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**COVID-19 PREVENTION PROGRAM** ................................................................... 1
Message from the Superintendent

Thank you to each and every staff member who are making sure teaching and learning continues amidst the backdrop of a highly contagious and deadly global pandemic. Thank you to our parents and families for partnering with us to meet the needs of our children. Thank you to our several labor groups for the ongoing collaboration and continuance of discussions. Thank you to our health teams and partners for the enduring focus on student and staff safety.

This document serves as the Elk Grove Unified School District’s COVID-19 Safety Plan comprising all the COVID-19 related safety measures the district has implemented in accordance with the California Department of Public Health’s COVID-19 School Guidance Checklist and the Cal/OSHA COVID-19 Prevention Program. Elk Grove Unified will continue to offer Full Distance learning in the event of an outbreak or need for quarantining and will transition to an In-Person Concurrent learning model for the reopening of schools.

We believe our concern for staff and student safety has protected many during this pandemic and that due to our innovative spirit and dedication to serving the educational needs of our community, our Elk Grove Unified students, staff and families will be stronger and more resilient than ever before.

Christopher R. Hoffman
Superintendent
Date of Submission: February 24, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:
Elk Grove Unified School District
Number of schools: 67                          Enrollment: 63,152
Superintendent (or equivalent) Name: Christopher R. Hoffman
Address: 9510 Elk Grove Florin Road, Elk Grove, CA 95624
Date of proposed reopening: Seven (7) days post submission and review
County: Sacramento
Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)
Type of LEA: TK-12 Public School District
Phone Number: (916) 686-7732
Email: egusdcom@egusd.net

Grade Level (check all that apply)

☑ TK  ☑ 2nd  ☑ 5th  ☐ 8th  ☐ 11th
☑ K    ☑ 3rd  ☑ 6th  ☐ 9th  ☐ 12th
☑ 1st  ☑ 4th  ☐ 7th  ☐ 10th

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☑ I, Xanthi Soriano, Director of Communications, post to Elk Grove Unified School District the COVID Safety Plan, which consists of two elements: the COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance Checklist and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. These plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☑ Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.
Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Each stable group will have a total of 16-19 students and staff.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Follow all health guidelines, including requiring face coverings and social distance, and keep attendance/track of all students and staff in each stable group.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Follow all health guidelines and keep attendance/track of all students and staff who participate in electives who are members of different stable groups in other classes.

☑ Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☑ Face Coverings and Other Essential Protective Gear: How CDPH’s face covering requirements will be satisfied and enforced for staff and students.

☑ Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☑ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☑ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum of 6 feet

Minimum of 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Students and staff who are symptomatic or exposed to COVID-19 will be advised to contact their primary care physician or set-up an appointment through a free community testing site through SCPH as soon as possible.

Families and staff who wish to participate in asymptomatic surveillance testing, the District will provide information about SCPH free community testing sites.

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
Consultation: (For schools not previously open) Please confirm consultation with the following groups.

**Labor Organization**

Name of Organization(s) and Date(s) Consulted:

Name: Elk Grove Education Association (EGEA); California School Employees Association (CSEA); American Federation State, County and Municipal Employees (ASFCME); Amalgamated Transit Union (ATU); Psychologists’ and Social Workers’ Association (PSWA); National Union of Healthcare Workers (NUHW); EGTEAMS

Date: Ongoing through February 16, 2021

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted: Name: All EGUSD Parents and all area community organizations including the Cosumnes Community Services District (CSD).

Date: Ongoing through February 19, 2021 with a final draft of the EGUSD COVID-19 Safety Plan posted on the EGUSD website, with opportunity for feedback through a survey.

**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state County)

County has certified and approved the CSP on this date: _______________. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

**Additional Resources:** Guidance on Schools Safe Schools for All Hub
COVID-19 SAFETY PLAN

Stable Group Structures (where applicable)

Classroom:
- Elementary sites:
  - Students will remain in the same assigned group of students and staff throughout the entire day.
- Secondary sites:
  - Students will be assigned a stable group for each class.
    - No mixing of stable groups.

Recess:
- Stagger recess times throughout the school day.
- Students must remain in the same groups during recess, no mixing of groups.
- Staff and/or administration must monitor and supervise students during recess.
- Social distance be maintained between all students and between students and staff, to the extent possible.
- Face coverings must be worn by all students and staff.
- No sharing of equipment, such as balls and jump ropes.
  - If shared equipment is used, cleaning will be done between use.
- For playground use students will wash their hands before and after and be monitored for social distance.
- Equipment should be cleaned between use, or at least once daily.

In-Person/Distance Learning Schedules (Future):
- TK/Kinder: In-Person/Distance Learning (DL) Schedule
- Grade 1: In-Person/Distance Learning (DL) Schedule
- Grades 2-6 Schedule – Concurrent Model
- Secondary 3×4 Schedule – Concurrent Model – English | Spanish | Hmong | Vietnamese
  - Katherine L. Albiani MS / Pleasant Grove HS
  - Joseph Kerr MS / Elk Grove HS
  - Samuel Jackman MS
  - James Rutter MS
• Secondary 4×4 Schedule – Concurrent Model – English | Spanish | Hmong | Vietnamese
  – Harriet G. Eddy MS / Laguna Creek HS
  – Edward Harris, Jr. MS / Monterey Trail HS
  – Elizabeth Pinkerton MS / Cosumnes Oaks HS
  – Toby Johnson MS / Franklin HS
  – T.R. Smedberg MS / Sheldon HS
  – Florin HS
  – Valley HS
  – Rio Cazadero HS
  – William Daylor HS
  – Calvine HS

EGUSD Protocols for Athletics and Extra Curricular Activities

• Athletics
• Extra-Curricular Activities
Entrance, Egress, and Movement Within the School

• All families must stay in their cars when dropping off and picking up their students. Passengers must remain in the car unless assisting a child with unbuckling a car seat or unloading from a two-door vehicle. If passengers exit their cars, they must be wearing a face covering.

• It is recommended to have multiple, assigned, drop off and pick up locations to minimize contact and avoid unnecessary gatherings (i.e. assign locations by grade or track).

