



**AUBURN UNION SCHOOL DISTRICT**  
**COVID-19 Prevention Program (CPP)**  
**2020-2021**

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# COVID-19 Prevention Program (CPP) for Auburn Union School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date:** March 2021

## Authority and Responsibility

**The Superintendent, Amber Lee-Alva, the Human Resource Technician, Alyssa Broddrick, and The COVID Prevention Team members** have 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.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls. Implement any new prevention controls in a timely manner (24-48 hours as a standard practice). Must implement temporary prevention control, if current practice is unsafe/outdated until long term solution(s) can be implemented.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Evaluate any exposures and hazards during daily routine cleaning and sanitization.

## Employee participation

All employees of the District are to, without fear of reprisal, report to their Supervisor or Manager any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19.

## Methods of Reporting:

- Directing any positive cases or known exposure to Melissa Davis, Health Services Coordinator/ District Nurse
- Contacting Auburn Union's COVID Prevention team members with any unsafe practices, potential COVID hazards or exposures immediately upon knowledge of issue/possible exposure.

## **Employee screening**

All AUSD employees are to perform a daily self-screen according to the CDPH guidelines, through Public School Works (PSW) Daily Health Screening program prior to reporting to their work site. If the employee cannot access the Health Screening program from home, they must use the computer/tablet in the front office at each site location prior to the start of their shift. If the employee is observing symptoms, but cannot access the PSW online, they should not go to the school site. Instead the employee is directed to contact Melissa Davis, Health Services Coordinator/District Nurse and their site Principal.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

### **(A) Evaluate existing prevention controls**

The District will evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.

Once an existing order and guidance from the State of California and the local health department have been updated, The District meets to discuss current practices and the use of Appendix B to document any changes that need to be made.

### **(B) Periodic Inspections**

The District will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.

Upon routine cleaning, the District staff will assess and identify if any current practices, procedures or work environments need to be modified.

If a modification needs to be made, that cannot be immediately rectified, the district staff will meet within 1-2 business days to provide possible solutions. Temporary solutions/modifications may be made in the event parts/supplies need to be ordered.

Site staff will be immediately notified of any potentially unsafe, unhealthy, or hazardous condition and asked to avoid the area.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

**(A)** All employees will be separated from other persons by at least six feet (except where it can be demonstrated that six feet of separation is not possible, and except for momentary exposure while persons are in movement)

Methods of physical distancing include:

- Telework or other remote work arrangements, where feasible;
- Reducing the number of persons in an area at one time, including visitors;
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
- Staggered arrival, departure, work, and break times;
- Adjusted work processes or procedures, to allow greater distance between employees.

**(B)** When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible. Student seats will be no less than four feet apart at any time.

(C) Partitions have been added to stationary workstations where six feet cannot be maintained.

## Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Cloth face coverings should be cleaned on a daily basis by the employee. Disposable masks should be switched out on a daily basis to avoid any cross contamination.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. If an employee encounters any persons not wearing face coverings of any kind on campus, they should maintain six feet distance and advise/offer the individual a face mask that can be obtained at the school's front office.

## Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- All school sites have had partitions added to the stationary workstations
- Children's seats have been spaced no less than four feet apart to ensure maximum spacing, six feet where classroom size permits
- Markings on classroom floors, hallways, and shared spaces to promote distancing
- Arranging desks in a way that minimizes face-to-face contact.
- The use of shared space (i.e. library, multi-purpose room, gymnasium, ect.) for classrooms that student enrollment will not allow for proper spacing.
- Use of outdoor space for class, weather permitting.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- For buildings with mechanical or natural ventilation, or both, the District will 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 letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- Merv. 13 filters have been installed in all classrooms. Filters are checked on a regular basis to ensure minimization of COVID particles in the air.

## Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The District will inform employees and authorized employee representatives of

cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

- a. Cleaning frequency charts have been added to the back of each classroom, office, breakroom, library, gymnasium, bathrooms and other shared locations to ensure nightly cleaning practices/protocols are followed. Principals are responsible for checking and reporting to the Maintenance and Operations Director if changes need to be made.

2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

1. Immediate evacuation of the exposed work location, notice to employees or person in the exposed areas.
2. Notices prohibiting staff from use of exposed work space.
3. Immediate cleaning and disinfecting of any exposed work location.
  1. Maintenance and Custodial staff are required to follow work site specific checklist for any COVID confirmed contamination.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by Maintenance and Custodial staff on a daily basis and site staff by using site provided sanitation wipes.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Have inspected all hand washing stations to ensure safety and minimization of cross contamination for all staff and students.
- As an additional resource, our staff and students will utilize bathroom facilities when a handwashing station is not in the classroom or if the entire class needs time to wash their hands. This will help minimize the number of individuals at a hand washing station at one time.
- Teachers will instruct students to clean their hands at the beginning of each day, prior to instruction and at different times throughout the day. Teachers are also required to follow the same handwashing procedures.
- Signs on proper handwashing techniques have been posted in various locations at each school site to remind both staff and students the proper and safest handwashing techniques. Auburn Union encourages all staff, students, student teachers, volunteers and visitors to wash their hands for a minimum of 20 seconds.
- Hand sanitizer (non-methanol sanitizers) have been provided in all classrooms, office spaces, and any communal location to be used in-between handwashing times.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

1. Directed to contact Melissa Davis, our Health Services Coordinator/District Nurse. All information is only provided to our COVID prevention team members. Confidential information is not shared with outside parties.
2. Our Health Services Coordinator/District Nurse will determine the next steps and if screening is required/advised.
3. If advised to get a COVID test, employees will be directed to one of Placer County Health Department testing sites.

### **Surveillance testing**

1. Unit members shall be tested for COVID-19 every eight calendar weeks. Optumserve testing (placer County Health Department testing sites) is available at no cost. If a unit member is unable to schedule surveillance testing during non-instructional hours, s/he shall work with their supervisors to schedule surveillance testing.
2. Unit members who receive positive test results must not report to work and must Contact the Superintendent's office immediately.
3. Unit members shall submit negative test results the Human Resources Department(either electronically or in writing).

### **Material Distribution**

All materials regarding COVID-19 hazards and AUSD's COVID-19 policies and procedures can be found at each school site and the District Office. Any updates will be sent to staff via email, mail or electronic files (via shared google drive). The shared google drive will have electronic copies of all training materials, COVID prevention procedures, COVID exposure protocols and incident reports. The Google shared folder is titles: COVID-19 information for AUSD.

## **System for Communicating**

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how to fill out the reporting forms or use the online reporting portal.
- That employees can report symptoms and hazards without fear of reprisal. We encourage staff to directly communicate any hazards to their site principals. If they'd like to remain anonymously in their reporting, each school site has a designated COVID reporting drop location where they can fill out a reporting form. Additionally, they can use the COVID-19 reporting link on our website ([auburn.k12.ca.us](http://auburn.k12.ca.us)).
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing. PCOE offers Auburn Union employees surveillance testing, free of charge. Additionally, some private insurances are

- offering testing at their facilities or through local testing centers.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. All AUSD employees will be directed to a PCOE testing center, with no cost to them during their normal scheduled work hours. If the employee has a positive test result, they must immediately report our Health Services Coordinator, Melissa Davis and the rest of the COVID Prevention team members for further
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures. All information regarding potential COVID-19 hazards and exposure can be found in AUSD's google shared folder.
- All staff and family notification forms can be found in: Appendix C (A 1-3)

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document onsite/in-person training.

## Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by contacting Alyssa Broddrick, Human Resource Technician and Michelle Buntt, payroll coordinator. Alyssa and Michelle will work with the employee to review any FFCRA entitlements, other leave possibilities, worker's compensation entitlements and eligibility, and supplemental sick leave benefits entitlements.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will 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.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
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Amber Lee Alva  
Superintendent  
Auburn Union School District

## Appendix A: Identification of COVID-19 Hazards - District Office

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, 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 fixed work locations.

Person conducting the evaluation: **Justin Carrion**

Date: **1/29/2021**

Name(s) of employee and authorized employee representative that participated: **Justin Carrion and Scott Bentley**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Interaction with public to conduct school related business	District Office. Work hours are from 8:30 am to 4:30 pm	Potential for employees and members of the public to transmit COVID-19 if in close contact	Signs are placed at all entry ways informing the public to wear a mask, maintain 6-foot distancing, and asking them not to enter if they have COVID-19 symptoms. A protective barrier is placed at the reception desk. Masks are available for people to use. Hand sanitizing solution is available.
Meetings	District Office and Warehouse. Work hours are from 7:30 am to 5:00 pm	Potential for employees to transmit COVID-19 if in close contact	Meetings are held either: a) by video and/or phone, or b) in a large room where social distancing guidelines are achievable. High-touch surfaces are cleaned and disinfected daily.
Bathrooms	District Office and Warehouse. Work hours are from 7:30 am to 5:00 pm	Potential for employees to transmit COVID-19 if in close contact	Social distancing guidelines are enforced. Bathrooms are cleaned and disinfected daily
Staff Lunch Room	Staff lunch room is located in the District Office and typically used between 11:30 am and 2:00 pm	Potential for employees to transmit COVID-19 if in close contact. This risk is heightened during eating.	Staff eat at their desk, where possible. Staff that are unable to eat at their desk will stagger lunch breaks to maintain social distancing.

