



**Newhall School District  
COVID-19 Safety  
and  
Prevention Program  
2021/2022 School Year**





**Jeff Pelzel**

## **A Message from the Superintendent**

As we launch the 2021-2022 school year, we are excited to be able to return to full-time in-person learning across our entire district. While our community is still feeling the impacts of COVID-19, we plan to ensure that our staff, students, and stakeholders will have a safe and positive experience each day. Our vision “Empowering Every Child Every Day” is at the forefront of everything we do in the Newhall School District.

The information in the NSD COVID Prevention Plan (CPP) takes into account the guidance and requirements set by the California Department of Public Health (CDPH) and Los Angeles County Department of Public Health (LACDPH). The purpose of this document is to provide our staff, students, and families with our plans to ensure that everyone experiences the safest environment possible, and details our response plans should anyone show symptoms or test positive for COVID.

We thank you for collaborating with us and allowing us to provide the best educational experience possible. The Newhall School District prides itself in being a place “where we all belong.”

Jeff Pelzel  
Superintendent of Schools



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## **Authority and Responsibility**

The Newhall School District Governing Board has overall authority and responsibility for implementing the provisions of this Covid Prevention Plan (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 requirements and 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 six (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. Encourage sick employees to stay home.
2. 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.
3. 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.
4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
5. 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.
6. 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.
7. 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.

8. 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*

- At least 10 days have passed since COVID-19 symptoms first appeared;
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever and reducing medications;
- COVID-19 symptoms have improved.

*When Asymptomatic*

Employees who test positive, but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

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 three (3) 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**

- Employees, students, and anyone visiting sites will make sure to wear a fresh face covering indoors everyday.
- 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.

#### **Face Shields**

- A face shield can be used as an alternative see appendix D

#### **Clear Plexiglass Barriers**

- Employees may request a plexiglass barrier in addition to a face mask or alternative face covering (See Appendix D) as an added layer of protection when face to face interactions occur.
- Requests will go through your site supervisor.

### **PHYSICAL DISTANCING**

Newhall School District worksites will maintain signs and notices to ensure physical distancing is in place.

- All classrooms and work areas are configured for three (3) feet of social distancing where possible.
- During line up outside students will practice social distancing as appropriate.



- During meal time space between tables and chairs will be increased to maintain an appropriate distance for employees and students.
- Staff will be deployed in designated areas during high traffic times to promote student social distancing.
- Elevators should have a maximum capacity allowing for three (3) feet of social distancing when possible.

### **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.

### **WORK SITE SAFETY MEASURES**

#### **Arrival and Dismissal**

Sites will incorporate social distancing protocols to keep staff and students safe at arrival and dismissal. These protocols include:

- Prior to entering the campus, parents or guardians will use the Parent Square app to complete a wellness check for their child;
- Staff will ensure students have a mask upon arrival at school;
- Site assigned personnel will monitor completion and answers of the wellness survey;
- Signs will be posted to remind staff and students to wear a mask, social distance, and what are symptoms of COVID-19;
- Social distancing dots may be in place to keep staff and students 6 feet apart;
- Ethyl alcohol-based hand sanitizer (contains at least 60% ethanol) will be in place at all entrances to the site.

\*See site specific information in the Appendix B.

#### **Emergency Drills and Events like but not limited to Fire/Earthquake and Active Shooter**

Each site will continue to conduct monthly emergency and readiness drills.

When conducting drills, sites will:

- Incorporate social distancing policies to keep staff and students safe;
- Continue to wear face coverings when indoors;
- Utilize all staff on campus to help students maintain social distancing.

When in a live emergency situation, staff and students may continue to implement social distancing and wear personal protective equipment. It is also understood that situations may occur where this may not be possible in order to save human life.

#### **Meetings**

- All meetings will take place in-person unless a covid quarantine/isolation prevents an in-person meeting; a virtual format like Zoom or Google meet can be utilized.