• Staff are to monitor students entering campus to ensure they are wearing face coverings and maintaining social distance as much as possible. If students do not have face coverings when entering campus, staff are to give students a face covering.

• Students are to walk to their classroom and line up outside of the classroom, social distance from each other and wait for the teacher to let students into the classroom.

• Students that come too early or do not get picked up at the end of the day need to be supervised by staff and/or administration for health and safety.

• Bike rack: Site to supervise before and after school to maintain social distancing.

Passing periods:

• One-way hallways, where applicable, and social distance signs in hallways.

• Campus supervisors, administrators, and/or other staff members to monitor students during the passing period.

• Extra time to be given between passing periods for cleaning classrooms.
Face Coverings and Other Essential Protective Gear

- Face coverings will be used in accordance with California Department of Public Health (CDPH) guidelines.
- All staff and students must wear face coverings at all times.
  - If students do not wear a face covering and are not exempt, they must be excluded from school and participate in distance learning.
- Students and staff must have a medical waiver signed by their primary care physician to be exempted from wearing a face covering.
- Students and staff are exempted from the requirement if:
  - They are under age 2 years old
  - Have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering (waiver required).
  - Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
  - Those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a face shield with a drape, clear mask or cloth mask with a clear panel when appropriate.
- Education limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Face coverings should follow district dress code standards.
- Education to all students and staff on how to properly wear, dispose, and clean face coverings, masks, and shields.
- All visitors, including families, must wear face coverings when on campus.
- Students and staff will be monitored throughout the day to ensure they are properly wearing a face covering.
- Removing of face coverings or face shields with a drape, will only occur during meals, snacks, naptime, or when it needs to be replaced. When a face covering is temporarily removed, it should be placed in a clean, safe area, designated for the specific student or staff, until it needs to be put on again.
**Face Covering/Mask Guide**

**DO choose masks that**
- Have two or more layers of washable, breathable fabric
- Completely cover your nose and mouth
- Fit snugly against the sides of your face and don’t have gaps

**DO NOT choose masks that**
- Are made of fabric that makes it hard to breathe, for example, vinyl
- Have exhalation valves or vents, which allow virus particles to escape

**Gaiters and Face Shields**

Wear a gaiter with TWO layers, or fold it to make two layers

Caution: Evaluation is ongoing but effectiveness is unknown at this time

**Special Situations: Children**
- If you are able, find a mask that is made for children
- If you can’t find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin
- Do NOT put on children younger than 2 years old

**Special Situations: Glasses**
- If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging

Wear a mask **correctly** and **consistently** for the best protection.

- Be sure to wash your hands before putting on a mask
- Do NOT touch the mask when wearing it
Do NOT wear a mask (When around other people)

- Around your neck
- On your forehead
- Under your nose
- Only on your nose
- On your chin
- Dangling from one ear
- On your arm

How to take off a mask

1. Carefully, untie the strings behind your head or stretch the ear loops
2. Handle only by the ear loops or ties
3. Fold outside corners together
4. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

Overview

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do NOT wear masks intended for healthcare workers, for example, N95 respirators
- CDC does not recommend the use of gaiters or face shields. Evaluation of these face covers is on-going but effectiveness is unknown at this time.

Health Screenings for Students and Staff

Screening:

- Staff and students will be instructed to take their temperature and check for symptoms at home daily prior to coming to work or school:
  - Families and staff must report fever/symptoms to their school and work site.
  - Stay home if a student or staff has a fever, other symptoms, or have come in close contact with a person diagnosed with COVID-19.
  - Education and communication to staff and families on how to properly take temperatures and check for COVID-19 symptoms daily.
- Training will be completed for staff on how to recognize COVID-19 symptoms in staff and students.
- Active screening is when staff and students are screened for illness including a temperature check and review of symptoms prior to entering campus or participating in specific activities.
  - Active screening may be applied to 1:1 in-person assessments, athletics and extra-curricular activities.

Symptoms on campus:

- Students who are symptomatic on campus will be sent to the COVID-19 Symptom Isolation (COSI) room to be assessed by a trained staff.
- Parents/guardians will be called to pick up student as soon as possible.
- Cleaning of the COSI room will be done in-between students or as frequently as possible.
- Staff who are symptomatic on campus will be sent home by their supervisor.
- For all cases, it will be recommended that they to reach out to their physician and take a COVID-19 test if needed.
- Follow SCPH symptom decision tree for students and staff.
Daily Home Screening for Students

Parent/Guardian: Please complete this short check for your child each morning before coming on campus. If any of the boxes are checked, please keep your child home and report to the school site.

Section 1: Symptoms
If you child has any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

☐ Temperature 100.4 degrees Fahrenheit or higher
☐ Sore throat
☐ New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
☐ Diarrhea, vomiting, or abdominal pain
☐ New onset of severe headache, especially with a fever

Section 2: Close Contact/Potential Exposure

☐ Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
☐ Anyone in the household has been confirmed with COVID-19
Daily COVID-19 Checklist

- Review this COVID-19 Daily Self Checklist **each day before reporting to work.**
- If you reply YES to any of the questions below, STAY HOME and call your supervisor.
- If you start feeling sick during your shift, notify your supervisor and go home.

Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?
- Yes
- No

<table>
<thead>
<tr>
<th>Loss of Smell or Taste?</th>
<th>Muscle Aches?</th>
<th>Sore Throat?</th>
<th>Cough?</th>
</tr>
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<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Yes</td>
<td>☐ Yes</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ No</td>
<td>☐ No</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shortness of Breath?</th>
<th>Chills?</th>
<th>Headache?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Yes</td>
<td>☐ Yes</td>
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<tr>
<td>☐ No</td>
<td>☐ No</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?
- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19?
- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?
- Yes
- No
Student Symptom Decision Tree
Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms
- Fever (≥100.4°F)
- Congestion/runny nose
- Nausea/vomiting/diarrhea

High-risk: red flag symptoms
- Cough
- Difficulty breathing
- Loss of taste/smell
- Fatigue/muscle or body aches

Exposure to COVID-19 positive person?
Close contact: less than 6 feet, 15 minutes or longer

NO
- 1 low risk symptom
  → Send home
  → Return to school 24 hrs after symptom resolution (without fever reducing medication)

- ≥2 low risk symptoms OR 1 high risk symptom
  → Send home
  → Consider an evaluation by health care provider

YES
- Stay home*
  → Return to school after 14 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test.

