

**American Rescue Plan Act
Elementary and Secondary School Relief Fund (ESSER III)
Safe Return to In-Person Instruction
Local Educational Agency Plan Template**

Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021 requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all of the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>
- ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247
- ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>
- ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>
- ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceuseseseinvestment.pdf>
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER): https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINAL_b0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

Purpose of the Template

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances. If you have questions as to which category applies to your LEA, please contact EmergencyServices@cde.ca.gov. Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact EmergencyServices@cde.ca.gov.

LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Delano Union School District

Option for ensuring safe in-person instruction and continuity of services:

☐

has developed a plan

☒

will amend its plan

1. Please choose one:

☐

The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

☒

The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

Delano Union School District is submitting a new plan and will post it within 30 days of receiving funds.

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

As required by Cal-OSHA, Delano Union School District has adopted a COVID-19 Prevention Plan ("CPP") based on the revised template issued by Cal-OSHA in June 2021. This CPP is attached and hereby incorporated into this ESSER III Safe Return to In-Person Instruction and Continuity of Services Plan.

On 7-9-21, the Centers for Disease Control and Prevention ("CDC") updated the Guidance for COVID-19 Prevention in K-12 Schools. On 7-12-21, the California Department of Public Health ("CDPH") updated the K-12 Guidelines. Delano Union School District will continue to adhere to CDC and CDPH guidance and guidelines, and shall continue to establish and enforce local policies, regulations, and procedures accordingly.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

In the event that future school closures are required, Delano Union School District will implement distance learning for all impacted students, consistent with board policies, administrative regulations, and negotiated agreements, in order to maintain continuity of services for all students. DUSD conducted distance learning from March 2020 to June 2021, and the resources, equipment, and training exist to implement distance learning on short notice for impacted school sites. During the period of closure, students with disabilities and English learners will receive in-person instruction at alternative locations through a cohort model, to the extent this can be accomplished consistent with the health and safety needs of students and staff.

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

Plan draft posted on District website on July 8, 2021. Public Hearing notice published in Bakersfield Californian on July 9, 2021, notifying parents of opportunity to access plan and provide input. The adoption of this plan was included as an agenda item for the regular meeting of the Board of Trustees on July 19, 2021; the public had an opportunity to address the plan during public comments. Constituent elements of the plan, including the COVID-19 Prevention Plan and the policies, regulations, and agreements incorporated therein, were developed/adopted with direct participation from employee representatives and/or with opportunities for public comment at regularly scheduled board meetings. The District Employee Safety Committee includes representatives from both the certificated and classified bargaining units, and is responsible for developing and maintaining the Illness and Injury Prevention Plan, COVID-19 Prevention Plan, and Respiratory Prevention Plan (reviewed and adopted by the Board of Trustees, with opportunities for public comment).

In addition, the LEA provides the following assurances:

■ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

- Please insert link to the plan:

<https://www.duesd.org/Page/779>

■ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

■ The LEA will periodically review and, as appropriate revise its plan, at least every six months.

■ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

☐ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.

☐ The LEA has created its plan in an understandable and uniform format.

☐ The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.

☐ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

James Hay
Director of Safety and Security
Delano Union School District
1405 12th Avenue, Delano, CA 93215
661-709-5360
jhay@duesd.org

COVID-19 Prevention Program (CPP)

Delano Union School District

The [Delano Union School District COVID-19 Prevention Plan](#) is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

Date: [October 19, 2021](#)

Authority and Responsibility

[James Hay, Director of Safety and Security](#), has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace

[The District monitors and implements all directives and guidance received from the California Department of Public Health and from Cal-OSHA, including but not limited to:](#)

[Cal-OSHA Emergency Temporary Standards, June 2021](#)
[CDPH Guidance for K-12 Schools In California, July 2021](#)

[The documents listed above are incorporated into this DUSD COVID-19 Prevention Program by reference.](#)

- 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.

- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

The District proactively mitigates against the risks of COVID-19, including but not limited to mitigation efforts associated with facilities, equipment, sanitation, and personal protective equipment. The District supervises staff and conducts regular inspections to ensure compliance with District directives, expectations, and guidelines.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Delano Union School District, Delano Union Elementary School Teachers Association ("DUESTA"), and California School Employees Association Chapter 175 ("CSEA") are engaged in frequent and ongoing consultation in connection with the broad range of COVID-19 issues. DUSD has entered into negotiated agreements with both DUESTA and CSEA in connection with COVID-19 response; these agreements are posted on the Human Resources website, and are incorporated into the DUSD Illness and Injury Prevention Program. Both DUESTA and CSEA are represented on the District Employee Safety Committee, which is responsible for maintaining the DUSD Illness and Injury Prevention Program and the DUSD Respiratory Protection Plan.

Board Policy 0470 – COVID-19 Mitigation Plan states:

"The Board prohibits discrimination based on actual or perceived medical condition or disability status (Government Code 11135). Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff (Education Code 49450). The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status."

As per negotiated agreement with DUESTA:

"The District and DUESTA agree to ongoing consultations to address implementation of such guidelines. This consultation shall occur in a timely manner (within one calendar week) at the request of either party."

