

**Glendale Unified School District**  
**COVID-19 Prevention Program (CPP)**  
**January 27, 2021**

## **Policy**

This COVID-19 Prevention Program (CPP) replaces the Injury and Illness Prevention Program (IIPP) Supplement issued on July 8, 2020. This CPP has been established in accordance with the Cal/OSHA Emergency Temporary Standards in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Under the IIPP hazard assessment requirements, it has been determined that exposure to the COVID-19 virus is a widespread hazard in our community. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

## **Responsibilities**

District Health Services and Human Resources have the authority and responsibility for implementing the infection control measures as outlined in this CPP.

## **Managers & Supervisors**

Managers and supervisors are responsible for implementing and maintaining the infection control measures as outlined in this CPP in their work areas. They are responsible for answering employee questions and setting a good example by following the guidance in this CPP.

## **Employees**

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. All employees are responsible for understanding and following the infection control measures and for asking questions when direction is unclear. Employees are expected to report any unsafe conditions to their supervisor.

Employees must perform their own daily health check prior to arrival at work. [Symptom Screening Prior to Entry](#)

## **Compliance**

Our primary goal is to prevent the spread of COVID-19 and protect our employees. All managers, supervisors, and employees are required to strictly adhere to all the outlined infection control measures in this supplement. Our compliance measures include, but are not limited to, the following:

- Informing employees of these requirements in a readily understandable language;
- Training all employees on the infection control measures; and
- Disciplining employees for failure to comply with the requirements in this supplement.

*Revised on March 5, 2021 to reflect updates and changes in recommendations and guidelines issued by the California and Los Angeles County Departments of Public Health. All current revisions highlighted in yellow.*

## Hazard Assessment & Infection Control Measures

The IIPP regulation requires the District to conduct a hazard assessment to identify, evaluate, and implement control measures whenever the District is made aware of a new or previously unrecognized hazard. It has been determined that exposure to the COVID-19 virus is a widespread hazard in our community. Therefore, infection control measures as directed in the Cal/OSHA Emergency Temporary Standards in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)) have been developed and implemented.

### Infection Control Measures

#### Administrative Controls

- All sick employees are expected to stay home.
- Employees must perform their own daily health check prior to arrival at work. [Symptom Screening Prior to Entry](#)
- Daily health screenings, including measuring temperatures using a non-contact thermometer, will also be required for all employees and visitors at the point of entry prior to entering any District location.
- Employees are required to sign in at any location where they work or visit during their work day for contact tracing purposes should an exposure at a worksite occur.
- Employees are encouraged to frequently wash their hands with soap and water for 20 seconds or utilize hand sanitizer when hand washing is not an available option.
- If an employee becomes ill at work, they will be instructed to immediately leave work and go home if they are able to drive safely. If they are unable to drive safely, the employee will be taken to a room designated for quarantine purposes until they can be safely transported home.
  - Employees in the quarantine area will wear additional protective clothing and equipment.
- Employees are required to immediately report any suspected case or confirmed diagnosis of COVID-19 for themselves or any member of their household to Michelle Green, Coordinator of Health Services and their direct supervisor.

#### Physical Distancing

- Social and Physical distancing is a practice recommended by public health officials to slow down the spread of disease. It requires the intentional creation of at least six (6) feet of physical space between individuals to decrease the spread of contagious and infectious diseases.
- A distance of at least six (6) feet between persons will be maintained at the workplace when possible.
- Plexiglass barriers have been installed in work areas to create physical barriers between individuals and/or workspaces.

*Revised on March 5, 2021 to reflect updates and changes in recommendations and guidelines issued by the California and Los Angeles County Departments of Public Health. All current revisions highlighted in yellow.*

- Employees should adhere to all posted directional signs as to entrance, egress and movement and occupancy limits for offices, bathrooms, classrooms, and elevators.
- Shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools and equipment) will be avoided when possible. If workspaces and work items must be shared, they will be cleaned and disinfected before and after use.
- Video or telephonic meetings are encouraged and preferred over in-person meetings when possible.
- Employees are discouraged from any carpooling with members outside of their immediate household.

