



**Newhall School District**  
**COVID-19 Safety and**  
**Prevention Program**  
**2023/2024 School Year**



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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 a 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. 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. When required by the health department, NSD will provide and require employees to use face coverings. 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. When necessary, 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 when needed. 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 follow health department guidance on quarantine and/or isolation as required by law.
6. 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.

### **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 should self-screen for COVID-19 symptoms prior to entering the facility for their shift. Employees should stay home and seek medical treatment and/or testing 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 should 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. When symptomatic, an employee should follow public health agency guidelines.
  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, should 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: (Please see LACDPH Link: [http://publichealth.lacounty.gov/media/Coronavirus/docs/isolation\\_quarantine\\_guidelines/LAC\\_DPH\\_Guidelines\\_for\\_COVID\\_cases\\_and\\_contacts.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/isolation_quarantine_guidelines/LAC_DPH_Guidelines_for_COVID_cases_and_contacts.pdf))
  7. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.
  8. Employees are 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.
  9. Employees should cover coughs and sneezes, and avoid touching eyes, nose, and mouth with unwashed hands.
  10. Employees should 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.
  11. 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.**
- 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 that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

- 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.
- 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:

- Hand sanitizer may be available at the entrance to the main office.
- 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.

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:**

- 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.

**VISITORS**

- All visitors that are working with children should self-screen prior to volunteering.
- All visitors that are working with children will follow current health department masking guidelines.

**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 an isolated room.
  - Students will wait in an isolated 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 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.
- 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.
- Follow the Department of Public Health’s reporting guidelines for COVID-19 exposures at work sites.



## **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 and local Health Department guidelines for returning employees to work.

<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>

### **Responding to COVID-19 in the workplace**

NSD has 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, NSD 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 current health department instructions.
- 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 LACDPH if three (3) or more cases of COVID-19 are epi-linked.

### **Outbreak Response**

NSD 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.

**Close Contacts to COVID-19 cases will follow California and local Health Department guidelines for isolation and returning to work.**

### **What is a Close Contact?**

Decision Pathways for Symptoms in Early Care and Education Centers and TK-12 Schools link:

<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>

### **Quarantine Information?**

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

### **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 the Director of Human Resources, who will assess the report and notify essential personnel for an appropriate response.
3. The NSD has developed a bank of letters for supervisors to use when reporting exposure and outbreaks to families and employees.
4. 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 the 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.
5. When required by law, the Newhall School District will provide COVID-19 testing to potentially exposed employees.

### **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 [http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/AppendixT1\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/AppendixT1_K12Schools.pdf)

## **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:

- Cal/OSHA training video.
- 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 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.
  - 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 have access to this protocol via the district websites and will be provided a hard copy upon request.

## 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**
  - Traci Curtis: Principal
  - Stephanie Garcia: Office Manager
  - Horalia Wensley: Health Assistant
  - Ana Canchola: Custodian

### **Meadows**

- **Site Covid-19 Task Force**
  - Janette Van Gelderen: Principal
  - Sylvia Villa: Office Manager
  - Jenifer Costin: Health Assistant
  - Angel Lopez: Custodian

### **Newhall**

- **Site Covid-19 Task Force**
  - Jackie Tapia: Principal
  - Myra Cuellar: Office Manager
  - Cristina Sandino: Health Assistant
  - Kelly Ferko: Preschool Administrator
  - Jose Sanchez: Custodian

### **Oak Hills**

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

## Old Orchard

- **Site Covid-19 Task Force**
  - Daria Ramirez: Principal
  - Bertha Conte-Ramirez: Office Manager
  - Debra Ganshirt: Health Assistant
  - Juan Carlos Garcia Sanchez: Custodian

## Peachland

- **Site Covid-19 Task Force**
  - Katrina Stroh: Principal
  - Toni Granillo: Office Manager
  - Kimberly Navarrete: Health Assistant
  - Ricky Lopez: Custodian

## Pico Canyon

- **Site Covid-19 Task Force**
  - Michele Krantz: Principal
  - Susan Necessary: Office Manager
  - Jeana Rodgers: Health Office
  - Rene Guerra: Custodian

## Stevenson Ranch

- **Site Covid-19 Task Force**
  - Diana Stenroos: Principal
  - Jessica Hansen: Office Manager
  - Danielle Lloyd: Health Assistant
  - Henry Corado: Custodian

## Valencia Valley

- **Site Covid-19 Task Force**
  - Melissa Wilson: Principal
  - Lorri Bond: Office Manager
  - Michelle Gonzales: Health Assistant
  - Roger Sandino: Custodian

## Wiley Canyon

- **Site Covid-19 Task Force**
  - Marguerite Armstrong: Principal
  - Graciela Marin Mariano: Office Manager
  - Katie Clark: Health Assistant
  - Zaira Herrera: Custodian

## District Office

- **Site Covid-19 Task Force**
  - Ken Hintz: Director of Human Resources
  - Amanda Montemayor: Assistant Superintendent
  - Colette Sims: District Nurse
  - Arik Avanesyans: Assistant Superintendent Business

## Facilities

- **Site Covid-19 Task Force**
  - Fred Palmer: Director of F.M.O.
  - Dan Keracher: Asst. Director of F.M.O.
  - Kylie Gonzales: Office Assistant