"Any bargaining unit member may report, in writing, any alleged unsafe condition in the working environment to the designated District safety officer. The District shall, within five (5) working days, respond in writing to the employee, with simultaneous copy to DUESTA, stating what the District finds in connection with the allegation(s), and what the District intends in order to remedy any unsafe condition. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement."

"The District agrees to initiate the interactive process for employees whose physician designates them as "high risk" or "vulnerable" as related to exposure to COVID-19, and may provide reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition. The District agrees to maintain procedures for keeping confidential employee communications about non-COVID-19 health conditions."

As per negotiated agreement with CSEA:

"The District agrees to maintain an updated Injury and Illness Prevention Plan (IIPP) and COVID-19 Prevention Plan to address unique circumstances during COVID-19 crisis, and agrees to make updates accessible to employees and parents by posting them on the school website."

"In the interest of protecting community and workplace health, any bargaining unit member may report, in writing, any unsafe condition in the working environment to the District Safety Director. The District shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to CSEA, stating what the District intends in order to remedy the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement."

"The District explicitly acknowledges that the interactive process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19. The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions. The District agrees to initiate the interactive process for employees whose physician designates them as "high risk" or "vulnerable" as related to exposure to COVID-19, and may provide reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition, which may include but not be limited to: Providing additional or enhanced personal protective equipment (PPE); Placing physical barriers to separate the vulnerable employee from coworkers or the public; Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure; Moving the employee workstations."

"The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit employees, and will bargain as needed over the effects of such further directives."

Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

Employees shall be directed to engage in self-screening on a regular and ongoing basis, and shall report any COVID-19 related symptoms to their supervisor. In District guidelines, employees have been instructed as follows:

"Every employee is responsible to self-monitor and report to their supervisor if they are symptomatic (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, or diarrhea) or exposed (sick family member at home with COVID-19, have had contact with someone with lab confirmed COVID-19, or visited a place where COVID-19 is spreading). Human resources will follow up on employees who are symptomatic for COVID-19 and follow the recommended CDC and/or CDPH guidelines."

Employees shall participate in regularly scheduled COVID-19 testing at each District office, site, department, and facility during regular working hours at no cost to the employees. Employees shall be notified of such testing by the DUSD Director of Health Services. Employees shall participate in such testing at their respective work sites. When COVID-19 testing is done indoors, face coverings shall be used during screening by both screeners and employees who are not fully vaccinated.

As per negotiated agreement with DUESTA:

"The District shall require bargaining unit members to participate in COVID-19 screening activities during regular working hours, at District facilities, at no cost to the bargaining unit members. Such screening may include, but is not limited to, temperature checks and COVID-19 surveillance testing. The results of any such required screening shall be confidential. Bargaining unit members shall not be subject to disciplinary action for any positive finding on any screening activity."

As per negotiated agreement with CSEA:

“The District shall require bargaining unit members to participate in COVID-19 screening activities during regular working hours, at District facilities, at no cost to the bargaining unit members. Such screening may include, but is not limited to, temperature checks and COVID-19 surveillance testing. The results of any such required screening shall be confidential. Bargaining unit members shall not be subject to disciplinary action for any positive finding on any screening activity.”

“The District agrees to monitor staff and students throughout the day for signs of illness; send home staff and students with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.”

“If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected.”

“Thermometers must be properly cleaned and disinfected after each use.”

“The District agrees to encourage self-screening of staff prior to leaving to attend their shift.”

“Staff shall be encouraged to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home and notify Human Resources if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Human Resources will arrange for the employee to consult with District Health Services staff for additional guidance.”

“The District agrees to engage in the following “Active Screening” of staff: Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Bargaining unit members shall not be required to respond to screening questionnaire questions that are not set on CDC recognized symptoms, including: fever; cough; shortness of breath or difficulty breathing.”

“Temperature checks and questionnaires shall be performed in confidential manner.”

“Screening records shall be kept confidential.”

“Screening records shall be destroyed after 30 days.”

“The parties agree no employee discipline may occur related to the health-related findings or outcomes of screenings.”

“Safety screenings and any necessary medical examinations are strictly limited to COVID and shall not be used to inquire into other medical conditions.”

“The parties agree that screening shall be considered a part of the standard workday. No employee shall be required to be screened prior to their designated start time.”

Correction of COVID-19 Hazards

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

All physical locations in the District are under the supervision of District/site administration, managers, and supervisors. These persons are directly responsible for maintaining safe working conditions in their respective areas. Working conditions are under direct observation on an ongoing basis, and formal inspections are ordered as needed, which may involve staff from SISC Risk Management.

The District requires all employees to report any unsafe or unhealthy working conditions.

The District Norms state, in pertinent part:

“We will take responsibility for maintaining a safe and security working environment. We will perform our duties in a manner that contributes to the security of all students and all employees; we will be on the lookout for any potential safety/security issue, and we will report any safety/security-related concerns immediately and directly to the administrator or supervisor responsible for security in that specific location.”

