



Newhall School District
COVID-19 Safety and
Prevention Program
2022/2023 School Year
Updated August 2022



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Authority and Responsibility

The Newhall School District Governing Board has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

PURPOSE

In an effort to protect the health and safety of our employees, the Newhall School District has prepared a COVID-19 prevention program (“Program”) intended to provide information related to the prevention of coronavirus, describe Newhall School District policies, procedures and practices to keep employees safe, and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control (“CDC”), state and local public health agencies, and Newhall School District operations.

The Prevention Program is intended to comply with state and local law regarding employees’ safety including Labor Code §6400 which requires that every employer must furnish employment, and a place of employment that is safe and healthful for the employees therein.

The Newhall School District has overall responsibility for managing the Newhall School District COVID-19 Prevention Program. In addition, the Newhall School District expects all managers and supervisors to implement and maintain the Program in their departments and assigned areas.

SCOPE

This policy applies to all Newhall School District employees. It contains general prevention best practices, as well as Newhall School District policies and procedures related to COVID-19 in the workplace.

WHAT IS COVID-19

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms - from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 may include:

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches.
- Headache

- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea and vomiting
- Diarrhea

Laboratory testing is necessary to confirm an infection.

COVID-19 TRANSMISSION

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or eyes.

INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS

The Newhall School District, to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
2. Encourage sick employees to stay home.
3. If an employee becomes symptomatic with COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
4. The Newhall School District will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing.
5. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
6. The Newhall School District encourages frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility. Hand sanitizer doesn't work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.
7. Provide and require employees to use face coverings. Face coverings must be worn indoors at all times, unless a Newhall School District employee is alone in an office or room that is not shared with others. Note: Face coverings are not considered respiratory or personal protective equipment ("PPE"), but combined with physical distancing, they help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.
8. The Newhall School District will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation.

9. The Newhall School District will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, et cetera) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings.

INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS

The Newhall School District takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. Each work site in the Newhall School District will have a COVID Task Force Team that investigates and Identifies COVID hazards and works to remediate the hazard. The following will be implemented:

Task Force Team: See site specific information in the appendix.

The task force will:

1. Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace.
2. Conduct inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
3. Evaluate site policies, procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
4. Conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace, and identify and eliminate COVID-19 hazards.
5. In order to protect employees in the workplace it will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee, and require all those potentially exposed to quarantine as required by law.
6. Regularly evaluate the workplace for compliance with this program.
7. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

*Task Force Teams will utilize Appendix C for Identification of COVID hazards and inspections.

EMPLOYEE RESPONSIBILITIES

During the COVID-19 public health emergency, Newhall School District employees have a collective responsibility to ensure the protection of all people in the workplace, to comply with Newhall School District policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

Employees have the following affirmative responsibilities:

1. Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift. Employees should stay home and seek medical treatment if they experienced any of the following symptoms in the past 48 hours:
 - fever of 100.4 degrees fahrenheit or higher
 - feeling feverish (chills/sweating)
 - new cough (different from baseline)
 - shortness of breath

- muscle or body aches
 - diarrhea or vomiting
 - new loss of taste or smell
2. Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.
 3. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.
 4. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician and their manager before physically returning to work.
 5. Employees must cooperate with the Newhall School District in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help the Newhall School District to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.
 6. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:

When Symptomatic

You must stay home until:

- At least 5 days have passed since your symptoms first started and
- You have a negative viral COVID-19 test collected on day 5 or later and
- You have not had a fever for at least 24 hours and
- Your symptoms are improving

-OR-

You must stay home until:

- At least 10 days have passed since your symptoms first started and
- You have not had a fever for at least 24 hours and
- Your symptoms are improving

Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed.

*If your doctor initially thought your symptoms were due to COVID-19 (and you did not test positive for COVID-19) but they reassessed your diagnosis and decided that you are not infected, you can stop isolating after 24 hours of being fever-free. But if you are a close contact to a person with COVID-19 you must follow the instructions in the [If you develop symptoms](#) section of the [Quarantine and Other Instructions for Close Contacts](#) webpage.

Note: If you have a [condition](#) that severely weakens your immune system you might need to stay home for longer than 10 days. Talk to your doctor for more information.

When Asymptomatic

You must stay home until:

- At least 5 days have passed the day your initial positive test was taken and
- You have a negative viral COVID-19 test collected on day 5 or later

-OR-

- You must stay home for 10 days after your initial positive test was taken

Day 0 is the day your positive test was taken. Day 1 is the first full day after your positive test was taken.

