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**Salinas City Elementary School District
 COVID-19 Prevention Program (CPP)
 Date: January, 2021**

This CPP will be housed on our District homepage. A physical copy can be found at 840 S. Main St., Salinas, CA 93901 in the Human Resources Department.

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

1. Purpose

This Program is published in accordance with Title 8 Section 3205 and other applicable sections of the California Code of Regulations. It is the express intent of Salinas City Elementary School District to provide all employees with information, procedures and equipment that is appropriate to help them work safely in the school environment.

2. Scope

This section applies to all employees and places of employment, with the following exceptions:

1. Places of employment with one employee who does not have contact with other persons.
2. Employees working from home.
3. Employees when covered by section 5199.

Note: Revisions to this plan may be made as state and/or local health department mandates and/or guidance is revised.

3. Authority and Responsibility

Katherine Venza-Balesteri, Assistant Superintendent of Human Resources and Susana C. Mancera-Juárez, Administrator II of Human Resources have overall authority and responsibility for implementing the provisions of this CPP in the School District.

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

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties, to minimize the spread of the virus in the workplace. The District is asking employees to help with prevention efforts while at work. Specific questions about this Program or COVID-19 should be directed to Susana Mancera-Juárez, H.R. Administrator II at (831) 784-2286.

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In addition to those set forth in this Program, employees must adhere to the following expectations:

- Staff will be assigned to clean surfaces in common areas and shared equipment
- Avoid touching mouth, nose, and eyes
- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
- Follow all CDC, State, and local health department guidelines on use, removal, cleaning, and disinfection of face coverings

4. Definitions

The following definitions apply to this section and to sections 3205.1 through 3205.4.

1. "COVID-19 "means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
2. "COVID-19 case"
 - a. Means a person who:
 - i. Has a positive "COVID-19 test" as defined in this section;
 - ii. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - iii. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
 - b. 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 or once the subject has completed their ordered COVID-19 isolation.
3. "COVID-19 exposure" means being:
 - a. *in indoor spaces of 400,000 or fewer cubic feet per floor; A close contact is defined as sharing the same indoor airspace as the COVID 19 case for a cumulative total of 15 minutes or more over a 24 hr. period during a Covid-19 cases's infectious period.*
OR
 - b. *being in a large indoor space greater than 400,000 cubic feet per floor. A close is defined as being within 6ft. of the COVID 19 case for cumulative total of 15 minutes or more over 24 hour period during the COVID 19 case's infectious period.*

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*This definition applies regardless of the use of face coverings.

NOTE: Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor to ceiling walls shall be considered distinct indoor spaces.

4. "COVID-19 hazard" means 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 persons 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.
5. "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.
6. "COVID-19 test" means a viral test for SARS-CoV-2 that is:
 - a. 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
 - b. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
7. "Exposed workplace" means 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, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.
 - a. Effective January 1, 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).
8. "Face covering" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
9. "High-risk exposure period" means the following time period:
 - a. For persons 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
 - b. For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

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5. **System for Communicating [Cal. Code Regs., tit. 8, §3205(c)(1)]**

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

Employee Reporting Requirements

All employees are required to immediately contact the District COVID Line at (831) 784-2205 if any of the following occur:

- If they are experiencing any COVID-19 symptoms. A complete list of COVID-19 symptoms is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Vaccinated & Unvaccinated employees: If they have been exposed to, or potentially exposed to COVID-19 outside or at work and are experiencing COVID-19 Symptoms

All employees are required to immediately contact Susana C. Mancera-Juarez, H.R. Administrator II, to report:

- Any and all unsafe conditions or violations of the District's COVID-19 Safety Protocols in order to minimize the potential illness to others.
- Any and all possible COVID-19 hazards in the workplace.

The District will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement.

Accommodation Of Employees Who Are At Increased Risk Of COVID-19

Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss appropriate reasonable accommodations that may be available. The District will engage in an interactive process to determine if the District can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Human Resources: Ana Mendoza, Executive Assistant at (831) 784-2206, with any questions or any requests for accommodation.