For any report of unsafe or unhealthy working conditions, the District will take immediate action to assess the severity of the hazard and to determine the necessary corrective measures and corresponding timelines, in order to achieve full compliance with CDPH and Cal-OSHA requirements and guidelines, with the provisions of negotiated agreements, and with any other applicable standards. SISC Property and Liability and/or SISC Risk Management shall be consulted if/when additional expertise and guidance is needed. District administrators and managers with responsibility for assessing and correcting unsafe or unhealthy conditions include: Director of Health Services; Director of Maintenance, Operations, and Transportation; Director of Safety and Security. Other District administrators and supervisors will contribute to assessment and mitigation efforts as necessary and appropriate, and in connection with their respective areas of responsibility. Employees may be assigned to duties in other locations until such time as working conditions have been appropriately and successfully assessed and mitigated. The Director of Health Services; Director of Maintenance, Operations, and Transportation, and/or the Director of Safety and Security shall document the assessment and mitigation efforts.

As per negotiated agreement with DUESTA:

“Any bargaining unit member may report, in writing, any alleged unsafe condition in the working environment to the designated District safety officer. The District shall, within five (5) working days, respond in writing to the employee, with simultaneous copy to DUESTA, stating what the District finds in connection with the allegation(s), and what the District intends in order to remedy any unsafe condition. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.”

As per negotiated agreement with CSEA:

“In the interest of protecting community and workplace health, any bargaining unit member may report, in writing, any unsafe condition in the working environment to the District Safety Director. The District shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to CSEA, stating what the District intends in order to remedy the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.”

“All bargaining unit members shall have the right, without retaliation, to refuse to perform work reasonably considered to be unsafe, by notifying their supervisor in person as well as in writing of such refusal and the basis therefor. Bargaining unit members may be directed to complete alternate work or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification sufficiently addresses safety concern(s).”

Mitigation and Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

DUSD provides clean, undamaged face coverings to all employees at no cost, and supervisors monitor staff to ensure that face coverings are properly worn by employees over the nose and mouth when indoors, and outdoors when ____.

DUSD maintains signage at all public entrances in order to communicate face covering requirements to non-employees, including parents/guardians, community members, vendors, and others.

Board Policy 0470 – COVID-19 Mitigation Plan states:

“The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.”

As per negotiated agreement with DUESTA:

“The District will provide all bargaining unit members with all required personal protective equipment (“PPE”) at no cost to the bargaining unit member.”

As per negotiated agreement with CSEA:

“The District shall make available to all bargaining unit employees any required protective gear necessary to complete assigned tasks. If appropriate protective equipment is not available, employees will not be required to perform the assigned task and shall be assigned an alternative task where required protective equipment is available.”

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or 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 feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

During the period from 2014 to 2021, the District replaced a number of aging HVAC units in order to improve energy efficiency. Since March 2020, the District has installed Minimum Efficiency Reporting Value (MERV) 13 filters in all HVAC units, and installed Global Plasma Solutions GPS-FC-48-AC and GPS-iMOD ionization units in all HVAC units.

Board Policy 0470 – COVID-19 Mitigation Plan states:

“The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning.”

As of the date of this COVID-19 Prevention Plan, the District is currently implementing a study of all HVAC units and related ventilations systems based on CDC guidance issued on 6-2-21, and will make appropriate upgrades consistent with study recommendations. The District will continue to monitor EPA, CDC, and CDPH guidance in relation to ventilation, filtration, and air quality in indoor environments, with the goal of maximizing, to the extent feasible, the amount of outside air, and increasing filtration efficiency to the highest level compatible with the existing ventilation system.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

Employees who have completed their annual online SISC-approved training to handle EPA approved cleaning products may request disinfecting wipes, cleaning products, etc. from the warehouse.

Board Policy 0470 – COVID-19 Mitigation states:

“School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.”

The Director of Maintenance, Operations, and Transportation, and the Custodial Supervisor, are responsible for maintaining the necessary inventory of supplies for cleaning and disinfecting. Inventories are maintained at the District M.O.T. warehouse, and are transferred into field locations as necessary. The District Business Office engages in all necessary purchasing.

As per negotiated agreement with CSEA:

“The District shall maintain adequate school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance and relevant to Cal/OSHA requirements.”

“The District shall establish and maintain a routine cleaning schedule in accordance with State guidelines and orders. “Cleaning schedule” is defined as a plan for keeping school facilities at high level of cleanliness, particularly sanitizing high-touch surfaces.”

Custodial employees have fixed, regular, and ascertainable working hours, and well as specific building/area assignments. Staffing is adequate to meet all cleaning and disinfecting needs. Extra duty hours are assigned if/when needed to manage the workload. The District consults with bargaining unit representatives on an ongoing basis in all matters pertaining to COVID-19 mitigation, including the frequency and scope of cleaning and disinfection.

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

If the District has a lab-confirmed COVID-19 case report to work, MOT will be notified and a deep cleaning team will be deployed to disinfect the area (classroom, office, cafeteria, etc.). A deep cleaning team of four trained staff members will thoroughly clean and disinfect the area and close the area for 24 hours when feasible. The District has training approximately 20 maintenance personnel on the proper use of Clorox 360 machines, proper use of chemicals, as well as the appropriate use of PPE. The team members have been fit tested with N95 masks and passed their physical exam at Comprehensive Occupational Medical,, and evidence of their clearance is on file at Human Resources.