### **Break Rooms and Lunches**

- While eating, staff will maintain three (3) feet of social distancing when possible.
- Staff will be encouraged to wipe down shared items like the refrigerator, Kureg, and microwave with disinfectant wipes before and after each use.

### **Workrooms, Production Centers, and Shared Copiers**

- Employees are encouraged to wipe down commonly shared items like copiers, work tables, and equipment.
- Disinfectant wipes and hand sanitizer will be on hand for employees.

### **Visitors**

- It would be best practice to limit visitor access on site.
- If there is a need for business to be conducted in person, face masks must be worn indoors (See Appendix D) and maintain social distancing when possible.
- All visitors must:
  - Go through a verbal wellness screening.
    - Office staff will ask screening questions prior to letting visitors into the site.
    - Screening questions:
      - Have you had any of the following symptoms: 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, fever of 100.4 or higher?
      - Have you been in contact with anyone that has tested positive for COVID in the past 10 days?
      - Have you been diagnosed with COVID in the past 10 days?
  - If the visitor answers no to all of the questions, they will be allowed in and check in using the lobby guard system.
  - It is best practice to limit movement on campus or designate meetings to a single building/room.
  - Visitors will be provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
  - Visitors will sign out when they leave.

### **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**

(Guidelines directly off the LA County Health Department Website)

Once a case is identified at the workplace, supervisors will:

- 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 who 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 who 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 nor test (unless they develop COVID-19 symptoms).  
Note: in the setting of a workplace outbreak, testing may be needed.
- 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.
  - 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:**

Newhall School District will 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.

### **Return to Work:**

*COVID-19 cases* can return to work after the required isolation period ends.

***Close contacts that are not fully vaccinated and who have not recently recovered from COVID-19*** can return to work after 10 days have passed since the last known close contact to the COVID-19 case), as long as they never developed COVID-19 symptoms. They must continue to monitor their health for 14 days after the last contact with the case.

***Close contacts who develop COVID-19 symptoms within 14 days after the last contact with the case*** may return to work after meeting one of the following criteria:

A.

- At least 10 days have passed from when their symptoms first started; and
- Their COVID-19 symptoms have improved; and
- They have been fever free for at least 24 hours without the use of fever-reducing medicine

-or-

B.

- They test negative for COVID-19 using a PCR test with a specimen collected after their COVID-19 symptoms began; and
- At least 10 days have passed since the last known close contact with the case; and
- They have been symptom free for at least 24 hours, without using fever-reducing medicine.

Note: If the employee is either fully vaccinated or they recovered from COVID-19 within the last 90 days AND a licensed healthcare professional determines that their symptoms were caused by a known condition other than COVID-19, then they may return to work after they have been fever free for at least 24 hours without the use of fever-reducing medicine.

***Symptomatic employees that are not close contacts to a case:***

- If they are diagnosed with COVID-19 (i.e., they test positive or a healthcare provider diagnoses current COVID-19 infection)--they must follow isolation orders and can return to work after the required isolation period ends.
- If they have a negative SARS-CoV-2 viral test result and/or their healthcare provider determines they do not have COVID-19, the employee may return to work after they have been fever-free (without the help of fever-reducing medicines) for at least 24 hours.
- If an employee with symptoms of possible COVID-19 does not get tested and does not get cleared by a doctor, they should be assumed to be a case\*. They can return to work when the isolation period for a person with COVID-19 ends.

\*If the employee is fully vaccinated and/or has recently recovered from COVID-19 and there is low COVID-19 prevalence in the community and the workplace (i.e. no outbreaks at the worksite) then COVID-19 is unlikely. They may return to work once their symptoms have improved and they have been fever-free (without the help of fever-reducing medicines) for at least 24 hours.

Staff who have completed the required isolation or quarantine period can return to work and resume usual activities. A letter from Public Health or a negative COVID-19 test is not needed for staff to return to work.