*In consultation with Sacramento County Public Health

This care pathway was designed to assist school personnel and is not intended to replace the clinician’s judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change.
Healthy Hygiene Practice

- All students and staff will be taught proper handwashing practices. Teaching may include:
  - Return demonstration
  - Video instructions
  - Staff training will be created and process defined by Risk Management

- All classrooms and offices have access to hand sanitizer and/or hand washing stations.

- All students and staff should wash hands, or use hand sanitizer if soap and water is not available, at increased frequencies.
  - Education will be provided on how to properly and safely use hand sanitizer for staff and students.

- Handwashing times need to be built in the daily activities in classrooms for students, staff, and visitors when:
  - Entering and exiting a classroom
  - Before and after meals
  - Before and after using the restroom
  - After sneezing or coughing into a tissue
  - Before and after using a shared item
  - Before and after playground use

- Provide continual reinforcement of proper hand hygiene practices throughout.
Identification and Tracing of Contacts

- Supervisor must be notified and supervisor will notify their school nurse or health coordinator of any positive COVID-19 cases.

- School nurse or health coordinator will:
  - Follow-up and confirm test results with the identified positive case and conduct in-district contact tracing.
  - Contact Sacramento County Public Health (SCPH) for confirmation and recommendations.

- Students/staff who test positive must self-isolate at home until:
  - 24 hours with no fever AND
  - Respiratory symptoms have improved (e.g. cough, shortness of breath) AND
  - 10 days since symptoms first appeared.

- Exposure notifications will be sent to all staff and families who were possibly exposed on campus.
PROCEDURES FOR WHEN SOMEONE TESTS POSITIVE OR IS IN CLOSE CONTACT WITH SOMEONE WHO TESTS POSITIVE

DEFINITIONS

Close Contact: Per Sacramento County Public Health and CDC’s definition of close contact, close contact is when someone comes within 6-feet distance for 15 or more cumulative minutes with a person who tested positive for COVID-19, with or without wearing a face covering, within 2 days of the employee becoming symptomatic.

COVID-19 Symptoms Include:

- Fever or 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
- Diarrhea

WHEN STUDENT/STAFF MEMBER MUST QUARANTINE: Quarantine will be determined by a physician, public health officer, school nurse and/or health coordinator.

- Supervisor must inform their school nurse and/or health coordinator
- School nurse/health coordinator will notify the family/staff member when they need to quarantine.
- Site school nurse will then notify the Health Coordinator (Tami Elmata)
- Health Coordinator will notify:
  - Appropriate members of COVID-19 Case Response Team (CCRT)
  - Custodial Manager for deep cleaning at site, when appropriate

PERSON B/C: STUDENT/STAFF MEMBER EXHIBITING COVID-19 SYMPTOMS WHILE ON SITE

- Should immediately be required to wear a face covering, unless they are having difficulty breathing.
- Staff must inform their supervisor as soon as possible.
- For students, contact parents/guardians as soon as possible to pick student up from school.
- Should immediately be separated until they can be transported home or to a healthcare facility, as soon as practicable.
- Student/staff should be advised to contact their physician.
- Supervisor shall notify their site school nurse or health coordinator to follow-up on situation.
- Student/staff may return to work when:
  - 24 hours with no fever AND
  - Symptoms have improved AND
  - 10 days since symptoms first appeared.

PERSON B/C: STUDENT/STAFF MEMBER WHO LIVES WITH OR CAME IN CLOSE CONTACT WITH SOMEONE WHO TESTS POSITIVE FOR COVID-19

- Supervisor must be notified and supervisor will notify their school nurse or health coordinator.
- Follow quarantine procedures above.
- Only the student/staff who came in close contact with the positive case needs to self-quarantine for 14 days from the last day they were exposed to the person who tested positive.
  - Recommend to contact their physician
  - Student/staff can return to work as long as they do not develop symptoms AND:
  - Self-quarantined for 14 days from when they last had exposure to person who tested positive, or from the first day the person in their household first started showing symptoms, OR
  - If the student/employee is a caregiver for the person who tested positive, then they would need to self-quarantine for 14 days after the person who tests positive ends their home isolation.
    - No other student/employee at this time need to self-quarantine.
    - No notification necessary as the student/employee did not test positive.
    - If the student/staff tests positive for COVID-19, please follow procedures below.
PERSON A: STUDENT/STAFF WHO TESTS POSITIVE FOR COVID-19 BUT HAS NO SYMPTOMS
- Send student/staff home immediately if on site.
- Supervisor must be notified and supervisor will notify their school nurse or health coordinator.
- Follow quarantine procedures.
- School nurse or health coordinator will:
  - Contact Sacramento County Public Health for confirmation and recommendations
  - Conduct in-district contact tracing, including documentation
  - Site school nurse will contact Health Coordinator
- Student/staff who tested positive may return to work when:
  - 10 days have passed since test AND
  - Did not develop symptoms since tested.
- If they develop symptoms after testing positive, follow the guidance below for “A student/staff who tests positive for COVID-19 AND has symptoms”.
- All other employees who had close contact with the person who tested positive for COVID-19 need to self-quarantine for 14 days and follow the process under, “A student/staff who lives with or came in close contact with someone who test positive for COVID-19”.

PERSON A: STUDENT/STAFF WHO TESTS POSITIVE FOR COVID-19 AND HAS SYMPTOMS:
- Send student/staff home immediately if on site.
- Supervisor must be notified and supervisor will notify their school nurse or health coordinator.
- Follow quarantine procedures.
- School nurse or health coordinator will:
  - Contact Sacramento County Public Health for confirmation and recommendations
  - Conduct in-district contact tracing, including documentation
  - Site school nurse will contact Lead COVID Nurse
- Students/staff who tests positive must self-quarantine at home until:
  - 24 hours with no fever AND
  - Symptoms have improved AND
  - 10 days since symptoms first appeared.
- All those who had close contact with the person who tested positive for COVID-19 also need to self-quarantine for 14 days and follow the process under, “A student/staff who lives with or came in close contact with someone who test positive for COVID-19”.

