All food and beverages must be in self-contained packages.
- **Transportation**
 - Masks must be worn while transporting students on a bus or in a van.
 - Administrators and authorized TCUSD drivers that have been cleared through the office of Risk Management can transport students.

Face Coverings

Face coverings/masks are required indoors and outdoors at all district owned properties, while utilizing district provided transportation, and when on district approved trips that take place off campus. Acceptable face coverings/masks are established by the Los Angeles County Department of Public Health and may include a cloth mask, surgical mask, N95 or KN95 respirator. If an individual elects to wear a face shield instead of one of the items listed above, it must contain a drape.

Face masks will be provided to employees and students that do not have one and disposable face masks will be readily available at all District sites.

The school site administration will ensure that everyone on campus has a face covering/mask and that it is properly worn over the nose and mouth.

Employees who are in District vehicles with other employees must wear a face covering or a face shield with a drape or respirator.

Disposable face masks and face shields are available at every school and department for

employees who serve populations that require extra Personal Protective Equipment (PPE).

NOTE: The face covering will be cloth or woven material of at least two layers, fit snugly have no holes or openings and completely cover the nose and mouth.

Face Covering Exceptions

- When an employee is alone in a room, or vehicle with the door(s) closed.
- While eating and drinking at the workplace, with physical distancing whenever masks are removed.
 - Mask should be replaced between drinks and speaking should be avoided when mask is off.
 - Staff should eat in staff lounge area.
 - Students should eat in cafeteria or lunch shelter area.
 - When a task cannot be performed with a face covering, and is limited to the time period in which such tasks are being performed.
- Students in outdoor classes requiring physical exertion to complete requirements.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees may remove a face covering if it creates a hazard to the employee. (example when working in a pool)

Facility/Engineering Controls

The District will provide plastic barriers for areas that require face to face interactions between individuals. Face masks/shields are an approved alternative to plastic barriers.

Outside air will be maximized, to the extent feasible, to assist in the ventilation of the TCUSD buildings with mechanical or natural ventilation systems. Where allowable intake dampers will be opened to allow a minimum of 15% outside air, taking into consideration exterior environmental conditions such as heat and air quality indices as limiting factors that may require adjustment.

All HVAC units are serviced and cleaned annually. HVAC units have been upgraded to Merv-11 filters, and adjusted to allow the highest level of filtration allowable by the manufacturer specifications. In addition, Aerus Pure Clean Air Purifying Systems have been installed in all classrooms and offices.

Bottle filling filtration stations are being installed to replace traditional drinking fountains and are in accordance with USDA and Workplace, Health, Safety & Welfare Regulations.

Sun shade structures have been added to all school sites to increase the amount of sun protection and coverage to facilitate physical distancing while students eat lunch.

Facility Use and Visitor Access

Preserving the integrity of campus interior spaces is paramount to preventing the spread of COVID-19. Visitors are restricted, to preserve the cleanliness of indoor spaces, to reduce population density, and to prevent transmission.

Indoor facility use applications will not be approved at this time. Only employees and students will have access to indoor classrooms.

Hand Sanitizing

Hand washing and/or use of hand sanitizer is encouraged at all District sites and students and employees are encouraged to frequently wash their hands throughout the day.

Handwashing stations are located on school sites in addition to bathrooms. Hand sanitizer is available in every classroom and office to encourage frequent use and refilled daily.

Signage is placed in all restrooms, classrooms, and outdoor handwashing stations as a reminder to wash hands with soap and water for at least 20 seconds.

NOTE: Students and employees are required to wash and/or sanitize their hands upon entering a classroom.

NOTE: Sanitizers that contain methanol (i.e. methyl alcohol) are prohibited.

Personal Protective Equipment (PPE)

PPE includes gloves, masks, disposable gowns and face shields as required by CCR Title 8, section 3380 and should not be shared at any time.

Employees who must perform face to face interactions, who work in the Health Office, Food Service Department, Custodial Department, and Special Education Department will be provided with additional Personal Protective Equipment (PPE) for an added layer of protection against transmission.

Respiratory protection needs will be evaluated in accordance with CCR Title 8 section 5144 and employees on the COVID Strike Team will be provided PPE masks, shields, gloves and protective clothing to reduce contamination.

The District has and will use countertop plastic shields or other plastic barriers for all areas that require face-to-face interactions between individuals. The use of face masks and face shields are an approved alternative in lieu of shields or barriers.

Physical Distancing

Physical distancing will be maintained to the greatest extent possible while also maintaining access to campus for all students that wish to participate in on-campus learning. To achieve this, the following will be implemented:

- Limit crowds and large gatherings in the workplace or communal space.
- Encourage physical distancing to the extent possible in indoor and outdoor spaces.
- Adjusted work spaces to increase physical distancing where feasible.
- Apply barriers between face-to-face interactions.
- Common work areas or common gathering locations can be used with distancing.
- Limit occupancy in elevators.

Sanitizing & Disinfecting

All TCUSD facilities are cleaned and sanitized daily following Cal OSHA, CDC, EPA and LACDPH guidelines. This includes the use of EPA List "N" recommended disinfectants for eradicating COVID -19, and all sanitization products, fertilizers, pesticides and chemicals.

MSDS sheets can be located on the TCUSD Website and operational support employees have been trained regarding the proper use and contact "kill time" for disinfectants.

Custodial routes and schedules have been optimized and will continue to be monitored to ensure that all rooms, areas, and frequently touched surfaces are cleaned and sanitized daily.

High touch surfaces such as doorknobs, elevator buttons, shared equipment, handrails, handles, bathroom surfaces and steering wheels will be cleaned at a higher frequency.

- Drinking fountains are cleaned multiple times during the day and some have been replaced with bottle filling stations.
- Bathrooms are checked regularly for hand soap, paper towels, and trash receptacles.
- Kitchens undergo regular cleaning and disinfecting in compliance with the FDA regulations.
- Playground equipment is cleaned with electrostatic sprayers between uses.

TCUSD has an established “Strike Team” to disinfect an area upon notification of a positive case, and for the entire campus upon an outbreak as defined by the LACDPH.

Shared Tools & Equipment

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must not be shared whenever possible. Where there must be sharing, the item should be disinfected between uses with EPA approved disinfectant wipes or approved disinfectant spray.

Sharing of vehicles, including golf carts will be minimized to reduce transmission and exposure, and high-touch points (e.g., steering wheels, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected once per day.

Devices that are turned in for repair or returned will be sanitized prior to employee working on them and before being returned or issued to another individual.

Signage

Signage will be placed throughout all TCUSD locations to reflect COVID-19 safeguards, guidelines, masking, handwashing and general safety measures. Stairwells are identified as upward moving and downward moving to facilitate physical distancing and occupancy rates and signs are clearly posted in elevators.