For employees who develop symptoms after COVID-19 Vaccination, see [Return to Work Guidelines for Employees Who Develop Systemic Symptoms Post-Vaccination.](#)

**Testing Resources:**

Cal/OSHA COVID-19 ETS states that employers must offer testing at no cost to employees during paid time to:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure. This is a new requirement.
- Unvaccinated employees after an exposure;
- Vaccinated employees after an exposure if they develop symptoms;
- Unvaccinated employees in an outbreak;
- All employees in a major outbreak;
- For free testing resources please visit [lacounty.gov/testing](https://lacounty.gov/testing) or call 2-1-1 for help finding a free testing site.

**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.

### **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.

SB 95:

SB 95 took effect on March 29 and offers eligible workers up to 80 hours of supplemental paid sick leave through Sept. 30. Employers should note that the legislation is retroactive to January 1, 2021.

The new legislation applies to businesses with more than 25 employees and covers employees who are "unable to work or telework." SB 95 covers leave for the following reasons:

- The employee must quarantine or isolate under an order or guidelines from certain state or local authorities or the U.S. Centers for Disease Control and Prevention (CDC).
- The employee has been advised by a health care provider to self-quarantine.
- The employee has an appointment to receive a COVID-19 vaccine.
- The employee is ill after receiving a COVID-19 vaccine and cannot work or telework.
- The employee has COVID-19 symptoms and is seeking a medical diagnosis.
- The employee is caring for a covered family member who needs to quarantine or isolate.
- The employee is caring for a child whose school or child care facility is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

If you feel you are eligible for SB 95 you must contact Ken Hintz, Director of Human Resources.

## **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 who 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, including:
  - 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

If one or more students or staff members are found to be COVID-19 positive.

Step 1: Notify Director of Human Resources, Ken Hintz.

Step 2: Ken Hintz will work directly with NSD employees. District Nurses will work with the site principal on all student cases.

Step 3: Communications related to COVID-19 positive cases and suspected cases will be sent out. Principals will work with a district nurse to send out all COVID related communications to families and staff.

Step 4: Type of communication: There are specific letters that go out depending on the situation. It is important to work closely with Ken Hintz and the District Nurses to make sure the correct communications are sent. (See Communications matrix)

Step 5: 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: If a classroom or school needs to move to distance learning , the Principal will work with Ken Hintz.

Step 7: If there are any COVID-related hospitalizations or deaths, contact Ken Hintz immediately.

Step 8: **Use the communications checklist to make sure all persons on campus were notified. Keep a copy for your records.**

Situation	Type of Letter to Use
<b>Symptomatic Not Confirmed:</b> Child is sent home with symptoms or developed symptoms at home and was at school the day before. (No Positive Test at this point.)	<b>NSD Possible Case in Cohort Parent Letter</b>
<p><b>Confirmed Positive:</b> Staff or Child is confirmed as COVID positive and exposed a class or staff.</p> <p><b>PART 1 (Note: This only goes to the contacts that were considered directly exposed/Considered Close Contacts)</b></p> <p><b>PART 2 (Note: This only goes everyone else on campus, staff and students)</b></p>	<p>Two different letters that need to be sent</p> <p><b>NSD Contact of Confirmed Case</b> (One for staff and one for Parent)</p> <p><b>NSD General Notification of Confirmed Case</b> (One for Staff and One for Parents)</p>
A symptomatic child or staff that was sent home or stayed home turns into a positive case.	<b>Follow Confirmed Positive</b>
<b>School/Small Cohort Closure</b>	<p><b>NSD School/Small Cohort Closure Letter Parent</b></p> <p><b>NSD School/Small Cohort Closure Letter Staff</b></p>

## Template COVID-19 Parent or Staff Notification Letter of a Positive Case

Date

Dear (Parents or Staff),

We would like to inform you that we have recently received notice of a confirmed case of Coronavirus Disease 2019 (COVID-19) in a member of **your/your child's** classroom cohort. Through our contact tracing, **you/your child have/has** been identified as a contact of the positive case.