FACILITY CLOSURE DUE TO SOMEONE TESTING POSITIVE AT SCHOOL OR IN AN ADMINISTRATION BUILDING
In all scenarios, EGUSD will be working in collaboration with SCPH to assess each situation closely and for recommendations of when and who notifications will be sent to. Deep cleaning of the affected areas would be done in each scenario.

- Scenario A (low risk) - Precautionary Notification
  When all preventative measures were followed (6ft distancing, face covering was worn by those tested positive) and person was on campus/facilities for 30 minutes or less. We would notify families and staff who were in close proximity, but possibly no further person needs to quarantine.

- Scenario B (moderate risk) - Cautionary Notification
  A student or staff member had prolonged possibility of exposure to someone who tests positive, such as in a classroom setting or in an office. All families and staff in the classroom/office would be notified and other possible contacts based on contact tracing. In secondary, this may mean multiple classroom families and staff. Possible distance learning for the affected classroom(s) for 14 days due to exposure.

- Scenario C (high risk) - Alert to School Population
  Multiple positive test cases on campus/facility and the students and/or staff had prolonged exposure to school environment, and possibly exposure to different areas on campus/facility. Notification to entire school / department / community. Possible school/facility closure for a minimum of 2-3 days to allow for investigation of the situation in collaboration with Sac County Public Health and to allow for cleaning and disinfecting of entire campus/facility.

This general guidance document is subject to change without notification based on current science and recommendations by Sacramento County Public Health or the Centers for Disease Control. If an employee tests positive for COVID-19 the employee should contact HR to complete the workers compensation process.
Physical Distancing

- Follow six (6) feet social distancing guidelines when designing classrooms and offices.
- On buses, social distance to the maximum extent possible, but face coverings must be required at all times while on the bus.
- All students’ desks are to face the same direction.
- Students’ desks will be set-up at least six (6) feet distance from the teacher’s desk and from where the teacher will be providing instruction.
- Empty rooms with unneeded desks and other furniture to allow for more space.
- Storage for extra furniture and equipment in unused areas.
- Signs are posted around campus to remind students and staff of social distance throughout the campus.

School Bus

- Students will be seated distanced from one another to the maximum extent possible, (i.e. one student per row in a zig-zag pattern).
- Face coverings must be worn at all times by students and staff, unless they meet exemptions listed in the face covering section.
- Hand sanitizer will be available for all staff and students as well.
- Cleaning will occur after each run, or as frequent as possible.
- A minimum of two windows will be kept open on school buses at all times while transporting students to improve airflow. If an installed ventilation system is used on a school bus, it will be set to maximize outdoor air and not set to recirculate air.
Staff Training and Family Education

- Training will be provided for all staff in illness prevention (including handwashing, social distance, face coverings, and proper cleaning and disinfecting), recognizing COVID-19 symptoms, etc.
- Education provided to all students on illness prevention (including handwashing, social distancing, face coverings)—With clear guidance and directions, students in secondary and intermediate grades in elementary will be given the opportunity and means to clean their own work areas with cleaning technology that is safe for student use.

Testing of Students and Staff

The District is currently implementing Response Testing in accordance with Cal/OSHA Emergency Temporary Standards (released 11/30/2020) when a school site (workplace) has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period. Staff in an exposed workplace will be notified and provided with information about response testing that will be offered.

- COVID-19 test results will be sent directly to each person via the email address they provide.
- The District will keep all medical information confidential and will only disclose unredacted medical records to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request. Under the ADA, we are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee or student.

To help minimize spread of COVID-19, confirmed-positive individuals and those exposed will be excluded from physically coming to work and will be on home isolation or quarantine in compliance with safety protocols and guidelines from federal, state and/or local Public Health departments and Cal/OSHA.

Testing required in accordance with this written plan:

- Recommend that all close contacts be tested; symptomatic contacts should be prioritized for immediate testing and asymptomatic contacts should be recommended to be tested 5-7 days from last exposure.
- Every positive case on-campus, staff and students, and all identified close contacts will be notified by the District of when and how to receive a COVID-19 test.
The District provides the SCPH site information for asymptomatic surveillance testing, which is recommended to be completed every two weeks: https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx, including the specific information for the Elk Grove Community testing site.

**Elk Grove COVID-19 Testing Site**

**Location:** 9362 Studio Court, Elk Grove, CA 95758  
**Days:** Tuesday through Saturday  
**Times:** 7am – 7pm

To make an appointment, patients will need to complete an online registration process, which will require them to answer screening questions and create a username and password (about a 10-15 minute process).

People will need to make appointments in advance and if they show up without one, they’ll be instructed to make one on their phone. There are no age restrictions as long as the test can be safely performed. More details and other information on the testing process are available in these FAQs.

**Identification and Reporting of Cases**

When a student/staff member must quarantine/isolate: Quarantine/isolate will be determined by a physician, public health officer, school nurse and/or health coordinator.

- Supervisor must inform their school nurse or health coordinator if at administrative facilities.
- School nurse/health coordinator will notify the family/staff member when they need to quarantine.
- Site school nurse will then notify the Health Coordinator.
- Site school nurse/Health Coordinator will notify Sacramento County Public Health of positive cases on campus.
- Health Coordinator will notify:
  - Appropriate members of COVID-19 Case Response Team (CCRT).
  - Custodial Manager for deep cleaning at site, when appropriate.
  - And send appropriate exposure letters for distribution.
Communication Plans

- Positive cases will be reported to the local health authorities and recorded and displayed on the district’s COVID-19 Dashboard.

www.egusd.net/covid-dashboard
Appendix 1: Sample Notifications

(Date)

Dear Parents/Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that an/a (employee/student) in your child’s cohort was in close contact with someone who has tested positive for COVID-19.

In accordance with Sacramento County Public Health guidance, the cohort will continue to operate. The individual has been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

Symptoms of COVID-19 may include:

- Fever or 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
- Diarrhea

We will update you with any additional pertinent information when we receive it. Please continue to monitor your student for symptoms and stay home if they are experiencing any symptoms listed above. Please contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

[Principal]
(Date)

Dear Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a staff member at (school site/location) (lives in the same household with a person/ was close contact with a person) who has tested positive for COVID-19 and is following Sacramento County Public Health (SCPH) direction for quarantine and testing.