Hand sanitizing

To implement effective hand sanitizing procedures, we:

Hand sanitizer dispensing units are provided for individual workstations and in common areas, including building entrances and break rooms. The Custodial supervisor is responsible for maintaining inventory, distribution, and availability. Staff may request supplies from the warehouse via the School Dude work order system.

All staff members have access to handwashing facilities. Restrooms with handwashing capacity are located throughout the District in all buildings and facilities, and all employees have ready and unrestricted access to restrooms at any time during their regular working hours, and access is not limited to break times and/or lunch times. The hand sanitizer used by the District meets the standards of the CDC and CDPH; the District does not utilize hand sanitizers that contain methanol (i.e., methyl alcohol). District guidelines encourage employees to wash their hands for at least 20 seconds each time, and signage has been placed throughout the District to reinforce this expectation.

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 section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

Employees who request the use of a respirator shall participate in a medical examination and fit test consistent with the District Respiratory Protection Plan, attached and hereby incorporated into this Plan. Employees are expected to utilize respirators in a manner consistent with the Respiratory Protection Plan, with use to be monitored by the respective supervisors, with the support of the Director of Health Services.

We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Employee Vaccination Requirement

Board Policy 0470.5 – Employee COVID-19 Vaccination Policy states:

Purpose

The Board of Trustees believes that it is its duty to provide and maintain safe school sites that are protected from hazards for the overall health and safety of all students, employees, and community members who access District facilities. The Board has adopted this policy to protect and safeguard all school community members who spend time on our school sites from the infectious health hazard created by the COVID-19 pandemic. The Board believes that a vaccination program is an essential mitigation strategy necessary to reduce and eliminate in-school transmission of the SARS-COV-2 virus. This policy is intended to comply with all state and federal laws and is in alignment with guidance of the California Department of Public Health (CDPH) that states the safe and effective COVID-19 vaccines are one of the most important interventions to end the COVID-19 pandemic and keep schools open for in-person instruction.

Scope

This policy applies to all employees of the District. This policy does not apply to students or other community members who access District school sites or facilities.

Policy

All employees of the District must either (1) establish that they have received a COVID-19 vaccine(s), or (2) obtain an approved accommodation or exemption from receiving the vaccine. The procedure for requesting an accommodation or exemption from the COVID-19 vaccine is set forth below. Employees who do not comply with either option (1) or (2) of this policy will be addressed through established administrative procedures as provided for in board policy, administrative regulation, and/or the collective bargaining agreements and related memoranda of understanding and/or side letter agreements.

Employees are required to comply with this policy no later than October 15, 2021 or as designated by statute. District will assist employees in receiving the vaccine by providing opportunities to be vaccinated during regular working hours, with release time to be provided to employees for vaccination and for post-vaccination recovery. Vaccinations for COVID-19 will be provided to employees at no cost.

Option 1: Proof of Vaccination

Employees of the District can satisfy this requirement by providing documentation they have received the immunization for COVID-19 that complies with the CDPH Vaccination Verification for Workers in Schools order. Employees may submit their proof of vaccination to District's Human Resources Department (661) 721-5000 or Health Services (661) 721-7036.

Option 2: Request for Accommodation in the form of Exemption from Vaccination

The Board recognizes that some employees of the District may be unable to receive the COVID-19 vaccine

due to disability, objection based on sincerely held religious beliefs and practices, or due to qualifying medical conditions that contraindicate receiving the vaccines. Employees needing to request an accommodation in the form of an exemption from this policy based on one of these qualifying reasons may contact District's Human Resources Department (661) 721-5000 or Health Services (661) 721-7036 to be provided a Request for Exemption/Accommodation Form.

Upon receipt of a Request for Accommodation/Exemption Form, District will engage in an interactive process with the individual employee to determine if a reasonable accommodation can be provided that does not create an undue hardship for the District, and/or does not pose a direct threat to the health and safety of others in the workplace, or the employee themselves. District will engage in the interactive process with the employee to identify possible reasonable accommodations. Employees may request an accommodation or exemption from the requirements of this policy without fear of retaliation. If an employee believes they have been treated in a manner not in accordance with this policy, please notify District by contacting the Superintendent or designee at (661) 721-5000.

As per negotiated agreement with DUESTA:

The Delano Union School District (District) and the Delano Union Elementary School Teachers Association (DUESTA) have met, negotiated and agreed as follows:

- 1. District shall make a reasonable effort to arrange for DUESTA bargaining unit members to have the opportunity to receive COVID-19 vaccines (including any CDC recommended boosters when available) at a District location or within District attendance area, at no cost to the bargaining unit members. Bargaining unit members will have until October 15, 2021 to begin the COVID-19 vaccination series and provide proof to the District to comply with this vaccination requirement.*
- 2. Bargaining unit members may exercise the option of receiving the COVID-19 vaccine from a provider of their choice outside of regular working hours.*

REASONABLE ACCOMMODATION

- 3. District shall engage in the interactive process for the purpose of determining any reasonable accommodations that may be available with regard to District's COVID-19 Vaccination board policy due to:*
 - a. Disability or medical condition, as determined by a qualified medical provider; or*
 - b. Objection based on sincerely held religious beliefs and practices.*

District shall establish the necessary forms and documentation required for bargaining unit members to request reasonable accommodation based on either of these circumstances. Bargaining unit members seeking a medical exemption will be required to provide a medical certification to the Human Resources Department consistent with Administrative Regulation 4032: Reasonable Accommodation.