Note: If you have a [condition](#) that severely weakens your immune system you might need to stay home for longer than 10 days. Talk to your doctor for more information.

7. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.
8. Employees shall practice physical distancing, wear face coverings indoors and remain at least six feet apart when practicable.
9. Employees will be encouraged to wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
10. Employees shall cover coughs and sneezes, and avoid touching eyes, nose, and mouth with unwashed hands.
11. Employees are encouraged to avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels).
12. Employees shall notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or blowers.
13. Employees shall not bring cleaning products and/or disinfectant into the workplace that have not been approved by the Newhall School District.

PERSONAL PROTECTIVE EQUIPMENT

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Face Covering

- **Due to the ever changing nature of the COVID-19 Pandemic, NSD will follow current state and County guidelines for masking. There will be times when masks are “Highly Recommended”**

or “Mandatory”. The School District will keep employees and families informed on LACDPH masking rules as soon as updates come out.

- Employees, students, and anyone visiting sites will make sure to wear a fresh face covering indoors everyday when mandatory.
- Employees, students, and anyone visiting sites are highly recommended to wear a fresh face covering indoors everyday when highly recommended.
- CAL OSHA ETS defines face covering as a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers.
- CAL OSHA ETS standard’s state the face mask must not let light pass through when held up to a light source.
- CAL OSHA ETS standard’s go on to state that if gaiters are worn, they shall have two layers of fabric or be folded to make two layers.
- Face masks may not have slits, visible holes, or punctures, and that face coverings fit correctly.
- Face masks must be worn at all times indoors.
- Face masks must be worn in crowded places outdoors.
- Cloth face covering should be washed and cleaned after a day’s use.
- Families are reminded to wash and clean their child’s face covering.
- Face covering must cover both mouth and nose.
- The Newhall School District will supply all necessary and required PPE, including face coverings.
- The Newhall School District will clean any soiled PPE and replace any damaged PPE.
- If employees wish to use additional PPE, they should initiate the request with their direct supervisor.
- Signs will be posted at all entrances and throughout the site to remind everyone on site to wear a face covering.
- A medical grade mask will be provided to any employee caring for sick children or who has close contact with any child with a medical condition that precludes the child’s use of a cloth face covering.
- A respirator will be provided to any employee that makes a request. Employees will go through the OSHA respirator training program and conduct a self fit test.

Hygiene Practices

Newhall School District places a high priority on good hygiene practices and will encourage all employees and students to practice the following:

- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer will be available at all entrances.
- At arrival, everyone will be encouraged to use hand sanitizer prior to entering the site.
- Hand washing will be available on campus. (Bathrooms/Break Rooms/Classrooms if equipped)
- Employees and students will be given frequent opportunities to wash their hands.
- Employees will model good hand washing techniques to students including:
 - Using soap
 - Rubbing thoroughly
 - Washing for 20 seconds
 - drying hands, for a safe and complete practice

CLEANING AND DISINFECTION POLICY AND PRACTICE

The Newhall School District recognizes that high traffic and high touch common areas in the workplace need routine cleaning and disinfecting to limit the spread of the COVID-19 virus.

The Newhall School District will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, elevator buttons, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

Disinfectant Supplies:

- Work areas will be provided with disinfectant wipes.
- Work areas, break rooms, stairs, elevators, entrances, and high traffic areas will be provided with Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer.
- Only approved EPA cleaning products for schools will be used.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's safety data sheets, Cal OSHA requirements for safe use, and as required by the Healthy Schools Act, as applicable.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- The EPA dwell time for our current disinfectant used by custodial staff is 10 minutes.
- All cleaning products are kept out of children's reach and stored in a space with restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems regularly, to ensure optimal air quality.

*See site specific information in Appendix B.

VISITORS

- It would be best practice to limit visitor access on site during seasonal outbreaks.
- All visitors that are working with children must show proof of vaccination or a negative Covid test result within 72 hours.
- Visitors that will not be working with children will only need to do a symptom screening. These may include but are not limited to:
 - Parent teacher conferences
 - Outdoor assemblies
 - IEPs
 - Office business
- Face masks must be worn indoors when mandated by the health department.