L.A. County defines a contact as anyone who has been within 6-feet of a confirmed COVID-19 case for 15 minutes or more in a 24-hour period (cumulative) and/or has had direct contact with respiratory secretions of a positive case. This definition applies if the exposure occurred at any time during the infectious period, which is considered two days before the onset of symptoms (or positive test if there are no symptoms) and 10 days beyond, and applies even if face coverings are worn.

Per the Department of Health guidelines, contacts of a confirmed case of COVID-19 must quarantine\* for 10 days from the date of last exposure to the infectious person (**date**), to prevent possible illness in new persons. (\*Those who have had a confirmed case of COVID-19 within the last 90 days and/or those who are two weeks past their second dose of 2-dose vaccine series or first dose of 1-dose vaccine series are exempt from the quarantine order, but should continue to monitor their symptoms for 14 days.) Contacts may also be contacted by the L.A. County Department of Public Health for contact tracing purposes.

During quarantine, **you/your child** should stay home, stay away from others, and **your/their** health should be monitored. Usual activities may resume after the 10 day quarantine (**Date**), but everyone should continue to take precautions to reduce risk (i.e. social distancing, frequent handwashing, and wearing a mask when around others) and monitor symptoms. Those in quarantine should also be tested (whether they have symptoms or not) 5-7 days after the last date of exposure and report their results to the school or district nurse. Testing is covered by insurance through personal healthcare providers or is free at community-testing sites found through [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider or testing, can call the Los Angeles County Information line 2-1-1 (available 24/7) or one of our district nurses.

Others in your household do not need to quarantine at this time. If **you/your child** has a positive test or begins to show symptoms of illness (fever, cough, shortness of breath, headaches, body aches, loss of taste or smell, sore throat, and/or diarrhea/vomiting), **you/they** should then isolate from others in your household for 10 days and those in your household would need to quarantine. If at any time **you/your child** shows severe symptoms (difficulty breathing, severe fatigue or weakness) seek immediate medical advice or call 911 for further guidance.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information. We want to reinforce that the Newhall School District has taken every precaution to reduce the risk of transmission, including requiring daily screening for adults and students, requiring employees and students to wear masks, disinfecting our sites, and reducing the number of students in any one group.

We are also taking these additional steps in response the recent case:

- Notifying LACDPH and following their protocols and guidelines
- Notifying close contacts of the case
- Custodians are conducting deep cleaning and disinfecting the exposed locations

As the Coronavirus situation in our country and our community continues to develop, we urge you to follow all guidelines and take the necessary precautions to limit coronavirus spread in our community. 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 Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](http://www.publichealth.lacounty.gov/media/Coronavirus/) at <http://www.publichealth.lacounty.gov/media/Coronavirus/>.

For additional information on Home Quarantine instructions, visit:  
<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

For additional information on Home Isolation instructions visit:  
<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

Sincerely,

Name

## Template COVID-19 General Notification Letter of a Positive Case

Date

Dear **staff/parent**,

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in at least one student/staff member at (**Insert name of Institution**). 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 has taken every precaution to reduce the risk of transmission, including requiring daily symptom screening for adults and students, requiring employees and students to wear masks, ensuring physical distancing, disinfecting our sites, and reducing the number of students in any one group.

We have also taken the following steps in response to the recent case:

- Notified the L.A. County Department of Public Health Department and are following all guidance and protocols.
- Notified all identified close contacts that they need to quarantine and provided information on free testing.
- Custodians are conducting deep cleaning and disinfecting the exposed locations.

As the Coronavirus situation in our country and our community continues to develop, we urge you to be proactive about reducing the spread, and take precautions to limit the spread.

### **How You Can Help:**

- Avoid crowds and stay 6 feet away from others who are not in your immediate household.
- Wear a clean mask whenever you are around others and avoid touching your mask (and face).
- Be diligent about daily symptom and temperature 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.