## Appendix A1 : Identification of COVID-19 Hazards - Alta Vista Community Charter School

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, 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 fixed work locations.

Person conducting the evaluation: **Nicole Cumbra**

Date: **1/25/2021**

Name(s) of employee and authorized employee representative that participated: **Justin Carrion and Nicole Cumbra**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Ingress/Egress	Arrival and dismissal	Staff, students, and parents/guardians	Social distancing guidelines observed and enforced - maintain physical distancing, wear cloth face coverings
Blacktop	Arrival, morning recess, lunch recess	All staff	Social distancing guidelines observed and enforced - maintain physical distancing, wear cloth face coverings
Lunchroom	Arrival, morning, lunch recess	All staff	Social distancing guidelines observed and enforced - students maintain physical distancing in line, while seated for lunch, when dismissed to recess
Staffwork Room	Area in the school designated for lesson prep.	All staff	Social distancing guidelines observed and enforced. wear cloth face coverings
Bathrooms	Student restrooms located throughout campus	All staff	Students are explicitly taught social distancing restroom expectations. Limit number of students allowed in the restroom to three at the same time. Students encouraged to use

			the restroom during class instruction time instead of recess to reduce the number of students in restrooms at any one time. Staff review and enforce these expectations with students.
Classrooms	Students are in classrooms during instructional time.	All staff	Students and staff required to wear cloth face coverings while in the classroom. Spacing between student seating areas meet CDPH social distancing guidance. Limit sharing of materials.
Walkways/classroom halls	Areas used to access the classroom as well as other parts of the school.	All staff	Social distancing guidelines observed and enforced. wear cloth face coverings
Health Office	Office staff	Health Clerk, Health Coordinator, and Office Staff, Custodian	Social distancing guidelines observed and enforced. wear cloth face coverings *Students exhibiting COVID-19 symptoms are placed in an isolation room.
Office	Office staff, public during office hours.	All staff and public who enter	Social distancing guidelines observed and enforced. Plexiglass barriers between office staff and public, and mask policy enforced.

## Appendix A2 : Identification of COVID-19 Hazards Auburn Elementary School

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, 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 fixed work locations.

Person conducting the evaluation: **Zack Schulz**

Date: **1/25/2021**

Name(s) of employee and authorized employee representative that participated: **Zack Schulz and Justin Carrion**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Ingress/Egress	Arrival and dismissal	Staff, students, and parents/guardians	Social distancing guidelines observed and enforced - maintain physical distancing, wear cloth face coverings
Blacktop	Arrival, morning recess, lunch recess	All staff	Social distancing guidelines observed and enforced - maintain physical distancing, wear cloth face coverings
Lunchroom	Arrival, morning, lunch recess	All staff	Social distancing guidelines observed and enforced - students maintain physical distancing in line, while seated for lunch, when dismissed to recess
Staffwork Room	Area in the school designated for lesson prep.	All staff	Social distancing guidelines observed and enforced. wear cloth face coverings
Bathrooms	Student restrooms located throughout campus	All staff	Students are explicitly taught social distancing restroom expectations. Limit number of students allowed in the restroom to three at the same time. Students encouraged to use the restroom during class instruction time instead of recess to reduce the number of students in restrooms at any one time. Staff review and enforce

			these expectations with students.
Classrooms	Students are in classrooms during instructional time.	All staff	Students and staff required to wear cloth face coverings while in the classroom. Spacing between student seating areas meet CDPH social distancing guidance. Limit sharing of materials.
Walkways/classroom halls	Areas used to access the classroom as well as other parts of the school.	All staff	Social distancing guidelines observed and enforced. wear cloth face coverings

### **Appendix A3: Identification of COVID-19 Hazards** **Rock Creek Elementary**

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, 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 fixed work locations.

**Person conducting the evaluation: Bevin Graham, Principal**

**Date: 1/25/2021**

**Name(s) of employee and authorized employee representative that participated: Bevin Graham & Justin Carrion**

<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, including barriers, partitions and ventilation</b>
Ingress/Egress	Arrival and dismissal	Staff, students, and parents/guardians	Social distancing guidelines observed and enforced - maintain physical distancing, wear cloth face coverings

Blacktop	Arrival, morning recess, lunch recess	All staff	Social distancing guidelines observed and enforced - maintain physical distancing, wear cloth face coverings
Lunchroom	Arrival, morning, lunch recess	All staff	Social distancing guidelines observed and enforced - students maintain physical distancing in line, while seated for lunch, when dismissed to recess
Staffwork Room	Area in the school designated for lesson prep.	All staff	Social distancing guidelines observed and enforced. wear cloth face coverings
Bathrooms	Student restrooms located throughout campus	All staff	Students are explicitly taught social distancing restroom expectations. Limit number of students allowed in the restroom to three at the same time. Students encouraged to use the restroom during class instruction time instead of recess to reduce the number of students in restrooms at any one time. Staff review and enforce these expectations with students.
Classrooms	Students are in classrooms during instructional time.	All staff	Students and staff required to wear cloth face coverings while in the classroom. Spacing between student seating areas meet CDPH social distancing guidance. Limit sharing of materials.
Walkways/classroom halls	Areas used to access the classroom as well as other parts of the school.	All staff	Social distancing guidelines observed and enforced. wear cloth face coverings
Health Office	Office staff	Health Clerk, Health Coordinator, and Office Staff, Custodian	Social distancing guidelines observed and enforced. wear cloth face coverings *Students exhibiting COVID-19 symptoms are placed in an isolation room.
Office	Office staff, public during office hours.	All staff and public who enter	Social distancing guidelines observed and enforced. Plexiglass barriers between office staff and public, and mask policy enforced.

## Appendix A4 : Identification of COVID-19 Hazards - Skyridge Elementary

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, 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 fixed work locations.

**Person conducting the evaluation: Laurie Balsano Wright**

**Date: January 25, 2021**

**Name(s) of employee and authorized employee representative that participated: Laurie Balsano Wright and Justin Carrion**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Ingress/Egress	Arrival and dismissal	Staff, students, and parents/guardians	Social distancing guidelines observed and enforced - maintain physical distancing, wear cloth face coverings
Blacktop	Arrival, morning recess, lunch recess	All staff	Social distancing guidelines observed and enforced - maintain physical distancing, wear cloth face coverings
Lunchroom	Arrival, morning, lunch recess	All staff	Social distancing guidelines observed and enforced - students maintain physical distancing in line, while seated for lunch, when dismissed to recess
Staffwork Room	Area in the school designated for lesson prep.	All staff	Social distancing guidelines observed and enforced. wear cloth face coverings
Bathrooms	Student restrooms located throughout campus	All staff	Students are explicitly taught social distancing restroom expectations. Limit number of students allowed in the restroom to three at the same time. Students encouraged to use the restroom during class instruction time instead of recess to reduce the number of students in restrooms at any one time. Staff review and enforce

			these expectations with students.
Classrooms	Students are in classrooms during instructional time.	All staff	Students and staff required to wear cloth face coverings while in the classroom. Spacing between student seating areas meet CDPH social distancing guidance. Limit sharing of materials.
Walkways/classroom halls	Areas used to access the classroom as well as other parts of the school.	All staff	Social distancing guidelines observed and enforced. wear cloth face coverings
Health Office	Office staff	Health Clerk, Health Coordinator, and Office Staff, Custodian	Social distancing guidelines observed and enforced. wear cloth face coverings *Students exhibiting COVID-19 symptoms are placed in an isolation room.
Office	Office staff, public during office hours.	All staff and public who enter	Social distancing guidelines observed and enforced. Plexiglass barriers between office staff and public, and mask policy enforced.

## Appendix A5: Identification of COVID-19 Hazards **EV Cain Middle School**

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, 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 fixed work locations.