EXPOSURE MANAGEMENT PLAN

When there is a suspected or confirmed case of COVID-19, the site will:

- During operational hours:
 - Send an employee home or utilize the isolation room.
 - Students will wait in the isolation room until they can be picked up.
 - Any employee caring for sick children, or who has close contact with any child with a medical condition that precludes the child's use of a cloth mask, will be provided a medical grade mask.
 - Relocate staff and students in the infected area until it can be disinfected.
- After Hours:
 - The site will instruct the employee/student to quarantine/isolate at home.
- Identify close contacts to the case through investigation. The Director of Human Resources and/or a district nurse will utilize the close contact reporting form.
- Immediately notify exposed employees and families of students. (Links with information on isolation and quarantine will be in the notification letter.)
- Assure access to testing for all exposed individuals within the school as the basis for further control measures. Links to testing facilities will be in the employee or parent notification letter.
- Report all COVID-19 exposures at the school to the Department of Public Health.
 - Redcap Reporting Portal <https://dphredcap.ph.lacounty.gov/surveys/?s=HAD8P8WXDM>

RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES

When required, the Newhall School District will consult with state and local public health agencies for mitigation practices and responsible protocols. The Newhall School District will follow the California Health Department strategies listed below for returning employees to work.

The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, our local public health department, and unique circumstances.

Responding to COVID-19 in the workplace

Employers should have procedures in place for seeking information from employees related to COVID-19 cases and close contacts in the workplace. This includes collecting and keeping records of all COVID-19 cases: their date of symptom onset, COVID-19 testing dates and results, last date present at workplace and their workplace close contacts.

Once a case is identified at the workplace, the employer should

- Make sure the case follows [isolation instructions](#) and does not return to work until their isolation is completed.
- Determine who may have been a close contact to the case at the workplace. This includes assessing the case's activities and workplace locations while they were infectious.
- Inform all close contacts in the workplace of their exposure and provide instructions:

Close contacts that are not fully vaccinated and who have not [recently recovered from COVID-19](#).

- Must be restricted from work. See [Return to Work](#) for more details

- Instruct employees exposed to a laboratory-confirmed case follow [quarantine orders and instructions](#).
- Make COVID-19 viral testing available at no cost, during paid time.
- *Close contacts that are fully vaccinated or who have [recently recovered from COVID-19](#)* may continue to work as long as they do not have COVID-19 symptoms.
 - They do not need to quarantine.
 - Testing is recommended for fully vaccinated close contacts. Close contacts that have recently recovered from COVID-19 should not be tested, unless symptomatic.
 - Instruct them to monitor their health for 14 days after the last contact with the case.
 - If they develop COVID-19 symptoms within the 14 days, they must be restricted from work. See [Return to Work](#) for more details.
 - Note: COVID-19 viral testing must be made available to symptomatic vaccinated close contacts at no cost, during paid time.
-
- Review [Best Practices in the Workplace to Prevent the Spread of COVID-19](#) to reduce future workplace exposures to COVID-19.
- Report a potential outbreak to LAC DPH if three (3) or more cases of COVID-19 are known or reported among employees within a 14-day period. Report [online](#) or by phone: 1-888-397-3993. See Outbreak Response for more information.

Outbreak Response

Employers are required to report any cluster of worksite COVID-19 cases. A cluster is when three (3) or more laboratory-confirmed cases of COVID-19 are known or reported at the worksite within a 14-day period. Reports to LAC DPH should be made as soon as possible and no later than 48 hours after reports or knowledge of at least three cases. Report to LAC DPH online or by phone: 1-888-397-3993.

Once LAC DPH receives a cluster report, they will initiate a response to determine the risk of worksite transmission based on number of cases, their work location and duties, how/if the cases interacted with each other and if they share a household or carpool with each other.

If the cluster meets worksite outbreak criteria, a public health case manager will be assigned to help guide the worksite response which includes providing infection control guidance and recommendations, technical support, and site-specific control measures.

Close Contacts to COVID-19 cases can return to work after the required quarantine period ends.

What is a Close Contact?

You are a “close contact” if you were exposed to someone who tested positive* for COVID-19 while they were [infectious](#) if:

1. You were within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period.
2. You had unprotected contact with body fluids and/or secretions from someone with COVID-19. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you provided care to them without wearing the right protective equipment.

*Tested positive means they had a positive COVID-19 viral test.

If you are not up to date with your COVID-19 vaccines, you must quarantine

- Unvaccinated or have not completed your primary vaccine series (not fully vaccinated), or
- Fully vaccinated and booster-eligible but have not yet received your booster dose

If you are exposed to someone with COVID-19 and you are not up to date with your vaccines, you are required to:

Stay home for at least 5 days after your last contact with a person who has COVID-19*.