Access to COVID-19 Testing [Cal. Code Regs., tit. 8, §3205(c)(1)(C)]

Employee Experiencing Recognized COVID-19 Symptoms

Employees who are ill and/or exhibiting symptoms of illness associated with the COVID-19 virus are instructed not to report to work. Instead, they are strongly encouraged to call their health care provider and arrange to be tested for COVID-19. Employees may also contact the District COVID Line, at (831) 784-2205, for information on District COVID Testing Locations and times.

Upon receiving the test results, employees should immediately call the SCESD COVID Line at (831) 784-2205.

COVID-19 Testing In The Event Of COVID-19 Outbreak Or Multiple COVID-19 Infections

In the event that the local health department identifies a workplace and/or jobsite as the location of a

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COVID-19 outbreak or when there are three or more COVID-19 cases in a workplace and/or jobsite within a 14-day period, the District shall:

- REFER to SECTION 13 of the CPP: Multiple COVID-19 Infections and COVID-19 Outbreaks

COVID-19 Hazards and Policies & Procedures [Cal. Code Regs., tit. 8, §3205(c)(1)(d)]

The District will communicate, via an emailed letter (Appendixes E & F: Notices), to employees and contractors who may have been at the worksite or in close contact with the COVID-19 case information about COVID-19 hazards and its COVID-10 Policies and Procedures, and what is being done to control those hazards.

6. Identification and Evaluation of COVID-19 Hazards [Cal. Code Regs., tit. 8, §3205.(c)(2)]

The District has implemented the following in the workplace:

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

Employee participation

Employees and their authorized employees’ representatives have been encouraged to participate in the identification and evaluation of COVID-19 hazards by communicating with Administrator II of H.R.: Susana C. Mancera-Juárez and sharing any COVID-19 related input, questions or concerns, as well as by offering their input on COVID-19 Related topics (i.e. procedures, protocols, hazards, etc.) during collaborative meetings, such as:

- SEAL Meetings
- CSEA Employee, Employer Relations Committee Meetings (EERC)
- CSEA COVID-19 Memorandum of Understanding Negotiations Meetings
- SETC COVID-19 Memorandum of Understanding Negotiations Meetings

Employee screening

Employees are encouraged to evaluate their own health and monitor any symptoms before reporting to work.

7. Investigating and Responding to COVID-19 Cases [Cal. Code Regs., tit. 8, §3205.(c)(3)]

The District reports information about COVID-19 cases at the workplace to the local health department

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as required by law, and provides any related information requested by the local health department. The District shall report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases Form or the Investigating COVID-19 CASES Google Sheet.

Notice of the potential COVID-19 exposure will be provided within one business day, in a way that does not reveal any personal identifying information of the sick individual(s), to the following individuals:

- All employees who may have had COVID-19 exposure and their authorized representatives, if any; and
- Any employees, independent contractors and other employers present at the workplace during the high-risk exposure period.

The notices shall be provided using the following forms, as applicable:

- APPENDIX E: Notice to Employees, Employee Representatives, & Contractors of Exposure to COVID-19
- APPENDIX F: Notice to Employees, Employee Representatives, & Contractors of Potential Exposure to COVID-19

- Employees who had potential COVID-19 exposure in the workplace will be offered testing.
- All employees who had potential COVID-19 exposure (“Close Contact”) will be provided with the information on any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers’ compensation law, statutory paid sick leave benefits, and the District’s leave policies, and leave guaranteed by contract).
- The District will Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce exposure to COVID-19 hazards in the future.
- The District will keep all personal identifying information relating to individuals with confirmed COVID-19 cases and/or individuals who are experiencing COVID-19 symptoms confidential.

8. Correction of COVID-19 Hazards [Cal. Code Regs., tit. 8, §3205.(c)(4)]

The District will continue to conduct COVID-19 risk assessment on a regular basis and will conduct periodic inspections of each worksite using the Appendix B: COVID-19 Inspections Form or the COVID-19 Inspections Google Form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District’s COVID-19 policies and procedures.