**Person conducting the evaluation:** Scott Johnson and Steve Schaffer

**Date:** 1/25/2021

**Name(s) of employee and authorized employee representative that participated:** Scott Johnson and Steve Schaffer

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
School Office/ Lobby	7:30 a.m. – 3:30 p.m. School Office/Lobby	Without safeguards, potential exposure to COVID-19 infected persons.	Mandatory face covering. Limit the number of persons in the lobby. Six feet distancing painted (paws) on sidewalk outside doorway.
Hallways & Walkways	7:45 a.m. – 2:00 p.m. All hallways & walkways throughout school campus.	Without safeguards, potential exposure to COVID-19 infected persons.	Clearly marked traffic patterns using arrows and signs to limit mixing and cross-traffic. Active supervision / firm reminders to maintain physical distancing. Mandatory face covering.
Eating areas	Lunch period. Cain Station, Amphitheatre, Dragila Gym (raining)	Without safeguards, potential exposure to COVID-19 infected persons.	Mandatory face covering unless actively eating. Minimum 6 ft. distancing when eating. Designated seating (two per table and paw prints) to provide social distancing.

School Campus	7:30 a.m. – 3:30 p.m. School property	Without safeguards, potential exposure to COVID-19 infected persons.	Non-essential visitors are not allowed on campus
Classrooms	7:45 a.m. - 2:00 p.m. Instructional rooms	Without safeguards, potential exposure to COVID-19 infected persons.	Non-essential furniture is removed from rooms. Student and teacher seating has been established in every classroom to ensure social distancing. Four foot distance absolutely maintained. Many instances of six feet or greater distance. Barriers (shields) are on every desk, desk area is wiped down after every use.

## Appendix B: COVID-19 Inspections District Office

Date: **1/29/2021**

Name of person conducting the inspection: **Justin Carrion**

Work location evaluated: **District Office/Warehouse**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Installed at reception desk	Director of Maintenance & Operations	October, 2020
Ventilation (amount of fresh air and filtration maximized)	MERV-13 filters are installed. Fresh air damper installed	Director of Maintenance & Operations	December, 2020
Additional room air filtration	Windows and doors are opened as conditions allow	General staff	March, 2020
<b>Administrative</b>			
Physical distancing	Signs are installed mandating all people maintain 6 feet of social distance. Floor is marked to indicate 6-foot distance between people in line at reception desk	Director of Maintenance & Operations	March, 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	High-touch surfaces are cleaned and disinfected daily	Director of Maintenance & Operations	October, 2020
Hand washing facilities (adequate numbers and supplies)	Bathrooms are available in the District Office and Warehouse for handwashing.	Director of Maintenance & Operations	March, 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Hand sanitizing solutions are available throughout the buildings	Director of Maintenance & Operations	March, 2020
<b>Personal Protective Equipment (PPE)</b>			
Face coverings (cleaned sufficiently often)	Masks have been distributed to all staff and are available to the public upon entry to the building.	Director of Maintenance & Operations	August, 2020

Gloves	NA		
Face shields/goggles	NA		
Respiratory protection	NA		

## Appendix B 1: COVID-19 Inspections **Alta Vista Community Charter School**

[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 form accordingly.]

Date: **1/25/2021**

Name of person conducting the inspection: **Nicole Cumbra**

Work location evaluated: **Alta Vista Community Charter School**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Installed at every student seating area in classrooms, office and assessment areas.	Principal/Director of Maintenance & Operations	Completed October 2020
Ventilation (amount of fresh air and filtration maximized)	Installed MERV-13 filters for all site HVAC systems	Principal/Director of Maintenance & Operations	Completed October 2020
Additional room air filtration	Opened windows and doors	Principal	N/A
<b>Administrative</b>			
Physical distancing	Social distancing markers and signage throughout campus. Added ground markings that indicate direction of one-way foot traffic	Principal	Ongoing
Surface cleaning and disinfection (frequently enough and adequate supplies)	Daily or as needed to address any COVID concerns. Frequently touched surfaces are cleaned daily. A sign off list is on the classroom doors.	Principal/Director of Maintenance & Operations	N/A
Hand washing facilities (adequate numbers and supplies)	All restrooms and classroom sinks are available for hand washing and stocked with hand soap	Principal/Director of Maintenance & Operations	Ongoing
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Hand sanitizing stations installed at front door of each classroom, office, and Multi-Purpose Room.	Principal/Director of Maintenance & Operations	Completed October 2020
<b>PPE</b> (not shared, available and being worn)	Adult and children masks are provided if not present. Shield around desks, office areas and assessment areas are	Principal/Director of Maintenance and Operations	Disposable face coverings for staff and students first stocked October 2020. Inventory restocked as needed.

	used. Hand sanitizer stations in each class as well as a multipurpose room. Gloves are available		
Face coverings (cleaned sufficiently often)	Clean disposable face coverings available to staff and students. The school has provided or will provide information contained in the CDPH Guidance for the Use of Face Coverings to students and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that AUSD has adopted to ensure the use of face coverings including signage, emails, reopening plans, and training offered during Parent University on 1/21/21	Principal/Director of Maintenance and Operations	Ongoing
Gloves	Available for staff	Principal and Director of Maintenance and Facilities	First inventory arrived at site October 2020. Restocked as needed.
Face shields/goggles	N/A		
Respiratory protection	N/A		

## Appendix B2: COVID-19 Inspections **Auburn Elementary School**

[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 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
Barriers/partitions	Installed at every student seating area in classrooms, office and assessment areas.	Principal/Director of Maintenance & Operations	Completed October 2020
Ventilation (amount of fresh air and filtration maximized)	Installed MERV-13 filters for all site HVAC systems	Principal/Director of Maintenance & Operations	Completed October 2020
Additional room air filtration	Opened windows and doors	Principal	N/A
<b>Administrative</b>			
Physical distancing	Social distancing markers and signage throughout campus. Added ground markings that indicate direction of one-way foot traffic	Principal	Ongoing
Surface cleaning and disinfection (frequently enough and adequate supplies)	Daily or as needed to address any COVID concerns. Frequently touched surfaces are cleaned daily. A sign off list is on the classroom doors.	Principal/Director of Maintenance & Operations	N/A
Hand washing facilities (adequate numbers and supplies)	All restrooms and classroom sinks are available for hand washing and stocked with hand soap	Principal/Director of Maintenance & Operations	Ongoing
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Hand sanitizing stations installed at front door of each classroom, office, and Multi-Purpose Room.	Principal/Director of Maintenance & Operations	Completed October 2020
<b>PPE</b> (not shared, available and being worn)	Adult and children masks are provided if not present. Shield around desks, office areas and assessment areas are used. Hand sanitizer stations in each class as well as a multipurpose room. Gloves are available	Principal/Director of Maintenance and Operations	Disposable face coverings for staff and students first stocked October 2020. Inventory restocked as needed.
Barriers/partitions	Installed at every student seating area in classrooms,	Principal/Director of Maintenance &	Completed October 2020

	office and assessment areas.	Operations	
Ventilation (amount of fresh air and filtration maximized)	Installed MERV-13 filters for all site HVAC systems	Principal/Director of Maintenance & Operations	Completed October 2020
Additional room air filtration	Opened windows and doors	Principal	N/A
<b>Administrative</b>			
Physical distancing	Social distancing markers and signage throughout campus. Added ground markings that indicate direction of one-way foot traffic	Principal	Ongoing
Surface cleaning and disinfection (frequently enough and adequate supplies)	Daily or as needed to address any COVID concerns. Frequently touched surfaces are cleaned daily. A sign off list is on the classroom doors.	Principal/Director of Maintenance & Operations	N/A
Gloves	Available for staff	Principal and Director of Maintenance and Facilities	First inventory arrived at site October 2020. Restocked as needed.
Face shields/goggles	N/A	N/A	N/A
Respiratory protection	N/A	N/A	N/A

## Appendix B3 : COVID-19 Inspections **Rock Creek Elementary**

[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 form accordingly.]

Date: **1/25/2021**

Name of person conducting the inspection: **Bevin Graham & Justin Carrion**

Work location evaluated: **Rock Creek Elementary**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Installed at every student seating area in classrooms, office and assessment areas.	Principal/Director of Maintenance & Operations	Completed October 2020
Ventilation (amount of fresh air and filtration maximized)	Installed MERV-13 filters for all site HVAC systems	Principal/Director of Maintenance & Operations	Completed October 2020
Additional room air filtration	Opened windows and doors	Principal	N/A
<b>Administrative</b>			
Physical distancing	Social distancing markers and signage throughout campus. Added ground markings that indicate direction of one-way foot traffic	Principal	Ongoing
Surface cleaning and disinfection (frequently enough and adequate supplies)	Daily or as needed to address any COVID concerns. Frequently touched surfaces are cleaned daily. A sign off list is on the classroom doors.	Principal/Director of Maintenance & Operations	N/A
Hand washing facilities (adequate numbers and supplies)	All restrooms and classroom sinks are available for hand washing and stocked with hand soap	Principal/Director of Maintenance & Operations	Ongoing
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Hand sanitizing stations installed at front door of each classroom, office, and Multi-Purpose Room.	Principal/Director of Maintenance & Operations	Completed October 2020
<b>PPE</b> (not shared, available and being worn)	Adult and children masks are provided if not present. Shield around desks, office areas and assessment areas are	Principal/Director of Maintenance and Operations	Disposable face coverings for staff and students first stocked October 2020. Inventory restocked as needed.

	used. Hand sanitizer stations in each class as well as multipurpose room. Gloves are available		
Face coverings (cleaned sufficiently often)	Clean disposable face coverings available to staff and students. The school has provided or will provide information contained in the CDPH Guidance for the Use of Face Coverings to students and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that AUSD has adopted to ensure the use of face coverings including signage, emails, reopening plans, and training offered during Parent University on 1/21/21	Principal/Director of Maintenance and Operations	Ongoing
Gloves	Available for staff	Principal and Director of Maintenance and Facilities	First inventory arrived at site October 2020. Restocked as needed.
Face shields/goggles	N/A		
Respiratory protection	N/A		

## Appendix B4 : COVID-19 Inspections Skyridge Elementary School

[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 form accordingly.]