Vaccination for COVID-19

Vaccination is strongly encouraged for any eligible individual. For individuals with medical conditions, please consult your personal physician. The following agencies are provided:

- Albertsons, Pavilions, and Vons’s pharmacy locations
- Herald Christian Health Center at hchla.org
- Myturn.ca.gov

Vaccination Verification for Employees

All school workers are required to provide proof of **vaccination** per the California Department of Public Health Order released on August 11, 2021.

- Per the CDC, an individual is considered fully vaccinated two weeks after receiving their second dose of Moderna or Pfizer, and two weeks after the single dose

- Johnson & Johnson vaccine.
- Completed vaccination cards should be submitted to Director of Enterprise and Risk Management mmontgomery@tcusd.net.
- Unvaccinated or partially vaccinated school workers are required to comply with COVID-19 testing once a week.
 - Employees can attend the TCUSD COVID-19 testing at the district.
 - Employees can submit a COVID-19 test from their healthcare provider to the Director of Enterprise and Risk Management mmontgomery@tcusd.net.

Vector Control

Animals and wildlife are restricted from coming onto campus. TCUSD Board Policy 6163.2 identifies the saliva, neurological tissue and biological waste are considered infectious material.

Employee/Student/Visitor Screening Plan:

Employees and students will complete a “Daily Health Self-Screening Form” through the Parent Square Program to identify COVID-19 symptoms including temperature check prior to arrival on campus each day. The ParentSquare System communicates COVID related information and provides the platform for the Self-Screening in a variety of languages to ensure effective communication to all individuals and gather an electronically signed submission.

Visitors will be asked to complete the “Daily Health Self-Screening Form” prior to entry through an iPad device provided by the District. Visitors to campus will be limited and classroom volunteers will not be permitted.

If an employee, student, or vendor has an elevated temperature and/or COVID-19 symptoms while on campus, they will be immediately sent home. Students will be escorted to an “Isolation area” to await transport home from their parent or guardian.

Reporting, Contact Tracing and Documentation Plan:

Personal identifying information and medical records will be kept confidential. With regard to COVID-19 cases, all COVID-19 testing or related medical services provided will be protected and not disclosed or reported without the employee’s express written consent to any person within or outside TCUSD, except:

- (1) Unredacted medical records provided to local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law upon request and
- (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Employee and student documentation will be uploaded on the PRIVIT Platform which is a FERPA and HIPAA privacy compliant, cloud-based program used to collect, secure and manage data.

Mandated Reporting Process

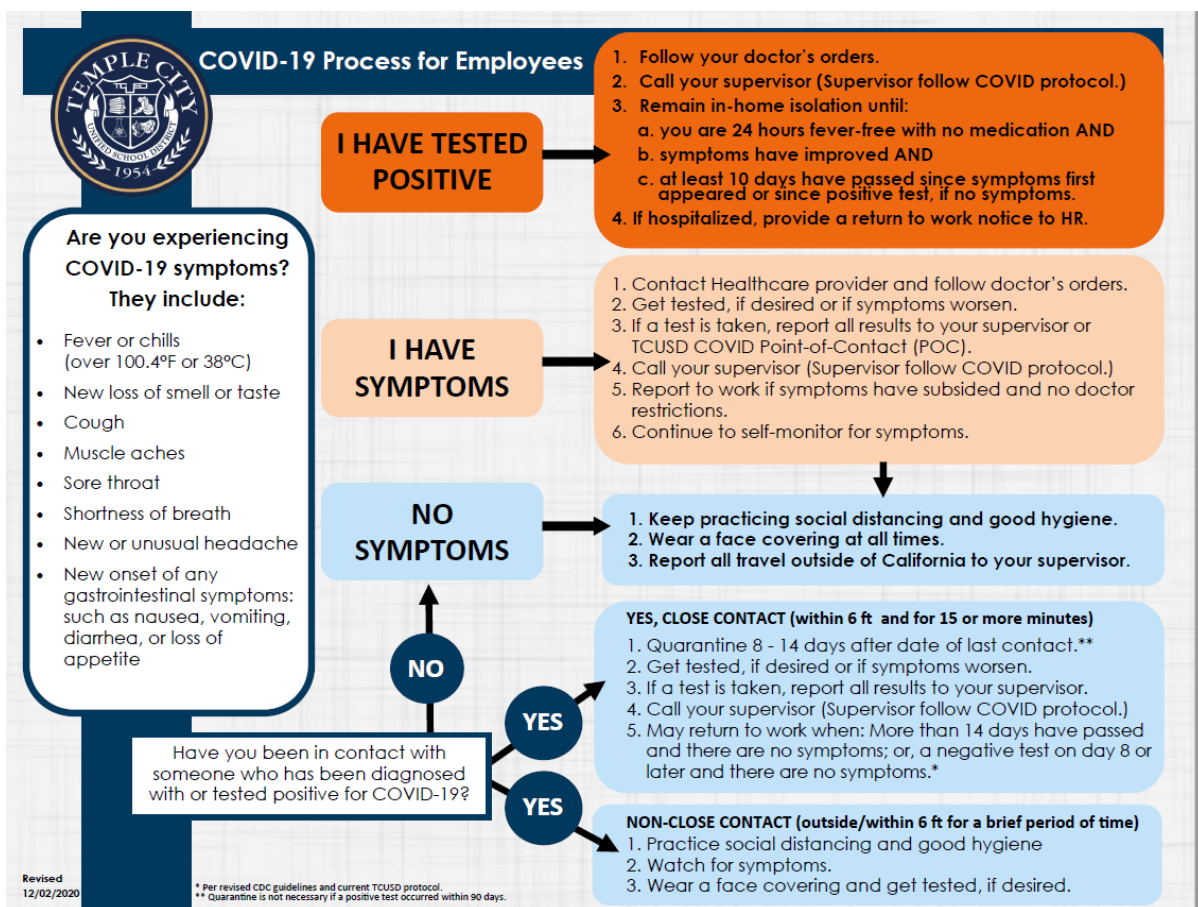
All COVID-19 student or employee incidents must be reported to the Administrator /Supervisor. This includes; employees and students who have been exposed to

someone who has tested positive for COVID-19, are exhibiting symptoms of COVID-19, or have themselves tested positive for COVID-19.

Administrator/Supervisor must complete the “COVID-19 Incident Response Form” **within 2 hours** of notification. This critical information will be sent to the Director of Enterprise & Risk Management - Point of Contact (POC) and will communicate isolation, quarantine and Return-to-Work/Learning Protocols to the individual.