## **Face Masks**

Employees are required to wear a **face mask** whenever they are in workplaces with other persons, including when outdoors and less than six feet away from another person, including non-employees. **Face masks** must be worn properly by employees fully covering the nose and mouth.

Any employee not wearing a **face mask**, for any reason, shall be at least six feet apart from all other persons.

Employees will be provided with **face masks**. Face masks will be made available to any visitor who visits a district site who does not have their own **face mask**.

## **Cleaning & Disinfection**

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. These procedures should include:

- Using disinfectants that are [EPA-Approved](#) for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.

## **Engineering Controls for Customer Service Areas**

For employees who have frequent contact with the public, the following measures will be implemented that consider the possibility that the public is a possible contamination source, including:

- Conducting even more frequent cleaning and disinfection of surfaces touched by the public such as counters, touch screens, doorknobs, etc.
- Where feasible, employees who have frequent interaction with the public will be protected with engineering controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers of at least six feet.

*Revised on March 5, 2021 to reflect updates and changes in recommendations and guidelines issued by the California and Los Angeles County Departments of Public Health. All current revisions highlighted in yellow.*

- All visitors to any District site are required to wear **face masks** and practice physical distancing. Disposable face masks will be made available to visitors who do not have their own **face mask**.
- All visitors are required to submit to a health screening, including measuring temperatures using a non-contact thermometer, at the point of entry prior entering any District location.
- Hand sanitizer stations will be provided, and employees will be encouraged to frequently wash their hands with soap and water for 20 seconds.
- Physical distancing will be enforced by limiting the number of visitors in the space.
- Disposable gloves will be provided to employees who handle items touched by the public.

## Confirmed Cases of Employee Exposure to COVID-19

If an employee who is working at a site or a student receiving in-person services has a laboratory confirmed case of COVID-19, the person is expected to follow all [Home Isolation Instructions for People with COVID-19 Infection](#) and the following measures will take place:

- Any employee or person who tests positive for COVID-19 is excluded from all work sites and directed to isolate at home until:
  - fever free without fever reducing medication for 24 hours,
  - improved symptoms, and
  - 10 days from beginning of symptoms has passed (or 10 days from test date, if no symptoms).
- District Health Services personnel will initiate contact tracing to determine close contacts for possible COVID-19 exposure. District Health Services will contact all persons identified as close contacts.
  - Close contact is defined as:
    - Anyone who was within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period.
    - Anyone who has had unprotected contact with the body fluids and/or secretions from someone with COVID-19. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you provided care to them without wearing the right protective equipment.
- All employees who are identified as close contacts will be provided information on available benefits and isolation instructions. If it is determined that the COVID-19 exposure is work related, the employee's earnings, seniority, and all other employee rights and benefits will be maintained.
- Employees who have been determined a close contact with a confirmed COVID-19 exposure will be excluded from the workplace, requested to be tested, and directed to quarantine at home. [Home Quarantine Instructions for Close Contacts to COVID-19](#)
- Any employee or person who was confirmed to have exposure without testing positive for COVID-19 will be directed to quarantine at home until 10 days after the last known COVID-19 exposure with the exception of fully vaccinated persons.

*Revised on March 5, 2021 to reflect updates and changes in recommendations and guidelines issued by the California and Los Angeles County Departments of Public Health. All current revisions highlighted in yellow.*

- Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or  $\geq 2$  weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) are within 3 months following receipt of the last dose in the series and (3) have remained asymptomatic since last contact with the infected person.