**Public Health Guidelines:**

- All confirmed COVID-19 cases should be isolated for 10 days from the date of symptom onset (or date of positive test if no symptoms) and until fever-free for 24 hours and symptom free (without medication).
- All close contacts of a confirmed case should quarantine for 14 days since the date of last contact with the infected person, if the exposure occurred within the infected person's isolation period or two days before. (Please note the L.A. County requirement is more restrictive than the updated CDC guidance.)
- A close contact is defined as anyone who has been within 6-feet of a confirmed COVID-19 case for 15 minutes or more in a 24-hour period (cumulative); is part of a classroom cohort with the infected person; and/or has had direct contact with bodily fluids/secretions of a positive case. This definition applies even if face coverings are worn.

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 Coronavirus in Los Angeles County, please visit the LA County Department of Public Health coronavirus webpage at <http://www.publichealth.lacounty.gov/media/Coronavirus/>

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

Sincerely,

**Name**

## Template for potential exposure to child with symptoms (unconfirmed case)

DATE

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 while wearing a face covering.

Per L.A. County Department of Health guidelines, symptoms consistent with possible COVID-19 infection in children include fever greater than or equal to 100.4; new cough [different from baseline]; diarrhea and/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) or who had direct contact with bodily fluids/secretions from 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 and your child may be asked to quarantine.

In the meantime, please continue to screen your child daily for symptoms of illness, wash hands frequently, wear a mask, maintain 6-feet of distance from others, and continue to limit contact with those who are not in your household. If at any time your child begins to develop symptoms consistent with COVID-19, they should begin self-isolation for 10 days. For detailed Home Isolation Instructions from the county visit [www.publichealth.lacounty.gov/acd/ncorona\\_2019/covidisolation/](http://www.publichealth.lacounty.gov/acd/ncorona_2019/covidisolation/). 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 Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](http://www.publichealth.lacounty.gov/media/Coronavirus/) at <http://www.publichealth.lacounty.gov/media/Coronavirus/>

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

Sincerely,

Name

## NSD School/Small Cohort Closure Letter Parent

Date

Dear Parents/Guardians of **School Name**,

We would like to inform you that the Los Angeles County Department of Public Health has determined that **School/Small Cohort Name** will be closed as a precaution for 14 days due to **insert number** confirmed, **non-linked/linked** cases of COVID-19. This will mean that on-campus instruction will resume on **Date**.

This is a closure of the physical campus, not a stoppage of instruction. All classes will continue online throughout the physical school closure. Small cohorts that have been receiving in-person instruction will be moved to online learning, and teachers will provide families information on when to log in to online sessions.

We thank you for your understanding through this temporary site closure. Throughout this pandemic we have worked proactively with the Los Angeles County Department of Public Health and appreciate their continued partnership to keep students and staff safe.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information with you. As a procedure, we have notified all known individuals who had close contact with those who have tested positive and those individuals have been instructed to quarantine.

If you have not been notified to quarantine, then there is no requirement to do so from the Department of Public Health.

We want to reinforce that the District has taken every precaution to reduce the risk of transmission and follow all safety protocols.

While the school is closed, we would encourage families to contact the school office through our Google Account **phone number**. They will be able to answer questions and relay messages to the staff who will be working from home. We are here for you and we thank you for your support.

Sincerely,



## NSD School/Small Cohort Closure Letter Staff

Date

Dear School Staff,

We would like to inform you that the Los Angeles County Department of Public Health has determined that School/Small Cohort will be closed as a precaution for 14 days due to Number confirmed, non-linked/linked cases of COVID-19. This will mean that on-campus instruction will resume on Date.

This is a closure of the physical campus, not a stoppage of instruction. All classes will continue online throughout the physical school closure. Small cohorts that have been receiving in-person instruction will be moved to online, and teachers will provide families information on when to log in to online sessions.

We thank you for your understanding through this temporary site closure. Throughout this pandemic we have worked proactively with the Los Angeles County Department of Public Health and appreciate their continued partnership to keep students and staff safe.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information with you. As a procedure, we have notified all known individuals who had close contact with those who have tested positive, and those individuals have been instructed to quarantine.

If you have not been notified to quarantine, then there is no requirement to do so from the Department of Public Health.

We want to reinforce that the District has taken every precaution to reduce the risk of transmission and follow all safety protocols.