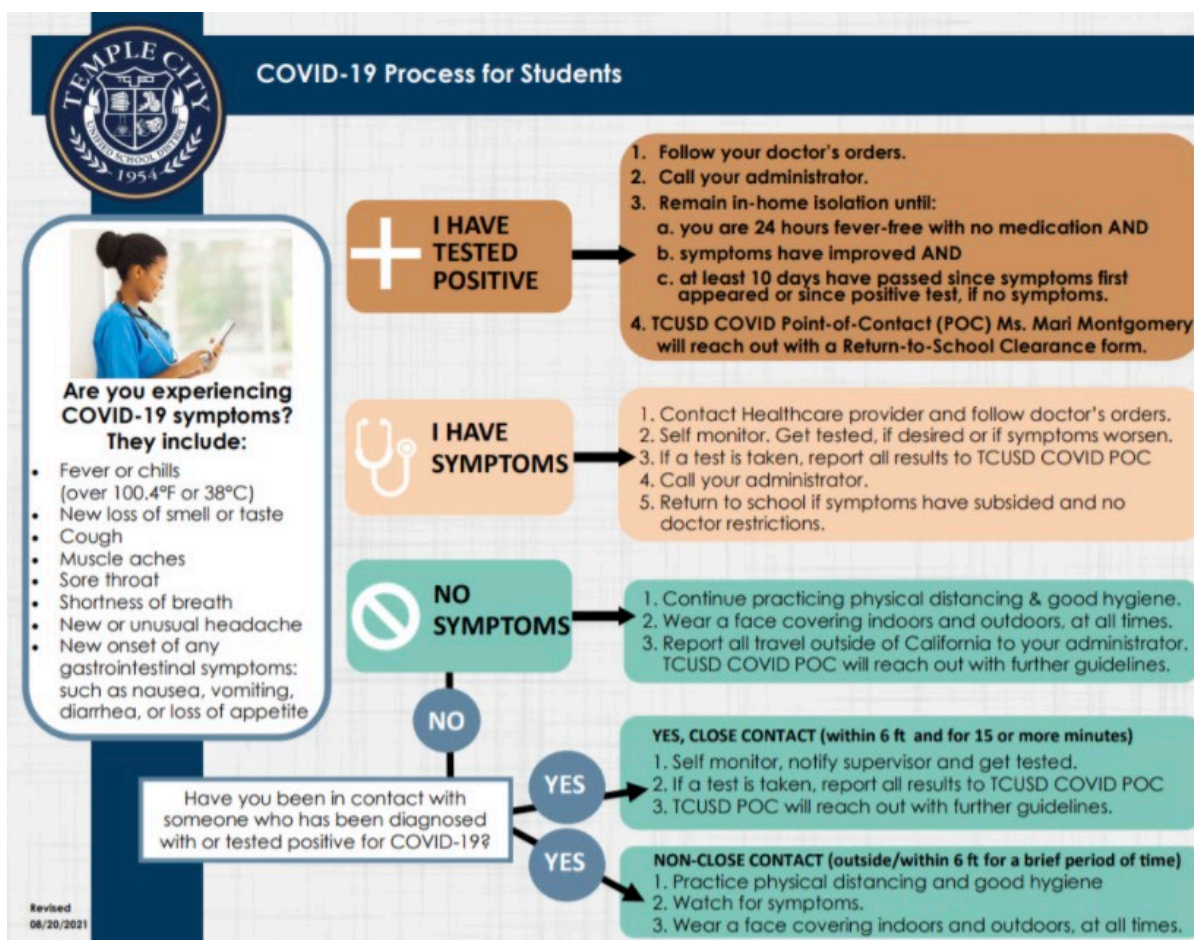
All Positive cases that occurred on campus are reported to Los Angeles County Department of Public Health (LADPH) and the Joint Powers Authority (JPA). All COVID-19 serious related illnesses or deaths must be reported immediately to Cal/OSHA, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

Figure 1.1 - COVID-19 Employee Symptom & Confirmed Case Flow chart



This flow chart identifies the COVID-19 symptoms that individuals may experience along with information to provide direction for employees in the event of illness or COVID-19 positive test.

Figure 1.2 - COVID-19 Student Symptom & Confirmed Case Flow chart



This flow chart identifies the COVID-19 symptoms that individuals may experience along with information to provide direction to students in the event of illness or a COVID-19 positive test.

Contact Tracing Process

CDC defines a “Close Contact” as being within 6 feet of a COVID-19 positive person for a cumulative of 15 minutes over 24-hours.

Contact Tracing is outlined in **Appendix C: Investigating COVID-19 Case** form.

COVID exposures for Employees

- Employees who are determined to be a “close contact” will monitor symptoms and report the illness to their immediate supervisor.
- It is recommended that exposed employees be tested for COVID-19.
- Symptomatic employees will quarantine at the direction of Point of Contact, Director of Enterprise and Risk Management mmontgomery@tcusd.net
- Asymptomatic employees, will monitor for symptoms for 14 consecutive days.

COVID exposures for Students

- Students who have had exposure or are determined to be a “close contact” will monitor symptoms and report illness to the attendance office, principal or nurse.

- It is recommended that exposed students be tested for COVID-19.
- Students will quarantine at the direction of the Point of Contact, Director of Enterprise and Risk Management mmontgomery@tcusd.net

COVID Positive Employees/Students

- COVID-19 Positive individuals are isolated for up to 10 days since symptoms first appeared or 10 days from the day of the positive test result.
- Employees should immediately report positive test results to their supervisor.
- Students report positive test results to the principal, nurse or attendance clerk.
- Parents must report absences to the attendance office. Absences that are COVID-19 related must be disclosed, to initiate the contact tracing process.
- Hospitalized individuals need a doctor's note to return to school or work.

COVID-19 Testing Plan:

Employees and students can get a COVID-19 test if they are symptomatic or exposed twice a week at the Temple City Unified School District Office **free of charge**.

In addition, COVID-19 testing will be made available for students through the school site health office, with a parent permission form completed. School site Licensed Vocational Nurse (LVN) will conduct the testing and reading of the results for students/parents.

Employees and students may contact their health care provider to receive a COVID-19 test.

An Omni PRIVIT Pass Account must be established to upload vaccination verification documents and any test results that were garnered from another care provider at <https://tcusd.e-ppe.com/>

District Office Testing - PCR COVID-19 Test Kits are available at the District Office located at 9700 Las Tunas Dr. Temple City, CA, 91780.

School Site Testing - Rapid Antigen COVID-19 Test Kits are available to students experiencing symptoms while on campus. A Licensed Vocational Nurse (LVN) or Registered Nurse (RN) will administer the test with parental consent.

- **COVID-19 Positive** students are sent home and given isolation instructions.
- **COVID-19 Negative** students can either go home if presenting symptoms are too distracting to stay at school.

Parental / Employee Consent Form – is available and must be completed by the parent of a child or employee requesting testing at District locations.

NOTE: Consent is required for each test, except athletes requiring weekly testing.