Bargaining unit members seeking a religious exemption will be required to complete District's Request for Religious Exemption Form available through Human Resources. The Request for Religious Exemption Form shall include a statement advising bargaining unit members that any attestation statement determined false shall be cause for disciplinary action, up to and including termination. Bargaining unit members may attach a personal statement and/or a statement from a religious official on a voluntary basis.

As part of a bargaining unit member's individual reasonable accommodation, a bargaining unit member with one of the above qualifying exemptions will be permitted to undergo twice weekly testing, during

regular working hours, at District locations, or alternative locations as necessary to fully implement the reasonable accommodation.

DISTRICT RESPONSE TO STAFF NON-COMPLIANCE WITHOUT EXEMPTION

- 4. In relation to bargaining unit members who do not comply with District's COVID-19 vaccination board policy by October 15, 2021, and who do not qualify for one of the above stated exemptions, District shall take the following actions in order to maintain the health and safety of students and staff:*
 - a. Require COVID-19 testing two times per workweek, during regular working hours, at District locations.*
 - b. Require the use of appropriate personal protective equipment in addition to wearing face coverings on a daily basis during regular working hours, indoors and/or outdoors, to be determined by District.*
- 5. In addition, District may take any and all of the following actions in order to maintain the health and safety of students and staff:*
 - a. Assign alternative duties within the scope of the current job description, consistent with the job description and credential.*
 - b. May transfer or reassign the bargaining unit member, if and/or when consistent with the provisions of DUESTA Collective Bargaining Agreement (CBA) Article XI, Section A.7 and other applicable CBA provisions. Transfer or reassignment will be based on District's determination of how to provide the safest environment to staff and students. Bargaining unit members whose current employment position involve direct, close, and frequent contact with students or staff, or with medically fragile students or staff may be transferred or reassigned to further safeguard the health and safety of District facilities. Any such transfer or reassignment shall be ongoing, with no rights retained in relation to the former position after October 15, 2021, if proof of vaccination is not provided.*
 - c. In the event of any transfer or reassignment under the provisions of this section, the District shall provide written notice of transfer or reassignment to the bargaining unit member, and shall meet with the bargaining unit member to provide such notice. If requested by the bargaining unit member, a DUESTA representative shall be permitted to attend the meeting.*
- 6. A bargaining unit member transferred or reassigned under the terms of this side letter shall be given written notice, and the reason, no less than five days prior to the beginning date of reassignment.*
- 7. If a bargaining unit member does not comply with the requirements set forth under this Side Letter:*
 - a. If a bargaining unit member does not comply with the requirements set forth under Section 4 of this Side Letter, and does not qualify for an exemption, the bargaining unit member may be subject to discipline consistent with the provisions of the CBA Article XVI, Employee Discipline, Section A, up to and including termination.*
 - b. If a bargaining unit member transferred or reassigned under Section 5 of this Side Letter refuses without cause to perform the duties of the transferred or reassigned position, or is absent without a qualifying leave basis, the bargaining unit member may be subject to discipline consistent with the provisions of the CBA Article XVI, Employee Discipline, Section A, up to and including termination.*
- 8. Any bargaining unit member who chooses not to comply with the vaccination requirement, and who does not qualify for exemption under Section 3 of this agreement, shall be permitted to take one of the following actions:*

- a. *Voluntarily utilize personal necessity leave for a period of two work days, for the purpose of considering employment options; or*
 - b. *Take an unpaid leave of absence without health benefits for a period not to extend beyond the current school year; or*
 - c. *Submit a signed letter of resignation to be effective the first date following the exhaustion of all available personal necessity leave available to the bargaining unit member. Under no circumstances may a bargaining unit member's resignation effective date be later than the last scheduled work day of the 2021-22 school year. While utilizing personal necessity leave, the bargaining unit member shall continue to receive health benefits through the end of the pay period; or*
 - d. *A bargaining unit member who presents District with proof of vaccination prior to exhausting their available personal necessity leave accruals will be deemed in compliance with District's COVID-19 Vaccination Board Policy and eligible to return to active duty as soon as feasible; or*
 - e. *Resign their position from the District, or provide proof of vaccination.*
9. *This agreement is non-precedential, and shall remain in effect through June 30, 2022, unless otherwise negotiated.*

As per negotiated agreement with CSEA:

The Delano Union School District ("District") and the California School Employees Association Chapter 175 ("CSEA") have met, negotiated and agreed as follows:

- 1. *District shall make a reasonable effort to arrange for CSEA bargaining unit members to have the opportunity to receive COVID-19 vaccines at a District location or within District attendance area, at no cost to the bargaining unit members. Bargaining unit members will have until October 15, 2021, to begin the COVID-19 vaccination series and provide proof to the District to comply with this vaccination requirement.*
- 2. *Bargaining unit members may exercise the option of receiving the COVID-19 vaccine from a provider of their choice outside of regular working hours.*

REASONABLE ACCOMMODATION

- 3. *District shall engage in the interactive process for the purpose of determining any reasonable accommodations that may be available with regard to District's COVID-19 Vaccination board policy due to:*
 - a. *Disability or medical condition, as determined by a qualified medical provider; or*
 - b. *Objection based on sincerely held religious beliefs and practices.*

District shall establish the necessary forms and documentation required for bargaining unit members to request reasonable accommodation based on either of these circumstances.