Date: January 25, 2021

Name of person conducting the inspection: Laurie Balsano Wright

Work location evaluated: Skyridge Elementary School

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Installed at every student seating area in classrooms, office and assessment areas.	Principal/Director of Maintenance & Operations	Completed October 2020
Ventilation (amount of fresh air and filtration maximized)	Installed MERV-13 filters for all site HVAC systems	Principal/Director of Maintenance & Operations	Completed October 2020
Additional room air filtration	Opened windows and doors	Principal	N/A
<b>Administrative</b>			
Physical distancing	Social distancing markers and signage throughout campus. Added ground markings that indicate direction of one-way foot traffic	Principal	Ongoing
Surface cleaning and disinfection (frequently enough and adequate supplies)	Daily or as needed to address any COVID concerns. Frequently touched surfaces are cleaned daily. A sign off list is on the classroom doors.	Principal/Director of Maintenance & Operations	N/A
Hand washing facilities (adequate numbers and supplies)	All restrooms and classroom sinks are available for hand washing and stocked with hand soap	Principal/Director of Maintenance & Operations	Ongoing
Disinfecting and hand sanitizing solutions being used according to manufacturer	Hand sanitizing stations installed at front door of each	Principal/Director of Maintenance & Operations	Completed October 2020

instructions	classroom, office, and Multi-Purpose Room.		
<b>PPE</b> (not shared, available and being worn)	Adult and children masks are provided if not present. Shield around desks, office areas and assessment areas are used. Hand sanitizer stations in each class as well as multipurpose room. Gloves are available	Principal/Director of Maintenance and Operations	Disposable face coverings for staff and students first stocked October 2020. Inventory restocked as needed.
Face coverings (cleaned sufficiently often)	Clean disposable face coverings available to staff and students. The school has provided or will provide information contained in the CDPH Guidance for the Use of Face Coverings to students and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that AUSD has adopted to ensure the use of face coverings including signage, emails, reopening plans, and training offered during Parent University on 1/21/21	Principal/Director of Maintenance and Operations	Ongoing
Gloves	Available for staff	Principal and Director of Maintenance and Facilities	First inventory arrived at site October 2020.

			Restocked as needed.
Face shields/goggles	N/A		
Respiratory protection	N/A		

## Appendix B5: COVID-19 Inspections **EV Cain Middle School**

[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 form accordingly.]

Date: 1/25/21

Name of person conducting the inspection: Scott Johnson and Steve Schaffer

Work location evaluated: E.V. Cain Middle School

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Installed at every student seating area in classrooms, office and assessment areas.	Principal/Director of Maintenance & Operations	Completed October 2020
Ventilation (amount of fresh air and filtration maximized)	Installed MERV-13 filters for all site HVAC systems	Principal/Director of Maintenance & Operations	Completed October 2020
Additional room air filtration	Opened windows and doors	Principal	N/A
<b>Administrative</b>			
Physical distancing	Social distancing markers and signage throughout campus. Added ground markings and signage that indicate direction of one-way foot traffic	Principal	Ongoing
Surface cleaning and disinfection (frequently enough and adequate supplies)	Daily or as needed to address any COVID concerns. Frequently touched surfaces are cleaned daily. Students wipe down seating area every period before leaving	Principal/Director of Maintenance & Operations  Teachers monitor student "wipe down" of seating area.	N/A

Hand washing facilities (adequate numbers and supplies)	Hand sanitizing stations installed at front door of each classroom, office, and Multi-Purpose Room.	Principal/Director of Maintenance & Operations	Completed October 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Hand sanitizing stations installed at front door of each classroom, office, and Multi-Purpose Rooms.	Principal/Director of Maintenance & Operations	Completed October 2020
<b>PPE</b> (not shared, available and being worn)	Adult and children masks are provided if not present. Shield around desks, office areas and assessment areas are used. Hand sanitizer stations in each class as well as multipurpose rooms. Portable hand sanitizer stations are used for PE classes. Gloves are available	Principal/Director of Maintenance and Operations	Disposable face coverings for staff and students first stocked October 2020. Inventory restocked as needed.
Face coverings (cleaned sufficiently often)	Clean disposable face coverings available to staff and students. The school has provided or will provide information contained in the CDPH Guidance for the Use of Face Coverings to students and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that AUSD has adopted to ensure the use of face	Principal/Director of Maintenance and Operations	Ongoing

	coverings including signage, emails, reopening plans, and training offered during Parent University on 1/21/21		
Gloves	Available for staff	Principal and Director of Maintenance and Facilities	First inventory arrived at site October 2020. Restocked as needed.
Face shields/goggles	N/A		
Respiratory protection	N?A		

### **Appendix C: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

# AUBURN UNION SCHOOL DISTRICT

255 EPPERLE LANE, AUBURN, CA 95603  
PHONE 530-885-7242 FAX 530-885-5170  
[www.auburn.k12.ca.us](http://www.auburn.k12.ca.us)



We stand together to place each child at the heart of every decision

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Work Location: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Name: \_\_\_\_\_ Last Day Onsite: \_\_\_\_\_ Onset of Symptoms \_\_\_\_\_  
Date: \_\_\_\_\_ Exposure Date (if applicable): \_\_\_\_\_ Daily Health Screening Information \_\_\_\_\_  
(Per Employee):

Positive Results: \_\_\_\_\_ Symptoms: \_\_\_\_\_ Positive Exposure: \_\_\_\_\_

## COVID-19 Vaccine:

Whom has he/she/they been in close contact with (employees or students) in the 48 hour period prior to onset of symptoms? (close <6 feet >15 minutes) If yes, list names and dates:

Brief description of exposure:

What are the employee's current or past symptoms?

Brief description of employee's last day worked (worked alone, visited other departments/sites, contact with public, parents, students, etc.):

What direction has the employee received from their private health care provider or local health department?

Reason: \_\_\_\_\_ Quarantine/Isolation Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ COVID-19 Test Date: \_\_\_\_\_ Test administered by: \_\_\_\_\_ Test Result: \_\_\_\_\_ Date of COVID-19 Vaccine: \_\_\_\_\_

Additional Information:

AUSD Nurse Signature:

Supervisor/Manager –Review attached information, including guidance provided by School Nurse. Be sure to maintain confidentiality at all times. Notify anyone who may have had contact with employee per CDPH and PCHD guidelines. Human Resources – Determine leave rights and work with employees regarding return to work date (after cleared). Schedule sanitation of the office/work area as needed.

## Appendix C (a 1-3): Notification process for COVID-19 Cases/ Possible exposure

C (A-1)

02

### SCENARIO TEMPLATE

Outside of school, a student or staff member has been in [close contact](#) with someone who tests positive for COVID-19.

#### LETTER TO CLOSE CONTACT

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] a close contact to a confirmed COVID-19 case. You may receive additional notification by Placer County Public Health that will include options for supportive services and monitoring. In the meantime, Placer County Public Health directs that [your child/you] immediately quarantine, even if [your child doesn't/you don't] have symptoms. If the COVID-19 case that [your child has/you have] been exposed to is a member of your household, then all other people living in your household will also need to quarantine.

Instructions on how to quarantine can be found [here](#) and at [www.placer.ca.gov/coronavirus/guidance](http://www.placer.ca.gov/coronavirus/guidance). If [your child is/you are] unable to remain separated from the confirmed COVID-19 case (for example, a parent with COVID-19 infection who must actively care for a child), then the quarantine will end 10 days after the case finishes isolating.

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact an appropriate testing facility so that [your child/you] can be evaluated and get tested immediately. Please see the attached information for testing options. **Include a copy of the appropriate student or school employee SYMPTOMATIC/EXPOSED testing flyer.**

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your health care provider to schedule testing around 5-7 days after the last exposure to the case. If [your child is/you are] unable to remain separated from the confirmed COVID-19 case, then testing should be done 5-7 days after the case finishes isolating. Even if [you test/your child tests] negative, you must complete the full 10 days of quarantine before returning to school.