- Any employee or person who was confirmed to have exposure and subsequently test positive for COVID-19 is considered a positive case and should isolate at home until fever free without fever reducing medication for 24 hours, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).
- The general area where the infected person worked will be temporarily closed until cleaning is completed.
- Deep cleaning will be conducted of the entire general area where the infected person worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
  - Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- Employees and families of students on sites will be informed of their possible exposure to COVID-19 in the workplace with maintaining the positive case's confidentiality out of respect for the individual's privacy and pursuant to California and federal privacy laws.

If an employee reports an illness or becomes ill while at work, they will be asked to contact their primary care physician to rule-out COVID-19. If COVID-19 is ruled-out by the physician, the employee may return to work as recommended by their physician. Documentation should be provided to the supervisor or Human Resources.

If an employee is exposed to a person with confirmed COVID-19 outside of work, they must report to their supervisor and quarantine at home for at least 10 days after the last known COVID-19 exposure regardless of any negative COVID-19 test results provided to the district. [Home Quarantine Instructions for Close Contacts to COVID-19](#)

*Revised on March 5, 2021 to reflect updates and changes in recommendations and guidelines issued by the California and Los Angeles County Departments of Public Health. All current revisions highlighted in yellow.*

## Return-to-Work Criteria

- Individuals who had diagnosed COVID-19 and exhibited 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; and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- Individual who had diagnosed COVID-19 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. [Home Quarantine Instructions for Close Contacts to COVID-19](#)

## Communication

The District will offer training to employees on the infection control measures in a form readily understandable by all, including verbal, visual, audiovisual and picture-centered signage and other resources.

Employees are encouraged to inform their managers and supervisors of any unsafe working conditions without fear of reprisal. Employees can report COVID-19 specific or any workplace hazards to District Health Services, Human Resources, their immediate supervisor, or by utilizing the GUSD anonymous tip line.

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:

- All District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
- Employees who are experiencing symptoms or who have been exposed to a confirmed or likely COVID-19 case must report their situation to District Health Services and their direct supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees should contact Human Resources regarding District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event the District is required to provide testing because of a workplace exposure or outbreak, the District 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.

*Revised on March 5, 2021 to reflect updates and changes in recommendations and guidelines issued by the California and Los Angeles County Departments of Public Health. All current revisions highlighted in yellow.*

- Employees who require assistance in determining their options to obtain voluntary testing should contact Human Resources.

## Training

Training shall be made available for employees on the following topics using interactive methods that are readily understandable including verbal, visual, audiovisual and picture-centered signage and other resources:

- Employees will be trained in health and safety protocols following the California and Los Angeles Departments of Public Health Guidelines.
- Proper use of **face masks**, including:
  - CDC guidelines that everyone should use a **washable, breathable fabric face mask** when around other persons.
  - How **face masks** can help protect persons around the user when combined with physical distancing and frequent hand washing.
  - Information that **face masks** are not protective equipment and do not protect the person wearing a cloth face masks from COVID-19.
  - Instructions on washing and sanitizing hands before and after using **face masks**, which should be disposed of or washed after each shift.
- Physical Distancing guidelines.
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizers if soap and water are not readily available.
- Coughing and sneezing etiquette.
- Washing hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
  - The hazards of the cleaners and disinfectants used at the worksite.
  - Wearing PPE (such as gloves).
  - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

## Record Keeping, Reporting, and Access

All COVID-19 related training records, inspections, and investigations will be maintained as outlined in our IIPP Recordkeeping section.

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.

*Revised on March 5, 2021 to reflect updates and changes in recommendations and guidelines issued by the California and Los Angeles County Departments of Public Health. All current revisions highlighted in yellow.*

- 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.
- Keep a record of and track all COVID-19 cases. Without any personal identifying information, this information is made public on the District website as a COVID-19 Dashboard.

## **Hazard Correction**

Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

## **Accident/Incident Investigations**

Accident/incident investigations, for potentially work-related COVID 19 illnesses, will be conducted as required by Cal/OSHA.



---

Vivian Ekchian, Ed.D.  
Superintendent of Schools