The District will update this Program as necessary based on state and federal law/guideline updates and on any new findings and/or determinations reached in the ongoing risk assessments.

[Cal. Code Regs., tit. 8, §3205(c)(2)(H)]

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Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

- Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.
- Investigate whether any new or unabated COVID-19 hazards exist in the workplace including, but not limited to:
 - The District's leave policies and practices and whether employees are discouraged from remaining home when sick;
 - Insufficient outdoor air;
 - Insufficient air filtration.

9. Training and Instruction [Cal. Code Regs., tit. 8, §3205(c)(5)]

The District will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

A SCESD CoVID-19 Employee Awareness Training Self-attestation Form and/or Appendix D: COVID-19 Training Roster will be used to document this training.

10. Control of COVID-19 Hazards [Cal. Code Regs., tit. 8, §3205(c)(6)]

Face Coverings

SCESD will ensure all employees adhere to CDPH face covering guidance.

- The district will provide face masks at each work-site for employees who request them.
- Cloth face masks should be washed or cleaned regularly.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- having mechanical circulation (ventilation) in all classrooms.
- having an HVAC engineering company review all our HVAC systems. Updates, repairs, and replacements will be done according to recommendations.
- increasing filtration were systems allowed for it.
- changing out filters twice a year vs. once a year.

Cleaning and Disinfecting Sick Employees Work Area

After being informed that an employee has tested positive for COVID-19, the District immediately, closes, cleans and disinfects all areas at the workplace accessed by the sick employee and all materials, tools, equipment, and commonly touched surfaces used by the sick employee during the high-risk exposure period.

The following action steps are taken:

- Close off areas used by the person who is sick.
- District Custodial Staff is tasked with cleaning & sanitizing this area.
- Open outside doors and windows and use fans or other [engineering controls](#) to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfect, there is no need for additional action.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Wear disposable gloves to clean and disinfect. After cleaning, disinfect with an appropriate disinfectant on [EPA List N: Disinfectants for Coronavirus \(COVID-19\)](#)
- Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate [ventilation](#)), for concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - While vacuuming COVID-19 infected areas, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - DO NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Clean, sanitize and fog with disinfectant fogger; fogger spray is applied on all surfaces and left to dry.
 - Disinfecting guns are used to apply the fogger spray.
- Once an area has been appropriately disinfected, it can be opened for use.
 - If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

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Shared tools, equipment and personal protective equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Items intended to be shared are sanitized or quarantined for no less than two days, prior to being redistributed (ie. Chromebooks)
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluated existing handwashing facilities and determined that the number of handwashing facilities is sufficient.
- Added hand sanitizing stations.
- Encourage and allow time for employee handwashing.
- Prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands with soap for at least 20 seconds each time.

Additional Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

11. Reporting, Recordkeeping, and Access [Cal. Code Regs., tit. 8, §3205(c)(9)]

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. The information will be made available

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to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

12. Exclusion of COVID-19 Cases [Cal. Code Regs., tit. 8, §3205(c)(10)]

Where there is a COVID-19 case in the workplace, transmission will be limited by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements, as specified by CDPH, are met.
- Excluding fully-vaccinated and unvaccinated employees who have had COVID-19 exposure and exhibit COVID-19 symptoms.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever an employee is excluded from work under subsection (c)(10) and otherwise available and able to work. Employers may use employer-provided employee sick leave benefits for this purpose.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever demonstrated that the COVID-19 exposure is work related.
- Providing employees, at the time of exclusion, with information on available benefits.

13. MULTIPLE COVID-19 INFECTIONS and COVID-19 Outbreaks (Additional Consideration #1)

[This section will will be applied should a worksite be identified by the local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases at a worksite within a 14-day period. Reference section 3205.1 for details.] [Cal. Code Regs., tit. 8, §3205.1]

COVID-19 testing

- COVID-19 Testing will be provided at no cost.
- It will be provided to all employees with COVID-19 Symptoms.
- All employees in our exposed workplace will be tested on day 3 to day 5 from last known date of exposure to the positive case.
- Additional testing will be made available when deemed necessary by CDPH.