In accordance with SCPH guidance, the office will continue to operate.

Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing for Essential Workers (including school staff) is available if you would like to be tested.

We will update you with any additional pertinent information, and we appreciate all that you are doing to support the needs of our students.

Know the symptoms - COVID-19 Symptoms include:

- Fever or 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
- Diarrhea

If you have any questions about this situation, please feel free to contact (contact phone number/email)

Sincerely,
Dear Parents/Guardians,

The public’s health and safety is paramount to Elk Grove Unified School District (EGUSD) and Sacramento County Public Health (SCPH). Today, (date), EGUSD was notified of an/a (employee/student) in your child’s cohort who tested positive for COVID-19. EGUSD is working closely with SCPH for guidance on this situation.

You may be contacted by Sacramento County Public Health (SCPH). In the meantime, SCPH advises that all students and staff in the cohort immediately quarantine to the greatest extent possible, even if you are asymptomatic. Be sure to let the provider know that you or your child has had a direct exposure through this classroom cohort.

The classroom cohort will be closed through (date) to avoid further spread of the virus. Students and staff will be able to return on campus on (date) as long as they do not develop symptoms or test positive. If you have any health-related questions, please contact your healthcare provider.

In addition to our standard daily cleaning, a specially equipped crew has been dispatched for deep cleaning and sanitizing of the affected areas. It is advised to watch for the symptoms below and contact your physician if your child or family member displays any symptoms.

Symptoms of COVID-19 may include:

- Fever or 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
- Diarrhea

Once Sacramento County Public Health has released someone from isolation or they have completed quarantine, this person does not pose a risk of infection to other people.

We are sharing this information with you as part of our ongoing efforts to keep you informed about incidents that affect our campus. For the latest information on COVID-19, families are encouraged to visit the District’s page with updates regarding COVID-19, SCPH webpage dedicated to COVID-19 (2019 Novel Coronavirus), or the CDC homepage.

Sincerely,

[Signature(s): Principal and/or School Nurse]
(Date)

Dear Staff,

On [date], we were notified that an employee at [school site/location] tested positive for COVID-19. The individual was on campus from [exposure dates]. We have protocols in place for a situation such as this and we are following them with the assistance of our public health partners, who are closely guiding our response. We are working with Sacramento County Public Health (SCPH) to support contact tracing efforts. Any staff or student who may have had close contact with the individual will be contacted by EGUSD Health Services and provided with guidance related to any potential quarantining or testing.

In addition, we will take extra precautions to clean and disinfect ALL facilities visited and equipment utilized. We take these steps to ensure that our schools and facilities remain safe for all of our employees.

It is advised to watch for COVID-19 symptoms and contact your physician if you or a family member displays any symptoms. Please contact your direct supervisor if you display COVID-19 symptoms and do not come to work if sick.

Symptoms of COVID-19 may include:

- Fever or 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
- Diarrhea

We will update you with any additional pertinent information when we receive it. It is our responsibility to keep the name of the individual confidential. As always, please remember to follow all protocols for your safety and the safety of others, and, most especially, thanks for all of the great work you are all doing in support of so many during these challenging times.

For any questions about leaves or absences, please contact Human Resources leaves desk at leaves@egusd.net.

Sincerely,

[Office Administrator]
COVID-19 Exposure Prevention Plan

Prepared by:
Risk Management Department, Elk Grove Unified School District

In Conjunction with
The Elk Grove Unified School District
Injury & Illness Prevention Program Committee,
Elk Grove Unified School District

Created: July 2020
Revised: November 2020, January 2021
# ACKNOWLEDGEMENTS

## Board of Education
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- Nancy Chaires Espinoza
- Carmine S. Forcina
- Gina Jamerson
- Dr. Crystal Martinez-Alire
- Anthony “Tony” Perez
- Sean Yang

## Superintendent
- Christopher R. Hoffman

## Chief Financial Officer
- Shannon Hayes

## Risk Management
- Brenda McGuire, Risk Manager
- Vanessa Mason, Loss Control Specialist
- Robert Teresi, Loss Control Specialist
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I. Purpose

Elk Grove Unified School District's COVID-19 Exposure Protection Plan has been established to help prevent workers' exposure to the Coronavirus disease (COVID-19). The plan will be updated as needed, based on operational needs and/or safety and health agency updates when made available.

II. Authorities

Emergency Temporary Standard (ETS) in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c).

III. Affected Employees

Elk Grove Unified School District has identified that all employees have potential exposure to COVID-19.

IV. Responsibility

The following people have the authority and/or responsibility for implementing the provisions of this program:

- Tami Elmatari, Health Services Coordinator
- Brenda McGuire, Risk Manager
- Vanessa Mason, Loss Control Specialist
- Robert Teresi, Loss Control Specialist

Risk Management has the following responsibilities in coordination with other departments as needed:

- Maintain a written plan in compliance with current California regulations, including annual updates.
  - Coordinate, implement, conduct and monitor any training required by the ETS, including the employer’s procedures for complying with the requirements of the ETS.
- Provide all employees with information about the COVID-19 Exposure Protection Plan.
- Assist employees and supervisors in implementing the requirements of Elk Grove Unified School District's plan.
- Assist sites and departments in identifying and implementing feasible engineering controls.
• Conduct workplace-specific evaluations using form Appendix A: Identification of COVID-19 Hazards
• Evaluate employees' potential workplace exposures to all persons at or who may enter 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.
• Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
• Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and ensure compliance with EGUSD’s COVID-19 policies and procedures.

The Human Resources department is responsible for:
• Ensuring compliance with the COVID-19 Exposure Protection Plan and all safe work practices after notice from Risk Management that an unsafe act has occurred and directing the immediate supervisor (administrator of classified manager) to meet with the employee involved to initiate its counseling and progressive discipline programs in accordance with established District policy and procedure.