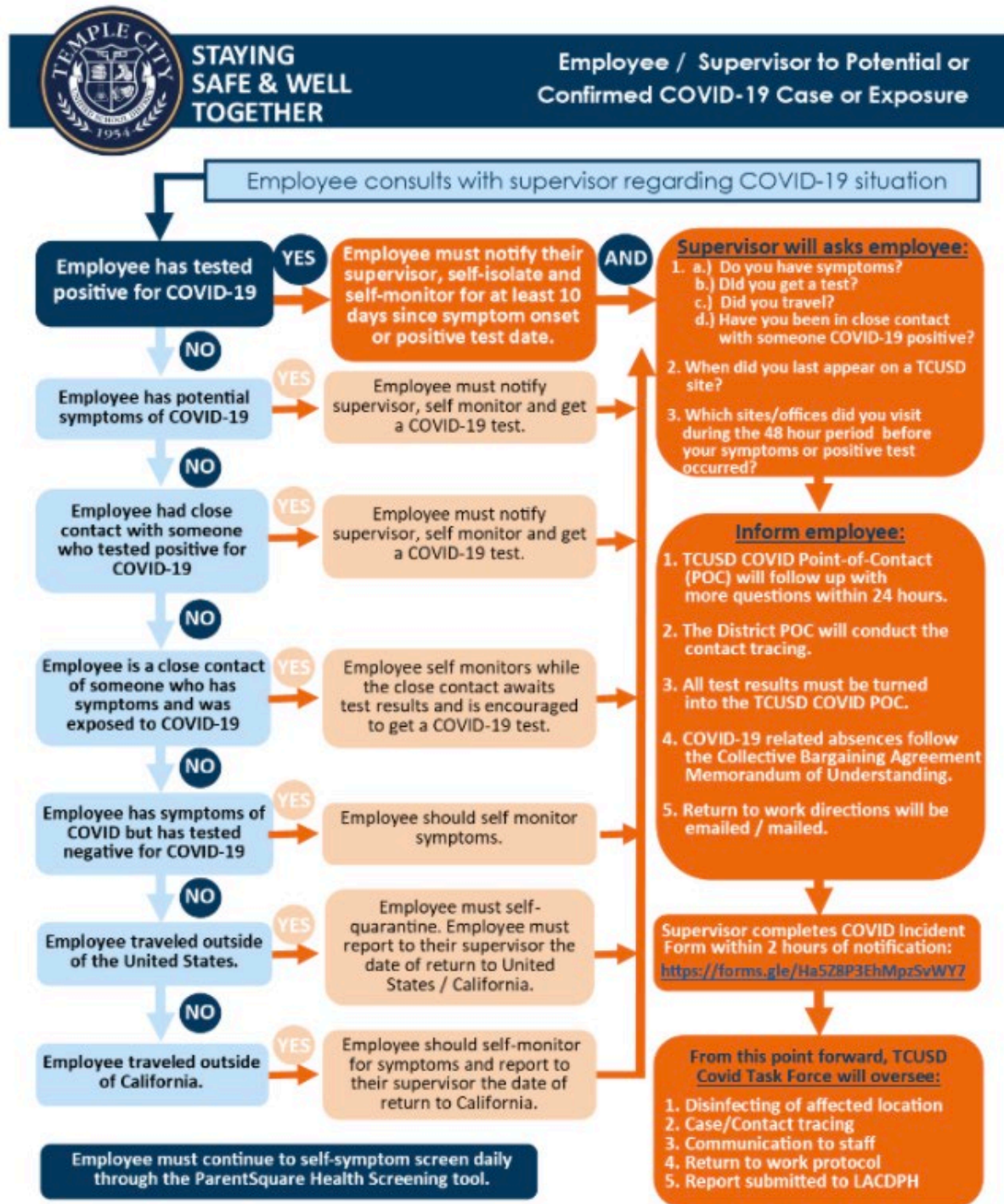
Travel Quarantines:

Employees must notify their supervisor of any travel outside of the United States.

Students who travel outside of California or travel outside of the United States must report absences to the attendance office and/or principal.

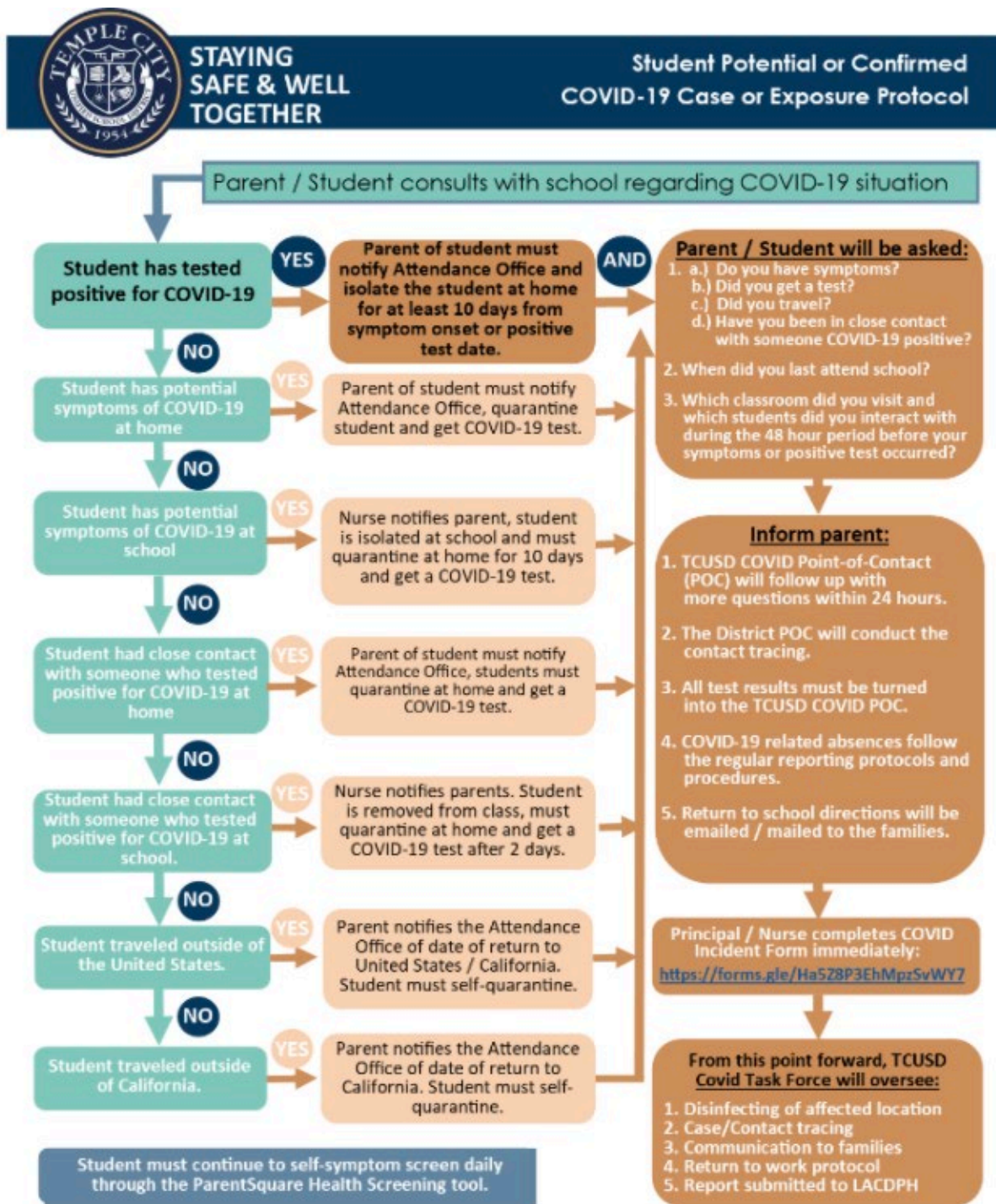
NOTE: Staff who travel out of the United States and Students who travel out of California may be required to quarantine for up to 10-days from return date.