Exclusion of COVID-19 cases

The District will ensure that employees who test positive for COVID-19 or who have COVID-19 exposure and exhibit COVID-19 symptoms are excluded from the workplace in accordance with CPP Section 12: Exclusion of COVID-19 Cases & Section 14: Return to Work Criteria , and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

The District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with CPP **Section 6: Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

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

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further 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 and whether employees are discouraged from remaining home when sick.
 - COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.
- The District will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Respiratory protection.

Notifications to the local health department

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

14. Return-to-Work Criteria [Cal. Code Regs., tit. 8, §3205(c)(11)]

- **COVID-19 cases with COVID-19 symptoms** will not return to work until all the following have occurred:
 - Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms.
 - 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.
 - If an employee’s test on day 5 (or later) is positive, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours

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without the use of fever-reducing medications.

- If an employee is unable to or choosing not to test¹, isolation can end, and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications.
- If an employee has a fever**, isolation must continue and the employee may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications.
- 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.
- Employees must wear face coverings around others for a total of 10 days. Please refer the FAQs regarding face coverings for additional information

*Antigen test preferred.

**A fever is a measured body temperature of 100.4 degrees Fahrenheit or higher.

* ¹ SCESD requires a test on Day 5.

Please note: If an employee who is excluded from the workplace due to exposure to COVID-19 at work tests positive for COVID-19 during the period of quarantine, the employee must follow the return to work criteria set forth. The District may require an employee to provide documentation clearing their return to work.

15. Major COVID-19 Outbreaks (Additional Consideration #2)

[This section will be applied should a worksite experience 20 or more COVID-19 cases within a 30-day period. [Reference section 3205.2 for details.]

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA and CDPH.

Notifications to the local health department

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

16. Approval of COVID Prevention Program

Name of Authorizing Agent(s): _____
 (Print name)

Signature of Authorizing Agent(s): _____

Date: _____

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

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Appendix B: COVID-19 Inspections

www.dir.ca.gov/dosh/coronavirus

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation Increased: Doors &/or Windows Open			
Portable Air Purifier Running in Classrooms with Students			
HVAC System Review (updates repairs and replacements completed)			
Filter Replacement: changing out filters twice a year vs. once a year.			
Administrative			
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			
PPE (not shared, available and being worn)			
Facial Masks worn by all people on campus: over mouth and nose			
Gloves worn by indicated staff (i.e. Food Service & Custodial)			
Face shields/goggles worn by indicated staff (i.e. Safety Agents)			

Appendix C: Investigating COVID-19 Cases

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

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

Date: [enter date]

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

Investigation Information

Case Name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked/places present:		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time 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 docs):	

<p>Findings of the COVID-19 case:</p> <p>locations that may have been visited by the COVID-19 case</p> <p>Potentially exposed individuals</p>			
<p>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:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>Workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Local health department notification Date</p>		<p>Infection Source (determined by employee)</p>	

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Appendix D: COVID-19 Training Roster

Date: **[enter date]**

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

Employee Name	Signature

APPENDIX E: Notice to Employees of Exposure to COVID-19

Date:

Re: **Notice of Exposure to COVID-19**

Dear _____,

Salinas City Elementary School is hereby notifying you that within the past 24 business hours we have learned that a person at your worksite has:

- A laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health.

You are being provided with this notice because you were on the premises at the same worksite as this person during the infectious period (which the CDC currently defines as 10 days); and, as such, you may have had a COVID-19 exposure and were identified as having been in close contact with this person (i.e. within six feet or less for a total of 15 minutes or more over the course of a 24-hour period).

At this time, you are encouraged to seek COVID-19 testing at one of our District Testing Locations. In the event that you experience any of these symptoms or are confirmed with COVID-19 Infection, please contact the District COVID Line (831) 784-2205 as soon as practicable.