- Test on Day 5. In addition, consider testing immediately, especially if you or anyone who lives with you is [at increased risk for severe illness](#). If you test positive, follow isolation requirements at ph.lacounty.gov/covidisolation.
- Quarantine can end after Day 5 only if symptoms are not present and a COVID-19 viral test collected on Day 5 or later is negative.
- If a test is not done on Day 5 or later and symptoms are not present, quarantine can end after Day 10.

Monitor your health for 10 days. If symptoms develop, test and stay home. If you test positive, follow isolation requirements at ph.lacounty.gov/covidisolation.

Wear a well-fitting medical grade mask around others for 10 days after your last exposure, especially in indoor settings

- Children should wear a well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire.
- See ph.lacounty.gov/masks for more information.

Note: Day 0 is the day of your last contact (exposure) with the infected person. Day 1 is the first full day after your last exposure.

*The following people may be allowed to go to work or school:

- Students in grades TK-12 who do not have symptoms may attend school during their quarantine period if they are fully vaccinated (and not boosted) or qualify for a modified quarantine that may be offered by their school. They must quarantine at home when they are not at school.
- Employees± who are fully vaccinated and booster-eligible but have not yet received their booster dose who do not have symptoms may be allowed by their employer to go to work on the condition that they:
 - Get a viral test 3-5 days after their last exposure to the infected person and the result is negative; and
 - Wear a well-fitting medical-grade mask (ideally an N95/KN95) around others indoors and outdoors for a total of 10 days and do not eat or drink around others; and
 - Continue to have no symptoms; and
 - Quarantine at home when they are not at work.

±This does not apply to healthcare personnel who should follow [Infection Prevention Guidance for Healthcare Personnel](#).

When does my first day of quarantine start?

Day 1 is the first full day after your last contact with the infected person.

- If you live with or care for a person with COVID-19 and cannot avoid close contact with them while they are still in isolation you must quarantine. To calculate the end of your quarantine, use the day after the infected person ends isolation as your Day 1.
- If you received a [Public Health Emergency Quarantine Order](#) and you don't know when you were exposed to the infected person, use the date the order was issued as the date of your last contact with the infected person.

Restrictions during quarantine

To prevent you from spreading COVID-19, you must restrict activities and limit actions that may put you in contact with others.

- Stay home. Do not go to work, school, or public areas. Only leave your place of quarantine to get medical care and don't allow non-essential visitors.
- Separate yourself from others in your home (unless they are also in quarantine). If you need to be in the same room as other household members, in addition to wearing your mask:
 - Keep 6 feet away. If you have to share a room, try setting up the room so that you can stay 6 feet apart, if possible. It is important to stay away from people who are not fully vaccinated and those who are at [higher risk of serious illness](#).
 - Open windows to outdoor air (if safe to do so) to [improve ventilation](#) or use air filters and exhaust fans.
 - Use a separate bathroom. If this is not possible, disinfect the bathroom after use.
- Do not make or serve food to others, if possible. If there is no one else to prepare and serve food, then be sure to wear a mask and wash your hands frequently.
- [Wash or sanitize your hands](#) often.
- Clean or disinfect high touch surfaces often, especially if you must share spaces with other household members.
- If you need help getting food or other supplies, call 2-1-1, or visit [211LA.org](#), or visit the Public Health [resource webpage](#).
- If you are experiencing homelessness or are unable to safely isolate or quarantine at home, call the COVID Info line 833-540-0473, open daily 8:00am–8:30pm.

When returning to work or school

- You do not need a letter from Public Health to return to work or school.
- If you were exposed to COVID-19 at work, check with your employer to see when you can return to work.
- For more information on COVID-19 related work issues, view the [COVID-19 Safety Workers Rights in California Pamphlet](#).

If you are up to date with your COVID-19 vaccines or had COVID-19 in the past 90 days, you do not need to quarantine - but you must follow other instructions for close contacts

- Have no symptoms AND
 - Are up to date on all COVID-19 vaccines (fully vaccinated + boosted or fully vaccinated but not yet booster-eligible), or
 - Tested positive for COVID-19 using a viral COVID-19 test within the last 90 days and recovered

Required

Monitor your health for 10 days. If symptoms develop, stay home and test. If you test positive, follow isolation requirements at ph.lacounty.gov/covidisolation.

Wear a well-fitting medical grade mask around others for 10 days, especially in indoor settings

- Children should wear a well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire.
- See ph.lacounty.gov/masks for more information.

Recommended

Consider testing immediately, especially if you or anyone who lives with you is [at increased risk for severe illness](#). If negative, test again on day 5. (If you recently recovered from COVID-19, testing is not recommended unless you develop symptoms.)