Bargaining unit members seeking a medical exemption will be required to provide a medical certification to the Human Resources Department consistent with Administrative Regulation 4032: Reasonable Accommodation.

Bargaining unit members seeking a religious exemption will be required to complete District's Request for

Religious Exemption Form available through Human Resources. The Request for Religious Exemption Form shall include a statement advising bargaining unit members that any attestation statement determined false shall be cause for disciplinary action, up to and including termination. Bargaining unit members may attach a personal statement and/or a statement from a religious official on a voluntary basis.

As part of a bargaining unit member's individual reasonable accommodation, a bargaining unit member with one of the above qualifying exemptions will be permitted to undergo twice weekly testing, during regular working hours, at District locations, or alternative locations as necessary to fully implement the reasonable accommodation.

DISTRICT RESPONSE TO STAFF NON-COMPLIANCE WITHOUT EXEMPTION

- 4. In relation to bargaining unit members who do not comply with District's COVID-19 vaccination board policy by October 15, 2021, and who do not qualify for one of the above stated qualifying exemptions, District shall take the following actions in order to maintain the health and safety of students and staff:*
 - a. Require COVID-19 testing two times per workweek, during regular working hours, at District locations.*
 - b. Require the use of appropriate personal protective equipment, in addition to wearing face coverings, on a daily basis during regular working hours, indoors and/or outdoors, to be determined by District.*
- 5. In addition, District may take any and all of the following actions in order to maintain the health and safety of students and staff:*
 - a. Assign alternative duties within the scope of the current job description.*
 - b. May transfer or reassign the bargaining unit member, if and/or when consistent with the provisions of the Classified Collective Bargaining Agreement (CBA) Article IX, Section D and other applicable CBA provisions.*
 - i. Transfer or reassignment will be based on District's determination of how to provide the safest environment to staff and students.*
 - ii. Bargaining unit members whose current employment position involve direct, close, and frequent contact with students or staff, or with medically fragile students or staff, may be transferred or reassigned to further safeguard the health and safety of District facilities.*
 - iii. Any such transfer or reassignment shall be ongoing, with no rights retained in relation to the former position if proof of vaccination is not provided by October 15, 2021.*
 - iv. In the event of a reassignment, the bargaining unit member shall meet the physical requirements of that position as indicated in the job description, as demonstrated by a pre-placement medical examination and functional capacity evaluation, consistent with normal District procedures. If the bargaining unit member does not pass the examination and/or evaluation, the District shall initiate the interactive process to explore reasonable accommodation in connection with the reassignment, and/or may transfer or reassign the bargaining unit member into another position consistent with their physical abilities.*
 - v. Any such transfer or reassignment shall not provide the bargaining unit member with any increase in work hours, work days, or compensation.*
 - vi. A bargaining unit member transferred or reassigned under the terms of this Side Letter shall be required to begin performance of the new assignment on the date designated by District.*

6. *If a bargaining unit member does not comply with the requirements set forth under this Side Letter:*
 - a. *If a bargaining unit member does not comply with the requirements set forth under Section 4 of this Side Letter, and does not qualify for an exemption, the bargaining unit member may be subject to discipline consistent with the provisions of the CBA Article XVII, Progressive Discipline, up to and including termination.*
 - b. *If a bargaining unit member transferred or reassigned under Section 5 of this Side Letter refuses without cause to perform the duties of the transferred or reassigned position, or is absent without a qualifying leave basis, the bargaining unit member may be subject to discipline consistent with the provisions of the CBA Article XVII, Progressive Discipline, up to and including termination.*
7. *Any bargaining unit member who chooses not to comply with the vaccination requirement shall be permitted to take one of the following actions:*
 - a. *Voluntarily utilize personal necessity leave for a period of two work days for the purpose of considering employment options; or*
 - b. *Take an unpaid leave of absence without health benefits for a period not to extend beyond the current school year; or*
 - c. *Submit a signed letter of resignation to be effective the first date following the exhaustion of all available personal necessity leave and/or vacation leave available to the bargaining unit member. Under no circumstances may a bargaining unit member's resignation effective date be later than the last scheduled work day of the 2021-22 school year. While utilizing personal necessity leave and/or vacation leave, the bargaining unit member shall continue to receive health benefits through the end of the pay period; or*
 - d. *A bargaining unit member who presents District with proof of vaccination prior to exhausting their available personal necessity and/or vacation leave accruals will be deemed in compliance with District's COVID-19 Vaccination Board Policy and eligible to return to active duty as soon as feasible; or*
 - e. *Resign their position from the District or provide proof of vaccination.*
8. *This agreement is non-precedential, and shall remain in effect through June 30, 2022, unless otherwise negotiated.*

Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

Employees that had a close contact shall be offered COVID-19 testing at no cost during their workinghours, excluding: Employees who were fully vaccinated before the close contact and do not have symptoms; COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases whonever developed symptoms, for 90 days after the first positive test.