The primary symptoms of COVID-19 infection include:

- Cough
- Trouble breathing, shortness of breath or severe wheezing
- Sore throat
- Nasal congestion/runny nose
- Myalgia (body/muscle aches)
- New loss of taste and/or smell, or a change in taste
- Diarrhea
- Nausea
- Vomiting
- Fever of 100.4 F or above, or possible fever symptoms like alternating chills and sweating
- Chills or repeated shaking with chills
- Headache

A complete list of COVID-19 symptoms is available at:

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

THE FOLLOWING BENEFITS **MAY** BE AVAILABLE AT THIS TIME

- CoVID-19 Supplemental Paid Sick Leave (Expires 9/30/2022)
- Sick Leave
- Vacation Leave
- Workers' Compensation benefits
- Maintenance of seniority and benefits
- Twelve weeks of California Family Rights Leave Act (CFRA)
- Twelve weeks of Family Medical Leave Act (FMLA)

Please note, the above-listed benefits are only available to the extent that you have not already exhausted these available leave benefits. For more information regarding your eligibility for these benefits, please speak to Susana C. Mancera, H.R. Administrator II, (831) 784-2286.

DISINFECTION & SAFETY PLAN

Finally, please be assured that SCESD is taking all necessary and recommended precautions in an effort to help keep our working environment safe. Specifically, the SCESD is following the CDC's latest guidance regarding cleaning and disinfecting a workplace when an employee is sick, available at:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

This may include the following measures:

- Closing areas used by the person who is sick.
- Opening outside doors and windows to increase air circulation in the area.
- Waiting 24 hours before cleaning or disinfecting the area.
- Cleaning and disinfecting all areas used by the sick employee, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
- Vacuuming the space with a vacuum equipped with high-efficiency particulate air (HEPA) filter.
- Temporarily turning off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.

In addition, cleaning crews will be wearing disposable gloves to clean and disinfect the areas. Soft (porous) surfaces such as carpeted floors or rugs will be cleaned with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, all soft (porous) surfaces will be disinfected with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2.

Please continue to observe the following standard practices:

- Self monitor using the provided Self-Wellness Screener
- Do not come to work sick under any circumstances.
- Avoid touching your eyes, nose, and mouth.
- Use a tissue to cover your cough or sneeze, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly soiled.
- Wear a face-covering as required by CDPH Guidelines..

We are committed to providing a safe environment for all of our employees. It is in the interest of those goals that we provide this information out of an abundance of caution.

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We also want to take this opportunity to remind you that one of our core values is respect for and among our employees. We will treat information regarding the identity of employees with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, you will not face any discrimination, harassment or retaliation for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate or for utilizing any of the benefits listed above.

If you have any questions regarding the contents of this notification, please contact Lourdes Infante, Manager of School Health Programs, at (831) 515-5156.

Sincerely,

Lourdes Infante, MBA | Manager, School Health Programs
4201 Wilson Blvd, #110-365
Arlington, VA. 22203
(831) 515-5156 | amlc.co

FECHA:

Asunto: Aviso de exposición a COVID-19

Estimado _____,

Salinas City Elementary School le notifica que en las últimas 24 horas hábiles se nos ha notificado que una persona en su lugar de trabajo ha obtenido:

- Un caso confirmado por el laboratorio de COVID-19, según la definición del Departamento de Salud Pública del Estado.

Se le está proporcionando esta notificación porque usted estuvo en las instalaciones del lugar de trabajo con la persona afectada durante el período de alto riesgo de infección (que el CDC definen actualmente como 10 días); y es posible que haya tenido una exposición a COVID-19 y se identificó que estuvo en estrecho contacto con esta persona (es decir, entre seis pies o menos durante un total de 15 minutos o más en el transcurso de un período de 24 horas).