Note: Day 0 is the day of your last contact (exposure) with the infected person. Day 1 is the first full day after your last exposure.

Healthcare personnel should follow [Infection Prevention Guidance for Healthcare Personnel](#)

*The test must be an FDA authorized COVID-19 viral test such as an antigen or NAAT/PCR test. Recovered means you completed the isolation period for your COVID-19 infection.

Cleaning and Disinfecting Following a Confirmed COVID-19 Case.

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning has been completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

SYSTEM FOR COMMUNICATION

Communication between employees and the Newhall School District on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, the Newhall School District has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

1. All Newhall School District employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact Ken Hintz, Director of Human Resources, who will assess the report and notify essential personnel for an appropriate response.
3. If an employee has a disability, medical, or other condition that puts them at increased risk of severe COVID-19 illness and an accommodation is needed, they are encouraged to report it to Amanda Montemayor, Assistant Superintendent of Human Resources. The Newhall School District will evaluate the request and determine, with input from the employee and health care provider, whether the employee can be accommodated.
4. When required by law, the Newhall School District will provide COVID-19 testing to potentially exposed employees.

*See Communications Appendix for communications procedures and letter templates.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

The Newhall School District will adhere to the following policies and practices issued from the LACDPH should the workplace experience a COVID-19 outbreak or major outbreak.

Information on Exposure Management, including outbreaks can be found on the [LACDPH website](#).

POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE

Certificated Bargaining Unit Members:

See the collective bargaining agreement between the Newhall School District and NTA for paid sick leave, unpaid personal leave, and workers' compensation leave under Article XIV.

Classified Unit Members:

See the collective bargaining agreement between the Newhall School District and NESP at Article XI for paid sick leave, vacation leave, and workers compensation leave and unpaid personal leave.

Management and Confidential Employees:

See Board policies 4161, 4261, and 4361 for paid sick leave. Vacation, industrial leave, and paid sick leave are also outlined in other policies in the 4000 series on the District website.

All of these employee groups may, depending on their circumstances, be eligible for unpaid FMLA/CFRA leaves, with health benefits continued at the current level for the term of the leave.

An NSD employee who believes that he/she contracted Covid-19 in the physical District workplace may file a DWC 1 Claim with the Human Resources Office.

REPORTING, RECORDKEEPING, AND ACCESS

The Newhall School District is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of the Newhall School District's efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

EMPLOYEE TRAINING

The Newhall School District will 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 benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The 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 that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - 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, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - 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.
- All Employees will receive a copy of this protocol via email and it will be posted on school websites.

Appendix A: District Wide Resources

Communications:

Supervisor Protocol for Reported COVID-19 Cases and Suspected Cases Updated 5/6/22

Step 1: Notify District Nurse for students or Ken Hintz for staff

Step 2: District Assistance

- Ken Hintz will work directly with NSD employees.
- District nurses will work with the site principal on all student cases.

Step 3: Letters

- Communications related to COVID-19 positive cases and suspected cases will be sent out.
- There are specific letters that go out depending on the situation.
- Principals will work with a district nurse to send out all COVID related communications to families and staff.

Step 5: Reporting to LACDPH

- District Nurses will continue to work with Principals regarding any close contact communications and Line Lists that need to be submitted to LACPHD.

Step 6: Closures

- If a classroom or school needs to be closed, the Principal must work with Ken Hintz.

Step 7: Hospitalizations or Deaths

- If there are any COVID-related hospitalizations or deaths, contact Ken Hintz immediately.

Step 8: Communication Checklist

- Use the communications checklist to make sure all persons on campus were notified. Keep a copy for your records.

Situation: There is a confirmed case in a class.	Type of Letter to Use
All students who were within 6 feet of the positive case for 15 minutes or more (classmates, intervention or music groups, etc.)	Letter A
All students that were in the classroom or shared space of the confirmed positive, but are not considered a close contact.	Letter B
All staff who were within 6 feet of the confirmed positive case for 15 minutes or more (classroom teacher, IAs, BSSs, music teachers, service providers, etc.)	Letter C
All other staff working on campus, unrelated to the case. Don't forget about staff that work one or two days a week, FMO, Art, OT, APE, Music, ETC.	Letter D
Symptomatic Not Confirmed Positive: If you send home a child with fever 100.4 or greater, vomiting/diarrhea, and/or new cough you need to send this letter to the class only.	Letter E
Class/School Closure	Letter F

***CLOSE CONTACT DEFINITION PER LACDPH**

1. You were within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period.

2. You had unprotected contact with body fluids and/or secretions from someone with COVID-19. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you provided care to them without wearing the right protective equipment.