The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases below, will be provided to employees by the Assistant Superintendent of Human Resources.

The Assistant Superintendent of Human Resources shall provide written notice within one day of District knowledge of a COVID-19 case that staff at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.

Board Policy 0470 – COVID-19 Mitigation Plan states:

“The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.”

“If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.”

“If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.”

“If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.”

Administrative Regulation 4157 – Employee Safety states:

“If the district receives notice of potential exposure to COVID-19, the Superintendent or designee shall, within one business day of the notice, take all of the following actions (Labor Code 6409.6):

“Provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19. The notice shall be provided in a manner normally used to communicate employment-related information, which may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending.”

“Provide a written notice to the exclusive representative, if any, of employees who were on the premises within the infectious period.”

“Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding:

“COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to: workers' compensation; Available leave options for exposed employees; Antiretaliation and antidiscrimination protections of the employee.”

“Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any,

of the disinfection and safety plan that the district plans to complete in accordance with Centers for Disease Control and Prevention guidelines.”

“The above notifications shall be maintained for a period of at least three years (Labor Code 6409.6).”

“If the district is notified of the number of cases that meet the definition of a COVID-19 outbreak, as defined by the California Department of Public Health, within 48 hours, the Superintendent or designee shall, within 48 hours of the notice, notify the local public health agency of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual. The Superintendent or designee shall continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite (Labor Code 6409.6).”

“In the event that Cal/OSHA prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of COVID-19 infection and constitutes an imminent hazard to employees, the district shall post a notice thereof provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the place of employment, operation, or process is made safe and the required safeguards or safety appliances or devices are provided (Labor Code 6325).”

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, possible close contacts and hazards to, and how.

DUSD employees shall report any COVID-19 symptoms and possible hazards to their supervisor, the Director of Health Services, and/or the Director of Safety and Security.

- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

Employees who seek reasonable accommodation in the workplace for any reason, including increased risk of COVID-19 illness, may contact the Assistant Superintendent for Human Resources for the purpose of requesting such reasonable accommodation. The District will then initiate the interactive process.

- Access to COVID-19 testing when testing is required.

Employees shall participate in regularly scheduled COVID-19 testing at each District office, site, department, and facility during regular working hours at no cost to the employees. Employees shall be notified of such testing by the DUSD Director of Health Services. Employees shall participate in such testing at their respective work sites. When COVID-19 testing is done indoors, face coverings shall be used during screening by both screeners and employees who are not fully vaccinated.

In the event DUSD is required to provide testing because of a workplace exposure or outbreak, the Director of Health Services 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.

- The 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.

This information is contained in the COVID-19 Prevention Plan, which is incorporated into the DUSD Illness and Injury Prevention Plan. Both of these plans, as well as the relevant information, recommendations, and guidance from CDPH and Cal-OSHA, are posted on the DUSD website.

The Assistant Superintendent of Human Resources and the Director of Health Services, or their respective designees, shall be responsible for communicating with affected employees, and shall take action to ensure appropriate confidentiality, consistent with normal Health Services and Human Resources standards and applicable legal requirements relating to medical records, and consistent with CDPH and Cal-OSHA recommendations and guidelines, and with negotiated agreements.

As per negotiated agreement with DUESTA:

“The District agrees to maintain procedures for keeping confidential employee communications about non-COVID-19 health conditions.”

As per negotiated agreement with CSEA:

“The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.”

The District utilizes a variety of methods to communicate with staff. All applicable plans, procedures, handbooks, and guidelines are posted on the District web site. The District uses email and voice message systems as necessary and appropriate. Many District employees have employer-provided cell phones which are used for situational communication. Information is distributed in hard copy form via mailboxes and meetings.

Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.

- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

The District shall provide appropriate training and instruction to all employees in connection with COVID-19 policies and procedures and related risk management. Such training shall be provided by District/site administration, supervisors, and managers, including but not limited to: Director of Health Services; Director of Maintenance, Operations, and Transportation; Director of Safety and Security; and/or their respective designees. Training shall address District-wide directives, requirements, and guidelines, based on CDPH and Cal-OSHA requirements and guidelines, as well as position-specific and classification-specific instructions.

As per negotiated agreement with CSEA:

"The District agrees to follow the CDE's and/or CADPH hygiene training recommendations."

"The District Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles."

"In accordance with CDPH and Cal/OSHA guidance and in consultation with Kern County Public Health officials, develop a plan for handwashing that includes: Providing opportunities for students and staff to meet handwashing frequency guidance; Ensuring sufficient access to handwashing and sanitizer stations."

"The District shall adhere to CDC guidance on proper PPE use."