Al momento, se le sugiere que usted se haga una prueba de COVID-19 en una ubicación local en el condado de Monterey. En caso de que experimente alguno de estos síntomas o se le confirme la infección por COVID-19, le pedimos que se comunique, tan pronto como sea posible, con personal del Equipo de COVID del Distrito llamando al (831) 784-2205.

Los principales síntomas de la infección de COVID-19 incluyen:

- Tos
- Dificultad para respirar, falta de aliento o respiración sibilante.
- Dolor de garganta
- Congestión nasal / flujo de nariz
- Mialgia (dolores corporales y musculares)
- Nueva pérdida de sabor y/u olor, o un cambio en el sabor
- Diarrea
- Náuseas
- Vómitos
- Fiebre de 100.4 F o más, o posibles síntomas de fiebre como escalofríos y sudor.
- Escalofríos o temblores repetidos con escalofríos
- Dolor de cabeza

Una lista completa de los síntomas de COVID-19 está disponible en:

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

LOS SIGUIENTES BENEFICIOS PUEDEN ESTAR DISPONIBLES EN ESTE MOMENTO:

- Horas de Enfermedad Pagadas Suplementarias CoVID-19 (Se vence: 9/30/2022)

- Ausencia por enfermedad
- Vacaciones
- Indemnización por accidentes de trabajo
- Manutención por tiempo de servicio y beneficios
- Doce semanas de la Ley de Baja por Derechos de la Familia de California (siglas en inglés: CFRA)
- Doce semanas de la Ley de Ausencia Familiar y Médica (siglas en inglés: FMLA)

Por favor tenga en cuenta que los beneficios mencionados anteriormente sólo están disponibles en la medida en que no haya agotado estos beneficios disponibles. Para más información sobre su elegibilidad para estos beneficios, por favor comuníquese con Susana C. Mancera, Administradora de Recursos Humanos II, al (831) 784-2286.

PLAN DE DESINFECCIÓN Y SEGURIDAD

Por último, asegúrese de que SCESD está tomando todas las precauciones necesarias y recomendadas en un esfuerzo por ayudar a mantener nuestro entorno de trabajo seguro. Específicamente, SCESD está siguiendo las últimas directrices del CDC sobre la limpieza y desinfección de un lugar de trabajo cuando un empleado está enfermo, disponible en:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Esto puede incluir las siguientes medidas:

- Cerrar las áreas utilizadas por la persona que está enferma.
- Abrir las puertas y ventanas exteriores para aumentar la circulación de aire en el área.
- Esperar 24 horas antes de limpiar o desinfectar el área.
- Limpiar y desinfectar todas las áreas utilizadas por el empleado enfermo, como oficinas, baños, áreas comunes, equipos electrónicos compartidos como tabletas, pantallas táctiles, teclados, controles, etc.
- Aspirando el espacio con una aspiradora equipada con un filtro de aire de partículas de alta eficiencia (HEPA).
- Apagar temporalmente el HVAC de recirculación en la habitación, en las ventanas o en la pared para evitar la contaminación de las unidades de HVAC.

Además, los empleados que llevan la limpieza llevarán guantes desechables para limpiar y desinfectar las zonas. Las superficies blandas (porosas) como los suelos alfombrados o las alfombras se limpiarán con detergentes o limpiadores apropiados para su uso en estas superficies, según la etiqueta del textil. Después de la limpieza, todas las superficies blandas (porosas) se desinfectarán con un desinfectante apropiado registrado por la EPA en la Lista N: Desinfectantes para uso contra el SARS-CoV-2.

Como siempre, por favor continúe observando las siguientes prácticas establecidas:

- Autoevalúese antes de presentarse a su trabajo, utilizando el Evaluador de Salud de COVID 19.
- No se presente al trabajo enfermo bajo ninguna circunstancia.
- Evite tocarse los ojos, la nariz y la boca.
- Use un pañuelo de papel para cubrir su tos o estornudo, y luego tire el pañuelo a la basura.
- Limpie y desinfecte los objetos y superficies que se tocan con frecuencia usando un aerosol o una toalla de limpieza.
- Lávese las manos a menudo con agua y jabón durante al menos 20 segundos, especialmente después de usar el baño, antes de comer y después de sonarse la nariz, toser o estornudar.
- Si no se dispone de agua y jabón, utilice un desinfectante para manos con base de alcohol con al menos un 60% de alcohol.
- Siempre lávese las manos con agua y jabón si las manos están visiblemente sucias.
- Use un cubrebocas como lo requiere la póliza de SCESD.