LETTER A (To all students who were within 6 feet for 15 minutes or more cumulatively)

Dear Parent/Guardian,

We are writing to inform you that your child was exposed to a positive case of COVID-19 at school. The last date your child was exposed to this case was_____.

LA County Department of Public Health's definition of a close contact: Those within 6 feet of the infected person for 15 minutes or more over a 24-hour period. NOTE: Persons with an outdoor exposure at school are not considered close contacts.

As of May 4th, although the state is only recommending, LA County Department of Public Health is *requiring* that in order to remain in school, all contacts (as defined above) must:

- **Wear a highly protective mask around others while indoors, except when eating or drinking, for 10 days from the date of last exposure.**
- ***Test within 3-5 days after the date of last exposure to the positive case, and report the test results to the school.**
- **Monitor health for 10 days**
 - **The above requirements apply regardless of vaccination status (for students).**
 - ***Any student who had a positive COVID-19 test in the past 90 days is not required to test.**
 - **Anyone who develops symptoms consistent with COVID-19 (regardless of known exposure, vaccination, or recent infection) should be tested for the disease and/or consult with a medical provider**

For additional questions about the Los Angeles County Isolation and Quarantine Guidelines, please visit:

[LAC | DPH | COVID-19 Contacts \(lacounty.gov\)](https://publichealth.lacounty.gov/acd/ncoronavirus2019/covidquarantine/)

publichealth.lacounty.gov/acd/ncoronavirus2019/covidquarantine/

[LAC | DPH | COVID-19 Isolation \(lacounty.gov\)](https://publichealth.lacounty.gov/acd/ncoronavirus2019/covidisolation/)

publichealth.lacounty.gov/acd/ncoronavirus2019/covidisolation/

We understand that this changing guidance may be confusing and may lead to many questions. If you have questions, contact me directly at **Phone Number** or email me at **email**.

For additional guidance, please feel free to reach out to our school nurse:

- Sandi Gault MSN, RN, PHN (Newhall, Oak Hills, Pico Cyn, Stevenson Ranch) - 661.291.4184
- Danielle Ewing MSN, RN PHN (Meadows, Old Orchard, Valencia Valley) - 661-291-4000 Ext. 243
- Colette Sims BSN, RN, PHN (McGrath, Peachland, Wiley Cyn) - 661.291.4000 Ext. 241

Sincerely,

Name

Letter B (To all Non-Close Contact students in the class when there is a positive case)

Dear Parents,

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in your child's class. Although your child is not identified as a close contact of the current case, we wanted to notify you so that you are aware.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information. We encourage you to contact your healthcare provider and/or the public health department for guidance if you have any concerns, based on your individual circumstances.

We want to reinforce that the Newhall School District is following all L.A. County COVID-19 protocols for schools to help control the spread of the disease.

As of May 4th, the State and LA County Department of Public Health is *recommending*:

- Wear a highly protective mask around others while indoors, except when eating or drinking, for 10 days from the date of last exposure.
- Test within 3-5 days after the date of last exposure to the positive case, and report the test results to the school.
- Monitor health for 10 days

How You Can Help:

- Get vaccinated
- Avoid large crowds, especially when community case rates are high
- Consider wearing a high quality mask whenever you are around others who may be ill and/or if you or a close family member are immunocompromised.

- Be diligent about daily symptom screenings before coming onto campus. Stay home if you have any symptoms of illness or if you have been in close contact with someone diagnosed with COVID-19.
- Wash your hands often with soap and water for at least 20 seconds. (Sing the Happy Birthday song to help know when it has been 20 seconds). If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- Cover coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow or sleeve (not your hands) to cover coughs and sneezes.
- Avoid contact with people who are sick, and don't share food, drinks, or utensils.
- Clean and disinfect frequently touched objects and surfaces regularly.

Ensuring that you and our educational environment is safe is of greatest importance to us. We appreciate your cooperation and encourage you to reach out with any questions or concerns.

For additional questions about the Los Angeles County Isolation and Quarantine Guidelines, please visit: [IsolationQuarantineSummaryRequirements.pdf \(lacounty.gov\)](#)

If you have any questions or concerns please contact me.

Sincerely,

Name

Letter C (To all staff who were within 6 feet for 15 minutes or more cumulatively)

Dear Staff,

We are writing to inform you that you were exposed to a positive case of COVID-19 at school. The last date you were exposed to this case was _____.