We will be notifying the other parents, students and staff in [your child's/your] cohort immediately that a member of the cohort is being quarantined, while keeping [your child's/your] identity confidential. While [your child/you] are quarantined, the cohort will remain open for in-person instruction/activity. If [your child/you] ends up testing positive for COVID-19, we may need to quarantine the cohort ONLY IF [your child/you] exposed the cohort to COVID-19 during [your child's/your] infectious period.

[Insert information related to distance learning/participation to be completed by district/school/program.]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Sincerely,

[Site Administrator]

[School/Program Name]

[Date]

Appendix C (a 1-3): Notification process for COVID-19 Cases/ Possible exposure  
C (A-2)

03	SCENARIO TEMPLATE
	A student or staff member <a href="#">tests positive</a> for COVID-19.

LETTER TO  
CASE

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [\[your child is/you are\]](#) has tested positive for COVID-19. You will receive additional information from Placer County Public Health that will include options for supportive services and monitoring.

In the meantime, Public Health directs that [\[your child/you\]](#) immediately isolate at home, even if [\[they/you\]](#) don't have symptoms. [\[Your child/You\]](#) must stay isolated for at least 10 days since symptoms began AND at least 1 day after [\[your child's/your\]](#) fever resolves and [\[your child's/your\]](#) other symptoms improve. If there are no symptoms, [\[your child/you\]](#) should isolate for 10 days from the date of test collection. [\[You/your child\]](#) do not need any additional testing since [\[they/you\]](#) have already tested positive.

In addition, all other people living in your household will need to quarantine at home for at least 10 days. If other household members are unable to remain separated from [\[your child/you\]](#) (for example, a parent who must actively care for a child with COVID-19 infection), then their quarantine will end 10 days after [\[your child finishes/you finish\]](#) isolating. If household members attend other schools/programs, then you should notify those schools/programs as well.

Instructions on how to isolate and quarantine can be found [here](#) and [here](#), respectively, and at [www.placer.ca.gov/coronavirus/guidance](http://www.placer.ca.gov/coronavirus/guidance).

We will be notifying parents, students and staff in the classroom cohort immediately that a member of the cohort has been diagnosed with COVID-19, while keeping [\[your child's/your\]](#) identity confidential. While [\[your child is/you are\]](#) isolating at home, the classroom cohort will close and all members will be quarantined.

[\[Insert information related to distance learning/participation to be completed by district/school/program.\]](#)

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Please contact your health care provider if [\[your child develops/you develop\]](#) new or worsening symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]  
[School/Program Name]

## LETTER TO COHORT MEMBERS

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. **This letter is to inform you that a student or staff member in [your/your child's] cohort at [XXX School] has tested positive for COVID-19.** The last date of known exposure to the classroom cohort was [last-exp-date].

You may receive additional notification from Placer County Public Health that will include options for supportive services and monitoring. In the meantime, Public Health directs that [your child/you] immediately quarantine for 10 days, even if [your child doesn't/you don't] have symptoms. Instructions on how to quarantine can be found [here](#) and at [www.placer.ca.gov/coronavirus/guidance](http://www.placer.ca.gov/coronavirus/guidance).

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact an appropriate testing facility so that [your child/you] can be evaluated and get tested immediately. Please see the attached information for testing options. If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please schedule testing around 5-7 days after the last exposure to the case. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus. **Include a copy of the appropriate student or school employee SYMPTOMATIC/EXPOSED testing flyer.**

The classroom cohort will be closed through at least [last-exp-date + 10 days] to allow students and staff to be quarantined and tested to avoid further spread of the virus.

[Insert information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Sincerely,

[Site Administrator]

[School/Program Name]

Appendix C (a 1-3): Notification process for COVID-19 Cases/ Possible exposure  
C (A-3)

04

SCENARIO TEMPLATE

A student or staff member tests negative for COVID-19 after symptoms and was not exposed to a positive COVID-19 case.

LETTER TO  
COHORT

[Date]

Dear [XXX School/Classroom] Parents and Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had [exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19] has tested negative.

In accordance with Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

**Appendix D: COVID-19 Training Roster**

Date: **[enter date]**

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

Employee Name	Signature

## Appendix D (a)- Training Materials Signature Page

01/07/2021



**AUBURN UNION SCHOOL DISTRICT**  
**255 EPPERLE LANE**  
**AUBURN, CA 95603**  
**PHONE 530.885.7242 FAX 885.5170**

I, \_\_\_\_\_, acknowledge that I have read, understand, and agree to the guidelines and procedures surrounding COVID-19. I understand that if any additional information is needed, to contact the COVID-19 response team members:

Melissa Davis  
[mdavis@auburn.k12.ca.us](mailto:mdavis@auburn.k12.ca.us)  
(530)745-8815

Alyssa Broddrick  
[abroddrick@auburn.k12.ca.us](mailto:abroddrick@auburn.k12.ca.us)  
(530)745-8813

Michelle Buntt  
[mbuntt@auburn.k12.ca.us](mailto:mbuntt@auburn.k12.ca.us)  
(530)745-8822

Justin Carrion  
[jcarrion@auburn.k2.ca.us](mailto:jcarrion@auburn.k2.ca.us)  
(530)745-8806

### Documents Included:

- Student Illness Notification
- Steps to Take for Teachers/Staff when a Student Reports they were Exposed or Positive
- Questions to Ask Positive Students about Campus Exposure
- FFCRA Leave Request Form
- Placer County COVID-19 Testing Matrix
- PCOE COVID-19 Response Scenarios
- AUSD COVID-19 Tracking and Follow-Up
- COVID-19 Office Procedures
- COVID-19 Protocol
- COVID-19 Incident Report
- AUSD Checklist for Staff Positive Case Tracking

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix E- Training Materials

### Training Material (a) – Student Illness

AUBURN UNION SCHOOL DISTRICT  
255 EPPERLE LANE  
AUBURN, CA 95603  
PHONE 530.885.7242  
FAX 530.885.5170

### Student Illness Notification

Name:	Date:
-------	-------

Marked below is/are symptoms that student experienced today at school:

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body ache
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea
- Other:

Return date on campus is \_\_\_\_\_, unless your physician determines otherwise. If you are not feeling well, stay home. Please contact your physician to determine the correct course of action.

#### Guidelines:

- 1) Your physician has determined a “non-infectious” illness and cleared you to return to school. Provide physician’s documentation.
- 2) Symptomatic and without a COVID-19 test, remain at home for 10 days.
- 3) COVID-19 test results: Provide proof of testing to the school nurse or school office.
  - a. **Positive test results** – Do not return to school until 10 days after symptoms onset AND 24 hours without fever AND improvement of symptoms.
  - b. **Negative test results** – If symptomatic may return to school 24 hours after symptoms improve.

The student must contact the school nurse before they may return to school.

Background: Pandemic Covid-19. COVID-19, also known as the novel coronavirus, is a respiratory illness that is spread through the air via respiratory droplets from an infected person or by touching contaminated surfaces.

School Nurse/Health Assistant: \_\_\_\_\_ Date: \_\_\_\_\_

## Notificación de

Nombre:	Fecha:
---------	--------

Marque a continuación el /los síntomas de que el estudiante presenta hoy en la escuela:

- Fiebre o escalofríos
- Tos
- Falta de aliento o dificultad para respirar
- Fatiga
- Dolor muscular o corporal
- Dolor de cabeza
- Reciente pérdida del gusto o el olfato
- Dolor de garganta
- Congestión o secreción nasal
- Náuseas o vómitos
- Diarrea
- Otro:

### Enfermedad del estudiante

La fecha de regreso al campus es \_\_\_\_\_, a menos que su médico determine lo contrario. Si no se siente bien, quédese en casa. Comuníquese con su médico para determinar el curso de acción correcto.

#### Pautas:

- 1) Su médico ha determinado una enfermedad "no infecciosa" y le ha autorizado regresar a la escuela. Proporcione la documentación del médico.
- 2) Sintomático y sin prueba de COVID-19, permanecer en casa durante 10 días.
- 3) Resultados de la prueba COVID-19: Proporcione prueba de la prueba a la enfermera de la escuela o la oficina de la escuela.
  - a. **Resultados positivos de la prueba** : no regrese a la escuela hasta 10 días después de la aparición de los síntomas **Y** 24 horas sin fiebre **Y** mejoría de los síntomas.
  - b. **Resultados negativos de la prueba** : si presenta síntomas puede regresar a la escuela 24 horas después de que los síntomas mejoren.

El estudiante debe comunicarse con la enfermera de la escuela antes de que pueda regresar a la escuela.

Antecedentes: la pandemia de Covid-19. COVID-19, también conocido como el nuevo coronavirus, es una enfermedad respiratoria que se transmite a través del aire a través de gotitas respiratorias de una persona infectada o al tocar superficies contaminadas.