Thank you for your continued dedication to your students.

Sincerely,

## 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
  - Juan Gomez: Assistant Principal
  - Wendy Luna: Office Manager
  - Xiomara Vargas: Health Assistant
  - Ana Canchola, Custodian
  - Maria Cardia: Teacher
  - George Chavez: Teacher
  - Lori Breitling Harley: Safety Supervisor
  - Collette Sims: Nurse

### **Meadows**

- **Site Covid-19 Task Force**
  - Janette Van Gelderen: Principal
  - Sarah Johnson: Assistant Principal
  - Jayne Wiggins: Office Manager
  - Susan Necessary: Office II
  - Amy Dobry: Teacher
  - Gabby Miseroy: Teacher
  - Terri Parks: Teacher
  - Tricia Frink: Safety Supervisor
  - Stacey Hamblin: Parent
  - Jonathan Waymire: Parent

### **Newhall**

- **Site Covid-19 Task Force**
  - Jackie Tapia: Principal
  - Katrina Stroh : Assistant Principal
  - Brenda Calendo: Health Assistant
  - Katherine George : Teacher
  - Carla Gomez: Teacher
  - Glenda Oliva: School Psychologist

## Oak Hills

- **Site Covid-19 Task Force**
  - Wendy Maxwell: Principal
  - Sarah Johnson-: Assistant Principal
  - Office Manager: Sandy Anderson
  - Health Assistant: Susan Makishina
  - Custodian: Moses Gomez until Marina Rocha returns from leave
  - Safety Supervisor : Maria Gomez
  - Primary Teacher : will need to ask
  - Upper Teacher: will need to ask

## Old Orchard

- **Site Covid-19 Task Force**
  - Daria Ramirez: Principal
  - Jayne Perez: Assistant Principal
  - Bertha Conte-Ramirez: Office Manager
  - Debra Ganshirt: Health Assistant
  - Gil Fajardo: Day Custodian
  - Anne Susdorf: Upper Grade Teacher
  - Laura Holiday: Primary Teacher
  - Dora Wexler: Parent
  - Teri Silas: Safety Supervisor
  - Danielle Ewing: District Nurse

## Peachland

- **Site Covid-19 Task Force**
  - Diana Stenroos: Principal
  - Melanie Morrow: Assistant Principal
  - Toni Granillo: Office Manager
  - Kimberly Martinez: Heath Assistant
  - Ricky Lopez: Custodian
  - Trisha Dominguez: Teacher
  - Patty McCarthy: Safety Supervisor

## Pico Canyon

- **Site Covid-19 Task Force**
  - Tammi Rainville: Principal
  - Melissa Wilson: Assistant Principal

- Bryan Eifert: Teacher
- Jen LeBlanc: Teacher
- Giselle Price: Office
- Jeana Rodgers: Health Office
- Rene Guerra: Custodian
- Bonnie Spinrad: Safety Supervisor

### **Stevenson Ranch**

- **Site Covid-19 Task Force**
  - Tim Lankford: Principal
  - Jessica Hansen: Office Manager
  - Danielle Lloyd: Health Assistant
  - Hector Juarez: Custodian
  - Kal Kaylor: Teacher
  - Heather Wilson: Teacher
  - Evelyn Taylor: Safety Supervisor
  - Sandy Gault: District Nurse

### **Valencia Valley**

- **Site Covid-19 Task Force**
  - Amy Gaudette: Principal
  - Sarah Johnson: Assistant Principal
  - Roger Sandino: Custodian
  - Danielle Ewing: School Nurse
  - Michelle Gonzales: Health Assistant
  - Melissa Downs: Safety Supervisor
  - Kelly Koogler: RSP

### **Wiley Canyon**

- **Site Covid-19 Task Force**
  - Stacy Williamson: Principal
  - Merli Soni: Assistant Principal
  - Marcella Chang: Health Assistant
  - Danielle Ewing: District Nurse
  - Rafael Yoakum: Day Custodian
  - Tina Van Dyke: SDC Teacher
  - April DiCesare: General Education Teacher
  - Terri Scott: Safety Supervisor