Figure 1.3 – Employee Potential or Confirmed COVID-19 Case or Exposure



This protocol outlines the directions for Employees and Supervisors to follow if illness is suspected or confirmed. This protocol outlines the process to prompt Risk Management to begin the Contact Tracing Process, communication to staff and Return to Work protocols.

Figure 1.4 - Student Potential or Confirmed COVID-19 Case or Exposure Protocol



This protocol outlines the directions for Students and families to follow if illness is suspected or confirmed. This protocol outlines the process to notify the school administration which will prompt Risk Management to begin the Contact Tracing Process and communication process for Return to Learning protocols.

COVID-19 Exposure Notification Process

- **District General COVID-19 Exposure Notifications**

TCUSD will communicate COVID-19 exposure within 48 hours of notification to specific school site employees, students, parents and ancillary employees if an individual has tested positive for COVID-19 and has been on campus within 48 hours of the positive test or symptom onset.

ParentSquare and District Email systems will be used to communicate notifications.

- **Contact Tracing Exposure Notifications**

Upon completion of the Contact Tracing Process all employees, students and ancillary staff will be contacted directly by phone and notified of a potential exposure to COVID-19.

Information will be provided regarding return to work/learning protocols and process.

- **Employee Information:**

- Employees maintain their contractual earnings, seniority, employee rights and benefits if the COVID-19 exposure is work related.
- Personal or sick time is used if COVID-19 exposure is not work related.
- Employees will be provided with information on available benefits.
- Employees are notified of the “Return to Work” procedures and requirements by Point of Contact, Director of Enterprise and Risk Management mmontgomery@tcusd.net.

Return-to-Work, Return-to-School Criteria

- The employee Return to Work or Return to School protocols will be provided to each individual by Point of Contact, Director of Enterprise and Risk Management immediately mmontgomery@tcusd.net.
- Return to Work/School Criteria is determined on an individual basis and is variable by the reason for the quarantine/isolation period, the individual's symptomology and vaccination status.
- A negative COVID-19 test will not be required to Return to Work or School.

Identification & Evaluation of COVID-19 Hazards

Administration reviews all applicable orders and industry-specific guidance from the State of California, Cal/OSHA, and the Los Angeles County Department of Public Health (LACDPH) and has the right to be more restrictive when deemed necessary related to COVID-19 hazards and prevention and is committed to communicate that to students/parents, employees and visitors.

TCUSD has implemented a process for workplace observation, identification, and notification of potential hazards to the School Site or District Administration. These hazards include how individuals enter, leave, travel through the workplace, conduct work, access learning and stationary work.

TCUSD is committed to monitor, document and correct all working conditions, student learning environments, and safety practices, procedures and protocols.

Inspection Process & Protocols

- **Weekly TCUSD COVID-19 Safety Inspections** will be conducted by site administration to identify COVID-19 related exposure points on all TCUSD campus locations.
 - All COVID-19 safety measures will be evaluated and altered accordingly.
 - **Appendix B: COVID-19 Inspections Form** will be completed weekly by school site principal and submitted to Director of Enterprise and Risk Management mmontgomery@tcusd.net every Friday.
- **Quarterly TCUSD Facility Safety Inspections** will be conducted by site administration to identify Facility Safety related concerns on all TCUSD campus locations.
 - All equipment, ground/fields, safety equipment, classroom/office, buildings, plumbing, electrical, auditoriums/community spaces will be evaluated and work orders are submitted indicating need for repair.
 - **Appendix H: Facility Safety Inspections K-12 Form** - will be completed quarterly by school site principal/lead custodian and submitted to Director of Enterprise and Risk Management mmontgomery@tcusd.net by date indicated.
- **Annual TCUSD District Safety Inspections** will be conducted by outside agencies, the Joint Powers Authority (JPA) insurance providers and certified inspectors to ensure the overall safety of all TCUSD facilities, grounds and structures.
 - Inspections will evaluate large structures; pools, bleachers and play yard equipment, hazardous material removal, earthquake compliance, sanitization compliance, and fire code compliance.
 - Reports will be provided to TCUSD administration along with findings or adjustments required to meet compliance standards.
 - The CDPH's interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments will be used during these evaluations.

Maintenance & Operations will report to the designated site representatives regarding the frequency and scope of cleaning, disinfection, inspections and reported findings.

- Kitchens are deep cleaned annually.
- Water/drinking fountains are flushed and sanitized annually.
- Water testing is conducted weekly by the service providers to comply with the USDA and Workplace, Health, Safety and Welfare Regulations.
- Facilities are inspected for fire, earthquake, and building requirements annually.
- Hazardous material removal is conducted annually.

Employee Participation

- Employees or authorized representatives are encouraged to identify and report COVID-19 hazards to Point of Contact (POC), Director of Enterprise and Risk Management immediately mmontgomery@tcusd.net by completing **Appendix G Form: Notice of Hazards and Safety Concerns**.

Closure & Learning Continuity Plan:

Administration investigates and reports all COVID-19 cases that occur and is responsive to all directives and guidance from the State of California, Cal/OSHA, and the Los Angeles County Department of Public Health (LACDPH) in regard to campus facility based and/or District wide closures. TCUSD is committed to ongoing communication with all employees, students, parents, ancillary staff and visitors throughout any closure.

Closures can occur in the event of a localized classroom exposure, campus facility “Outbreak” or as a measure to control wide-spread community transmission.

1. Closure of Campus Classroom Due to Positive COVID-19 Contract Tracing

This type of closure is intended to be short term, lasting one to two weeks in duration.

A “Classroom Exposure” constitutes one member of the classroom testing positive and having “close contact” with all or several of the individuals within that classroom.

In the event of a campus classroom closure:

- **Identification of all employees, students and ancillary staff** who visited the specified classroom within the previous 48 hours will be compiled.
- **Notification – Exposure** will be sent to all exposed employees, students (parents) and ancillary staff as identified through the contract tracing process. Information will be individual in nature and outline the isolation and quarantine instructions along with return to work/learning directives.
- **Notification – Campus Facility** will be sent to all school site employees, students, parents and ancillary staff. This notification will include specific campus information regarding the closure, process for closure, device distribution, access to curriculum, instructional plan, communication plan and return to work/learning process.
- **Notification – TCUSD Administration** will be sent information regarding a school site classroom closure throughout the District.
- **Signage** will be posted identifying the classroom as closed, and permitting only the TCUSD COVID-19 “Strike Team” to be in the classroom until the Closure Order is lifted.
- **COVID-19 “Strike Team”** will be notified to provide in-depth cleaning and sanitation measures to eradicate the SARS-CoV-2 virus within the classroom.
- **Return to Work/Learning Plan** will be enacted to bring back the employees, students, and ancillary staff affiliated with that classroom.