Enfermera de la escuela / Asistente de salud: \_\_\_\_\_ Fecha: \_\_\_\_\_

***Training Material (b) – Steps to take for Teachers/ Staff when a student reports they were exposed or test positive.***

**Steps to take for Teachers/Staff when a student reports they were exposed or test Positive**

1. Call the Health Services Coordinator/District Nurse at 530-745-8815 or 530-718-4109.
2. Follow up with an email to the Nurse, Health Assistant, and site Principal
3. Fill out the google form with the link, [Positive](#) or [Close Contact](#).
4. Assist District Nurse, Health Assistant, and Administration with contact tracing while maintaining confidentiality per HIPPA and FERPA.
5. Staff are required to report any close contact or a Positive test result to the health assistants and District Nurse solely.
6. School site administrators are to inform staff and family members with letters and notifications of close contact or a positive case.
7. Staff and families will be notified once contact tracing is completed

**Training Material (c) – Questions to ask positive student about campus exposure (Middle school)**

Name of Student: \_\_\_\_\_

Time: \_\_\_\_\_ am pm Date \_\_\_\_\_

**Questions to Ask Positive Student about Campus Exposure**

(Print and Complete)

1. **Determine what date(s) the student was on campus and if there was campus exposure during their infectious period. (Infectious period is defined as 48 hours before symptom onset or before test collection if asymptomatic.)**

Dates: \_\_\_\_\_

2. **Write down what classes the student is in.**

1st Period: \_\_\_\_\_

2nd Period: \_\_\_\_\_

3rd Period: \_\_\_\_\_

4th Period: \_\_\_\_\_

5th Period: \_\_\_\_\_

6th Period: \_\_\_\_\_ 7th

Period: \_\_\_\_\_

3. **Look at the seating chart for each classroom and determine close contacts of the positive student based on space. (May need to contact teachers for more information.) (Close contact is defined as less than 6 feet of space for 15+ minutes). Write down the name of each close contact.**

Class Close Contact 1: \_\_\_\_\_

Class Close Contact 2: \_\_\_\_\_

Class Close Contact 3: \_\_\_\_\_

Class Close Contact 4: \_\_\_\_\_

Class Close Contact 5: \_\_\_\_\_

Class Close Contact 6: \_\_\_\_\_

Class Close Contact 7: \_\_\_\_\_

Class Close Contact 8: \_\_\_\_\_

Class Close Contact 9: \_\_\_\_\_

Class Close Contact 10: \_\_\_\_\_

Class Close Contact 11: \_\_\_\_\_

Class Close Contact 12: \_\_\_\_\_

Class Close Contact 13: \_\_\_\_\_

Class Close Contact 14: \_\_\_\_\_

Class Close contact 15: \_\_\_\_\_

4. Ask these questions about general close contact:

- a. **Were you within less than 6 feet of space for 15+ minutes or more with anyone on campus during your infectious period? (i.e. friend, TA, boyfriend/girlfriend, counselor, AP...)**

Circle One: Yes\* or No

**b. Did you have any direct contact with respiratory droplets of another person? (i.e. kissing someone, coughing or spitting on someone)**

Name of Student: \_\_\_\_\_ Time: \_\_\_\_\_ am pm Date \_\_\_\_\_

Circle One: Yes\* or No

\*Write down any close contacts the student identifies under section 7.

**5. Did the student participate in any sport events during their infectious period?**

(Circle One) Yes or No

**If Yes**, answer these follow-up questions (in regard to infectious period)

- How long was the event? \_\_\_\_\_
- Did the student wear a mask during the event? \_\_\_\_\_
- Was the event indoors or outdoors? \_\_\_\_\_
- Did they have any close contact with teammates or coaches? \_\_\_\_\_

If Yes to Close Contact, ask who the student had close contact with and write down the names:

Sport Close Contact 1: \_\_\_\_\_

Sport Close Contact 2: \_\_\_\_\_

Sport Close Contact 3: \_\_\_\_\_ Sport Close

Contact 4: \_\_\_\_\_

**6. Ask if the student in special education or if they are going through an assessment for special education?**

Circle One: Yes or No

**If Yes**, answer these follow-up questions (in regard to infectious period)

- Were you within less than 6 feet of space for 15+ minutes with any special education staff? (school psychologist, Speech and Language Pathologist, Workability, School Nurse, OT, PT).
- Were you within less than 6 feet of space for 15+ minutes with any other students during a special education activity such as group?

If yes, ask the student to identify who close contacts were.

Special Ed Close Contact: \_\_\_\_\_

**7. Write down additional close contacts here:**

School Close Contact: \_\_\_\_\_

**Training Material (c) – Questions to ask positive student about campus exposure (Elementary school)**

Name of Student: \_\_\_\_\_

Time: \_\_\_\_\_ am pm Date \_\_\_\_\_

**Questions to Ask Positive Student about Campus Exposure**

(Print and Complete)

1. **Determine what date(s) the student was on campus and if there was campus exposure during their infectious period. (Infectious period is defined as 48 hours before symptom onset or before test collection if asymptomatic.)**

Dates: \_\_\_\_\_

2. **Write down what class and cohort the student is in.**

Class: \_\_\_\_\_

Cohort: \_\_\_\_\_

3. **Look at the seating chart for each classroom and determine close contacts of positive student based on space. (May need to contact teachers for more information.) (Close contact is defined as less than 6 feet of space for 15+ minutes). Write down the name of each close contact.**

Class Close Contact 1: \_\_\_\_\_

Class Close Contact 2: \_\_\_\_\_

Class Close Contact 3: \_\_\_\_\_

Class Close Contact 4: \_\_\_\_\_

Class Close Contact 5: \_\_\_\_\_

Class Close Contact 6: \_\_\_\_\_

Class Close Contact 7: \_\_\_\_\_

Class Close Contact 8: \_\_\_\_\_

Class Close Contact 9: \_\_\_\_\_

Class Close Contact 10: \_\_\_\_\_

Class Close Contact 11: \_\_\_\_\_

Class Close Contact 12: \_\_\_\_\_

Class Close Contact 13: \_\_\_\_\_

Class Close Contact 14: \_\_\_\_\_

Class Close contact 15: \_\_\_\_\_

4. **Ask these questions about general close contact:**

- a. **Were you within less than 6 feet of space for 15+ minutes or more with anyone on campus during your infectious period? (i.e. friend, TA, boyfriend/girlfriend, counselor, AP...)**

Circle One: Yes\* or No

- b. **Did you have any direct contact with respiratory droplets of another person? (i.e. sharing drink, coughing or spitting on someone)**

Circle One: Yes\* or No

\*Write down any close contacts the student identifies under section 7.

5. **Did the student participate in any sport events during their infectious period?**

(Circle One) Yes or No

Name of Student: \_\_\_\_\_

Time: \_\_\_\_\_ am pm Date \_\_\_\_\_

**If Yes, answer these follow-up questions (in regard to infectious period)**

- How long was the event? \_\_\_\_\_
- Did the student wear a mask during the event? \_\_\_\_\_
- Was the event indoors or outdoors? \_\_\_\_\_
- Did they have any close contact with teammates or coaches? \_\_\_\_\_

If Yes to Close Contact, ask who the student had close contact with and write down the names:

Sport Close Contact 1: \_\_\_\_\_

Sport Close Contact 2: \_\_\_\_\_

Sport Close Contact 3: \_\_\_\_\_

Contact 4: \_\_\_\_\_

Sport Close

**6. Ask if the student is in special education or if they are going through an assessment for special education?**

Circle One:            Yes            or            No

**If Yes**, answer these follow-up questions (in regard to infectious period)

-Were you within less than 6 feet of space for 15+ minutes with any special education staff? (school psychologist, Speech and Language Pathologist, Workability, School Nurse, OT, PT).

-Were you within less than 6 feet of space for 15+ minutes with any other students during a special education activity such as group?

If yes, ask the student to identify who close contacts were.

