



Update: December 6, 2022

A Cal/OSHA Covid Protection Plan for NOVATO UNIFIED SCHOOL DISTRICT OFFICE 2022-23 School Year

CONTACT INFORMATION

School Name	Novato Unified School District – District Office
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School Type (select One)

- Traditional/Alternative Public School

Public Health and Safety Liaisons (List Primary and Secondary Contact Information: Names, Emails and Office Phone)
<p>Leslie Benjamin Communications Director lbenjamin@nUSD.org 415-493-4259</p> <p>Christy Brown Covid Response Coordinator cbrown@nUSD.org 415-493-4385</p>

School Multi-Disciplinary Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<p>Jen Albini HR Specialist</p> <p>Sally Carbonaro Admin Asst II</p> <p>Ashley Albertson Exec Asst to ASBO</p>

Principal/ Administrator Name	Leslie Benjamin		
Contact Email	lbenjamin@nUSD.org	Contact Phone	415-493-4259

I certify that I take authority and responsibility for all information in this document and attest to that the above school adheres to all elements required in the following CCR (California Code of Regulations), Title 8 sections:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)



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- [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
- [3205.2, Major COVID-19 Outbreaks](#)
- [3205.3, Prevention in Employer-Provided Housing](#)
- [3205.4, COVID-19 Prevention in Employer-Provided Transportation](#)
- The four Additional Considerations provided at the end of the CPP Template.

Additional guidance and resources are available at www.dir.ca.gov/dosh/coronavirus/.

Signature		Date	
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SPECIFIC CONTROL MEASURES

All measures in **black text** are required by Cal/OSHA for any workplace. Please enter brief descriptions in the blank space under all **red text**. While K-12 schools have other specific requirements, they also remain workplaces for Teachers and Staff making the CPP required.

Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations.
- Document the vaccination status of our employees which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop and implement COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.

NUSD Human Resources maintains a database of all employees' vaccination status. New employees are added as they are hired if they want to give us this information per updated guidance October 2022. Employees not vaccinated are no using the guidelines for weekly testing.

Volunteers at schools no longer need to show they are fully vaccinated or show proof of a negative test.

NUSD staff follows the COVID-19 guidelines and procedures from the California Department of Public Health and Marin County Public Health. Individuals who test positive isolate for a minimum of 5 days and may return to the workplace after Day 5 with a negative test or on Day 11 and without fever for 24 hours without fever-reducing medications.

Individuals exposed to COVID-19 are asked to mask around others for 10 days and test on Day 3-5. If test result is positive, then isolate. Specific guidelines are outlined in the [Marin County Isolation, Quarantine, and Travel Guidance for TK-12 Schools](#).

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 including:

- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls, including maximizing the effectiveness of ventilation and air filtration.
- Conduct periodic inspections as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Testing when an individual is feeling ill or 5 days after an exposure. NUSD District Office has rapid antigen tests available for anyone feeling ill or suspects they may have COVID-19 to quickly identify a possible case.

Throughout the day, staff will self-monitor and monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever with behavior changes, difficulty breathing, shortness of breath, uncontrolled coughing, unusually tired, persistent crying, open sores, rash, signs of infection, runny nose with colored mucus, chills or repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.

Should a student exhibit any symptoms during the school day, s/he will be isolated in the predetermined isolation area. Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of illness. If a parent is not able to be reached or is unable to immediately pick their child up, emergency contacts will be contacted to pick up the child.

NUSD along with all schools and worksites within the district have developed a specific isolation plan for students.

Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

Employees who are sick are expected to stay home. Employees are also asked to self-screen for COVID-19 symptoms before reporting to their work location. Those symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

- Fever ≥ 100.4 or chills
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees exhibiting any symptoms are asked to remain at home and test. If an employee exhibits symptoms during the workday, they are asked to mask and return home to test.