2. Closure of Campus Facility Due to Positive COVID-19 Case “Outbreak”

This type of closure is intended to be short term, lasting one to two weeks in duration.

An “outbreak” constitutes three or more epidemiologically related positive COVID-19 cases on one site location within a 14-day period of time. The Los Angeles County Department of Public Health office will review the reported COVID-19 case data and determine if a campus facility “Outbreak” closure is required.

In the event of a campus facility closure:

- **Identification of all employees, students, parents and ancillary staff** who visited the campus facility within the previous 48 hours will be compiled.
- **Notification – Campus Facility** will be sent to all employees, students, parents and ancillary staff identified. This notification will include specific campus specific

directives regarding the reason for closure, process for closure, device distribution, access to curriculum, instructional plan, communication plan and return to work/learning process.

- **Notification – TCUSD** will be sent to ALL TCUSD employees, students, parents and ancillary staff that a Campus Facility “Outbreak” has occurred. This notification will include identification of the campus facility, reason for closure, and communication plan.
- **Signage** will be posted identifying the campus facility as closed, and permitting only the TCUSD COVID-19 “Strike Team” to be on the campus until the Los Angeles County Department of Public Health removes the closure order and re-opens the campus facility.
- **COVID-19 “Strike Team”** will be notified to provide in-depth cleaning and sanitation measures to eradicate the SARS-CoV-2 virus throughout the entire campus facility.
- **Return to Work/Learning Plan** will be enacted to bring back all employees, students, and ancillary staff affiliated with that campus facility.

3. Closure of District Due to Wide-Spread Community Transmission

This type of closure can extend over the course of weeks to several months.

The Los Angeles County Department of Public Health has a formula matrix for defining and determining wide-spread community transmission which includes vaccination rates, cumulative COVID-19 cases per day rates, hospitalization rates, and death rates. The Los Angeles County Department of Public Health office will review the aforementioned COVID-19 data and determine if a school District-wide closure is required.

If it is determined that a District-wide closure is required, TCUSD will work with state, local and community agencies to facilitate the closure and respond accordingly.

In the event of a District-wide COVID-19 closure:

- **Closure Notification to Local Education Agency (LEA)** will be made by the California Department of Public Health or the Los Angeles County Department of Public Health as a State of Emergency must be declared in order to waive the Education Code in order to provide the legal permission for the Local Education Agency (LEA) or School District Superintendent of Schools to close all District facilities and move the educational platform to a “Distance Learning” educational environment.
- **Notification – TCUSD** will be sent to ALL employees, students, parents and ancillary staff that a District-wide closure is in effect. This notification will include the public health order, reason for closure, distance learning plan, and communication plan.
- **Notification – Campus Facility** will be sent to all employees, students, parents and ancillary staff affiliated with that campus facility. Site specific notification will include directives for the closure, device distribution, access to curriculum, instructional plan, communication plan, material pick up/drop off and return to work/learning process.
- **Signage** will be posted identifying every campus facility closed, and permitting only the identified individuals in the closure order to be on any District campus facility.
- **Campus facility sanitation** will be conducted by the Maintenance & Operation, Custodial and Grounds teams to provide in-depth cleaning and sanitation measures to eradicate the SARS-CoV-2 virus throughout every District campus facility.
- **Return to Work/Learning Plan** will be implemented after the closure order is amended or removed by the California Department of Public Health or the Los Angeles County Department of Public Health. All employees, students, and ancillary staff will

then be permitted to return.

Distance Learning Educational Platform

TCUSD is responsible to maintain continuity of learning throughout student absenteeism due to isolation, quarantine, and campus closures. Communication and directions regarding District-Wide Closures and the Return to Distance Learning will be provided to all employees, families and our community affiliate organizations.

- **Notification** - CPP process will be followed for employees, students, parents and ancillary staff.
- **Educational Environment** – will be transferred from in-person TCUSD location to an at-home remote location.
- **Instruction** – will be reverted to “Distance Learning” program.
 - **Canvas** is the TCUSD platform that will house all instructional materials and grades.
 - **Grades** will be accumulated in Canvas and pushed to AERIES for final grade reporting and transcript update.
 - **Microsoft Teams or Google Meets** will be used as the TCUSD virtual meeting platform to provide access to instruction.
 - **Clever** is the TCUSD single sign on platform that provides access to all TCUSD approved software or educational programs.
 - **ParentSquare** is the TCUSD communication platform.
- **Instructional Schedule** – will revert to the 2020-2021 “Distance Learning” schedules for elementary, Intermediate and High School. Refer to **Appendix I – Distance Learning Schedules**.
- **Technology** – TCUSD server will host all devices to provide access, security safeguards and firewall protection.
 - All students will have an assigned device that is checked out through the Destiny system to use at home.
- **Counselor SEL Instruction**- will resume on Friday to provide Social Emotional Learning (SEL) to students.
- **Physical Education** – will be conducted on-line on Friday and documentation will be garnered to ensure compliance with education code requirements.
- **Teacher Office Hours** – will occur on Friday and students/parents can schedule time to meet with their teachers to get assistance as needed.
- **Special Education** – Prior Written Notifications (PWN) will be sent to families and IEP meetings will be scheduled as needed.
 - **Related services** outlined within the IEP will be provided on-line.
 - **Assessments** will be conducted in-person in a 1-1 setting by scheduled appointment.
 - **IEP meetings** will be conducted virtually.

Return to Work/Learning Plan

The TCUSD return to work/learning plan provides a phased approach to the re-opening of all school sites and District locations.

- Classroom & School Site “Outbreak” Closure
 - Students will be required to complete a Master Agreement form when they are transferred to a learning environment that is not in-person.

Learning Loss Mitigation Plan:

The Temple City Unified School District is committed to mitigating the effects on learning that were compounded by the COVID-19 Pandemic. Students in all grade levels and learning ranges have experienced a disruption in the traditional modes of learning through the transition to Distance Learning and return to in-person learning.

In response to this disruption and ill effect on the learner as a result from the COVID-19 Pandemic will be identified and mitigation strategies will be implemented to combat and reverse the learning loss that has resulted from the COVID-19 Pandemic.

Learning Loss Mitigation:

Response to Intervention Plan

- All TCUSD school sites will offer student interventions to mitigate the effects of learning loss that students may have occurred during the course of the COVID-19 campus mandated closures.
- Elementary during the day intervention
 - Students will be provided 30 minutes of intervention.
 - Teachers will assess students in the first 3-4 weeks of the school year to determine the areas of academic deficit.
 - Students will be grouped to access targeted support
 - Teachers will construct remediation plans using District approved programs that are intuitive and use adaptive technologies to tailor skill building activities to each standard that the child shows a deficiency in.
 - Focus will be on English Language Arts and Mathematics standards.
- Elementary, Intermediate & High School After School Intervention

Ancillary Student Support

- **PAPER** – is the TCUSD provider selected to conduct 24-hour tutoring help for all students across the District. It is a hotline of support for in-person and virtual learners.
- **Care Solace** – is the TCUSD provider selected to provide on-going counseling, social and emotional support or assistance for all District students.
- **Positive Behavioral Interventions and Supports (PBIS)** – interventions will be provided with positive behavior strategies and support.