Special Ed Close Contact: \_\_\_\_\_

**7. Write down additional close contacts here:**

School Close Contact: \_\_\_\_\_

## Training Material (d) – FFCRA Leave Request form

### FFCRA LEAVE REQUEST FORM *Revised 1/1/2021*

The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. *The FFCRA Leave Act has expired, however your AUTA/CSEA Negotiation teams negotiated the continuance of the leave through June 30, 2021. This form must be used in order to receive and track your leave days and compensation.*

#### **Paid Leave Entitlements**

*The AUTA/CSEA agreement is a total of 15 days paid leave. Contact your AUTA/CSEA team for a copy of the Mou.*

#### **TO BE COMPLETED BY EMPLOYEE:**

**Employee Name (please print):** \_\_\_\_\_

**Date of leave to begin:** \_\_\_\_\_ **Date of leave expected to end:** \_\_\_\_\_

An employee is entitled to take paid sick leave related to COVID-19 if the employee is unable to work, including telework (work remotely), because the employee:

\_\_\_\_\_ **1. Is subject to a federal, state, or local quarantine or isolation order related to the COVID-19;**

➤ Name of the agency that issued the order: \_\_\_\_\_

\_\_\_\_\_ **2. Has been advised by a health care provider to self-quarantine related to COVID-19;**

➤ Name of the health care provider who advised you of this action: \_\_\_\_\_

\_\_\_\_\_ **3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;**

\_\_\_\_\_ **4. Is caring for an individual subject to an order described in #1 or self-quarantine described in #2;**

➤ Provide agency name or health care provider that issued the order to the person that you are providing care for: \_\_\_\_\_

\_\_\_\_\_ **5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons;**

➤ Complete FFCRA Form B

\_\_\_\_\_ **6. Is experiencing any other substantially similar condition specified by the US Department of Health and Human Services.**

I certify that the above information is true and correct to the best of my knowledge. I also certify that I am unable to work or telework because of one of the reasons checked above.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: Return completed form to HR/Payroll via email or by hand to Michelle Buntt (mbuntt@auburn.k12.ca.us).*

## **Training Material (e) –COVID 19 Tracking and Follow-Up**

### **AUSD COVID-19 Tracking and Follow-Up**

**Purpose:** The purpose of this document is to help sites in the follow-up process related to COVID-19 student situations. Per county COVID-19 [Response Scenario](#), students may not be allowed onto campus if they don't meet certain criteria. As a school, we must work together to ensure that the student is not on campus if they are not allowed to be. This will help keep not only other students safe and healthy but staff as well.

**Background:** Students cannot be on campus if they fall into one of the three categories listed below-

#### **1. Having one or more of the symptoms of COVID-19.**

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

#### **2. Were in close contact with someone who tested positive for COVID-19 3. Tested positive for COVID-19**

Please read each scenario closely to help you complete the follow-up process.

#### **Symptoms Scenario**

**Summary:** If a student is having one or more of the symptoms of COVID-19, they **cannot** be on campus until they meet certain criteria and can be cleared. There is a wide range of symptoms of COVID-19 and people have tested positive with just mild symptoms (such as a runny nose or headache).

**Step 1:** Determine what symptoms the student is experiencing and what date they started.

**Step 2:** Determine if symptoms are due to a preexisting condition. (Check the following places in Aeries: Medical History, Student Documents for Health Care Plans or Chronic Illness Forms). -If the baseline symptoms are clearly stated in our database and align with what the student or parent is reporting, no further follow-up is required and the student can be on campus. -If there is no documentation in Aeries about the student's preexisting condition, inform the parent that we have no record of the condition and ask the parent to obtain a doctor's note explaining the student's symptoms.

-If symptoms are not due to a preexisting condition, continue on to the next step.

**Step 3:** Provide a copy of [the symptoms notice](#) to the student or parent via email. CC the school nurse assigned to your school so they are aware the notice has been sent. Circle what symptoms the student is having and be sure to include the name of the student and your name and date. This helps parents to understand the return to school requirements.

**Step 4:** Determine if the student is going to be tested. Provide [student testing flyer](#) with options to parent or student. Testing is NOT a requirement to return to school. If the student is tested and results are negative, the student must provide a copy of the results to the school and can return to campus 24 hours after their symptoms have resolved.

**Step 5:** If the student does not have a preexisting condition but provides a valid doctor's note clearing their symptoms, we can accept the note and clear the student to be on campus.

**Step 6:** If the student chooses not to get tested and does not provide a doctor's note clearing symptoms, the student must stay off campus for 10 days from symptom onset. The student can return on day 11.

**Step 7:** Document the information so you can share with the school nurse and we can determine a return to school date for the student. Please fill out the [form](#).

## Close Contact Scenario

Summary: If a student was in close contact with someone who tested positive for COVID-19 the student will need to stay off campus until the 14 day quarantine requirement has been met.

Close contact is defined as being within less than 6 feet of space for 15+ minutes over a 24 hour period.

Examples of close contact include: individuals living in the same household, driving in a car together, eating dinner at the same table... etc.

**Step 1:** Determine if the student was in close contact with a COVID-19 positive person during that positive person's infectious period. (The infectious period is defined as 48 hours before the positive person's symptoms started or 48 hours before the positive person's test was collected if they are asymptomatic or not showing symptoms.)

-Example: The parent started having symptoms on Wednesday. The parent was tested on Thursday and received positive results. The parent's infectious period was Monday and Tuesday (48 hours or 2 days before symptoms started).

**Step 2:** Determine the LAST date of contact with the COVID-19 positive person. This date will be the start of the quarantine period.

-Quarantine is required for individuals who have had close contact with a COVID-19 positive person. The required quarantine period is 10 days.

-Count 10 days AFTER the last date of contact. The 11th day is when the student can return to campus.

-Example: Student's last date of contact with a positive person was 11/2/2020. Day 1 of quarantine is 11/3/2020 and count out 10 days. The quarantine period is 11/3/2020 - 11/13/2020. The student could return to campus on 11/14/2020.

**Step 3:** Inform parent that testing of close contacts is recommended around 5-7 days after last exposure. Provide [student testing flyer](#). Testing is NOT required to return to campus and a negative test will not shorten the 10 day quarantine period. Ask parents to please inform the school of the student's test results or if the student starts developing COVID-19 symptoms.

**Step 4:** Document the information so you can share with the school nurse and we can determine a return to school date for the student. Please fill out the [form](#) or send an email to notify the school nurse of information you have gathered.

### **Tested Positive for COVID-19 Scenario**

**Summary:** If a student tests positive for COVID-19, they must stay off campus and cannot return until certain criteria have been met. Please notify administration and/or school nurse immediately so they can help with contact tracing if needed.

**Step 1:** Determine what date the student was tested for COVID-19

**Step 2:** Determine if the positive student had symptoms or was asymptomatic.

**Step 3:** Determine if the student was on campus during the infectious period. (The infectious period is defined as 48 hours before the positive person's symptoms started or 48 hours before the positive person's test was collected if they are asymptomatic or not showing symptoms.) -Example: The student started having symptoms on Saturday. The student was tested on Sunday and received positive results. The student's infectious period was Thursday and Friday (48 hours or 2 days before symptoms started). Student was on campus all day on Friday for school and attended football conditioning after school.

-If you determine the student was on campus during their infectious period through your follow-up, notify administration immediately. The admin team will work with school nurses to complete contact tracing.

**Step 4:** If the student had symptoms, they cannot be on campus for 10 days from symptom onset. In addition, they must also be 24 hour fever free and symptoms must be improving before returning to campus.

-Example: Student started having symptoms on 11/23/2020. Count 10 days AFTER symptoms started. 11/24/2020 would be Day 1. Day 10 would be 12/3/2020. The student could return on Day 11 - 12/4/2020.

**Step 5:** If the student did not have any symptoms, they cannot be on campus for 10 days from test collection date.

-Example: Student was tested on 11/26/2020 and received positive results on 11/29/2020. Count 10 days AFTER test collection date. 11/27/2020 would be Day 1. Day 10 would be 12/6/2020. The student could return on Day 11 - 12/7/2020.

**Step 6:** Document the information so you can share with the school nurse and we can determine a return to school date for the student. Please fill out the [form](#).

Follow the PCOE COVID-19 [Response Scenario](#) and send out appropriate letters based on each scenario.