Department Managers or Supervisors will be responsible for:
• Ensuring all supervisors and managers will be familiar with the COVID-19 Exposure Protection Plan. The plan includes how to recognize the symptoms of COVID-19 and what to do if a worker becomes sick, District work practices to prevent the spread of germs, a review of the proper use of coronavirus personal protective equipment, and instructions on cleaning and disinfecting the workplace.

The immediate supervisor (administrator or classified manager) is responsible for:
• Ensuring compliance with the COVID-19 Exposure Protection Plan by meeting with the employee involved and applying counseling and progressive discipline in accordance with established District policy and procedure.
Employees are responsible for:

• Reviewing the EGUSD COVID-19 Exposure Protection Plan. The plan includes:
  – Knowing what to do if a worker becomes sick.
  – Observing work practices to prevent the spread of germs, including review and use of COVID-19 personal protective equipment.
  – Instructions on how to clean and disinfect the workplace.
• Directly contacting their supervisor with any questions.
• Prevention measures will include:
  – Knowing what COVID-19 is and how it spreads.
  – Staying home if you are sick and/or have a cough, fever, and shortness of breath.
  – Following CDC’s guidelines if you are infected with COVID-19.
  – Information and training as identified in the Training section of the COVID-19 Exposure Protection Plan.
  – Keeping the workplace and equipment clean, such as furniture, computers and desk supplies.
  – Checking the CDC’s Traveler’s Health Notices to travel.

The District’s IIPP Committee is responsible for:

• Maintaining the COVID-19 Exposure Protection Plan and conducting an annual review and update.
• Reviewing incidents and causes of issues related to the COVID-19 Exposure Protection Plan.
• Recommending strategies to reduce the occurrence of employee incidents and injuries.
V. Control Measures and Practices

Employee Screening:

- Employees self-screen before reporting to work.

Facility Control Measures:

- EGUSD will do the following:
  - Assess the workplace to determine if engineering and/or administrative controls are needed. These may include barriers, floor markings to identify six-foot spacing and establishing if one-way pedestrian traffic routes are feasible.
  - Ensure adequate supplies to support healthy hygiene behaviors are available to all employees.
    - This includes, but is not limited to, soap, tissues, no-touch trash cans, face coverings and hand sanitizer.
  - Place hand sanitizer or other hand cleaning devices at the entry and exit of the workplace.
  - Post signage regarding hand washing, social distancing, cleaning and disinfecting throughout the workplace.
  - Ensure visitors self-screen to confirm they are not exhibiting symptoms.
  - Ask employees, contractors and visitors to leave the workplace and return home if they are showing symptoms.
  - Provide training on personal protective equipment (PPE) to address pandemic exposure.
  - Communicate the response plan with other business partners.
  - Direct employees not to share tools, water bottles, PPE, or any other equipment with coworkers.
  - Direct employees to avoid using other employees’ phones, desks, offices or other work tools and equipment, when possible.

- Unsafe or unhealthy work conditions, practices or procedures will be documented using form Appendix B: COVID-19 Inspections and corrected in a timely manner based on the severity of the hazards, as follows:
  - Assess the severity of the hazard
  - Assign correction timeframes accordingly
  - Identify individuals as being responsible for timely correction
  - Implement follow-up measures to ensure timely correction
VI. Cleaning and Disinfection Procedures

- Only use District-approved cleaning products.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, light switches, sink handles, tables, chairs and doorknobs.
- Clean shared spaces such as break/lunchrooms after use but no less than once per day.
- Clean and disinfect restrooms regularly.
- Ensure handwashing supplies in restrooms are fully stocked.
- Trash must be removed frequently by someone wearing disposable gloves.
- Implement cleaning and disinfection measures for frequently touched surfaces:
  - Ensure adequate supplies and adequate time for cleaning and disinfection measures are performed properly.
  - Inform employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
  - Implement the following procedures should a COVID-19 case be reported in the workplace:
    - Student Health and Support Services staff will contact the Custodial Manager with the location(s) requiring deep cleaning.
    - The Cleaning and Disinfection Team will clean and disinfect all areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period using District-approved cleaning and disinfection products and equipment.
      - The Cleaning and Disinfecting Team is provided regular and ongoing training on the use of District-approved cleaning and disinfecting procedures, products and equipment.
VII. Personal Protective Equipment (PPE)

- Select PPE based on function, fit and availability.
- Explain to all employees when and why PPE is necessary.
- Train employees on the proper procedure for putting on and removing PPE.
- All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Face shields are acceptable, provided they have a cloth drape at the bottom that can be tucked into the wearer's shirt.
- Face masks, such as surgical masks and homemade masks/face coverings, are not respirators and do not fall under the Respiratory Protection Program.
- Employees required to wear a respirator in the workplace (N95, half-face elastomeric APR, etc.) must abide by the Respiratory Protection Program.
- Food service workers and staff in routine contact with the public should use gloves in addition to face coverings.
- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items with which employees come in regular physical contact—such as phones, headsets, desks, keyboards, writing materials, instruments and tools—must also not be shared to the extent feasible. Where there must be sharing, the items will be disinfected between uses by providing the employees with the materials and training to do it themselves.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (e.g., steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
- The need for PPE such as gloves, goggles and face shields will be evaluated as required by CCR Title 8, section 3380, and such PPE will be provided as needed.
- The need for respiratory protection will be evaluated in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [Reference section 3205(c)(E) for details on required respirator and eye protection use.]
- Eye protection and respiratory protection will be provided and used in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
VIII. Distancing

- Maximize space between employees where practicable.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Ensure staff maintain physical distancing from each other as distancing is critical to reducing transmission.
- Conduct all staff meetings, professional development training and education and other activities involving staff with established physical distancing measures, or virtually if physical distancing is a challenge.
- Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- Display visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Stagger arrival, departure, work and break times.
- Adjust work processes or procedures to allow greater distance between employees.
- Keep individuals as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.
IX. Face Coverings

- Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
  - Teach and reinforce the use of face coverings, or in limited instances, face shields.
  - Remind staff not to touch the face covering and to wash their hands frequently.
  - Instruct employees in the proper use, removal and washing of cloth face coverings.
  - In limited situations where face coverings cannot be used for pedagogical or developmental reasons (i.e., communicating or assisting young children or those with special needs) a face shield can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must wear a face covering outside of the classroom.
  - Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer, i.e., workers who are screening others for symptoms or handling commonly-touched items.
  - Provide clean, undamaged face coverings and ensure proper use by employees over the nose and mouth when indoors, outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.
    - A PPE cabinet is located at each site.
    - Employees email the site custodian to request necessary PPE.
    - The site custodian will maintain cabinet inventory and order additional supplies as needed.
    - All PPE is disposable, eliminating the need to clean PPE.
  - The following are exceptions to the use of face coverings in the workplace:
    - When an employee is alone in a room.
    - While eating and drinking at the workplace, provided employees are at least six feet apart; if indoors, outside air supply to the area has been maximized to the extent possible.
Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.

Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

X. Hand Sanitizing

- In order to implement effective hand sanitizing procedures, the District will:
  - Evaluate handwashing facilities.
  - Determine the need for additional facilities.
  - Encourage and allow time for employee handwashing.
  - Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
  - Encourage employees to wash their hands for at least 20 seconds each time.

XI. Engineering Controls

- The District will implement the following measures for situations where at least six feet between individuals cannot be maintained:
  - Maximize, to the extent feasible, the quantity of outside air for District buildings with mechanical or natural ventilation systems by taking into consideration:
    - Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
    - The District's HVAC maintenance staff maintains and adjusts ventilation as needed in District facilities if it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
XII. Investigating and Responding to COVID-19 Cases

- A COVID-19 Case Report will be completed.
  - Employees who had potential COVID-19 exposure in the workplace will be offered COVID-19 testing at no cost during their working hours.
  - The information on benefits described in the following two sections titled Training and Exclusion of COVID-19 Cases will be provided to them.

XIII. System for Communicating

- The District wants to ensure it has an effective two-way communication with employees in a form easy to understand, and that it includes the following information:
  - Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor or the District’s Health Coordinator.
  - Employees can report symptoms and hazards without fear of reprisal.
  - Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should notify their supervisor or request an Interactive Process Meeting.
  - Where testing is not required, employees can access COVID-19 testing through their healthcare provider or community testing sites.
  - In the event the District is required to provide testing because of a workplace exposure or outbreak, a plan will be communicated for providing testing, informing affected employees of the reason for the testing and the possible consequences of a positive test.
  - When the District is required to provide testing because of employee exposure, the Outbreak Management Plan that details the process at no cost to the employee during working hours will be followed, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
  - Information will be provided to employees and other employers and individuals in contact with the workplace about COVID-19 hazards and what they may be exposed to, what is being done to control those hazards and the District’s COVID-19 policies and procedures.
XIV. Training

- Training will be given to all workers on COVID-19 illness and infection prevention methods. Training in the following will be given to all supervisory and non-supervisory workers with expected risk exposure:
  - Enhanced cleaning practices
  - Physical distancing guidelines and their importance
  - Proper use, removal and washing of face coverings
  - Screening practices
  - How COVID-19 is spread
  - COVID-19 specific symptom identification and when to seek medical attention
  - **Preventing the spread of COVID-19 when an individual is sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19**
  - Plans and procedures to follow when adults become sick at school
  - The employer’s plan and procedures to protect workers from COVID-19 illness
  - Importance of avoiding touching face or face covering
  - Coughing and sneezing into a tissue or your elbow
  - Washing hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Wash hands for at least 20 seconds
  - Use of fragrance-free, ethyl alcohol-based hand sanitizer when handwashing is not practicable
  - Avoiding close contact with people who are sick
  - Keeping your hands out of your mouth, nose, and eyes
  - Not sharing personal items with coworkers (i.e., dishes, towels, pens, tools)
  - Providing tissues, no-touch disposal trash cans and hand sanitizer for use by worker
  - PPE
  - Policies on how people who are exempted from wearing a face covering will be addressed
  - Control measures
• 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:
    o COVID-19 is an infectious disease that can be spread through the air.
    o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose or mouth.
    o An infectious person may have no symptoms.
  – Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
  – The fact that particles containing the virus can travel more than six feet, especially indoors, physical distancing must be combined with other controls to be effective, including the use of face coverings and hand hygiene.
  – The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.
  – Proper use of face coverings and that face coverings are not respiratory protective equipment—face coverings are intended to primarily protect other individuals from the wearer of the face covering.
  – A list of COVID-19 symptoms, the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
  – As regulatory and public health guidance changes in regard to COVID-19 prevention and disease management, training will be updated to reflect such changes.
  – Evidence of training will be maintained.
XV. Exclusion of COVID-19 Cases

- If 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 are met.
  - Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
  - Maintaining employees’ earnings, seniority and employee rights and benefits when the COVID-19 exposure has been deemed work-related in the following ways:
    o Allowing employees to work remotely to the greatest extent possible;
    o Ensuring employees have access to leave provisions provided by the FFCRA;
    o Collective bargaining agreements (MOUs specific to COVID-19 response) provide ten (10) additional days of leave for COVID-related leaves (EGUSD has seven employee groups; some of the MOUs are still in progress, but this additional leave is being proffered to all labor groups);
    o All rights and entitlements afforded by collective bargaining agreements and Education Code related to leaves remain in place. [describe how your workplace will accomplish this, such as by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation].
  - Providing employees at the time of exclusion with information on available benefits.
XVI. Reporting, Recordkeeping, and Access

- It is the District’s policy to:
  - Report information about COVID-19 cases in the 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 EGUSD or in connection with any employment.
  - Maintain records of the steps taken to implement EGUSD’s written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
  - Make EGUSD’s written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives and to representatives of Cal/OSHA immediately upon request.
  - Use form Appendix C: Investigating COVID-19 Cases to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives or as otherwise required by law, with personal identifying information removed.

XVII. Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 14 days have passed since COVID-19 symptoms first appeared.

- COVID-19 cases which tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days has passed since the date of specimen collection of their first positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work.
• If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

XVIII. Recordkeeping

• All medical information obtained under this policy will be treated in accordance with the Confidentiality of Medical Information Act (Civil Code Sections 56-56.37) and the General Industry Safety Orders, Section 3204. Medical information will be kept in separate files from personnel records and shall be available for inspection by an employee upon request.