LA County Department of Public Health's definition of a close contact: Those within 6 feet of the infected person for 15 minutes or more over a 24-hour period. NOTE: Persons with an outdoor exposure at school are not considered close contacts.

As an identified contact, you are not required to quarantine, provided you are asymptomatic and vaccinated. However, LA County Department of Public Health is requiring that all contacts:

- **Wear a highly protective mask around others while indoors, except when eating or drinking, for 10 days from the date of last exposure.**
- ***Test within 3-5 days after the date of last exposure to the positive case, and report the test results to the school.**
- **Monitor health for 10 days**

- **Staff that are unvaccinated are required to quarantine.**
- **The above requirements apply to staff that are vaccinated regardless of booster status.**
- ***Any staff who had a positive COVID-19 test in the past 90 days is not required to test.**
- **Anyone who develops symptoms consistent with COVID-19 (regardless of known exposure, vaccination, or recent infection) should be tested for the disease and/or consult with a medical provider**

For additional questions about the Los Angeles County Isolation and Quarantine Guidelines, please visit:

[LAC | DPH | COVID-19 Contacts \(lacounty.gov\)](#)

publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/

[LAC | DPH | COVID-19 Isolation \(lacounty.gov\)](#)

publichealth.lacounty.gov/acd/ncorona2019/covidisolation/

If you have any questions or concerns please contact me directly at **Phone Number** or email me at **email**.

Sincerely,

Name

Letter D (To All NSD Staff on campus when there is a positive case)

Dear Staff,

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) at **School Name**. Although you are not identified as a close contact of the current case, we wanted to notify you so that you are aware.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information. We encourage you to contact your healthcare provider and/or the public health department for guidance if you have any concerns, based on your individual circumstances.

We want to reinforce that the Newhall School District is following all L.A. County COVID-19 protocols for schools to help control the spread of the disease.

How You Can Help:

- Get vaccinated

- Avoid large crowds, especially when community case rates are high
- Consider wearing a high quality mask whenever you are around others who may be ill and/or if you or a close family member are immunocompromised.
- Be diligent about daily symptom screenings before coming onto campus. Stay home if you have any symptoms of illness or if you have been in close contact with someone diagnosed with COVID-19.
- Wash your hands often with soap and water for at least 20 seconds. (Sing the Happy Birthday song to help know when it has been 20 seconds). If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- Cover coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow or sleeve (not your hands) to cover coughs and sneezes.
- Avoid contact with people who are sick, and don't share food, drinks, or utensils.
- Clean and disinfect frequently touched objects and surfaces regularly.

Ensuring that you and our educational environment is safe is of greatest importance to us. We appreciate your cooperation and encourage you to reach out with any questions or concerns.

For additional questions about the Los Angeles County Isolation and Quarantine Guidelines, please visit: [IsolationQuarantineSummaryRequirements.pdf \(lacounty.gov\)](#)

If you have any questions or concerns please contact me.

Sincerely,

Name

Letter E (Students in a class with a possible exposure)

Dear Parents,

We would like to inform you that we have recently received information about a person with symptoms consistent with Coronavirus Disease 2019 (COVID-19) in your child's classroom. Your child may have had an exposure to this possible case, even if wearing a face covering.

Per L.A. County Department of Health guidelines, a potentially infected child is defined as a child having one or more symptoms consistent with possible COVID-19 infection (fever greater than or equal to 100.4; new cough [different from baseline]; diarrhea or vomiting). A contact of a potentially infected child is defined as anyone at the facility who was in close contact with the child (within 6 feet for >15 cumulative minutes in a 24-hour period); had direct contact with

bodily fluids/secretions from a potentially infected child; or is a member of a classroom with exposure to a potentially infected child. Per L.A. County guidelines, contacts of a potentially infected case may remain at school. If at any time we receive confirmation of a confirmed positive case, you will be notified.

Your child may continue to come to school. In the meantime, please continue to screen them daily for symptoms of illness. If at any time your child begins to develop symptoms consistent with COVID-19, they should take a COVID-19 test (and/or consult their medical provider) and begin self-isolation for 10 days. If symptoms become severe, seek medical advice for further guidance.

Ensuring that you and our educational environment is safe is of greatest importance to us.

For additional questions about the Los Angeles County Isolation and Quarantine Guidelines, please visit: [IsolationQuarantineSummaryRequirements.pdf \(lacounty.gov\)](#)

If you have any questions or concerns please contact me directly at **Phone Number** or email me at **email**.