### **Training Material (f) –COVID 19 Office Procedures**

#### **Guidelines for Parents Calling in Sick Students**

1. Attendance Coordinator-inform the health assistant or District Nurse immediately.
  - a. Flag the student in the attendance calendar in aeries. Use the icon .
2. Health assistant or District Nurse follow up with the family as soon as possible and follow the PCOE COVID-19 [Response Scenario](#).
3. Follow Scenario 1 in the PCOE guidelines for symptoms and provide parents with a copy, send an illness by email and mail.
4. Document in Student COVID tracking the date called, the date of illness, symptoms, and identify siblings in the district.
5. Notify the Principal of all students and isolation dates.
6. Notify the teacher/s the name and the dates the student will be out. **DO NOT EXPLAIN THE REASON.**

#### **Guidelines for Close Contact Exposure Student/Staff on Campus**

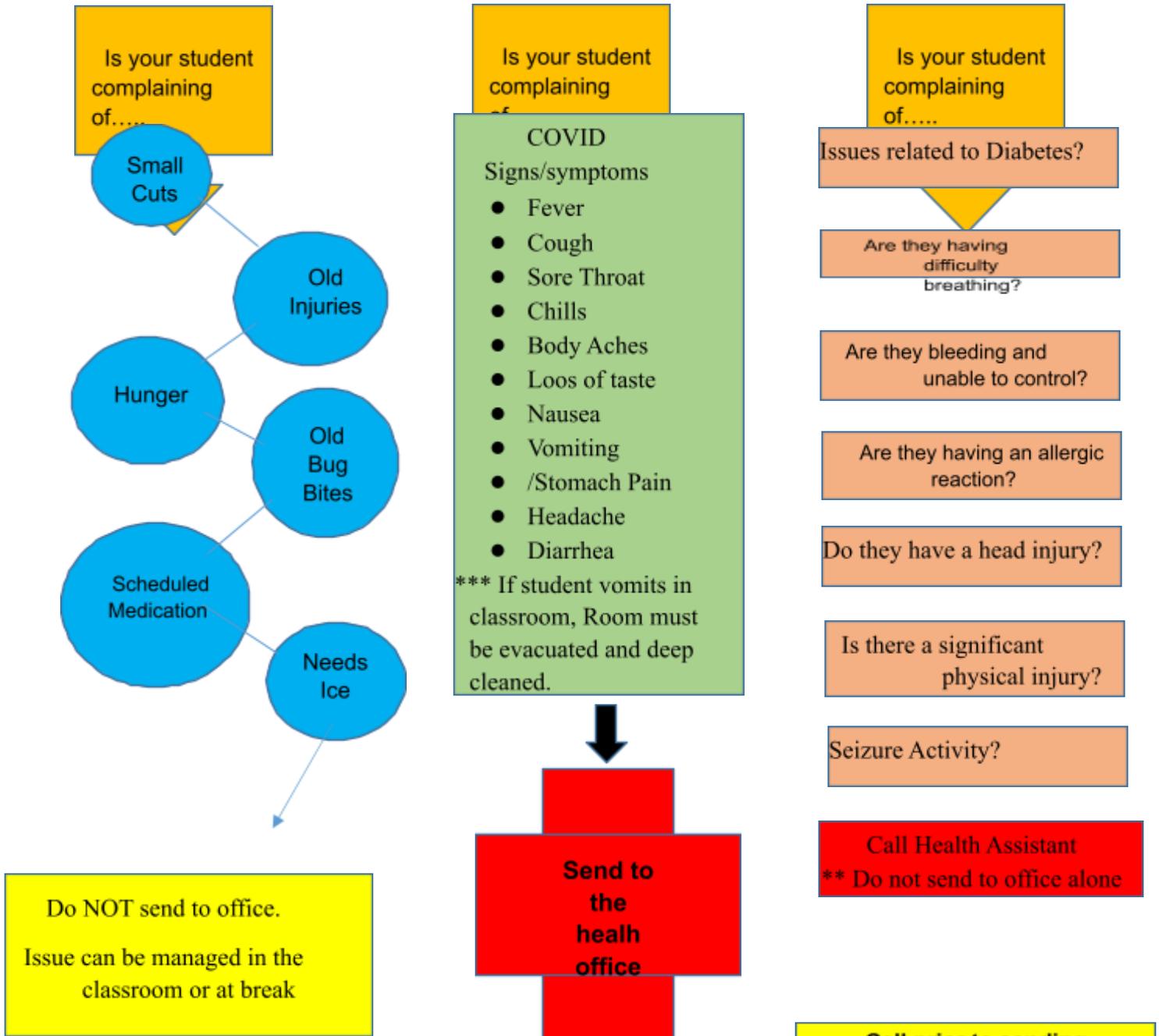
1. Contact Health Assistant or District Nurse
2. Health Assistant contact District Nurse to contact Public Health
3. Follow Scenario 2 COVID-19 [Response Scenario](#).
4. Determine the date student/staff developed symptoms or date student/staff was tested if no symptoms.
5. Document in Student COVID tracking the date called, the date of close contact, and identify siblings in the district.
6. Identify the day the staff/student was last on campus.
7. Start the contact tracing 48 hours prior to symptoms or positive test.
  - a. Example- Student symptomatic/positive test on 11/6/20, start contact tracing 11/4/20.
8. If the student/staff was NOT on campus 48 hours prior to the symptoms/positive test no contact tracing.
9. If the student/staff was on campus 48 hours prior to symptoms/positive tests start close contact tracing.
10. Send the close contact letter by email and mail.
  11. All students and staff in the cohort should be instructed to quarantine for 10 days from the date of the last exposure to the case during his/her infectious period.
12. Principals conduct a blackboard call to the students in close contact. Include the date of exposure and the end of the quarantine period.

## Guidelines for Positive COVID-19 Test

1. Staff contact the District Nurse.
2. The student's parent/guardian or the staff member is expected to report a positive test to the site administrator immediately, and the student or staff is excluded from the cohort and required to isolate.
  - a. Parents **DO NOT** have to share this information with the district. It is highly recommended.
3. Follow Scenario 3 COVID-19 [Response Scenario](#).
4. Contact Public Health
5. Document in Student COVID tracking the date called, the date of illness, symptoms, and identify siblings in the district.
6. Start the contact tracing 48 hours prior to symptoms or positive test.
  - a. Example- Student symptomatic/positive test on 11/6/20, start contact tracing 11/4/20.
7. If the student/staff was **NOT** on campus 48 hours prior to the symptoms/positive test no contact tracing cohort remains open.
8. If the student/staff was on campus 48 hours prior to symptoms/positive tests start close contact tracing.
9. All students and staff in the cohort should be instructed to quarantine for 10 days from the date of the last exposure to the case during his/her infectious period.
  10. The cohort will be closed for 10 days from the last known exposure if the student was on campus 48 hours prior to testing positive.

**Training Material (g) –COVID- 19 Protocol**

Teachers: Sending your students to the office during COVID



Isolation room: Room \*Anyone with COVID symptoms will be sent home **immediately**. Length of absence will be in accordance with Placer County guidelines. 3/1/21

**Call prior to sending student**

1<sup>st</sup>

2<sup>nd</sup>

We will meet your student outside your door and escort to office

## Training Material (h) –COVID- 19AUSD Checklist for Staff Positive Case Tracking

### AUSD Checklist for Staff Positive Case Tracing

- Positive Case is reported to the district/supervisor
  - Determine what site staff member works at  Do they work at or visit multiple sites?
    - School Nurse will aid school sites in contact tracing process and identifying close contacts of positive staff member
    - Ensure the following people have been notified
      - Site Principal, Health Assistant and District Nurse
      - Nurse/health assistant will document information on COVID staff spreadsheet  Site Admin
- Inform  staff of the positive case, Consider sending this [Letter](#)
  - Ensure custodial staff have been notified for cleaning measures
  - Site admin will keep site staff informed of situation as needed
- Ensure positive case is notified of isolation guidelines and exclusion from work for minimum of 10 days from symptom onset or test collection date. Send notice to positive staff member.
- Site administrator/health assistant/ District Nurse is responsible for identifying contacts of positive case on campus/school work environment
  - Determine last date staff was on campus/at work and if it was during infectious period  
**(infectious period is 48 hours before symptoms started or before test if asymptomatic. Please note - Infectious period may be longer if staff was working with symptoms.)**
  - Assess classroom exposure (look at seating charts and ask teachers if they had close contact with any students)
  - Ask about close contact on campus during school day. Close contact may include being within 6 feet of space for 15+ minutes or direct contact with respiratory droplets (example - kissing boyfriend/girlfriend or husband/wife, hanging out with colleagues, being coughed on or spat on)
  - If staff is in Special Ed, ask if they have been participating in assessments, social groups, counseling, or providing services such as speech, PT, OT. (Keep in mind: Outside special ed staff may be on campus to work with student).
  - Ask about contact with any outside vendors
- Site Administration- Notify close contacts by phone and send follow-up letter via email as needed. Ensure letter is updated with correct dates and site location. Recommend testing of close contacts (but negative test will not shorten 10-day quarantine).

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 10-day period. Reference section [3205.1](#) for details.]

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

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 10-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 10-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

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

#### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]**

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

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

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

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

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

## Appendix F - District Office and School Site Reopening Plans

### District Office:

- [Reopening Update 1-17-21](#)
- [Reopening Update 1-7-21](#)
- [Reopening Plan 20-21](#)

### Alta Vista Community Charter School

- [Reopening Plan 20/21](#)

### Auburn Elementary

- [Auburn Elementary Reopening Plan 2020-2021](#)

### Rock Creek Elementary

- [Rock Creek Reopening Plan 2020-2021 - English](#)
- [Rock Creek Reopening Plan 2020-2021 - Spanish](#)

### Skyridge Elementary

[Skyridge Elementary School Reopening Plan - English](#)

[Skyridge Elementary School Reopening Plan - Spanish](#)

### EV Cain Middle School

- [E.V. Cain Middle School Reopening Plan 2020-2021](#)