XIX. Reporting

• "WHISTLEBLOWER" PROTECTION: California Labor Code Section 6310 prohibits employers from firing or discriminating against any worker because the worker has informed their employer or filed a complaint with Cal/OSHA about unsafe or unhealthy working conditions. Employees have a right to inform their employer or file a complaint with Cal/OSHA when unsafe conditions exist at their workplace. This right is assured to them under the California Occupational Safety and Health Act of 1973.

• To report an unsafe condition, use the Injury & Illness Prevention Program (IIPP) form titled "Request for Evaluation of Unsafe Condition." This form may be submitted anonymously and can be found in the IIPP binder at any site or on the District's Public Folders in the IIPP subfolder.

XX. Contractors

• Contractors shall maintain and enforce an Injury and Illness Prevention Program as required by State law, and in signing any contractual agreement with the District, makes the following certification:

• "CONTRACTOR is aware of the provisions of California Labor Code, Division 5, and of the California Code of Regulations, Title 8, and shall maintain an active comprehensive Injury and Illness Prevention Plan – including applicable standards (e.g. ergonomic, haz-com) in accordance with such provisions before commencing the performance of the contractual agreement. The Injury and Illness Prevention Plan shall be available to EGUSD upon request."
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. These areas include, but are not limited to, 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. EGUSD 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)]
<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
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Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

**Date:** [enter date]

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

**Work location evaluated:** [enter information]

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
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<tr>
<td>Barriers/partitions</td>
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<tr>
<td><strong>Ventilation</strong> (amount of fresh air and filtration maximized)</td>
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<tr>
<td>Additional room air filtration</td>
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<tr>
<td>[add any additional controls your workplace is using]</td>
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<tr>
<td>[add any additional controls your workplace is using]</td>
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<tr>
<td>Administrative</td>
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<tr>
<td>Physical distancing</td>
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<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
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<td>Hand washing facilities (adequate numbers and supplies)</td>
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<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
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<td>[add any additional controls your workplace is using]</td>
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<td>[add any additional controls your workplace is using]</td>
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<td>PPE (not shared, available and being worn)</td>
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<tr>
<td>Face coverings (cleaned sufficiently often)</td>
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<tr>
<td>Gloves</td>
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<tr>
<td>Face shields/goggles</td>
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<tr>
<td>Respiratory protection</td>
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<tr>
<td>[add any additional controls your workplace is using]</td>
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</tbody>
</table>
Appendix C: Case Report Form

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)]

<table>
<thead>
<tr>
<th>Employee (or non-employee*) name:</th>
<th></th>
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<tbody>
<tr>
<td>Location where employee worked (or non-employee was present in the workplace):</td>
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<tr>
<td>Was COVID-19 test offered?</td>
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<tr>
<td>Date and time the COVID-19 case was last present in the workplace:</td>
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<td>Date the case first had one or more COVID-19 symptoms:</td>
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<tr>
<td>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):</td>
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</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>All employees who may have had COVID-19 exposure and their authorized representatives.</th>
<th>Names of employees that were notified:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Independent contractors and other employers present at the workplace during the high-risk exposure period.</td>
<td>Date:</td>
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<td></td>
<td>Names of individuals that were notified:</td>
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<tr>
<td></td>
<td>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</td>
<td>What could be done to reduce exposure to COVID-19?</td>
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<tr>
<td>Was local health department notified?</td>
<td>Date:</td>
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</table>

*Should an employer be made aware of a non-employee infection source COVID-19 status.*
Appendix D: COVID-19 Training Roster

Date: [enter date]

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
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Additional Consideration #1
Multiple COVID-19 Infections and COVID-19 Outbreaks

Covid-19 Testing

- EGUSD will provide COVID-19 testing to all employees in the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.

- Upon learning that an exposed workplace meets the criteria for an "outbreak," the District's Health Coordinator will immediately notify the County Public Health Department that an outbreak has occurred.

- The District's Health Coordinator will contact the manager or director of the exposed worksite where the outbreak was identified and notify them of the need to provide testing to all employees that were present in the exposed workplace.

- The District's Health Coordinator or Risk Manager will contact the District's testing vendor and arrange for testing.

COVID-19 Testing consists of the following:

- All employees in the exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by or orders issued by the local health department.

- After the first two COVID-19 tests, the District will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.

- EGUSD will provide additional testing when deemed necessary by Cal/OSHA of County Public Health.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

- EGUSD will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the District’s CPP Investigating and Responding to COVID-19 Cases.

COVID-19 Investigation, Review, and Hazard Correction
In addition to EGUSD’s 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 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
  - Lack of physical distancing

- Updating the review:
  - Every thirty (30) 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. EGUSD will consider:
  - Moving indoor tasks outdoors or having them performed remotely
  - Increasing outdoor air supply when work is done indoors
  - Improving air filtration
  - Increasing physical distancing as much as possible
  - Respiratory protection
  - [Other applicable controls]. Notifications to the Local Health Department
• Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, EGUSD will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

• EGUSD 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, North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. EGUSD will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

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

COVID-19 Testing

• EGUSD will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the 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

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

Investigation of Workplace COVID-19 Illnesses

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

COVID-19 Hazard Correction

• In addition to the requirements of the CPP Correction of COVID-19 Hazards, EGUSD will take the following actions:
  – In buildings or structures with mechanical ventilation, EGUSD 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, the District will use filters with the highest compatible filtering efficiency. EGUSD 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.

- EGUSD 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.

- EGUSD will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.

- Implement any other control measures deemed necessary by Cal/OSHA.

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

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of Transportation

EGUSD will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical Distancing and Face Coverings

EGUSD will ensure that the:

- Physical distancing and face covering requirements of the CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.
• Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle’s normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

Screening
EGUSD will develop, implement and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting
EGUSD will ensure that:

• All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
• All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
• An adequate supply of sanitizing materials and training on their proper use are provided.

Ventilation
EGUSD will ensure that vehicle windows are kept open and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

• The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
• The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
• Protection is needed from weather conditions, such as rain or snow.
• The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand Hygiene
EGUSD will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.