Correction of COVID-19 Hazards

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

Employees are asked to report unsafe or unhealthy work conditions, practices, or procedures to their supervisor. The supervisor then documents the report by submitting a work order to mitigate the unsafe or unhealthy work condition. If applicable, the supervisor will contact the Superintendent for further review of the unhealthy work condition, practice or procedure.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees when required by orders from Marin County Public Health or California Department of Public Health (CDPH).

Face coverings are provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission. Taking air quality and portable air filtration systems:

NUSD and other work locations with air conditioning are using MERV-13 filters. In addition, all classrooms have a portable HEPA air filtration system.

Hand sanitizing

To implement effective hand sanitizing procedures, we:

All classrooms have bottles of hand sanitizer available for students and adults. In addition, students are instructed on proper hand washing.

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

We evaluate the need for PPE (such as gloves, masks and hand sanitizer) as required and provide items as needed. Upon request, we provide respirators, which remain the best form of face covering protection, for use to all employees.

Employees who prefer to use a respirator shall make a request to their supervisor.

Testing of employees

We make COVID-19 testing available at no cost, during paid time, to all employees:

- Who have had close contact in the workplace; or
- Who have COVID-19 symptoms, and
- During outbreaks and major outbreaks (as recommended by Public Health.)

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by following specific guidance and reporting protocols from Marin County Public Health and the California Department of Public Health.

System for Communicating

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

- Employees should report COVID-19 symptoms, possible close contacts and hazards to the **Public Health Liaison for their school or worksite.**

Each school and work location has identified two Public Health Liaisons (the Principal and designated Office Staff) that work with the NUSD District Office and Marin County Public Health. Employees who test positive for COVID-19, possible close contacts and hazards should contact the school's Public Health Liaison and NUSD Human Resources. For other work locations, employees should report a positive test result to their supervisor.

- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

Employees with medical or other conditions that put them at increased risk of severe COVID-19 can request accommodations to their supervisor and Human Resources.

- Access to COVID-19 testing:

Rapid antigen tests are available at all school sites and work locations. In addition, the City of Novato has **one location for free PCR testing. Employees may take time out of their day to get tested.**

Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related leave 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.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees to request a respirator for voluntary use, as required by section 3205, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be provided with effective training and instruction according to section 5144(c)(2) requirements, including:
 - How to properly wear them; and
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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.
- Proper use of face coverings. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease.
- The conditions where face coverings must be worn at the workplace (if any).
- That employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits.
- Providing employees at the time of exclusion with information on available benefits. This will be accomplished by:

Employees are encouraged to reach out to HR for benefit information. When an employee reports they are COVID-19 positive, Human Resources and/or the Covid Response Coordinator may contact the employee with the current benefits available to them.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program. (This Document)
- Make our written COVID-19 Prevention Program available on the website for employees, authorized employee representatives, representatives of Cal/OSHA and the Community immediately upon request.
- Use the documents provided by Marin Public Health or a similarly created document to keep a record of and track all COVID-19 cases.

Return-to-Work Criteria

We will meet the following return to work criteria for COVID-19 cases and employees excluded from work:

- **COVID-19 cases, regardless of vaccination status or previous infection and who do not develop symptoms or symptoms are resolving**, cannot return to work until we can demonstrate that all of the following criteria have been met:
 - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
 - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- **COVID-19 cases, regardless of vaccination status or previous infection, whose COVID19 symptoms are not resolving**, may not return to work until:
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
 - 10 days have passed from when the symptoms began.
- COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided

COVID-19 tests can be reported via Primary.Health as long as name, date and time are provided on the test itself. If not reported on Primary.Health, photo of test with name, date and time may be emailed to the school Public Health Liaison.

- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- The return-to-work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.



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END OF PROTECTION PLAN DOCUMENT

Once complete, please post your COVID-19 Safety Plan (CSP), part of the Cal/OSHA COVID-19 Protection Program (CPP), on your District and/or School Website. This document is meant to be updated as guidance from federal, state and local Public Health Departments changes.



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ENTER UPDATED SMARTER PLAN HERE