Communication, Training & Documentation Plan:

All TCUSD stakeholders will receive updated and timely communication provided by the outlined distribution methods on an ongoing basis.

Closure(s) – District / School Site

Closure – Site Outbreak, in the event of a school site closure due to a COVID-19 outbreak communication and directions regarding school site closure will be distributed to all employees, families and our community affiliate organizations.

Closure – District communication and directions regarding whole District Closure or Return to Distance Learning will be communicated to all employees, families and our community affiliate organizations.

- **Critical Information Notice** – will be sent to all employees, families and community

affiliate organizations as COVID-19 Safeguards and Conditions change or evolve.

- **Exposure Notification – School Site/Location** will be sent school site/location wide to report a positive case at that school site/location.
- **Exposure Notification – Individual** information and directions will be sent to each person privately identifying exposure through the Contact Tracing Process.

Employee, Student, Parent Correspondence

- **ParentSquare** – is a two-way communication system for District staff and our parent community to both provide information and create effective two-way dialogue.
- **Technology**
 - **Help Desk** – tcusdhelpdesk@tcusd.net For student and parents technology needs/questions
 - **Help Spot** – helpspot@tcusd.net For staff technology needs/questions

Distribution of Information

- **Email Communication** will be sent to employees, non-employees, students and parents regarding the COVID-19 preventative safeguards and guideline requirements while on District locations and within TCUSD and updated in accordance with the LACDPH.
- **Newsletter – District** the superintendent will send out a newsletter on the first and third week of each month as a means to update and inform stakeholders of District related activities, topics and important announcements.
- **Newsletters – School Site** each principal will send out weekly newsletters to update and inform the school site community regarding activities, topics and important announcements related to that individual school site.
- **Parent / Student Square** is the TCUSD two-way communication tool used to communicate important District, school site or teacher specific information to employees, students and families. Families can also use this communication tool to communicate information and concerns to teachers and administrators.
- **Reprisal** - Employees, students and parents can report symptoms and hazards without fear of reprisal.
- **Surveys** – Will be sent to employees, students and parents as a means to gather valuable stakeholder feedback.

Related Services

- **Translation** - All communications will be available in English, Mandarin and Spanish.

Reporting

California Department of Education (CDE)

- **AB 86 reporting** of the number of employees and students participating in the In-Person Learning and Independent Study/Virtual Learning platforms weekly.
- **AB 104 communication** confirmation on District and school site websites, school site entrance locations, and employee/parent notification. The legislative action affords families the following options.
 - **Retention** request and process to follow – **Appendix J**
 - **Grade Change** request from a traditional letter grade to a Pass/No Pass grade. – **Appendix K**
- **William's reporting** requires an inventory audit to be completed quarterly to

determine the following:

- **Credentialing compliance** of teachers confirming that the instructional assignment is within the designated area of certification.
- **Sufficiency of instructional materials** and a survey to ensure that all student have access to instructional materials in the core areas of curriculum excluding elective educational components.

Los Angeles County Department of Education (LACOE)

- **Budget Plan** for TCUSD is submitted annually in June for approval. The TCUSD Budget Plan is submitted to the TCUSD Board of Education for approval prior to submission to LACOE. This plan includes the COVID-19 Emergency Relief Funding legislative bills and accountability of funds.
 - **Local Control Accountability Plan (LCAP)** is submitted annually in June for approval for the Temple City Unified School District. The TCUSD LCAP is submitted to the TCUSD Board of Education for approval prior to submission to LACOE. This plan includes the accountability of funds distributed to unduplicated students, student intervention to mitigate learning loss, and the social emotional needs which have escalated due to the COVID-19 Pandemic.
 - **School Site Safety Plan (SSSP)** is submitted annually in February for approval for each school site. The School Site Safety Plans is submitted to the School Site Council and the TCUSD Board of Education for approval prior to submission to LACOE.
 - **Single Plan for Student Achievement (SPSA)** is submitted annually in January for approval for each school site. The Single Plan for Student Achievement is submitted to the School Site Council and the TCUSD Board of Education for approval prior to submission to LACOE.
 - **Survey** completion weekly.
- **Los Angeles County Department of Public Health (LACDPH)**
 - COVID-19 positive case reporting and contact tracing information.
 - Appendix T1 posting confirmation on District and school site websites, school site entrance locations, and employee/parent notification.
 - **Teachers**
 - Seating charts are required from all teachers in all classroom configurations and sent to the Director of Enterprise & Risk Management.

Documentation - Plans

- COVID-19 Prevention Plan (CPP) and Protocols:
 - Closure Contingency Plan
 - Communication Training & Documentation Plan
 - COVID-19 Testing Plan
 - Exposure Management Plan
 - Identification & Evaluation of COVID-19 Hazards
 - Learning Loss Mitigation Plan
 - Reporting, Contact Tracing & Documentation Plan
 - Response & Containment Plan
 - Safe Return to In-Person Learning & Continuity Plan

Documentation – Individual Documents

- AB 104 Pupil Instruction: Retention, Grade Changes & Exemptions
- Consent Form for Testing
- COVID Incident Form
- COVID-19 Site Inspection Report(s)
- COVID-19 Facility Inspection Report(s)
- COVID-19 Summary of Safety Measures
- Inspection Reports & Findings
- LCDPH T-1 Appendix – Reopening Protocols for K-12 Schools
- LCDPH T-S Appendix – Youth Sports Guide
- Signage – general safeguards
- Signage – handwashing
- Signage – masks
- Signage – room/campus closure
- Training Verification - maintained by Risk Management
- Virtual Academy – Student Master Agreement

Training and Instruction

- TCUSD staff will be provided with annual training regarding COVID-19, precautions, policies and procedures to protect employees and students from COVID-19.
- TCUSD staff and students will be trained on:
 - **Hand washing** with soap and water for at least 20 seconds
 - **Hand sanitizer** upon entry into classroom spaces
 - **Face Mask/Face Covering** application and proper use
 - **ParentSquare Health Screener**
- TCUSD staff and students will be trained annually on COVID-19 symptoms, and the importance of not coming to work/school if the employee/student is ill or has COVID-19 symptoms or a positive COVID-19 test.

Reporting, Recordkeeping, and Access

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test.
- Medical information will be kept confidential in accordance with subsections (c)(3)(c) and (c)(3)(D). The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases.
- SB 1159 report provided to workers comp insurance as needed.