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Estamos comprometidos a proporcionar un ambiente seguro para todos nuestros empleados. Es en el interés de esos objetivos que proporcionamos esta información.

También queremos aprovechar esta oportunidad para recordarles que uno de nuestros valores fundamentales es el respeto por y entre nuestros empleados. Trataremos la información relativa a la identidad de los empleados con casos sospechosos o confirmados de COVID-19 como confidencial en la medida de lo posible y cumpliremos con las leyes aplicables en relación con el manejo de dicha información. Además, no se enfrentará a ningún tipo de discriminación, acoso o represalias por revelar una prueba o diagnóstico positivo de COVID-19 o por ordenar la cuarentena o el aislamiento o por utilizar cualquiera de los beneficios mencionados anteriormente.

Si tiene alguna pregunta, por favor comuníquese con Lourdes Infante, Manejadora de Programas de Salud Escolares, al (831) 515-5156.

Atentamente,

Lourdes Infante, MBA | Manager, School Health Programs

4201 Wilson Blvd, #110-365

Arlington, VA. 22203

(831) 515-5156 | amllc.co

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APPENDIX F: Notice to Employees, Employee Representatives, and Contractors of Potential Exposure to COVID-19

[Date]

Re: NOT IN CLOSE CONTACT: Notice of Potential Exposure to COVID-19

Dear Employee, Employee Representative and/or Contractor:

In compliance with the Division of Occupational Safety and Health (Cal/OSHA) requirement that employers inform employees and the District Community of confirmed COVID-19 cases in the workplace and potential COVID-19 exposure affecting the Salinas City Elementary School District, following are the cases that our Human Resources Department was notified of within the past 24 business hours:

Date Positive Case Reported	Site/Department

SCESD COVID-19 Human Resources Team, in coordination with the Monterey Health Department is conducting contact tracing for each of these cases. Any person who may have come into “close contact” (within six feet of a confirmed “COVID-19” Case for a total of 15 min. in the lapse of a 24 hr. period) with the positive individual will be privately notified by the Human Resources Department.

After learning of each reported case, the affected area(s) was/were closed. The area(s) was/were or will be cleaned and sanitized as per appropriate COVID-19 Guidance and Regulations from the Centers for Disease Control (CDC), California Department of Public Health (CDPH), and the Division of Occupational Safety and Health (Cal/OSHA).

As always, continue to observe the following standard safety practices:

- Self monitor using the provided Self-Wellness Screener
- Do not come to work sick under any circumstances.
- Avoid touching your eyes, nose, and mouth.
- Use a tissue to cover your cough or sneeze, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.
- Wear a face-covering as required by SCESD Policy.

We are committed to providing a safe environment for all of our employees. It is in the interest of those goals that we provide this information out of an abundance of caution.

A complete list of COVID-19 symptoms is available at:

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

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TIMELY NOTIFICATION REQUEST

In order for us to notify those who may be affected in a timely manner, in the event that you experience any of these symptoms or are confirmed with COVID-19 Infection, we ask that you immediately contact the District COVID Line at (831) 784-2205.

We also want to take this opportunity to remind you that one of our core values is respect for and among our employees. We will treat information regarding the identity of employees with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per District policy, we will not tolerate harassment of, or discrimination or retaliation against, employees or anyone.

If you have any questions regarding the contents of this notification, please contact Lourdes Infante, Manager of School Health Programs, at (831) 515-5156.