## **District Office**

- **Site Covid-19 Task Force**
  - Ken Hintz: Director of Human Resources
  - Amanda Montemayor: Assistant Superintendent Human Resources
  - Danielle Ewing: District Nurse
  - Sandy Gault: District Nurse

## **Facilities**

- **Site Covid-19 Task Force**
  - Fred Palmer: Director of Facilities, Maintenance, and Operations
  - Moe Cordero: Grounds Maintenance Lead
  - Kylie Gonzales: Office Assistant

**Appendix C: COVID-19 Identification of Hazards and Inspections Form**

## **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)]**

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


## COVID-19 Inspections

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://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
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			

<b>Additional room air filtration*</b>			
<b>[Add any additional controls your workplace is using]</b>			
<b>Administrative</b>			
<b>Surface cleaning and disinfection (frequently enough and adequate supplies)</b>			
<b>Hand washing facilities (adequate numbers and supplies)</b>			
<b>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</b>			

<b>PPE (not shared, available and being worn)</b>			
<b>Face coverings (cleaned sufficiently often)</b>			
<b>Gloves</b>			
<b>Face shields/goggles</b>			



Respiratory protection			
[Add any additional controls your workplace is using]			
<p><b>*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.</b></p>			

## **Appendix D: NSD Mask Exemption and Enforcement Protocols 2021-2022**

Newhall School District is subject to the restrictions imposed by the “public health rules” established by California Department of Public Health (CDPH), as well as Los Angeles County Department of Public Health (LACDPH). The adopted rules require that staff, students and visitors to school sites must wear masks while indoors, unless an exemption applies. The NSD Governing Board has passed a Resolution addressed to state and county officials calling for a revision to the public health policies to allow for a mask optional policy while indoors, but that has not yet been granted. We will continue to advocate for that change.

The NSD Board and administration have reviewed and considered ample evidence that shows that staff and students have faced extensive traumatic experiences, including issues impacting social-emotional well-being, resulting from the prolonged social isolation, absence from in-person instruction, and other related restrictive public health mandates implemented to counteract the COVID-19 pandemic. Accordingly, as elected policymakers and local regulators within their jurisdiction, NSD’s Governing Board implements best practices in setting and regulating policies, procedures, protocols, and workplace safety guidelines consistent with Trauma Informed Practices, the unique circumstances and conditions of the Newhall School District, including its instructional program, for its stakeholders, and the surrounding community.

NSD will continue to implement best practices in social distancing (as applicable under then-current guidelines), including the purchasing of desks that allow students to meet social-distancing guidelines; optimizing ventilation in indoor settings; and regular cleaning and disinfecting of facilities and surfaces consistent with CDC guidelines, as well as continued contact tracing, case reporting, and investigation in combination with adherence to the recommended quarantine and isolation guidance for vaccinated and unvaccinated students and staff.

The following individuals are exempt from wearing masks at all times under the current CDPH guidelines:

- Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

The current CDPH regulations require school districts to develop and implement the protocols that will be used to enforce the mask mandates on school sites. Consistent with that direction, the Governing Board establishes the following protocols at all sites that may only be made more restrictive by the vote

of the Governing Board at one of its scheduled public meetings:

- Mask wearing is **required** for all indoor settings for all individuals to whom no exemption applies; however, mask wearing while indoors will be optional for all individuals as soon as permitted by applicable regulations/law.
- Mask wearing outdoors is optional.
- No students, staff or site visitors shall be harassed, shamed or bullied in any way for wearing a mask indoors or outdoors, nor for being exempt from wearing a mask.
- Staff, visitors, or parents of students with a medical condition, mental health condition, or disability that prevents the staff, visitor or student (as applicable) from wearing a mask shall inform NSD administration, site administration, or in the case of a student, the student's teacher, of such medical condition, mental health condition or disability and the staff, visitor or student will be exempt from wearing a mask indoors pursuant to the CDPH exemptions listed above and as more fully detailed below.
- Per the CDPH guidelines, students, staff and visitors exempted from wearing masks for "medical conditions" must wear a non-restrictive alternative, such as a face shield with a drape, until such time it is no longer required by regulation/law. ***A doctor's note is required for a medical exemption.***
- Per the CDPH guidelines, students, staff and visitors exempted from wearing masks for "mental health condition" must wear a non-restrictive alternative, such as a face shield with a drape, until such time it is no longer required by regulation/law. ***A note from a licensed professional, psychologist, or counselor is required for a mental health exemption.***
- Per the CDPH guidelines, students, staff and visitors exempted from wearing masks for a "disability" must wear a non-restrictive alternative, such as a face shield with a drape, until such time it is no longer required by regulation/law. ***A note from a medical professional is required for a disability exemption.***
- Staff, visitors, or parents of students who are hearing impaired (where the ability to see the mouth is essential for communication) shall inform NSD administration, site administration, or in the case of a student, the student's teacher, of such hearing impairment. The affected student, staff, or visitor and those communicating with the individual, may use an alternative face covering (such as a face shield with a drape), or may temporarily lift the mask to communicate. ***A note from a medical professional is required for a hearing-impaired exemption.***
- NSD Governing Board has determined that in each of the following situations mask wearing for students or staff doing work related to school may create risks to those persons, and therefore exempt them from the mask-wearing requirement:
  - When a student or staff experiences recurring nausea, overheating or dizziness; the individual may be referred for evaluation by staff as to whether an alternative face covering (such as a face shield with a drape) is appropriate;
  - When it causes vision impairment related to fogging of prescription glasses, students or staff may be provided an alternative face covering (such as a face shield with a drape);

The NSD site and District staff shall enforce the mask mandate by doing the following to support the safety of all staff, students, and visitors:

- The school shall provide masks to non-exempt staff, students, and visitors who inadvertently fail to bring face coverings to school;

- The school shall provide a non-restrictive face covering (such as a face shield with a drape for exempt staff, students, and visitors who fail to bring a face covering to school);
- Non-exempt students who refuse to wear a mask will:
  - Participate in a conference with a site administrator and a parent or guardian on their first and second offense; however, the student must wear a mask to be able to return to class.
  - If the refusal to wear a mask persists, the student will be offered alternative educational opportunities, including the District's Independent Study program established by the District;
- When students are temporarily prevented from being able to easily hear or understand instructions from responsible adults related to physical health and safety, a mask may temporarily be removed or the adult can be provided an alternative face covering;
- When students are temporarily prevented from being able to easily hear or understand instructions from responsible adults related to educational instruction (impermissible risk of learning loss particularly in English Learner (EL) students and students with disabilities), a mask may temporarily be removed or the adult can be provided an alternative face covering;
- When adults are temporarily prevented from being able to hear and understand questions from students that may include needed assistance for physical safety and wellbeing, particularly in young children, the student may temporarily remove their mask or wear an alternative face covering;
- If masks are deemed not feasible for pedagogical or developmental reasons, such as communicating or assisting young children or those with special needs, staff will work to reasonably maintain social distancing;
- During participation in indoor sports, exercise, or other strenuous activities where students can be appropriately socially-distanced, students may not be required to wear a mask;
- During band and orchestra, students will be provided an alternative mask and a bell cover for use when applicable;
- During chorus and dramatic performances, students and staff are required to be appropriately socially distanced to not be required to wear a mask;
- Non-exempt staff or visitors who refuse to wear a mask will not be allowed inside District property;
- Classroom desks will be socially distanced at 3ft, as feasible;
- Except as necessary to ensure the staff, student, or visitor with an exemption is permitted to be exempt, site and district personnel shall respect the confidentiality and privacy of the individuals disclosing the medical condition, mental health condition, or disability (including, but not limited to hearing impairment) by not disclosing the underlying condition or disability.

Reviewed and Approved by the Governing Board: July 29, 2021