Additional Considerations

#1. Multiple COVID-19 Infections & COVID-19 Outbreaks

A COVID-19 outbreak, signifies that there are three (3) or more COVID-19 cases on one work site within a 14-day period. Reference section 3205.1 for details. This section of the CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 testing

- COVID-19 testing will be provided at no cost to employees/students during school hours.
- COVID-19 testing consists of the following:
 - Individuals, not identified in the Contact Tracing Process, in the exposed location may be tested if desired.
 - Individuals identified through the Contact Tracing Process will follow the CPP Protocols.

Exclusion of COVID-19 cases

TCUSD will ensure COVID-19 cases are excluded from the workplace in accordance with the CPP [Reporting, Contact Tracing and Documentation Plan](#).

Investigation of workplace COVID-19 illness

TCUSD will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP [Reporting, Contact Tracing and Documentation Plan](#).

COVID-19 investigation, review and hazard correction

In addition to CPP [Identification & Evaluation of COVID-19 Hazards](#), TCUSD will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes to prevent the spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices that discourage staff from remaining home when sick.
 - COVID-19 testing policies and practices.
 - Insufficient outdoor air or air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new unrecognized COVID-19 hazards.
- Implementing changes to reduce the transmission of COVID-19 based on evaluation.
 - Activities that require the removal of masks or oral audible expressions/physical induced exhalation needs to be conducted outdoors.
 - Increasing outdoor air supply when work is done indoors/replace air filters.
 - Increasing physical distancing as much as possible.

Notifications to the local health department

- Immediate notification to LACDPH, within 48 hours, after confirming three (3) or more COVID-19 positive cases in a work site, TCUSD. LACDPH will provide guidance on next steps.
- TCUSD will report to LACDPH 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

additional information as requested.

Additional Consideration

#2. Major COVID-19 Outbreaks

This section applies to any place of employment covered by section 3205 when there are twenty (20) or more COVID-19 cases in an exposed workplace within a 30-day period.

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

COVID-19 testing

- COVID-19 testing will be provided at no cost to employees/students during school hours.
- COVID-19 testing consists of the following:
 - Individuals, not identified in the Contact Tracing Process, in the exposed location may be tested if desired.

Exclusion of COVID-19 cases

TCUSD will ensure COVID-19 cases are excluded from the workplace in accordance with the CPP [Reporting, Contact Tracing and Documentation Plan](#).

Investigation of workplace COVID-19 illnesses

TCUSD will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP [Reporting, Contact Tracing and Documentation Plan](#).

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 evaluate whether to stop some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA through Issuance of Order to Take Special Action in accordance with title 8 section 332.3

Notifications to the local health department

- Immediate notification to LACDPH, within 48 hours, after confirming twenty (20) or more COVID-19 positive cases in a work site, TCUSD. LACDPH will provide guidance on next steps.
- TCUSD will report to LACDPH 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 additional information as requested.



Appendix A: Identification of COVID-19 Hazards

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Attention will be paid to areas where people may congregate or come in contact with one another, for work assignment or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break/eating areas, and waiting areas.

Evaluation of potential workplace exposure is a responsibility of all individuals at the workplace or who may enter the workplace, including coworkers, employees of other members of the public, customers or clients, and independent contractors. This includes how individuals enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Name(s) of employee or authorized representative: (Anonymous submission accepted)

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

Date: [Enter Date](#)

Potential COVID-19 Exposure			
IDENTIFICATION & DESCRIPTION OF HAZARD	LOCATION DATE & TIME	AFFECTED INDIVIDUALS	POSSIBLE SOLUTIONS
Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards		Employees affected, including members of the public and employees of other employers	Additional COVID-19 prevention controls, including barriers, partitions and ventilation

Signature Line:

Date:



Appendix B: COVID-19 Site Inspection Report

Date: [Enter date](#)

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

Work location Site 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			
Filter replacement Date			
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			
Custodial Schedules / Routes			
Signs, floor markings, directional path of travel			
Students remaining in cohort groupings			
PPE			
Face coverings - available, worn, not shared			
Face shields			
Partitions, barriers			
Gloves			

Inspector Signature(s)



Appendix C: Investigating COVID-19 Cases

Personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided to TCUSD will be protected to ensure the confidentiality of employees or students, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except: (1) Unredacted medical records provided to local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [Enter date](#)

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

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

period, and who may have been exposed (attach additional information):	
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

****NOTE:** If made aware of a non-employee infection source COVID-19 status the district must report.



Appendix D:

Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: _____

Date Form was Completed: _____

Date I was within 6 feet (with or without a mask) of this person	Duration (Total number of minutes during a 24-hour period)	Name/Title of the Person Involved	Location/Task Where Contact was Made



Appendix E: COVID-19 Training Roster

Date: [Enter date](#)

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

Title of Training Session: [Enter Name/Title](#)

Employee Name	Signature



Appendix F: COVID-19 Definitions

COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ul style="list-style-type: none"> (1) Has a positive “COVID-19 test” as defined in Section 3205 (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county. <p>A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.</p>
COVID-19 Exposure	Being within 6 feet of a “COVID-19 Case” for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This applies regardless of the use of face coverings.
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on a person which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
COVID-19 Test	<p>A viral test for SARS-CoV-2 that is:</p> <ul style="list-style-type: none"> (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.
Exposed Workplace	<p>Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, waiting areas. The exposed workplace does not include buildings or facilities not entered by COVID-19 case.</p> <p>Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the</p>

	<p>“worksite” of COVID-19 case as defined by Labor Code Section 6409.6(d)(5), which states:</p> <p>“Worksite” means the building, store, facility, agricultural field, or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter. In multi-worksite environment, the employer need only notify (per AB685) employees who were at the same worksite as the qualified individual.</p>
Face Covering	A tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
High-Risk Exposure Period	<p>The following time period:</p> <ul style="list-style-type: none"> (1) For persons who develop COVID-19 symptoms: from 2 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: for 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.
Injury, Illness Prevention Program (IIPP)	Employers are required to have an Injury Illness Prevention Program as a preventative measure to keep employees safe while at work and to provide guidance and direction to employees how to address an injury or illness that occurs at the work place or that effects the work place.



Appendix G: Notice of Hazard/Safety Concerns

STOP! Do not use this form to report an emergency.
You may remain anonymous if you wish.

Name of reporter (**not required**): _____

Date of report: _____ Time of report: _____

Site: _____

Contact information (phone, e-mail – **optional**): _____

TYPE OF HAZARD / SAFETY CONCERN

Check only one.

- | | |
|--|--|
| <input type="checkbox"/> GENERAL HEALTH & SAFETY | <input type="checkbox"/> ENVIRONMENTAL |
| <input type="checkbox"/> SECURITY | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> FIRE CODE | |

DESCRIPTION OF HAZARD / SAFETY CONCERN

Location/Building _____ Floor _____ Room# _____

(1) Please describe the unsafe condition or unsafe action you observed, the date and time you observed it, and any action(s) you have taken to address it:

(2) Please **describe any suggestions** regarding how a process or duty you perform in your work environment can be performed more safely.

Send completed form to IIPP Implementation Official or IIPP Maintaining Official
Ms. Mari Montgomery at mmontgomery@tcusd.net