Sincerely,

Lourdes Infante, MBA | Manager, School Health Programs

4201 Wilson Blvd, #110-365

Arlington, VA. 22203

(831) 515-5156 | amlc.co

[Fecha]

Asunto: NO SE REGISTRÓ CONTACTO CERCANO: Aviso de exposición potencial a COVID-19

Estimado Empleado, Representante de Empleado, y/o Contratista:

Siguiendo las directrices de la División de Seguridad y Salud Ocupacional (Cal/OSHA) de que los lugares de trabajo informen a los empleados y a la Comunidad del Distrito de los casos confirmados de COVID-19 en el lugar de trabajo y la posible exposición a COVID-19 que afecta al "Salinas City Elementary School District" (SCESD) a continuación se presentan los casos de los que se notificó al Departamento de Recursos Humanos dentro de las últimas 24 horas hábiles:

Fecha en que se reportó el caso positivo	Lugar del Caso: Escuela/Departamento

El equipo asignado de COVID-19 del Departamento de Recursos Humanos de SCESD, en coordinación con el Departamento de Salud del Condado Monterey, está buscando un rastro de las personas que tuvieron contacto cercano para cada uno de estos casos. Cualquier persona que pueda haber tenido un contacto cercano (a menos de seis pies de un caso confirmado de COVID-19 por un total de 15 min. en el lapso de un período de 24 horas) con el individuo positivo será notificado en forma privada por el Departamento de Recursos Humanos.

Después de conocer cada uno de los casos notificados, se cerró la(s) zona(s) afectada(s). Las áreas fueron o serán limpiadas y desinfectadas de acuerdo a la Guía y Regulaciones COVID-19 de los Centros para el Control de Enfermedades (CDC), el Departamento de Salud Pública de California (CDPH) y la División de Seguridad y Salud Ocupacional (Cal/OSHA).

Como siempre, por favor continúe observando las siguientes prácticas establecidas:

- Autoevalúese antes de presentarse a su trabajo, utilizando el Evaluador de Salud de COVID 19.
- No se presente al trabajo enfermo bajo ninguna circunstancia.
- Evite tocarse los ojos, la nariz y la boca.
- Use un pañuelo de papel para cubrir su tos o estornudo, y luego tire el pañuelo a la basura.
- Limpie y desinfecte los objetos y superficies que se tocan con frecuencia usando un aerosol o una toalla de limpieza.
- Lávese las manos a menudo con agua y jabón durante al menos 20 segundos, especialmente después de usar el baño, antes de comer y después de sonarse la nariz, toser o estornudar.
- Si no se dispone de agua y jabón, utilice un desinfectante para manos con base de alcohol con al menos un 60% de alcohol.
- Siempre lávese las manos con agua y jabón si las manos están visiblemente sucias.
- Use un cubrebocas como lo requiere la póliza de SCESD.

Estamos comprometidos a proporcionar un ambiente seguro para todos nuestros empleados. Es en el interés de esos objetivos que proporcionamos esta información.

Una lista completa de los síntomas de COVID-19 está disponible en:

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

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Para poder notificar oportunamente a quienes puedan estar afectados, en caso de que experimente alguno de estos síntomas o se le confirme la infección por COVID-19, le pedimos que de inmediato se comunique con personal del Equipo de COVID del Distrito al (831) 784-2205.

También queremos aprovechar esta oportunidad para recordarles que uno de nuestros valores fundamentales es el respeto por y entre nuestros empleados. Trataremos la información relativa a la identidad de los empleados con casos sospechosos o confirmados de COVID-19 como confidencial en la medida de lo posible y cumpliremos con las leyes aplicables en relación con el manejo de dicha información. Además, no se enfrentará a ningún tipo de discriminación, acoso o represalias por revelar una prueba o diagnóstico positivo de COVID-19 o por ordenar la cuarentena o el aislamiento o por utilizar cualquiera de los beneficios mencionados anteriormente.

Si tiene alguna pregunta, por favor comuníquese con Lourdes Infante, Manejadora de Programas de Salud Escolares, al (831) 515-5156.

Atentamente,

Lourdes Infante, MBA | Manager, School Health Programs
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