Sincerely,

Name

COVID-19 Communications Checklist

Site:

Date:

Contact	Date	Person sending out Communication
Parent Letter (Class with positive Case)		
Notification to Daycare		
Notification to All Staff		
Notification to agencies (BLC/Child and Family)		
Notification to Transportation		
Notification to any NSD staff working on site (Ex. Music/Art/Facilities/ETC)		
Notification to any contractors working on site		

Additional Information:

Ken Hintz will notify Food Services of any positive cases on site.

Ken Hintz will notify NESP and NTA representatives of any positive case.

Keep a record of each incident on campus.

Appendix B: Site Specific Information

[McGrath](#) [Meadows](#) [Newhall](#) [Oak Hills](#) [Old Orchard](#) [Peachland](#) [Pico Canyon](#)
[Stevenson Ranch](#) [Valencia Valley](#) [Wiley Canyon](#) [District Office](#) [Facilities](#)

McGrath

- **Site Covid-19 Task Force**
 - Jennifer Boone: Principal
 - Stephanie Garcia: Office Manager
 - Ana Canchola: Custodian
 - Devi Ramos: OA II
 - Blanca Schreier: Community Outreach
 - Jen Veen: Teacher

Meadows

- **Site Covid-19 Task Force**
 - Janette Van Gelderen: Principal
 - Jayne Wiggins: Office Manager
 - Jenifer Costin: Health Assistant
 - Angel Lopez: Custodian
 - Kim Peoples: Teacher

Newhall

- **Site Covid-19 Task Force**
 - Jackie Tapia: Principal
 - Jackie Booker: Assistant Principal
 - Katherine George : Teacher
 - Carla Gomez: Teacher
 - Kelly Ferko: Preschool Administrator
 - Sylvia Villa: OA II
 - Jose Sanchez: Custodian

Oak Hills

- **Site Covid-19 Task Force**
 - Jarrod Henry: Principal
 - Amanda Andrew: Office Manager
 - Susan Makishima: Health Assistant

- Marina Rocha: Day Custodian

Old Orchard

- **Site Covid-19 Task Force**
 - Daria Ramirez: Principal
 - Bertha Conte-Ramirez: Office Manager
 - Debra Ganshirt: Health Assistant
 - Laura Holiday: Primary Teacher
 - Dora Wexler: Parent
 - Teri Silas- Safety: Supervisor
 - Danielle Ewing: District Nurse

Peachland

- **Site Covid-19 Task Force**
 - Katrina Stroh: Principal
 - Toni Granillo: Office Manager
 - Ricky Lopez: Custodian
 - Trisha Dominguez: Teacher
 - Patty McCarthy: Safety Supervisor

Pico Canyon

- **Site Covid-19 Task Force**
 - Michele Krantz: Principal
 - Melissa Wilson: Assistant Principal
 - Bryan Eifert: Teacher
 - Jen LeBlanc: Teacher
 - Jeana Rodgers: Health Office
 - Rene Guerra: Custodian
 - Cynthia Jackson: Safety Supervisor

Stevenson Ranch

- **Site Covid-19 Task Force**
 - Diana Stenroos: Principal
 - Jessica Hansen: Office Manager
 - Danielle Lloyd: Health Assistant
 - Kal Kaylor: Teacher
 - Heather Wilson: Teacher

Valencia Valley

- **Site Covid-19 Task Force**
 - Amy Gaudette: Principal
 - Kelly Stewart: SDC Teacher
 - Roger Sandino: Custodian
 - Michelle Gonzales: Health Assistant

Wiley Canyon

- **Site Covid-19 Task Force**
 - Marguerite Armstrong: Principal
 - Mayra Cuellar: Office Manager
 - April Dicesare: General Education Teacher

District Office

- **Site Covid-19 Task Force**
 - Ken Hintz Director of Human Resources
 - Amanda Montemayor Assistant Superintendent
 - Danielle Ewing District Nurse
 - Sheri Staszewski Assistant Superintendent Business

Facilities

- **Site Covid-19 Task Force**
 - Fred Palmer: Director of F.M.O.
 - Moe Cordero: Grounds Maintenance Lead
 - Kylie Gonzales: Office Assistant

Identification of COVID-19 Hazards

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

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

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

Date: **[enter date]**

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

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

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 the form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
[Add any additional controls your workplace is using]			
Administrative			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[Add any additional controls your workplace is using]			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
[Add any additional controls Is your workplace using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[Add any additional controls Is your workplace using]			

***Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.**