"The District agrees to provide notification, develop and provide staff training or utilize state-provided training, regarding the following topics: Disinfecting frequency and tools/chemicals used in accordance with the Healthy Schools Act, CDPR guidance and Cal/OSHA regulations; For staff who use hazardous

chemicals for cleaning, any specialized training that is required; Physical distancing of staff and students; Proper techniques for wearing masks and other face coverings; Symptom screening, including temperature checks; Updates to the Injury and Illness Prevention Plan (IIPP) and COVID-19 Prevention Plan; Significant changes in state and local health standards/recommendations.”

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by

[Administrative Regulation 4157.1 – Work-Related Injuries](#) states:

“Until January 1, 2023, an employee is presumed to be entitled to workers' compensation benefits for illness or death resulting from COVID-19 if the diagnosis was made within 14 days after the employee performed labor or services at the place of employment and if the employee contracted COVID-19 during an outbreak at the employee's specific place of employment (Labor Code 3212.86, 3212.88).”

“For this purpose, an outbreak means that, within 14 calendar days, one of the following occurs at a specific place of employment: (Labor Code 3212.88)”

“If a specific place of employment has 100 employees or fewer, four employees test positive for COVID-19.”

“If a specific place of employment has more than 100 employees, four percent of the number of employees who reported to the specific place of employment test positive for COVID-19.”

“A specific place of employment is ordered to close by a local public health department, the California Department of Public Health, Cal/OSHA, or the Superintendent due to a risk of infection with COVID-19.”

“The Superintendent or designee may rebut a presumption that COVID-19 was contracted during the course and scope of employment by offering evidence to the Workers' Compensation Appeals Board, such as the measures that were in place at the employee's specific place of employment to reduce potential transmission of COVID-19 and evidence of an employee's nonoccupational risk of contracting COVID-19 (Labor Code 3212.86, 3212.88).”

[As per negotiated agreement with DUESTA:](#)

“In the event any District facility must be closed, or any District operations are curtailed due to COVID-19 response, bargaining-unit members shall not suffer any loss of compensation or benefits for the period of closure or curtailment. Specifically, the District will continue to compensate bargaining unit members even if they are unable to report for duty at their assigned work site due to COVID-19 related reduction in use of District facilities. Bargaining unit members who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality.”

As per negotiated agreement with CSEA:

“If the bargaining unit member is exposed to coronavirus in the 2021-2022 school year, California COVID-19 Supplemental Paid Sick Leave shall be used, if available, to keep employee in paid status until medical proof of recovery/medical clearance has been given. If the bargaining unit member is exposed to coronavirus a second time or more during the 2021-2022 school year (or if no California COVID-19 Supplemental Paid Sick Leave is available), and if coronavirus test result come back negative, the employee shall use accrued sick leave or extended sick leave to remain in paid status during quarantine. If test results come back positive, the District shall place such employee on California COVID-19 Supplemental Paid Sick Leave or bargaining unit members accrued leave until medical proof of recovery/medical clearance has been given.”

“California COVID-19 Supplemental Paid Sick Leave: The parties recognize that the California COVID-19 Supplemental Paid Sick Leave, provides most employees up to eighty (80) hours of paid leave for coronavirus-related absences.”

“The parties recognize that such leave as provided by the California COVID-19 Supplemental Paid Sick Leave shall be available to all District employees in the appropriate circumstances, and shall be drawn prior to any other forms of paid or unpaid leave available to such employees.”

“In the event any District facility must be closed, or any District operations are curtailed due to COVID-19 response, bargaining-unit members shall not suffer any loss of compensation or benefits for the period of closure or curtailment. Specifically, the District will continue to compensate bargaining unit members even if they are unable to report for duty at their assigned work site due to COVID-19 related reduction in use of District facilities. Bargaining unit members who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality.”

- Providing employees at the time of exclusion with information on available benefits.

The District Human Resources Office is responsible for providing employees with information relating to any applicable leave provisions, including sick leave benefits, payments from public sources, or other means of maintaining earnings, rights, and benefits, where permitted by law and when not covered by workers compensation. As noted above, employee leave provisions are incorporated into the collective bargaining agreements and other negotiated agreements, which are posted on the District website for employee review.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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 Assistant Superintendent for Human Resources and the Director of Health Services maintain other needed records, including but not limited to case records, exposure records, and vaccination records.

Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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 once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude 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.

COVID-19 PREVENTION PROGRAM APPROVAL AND AUTHORIZATION DELANO UNION SCHOOL DISTRICT

(Signature on original document)

James Hay, Director of Safety and Security

October 19, 2021

Date

Appendix A: Identification of COVID-19 Hazards

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

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

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

Date: **[enter date]**

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

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

Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

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

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

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

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date: [enter date COVID-19 case – suspected/confirmed - became known to the employer] **Name**

of person conducting the investigation: [enter name]

Name of COVID-19 case (employee or non-employee*) and contact information: [enter information]

Occupation (if non-employee*, why they were in the workplace): [enter information]

*If we are made aware of a non-employee COVID-19 case in our workplace

Names of employees/representatives involved in the investigation: [enter information]

Date investigation was initiated: [enter information]

Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed: [enter information]

Date and time the COVID-19 case was last present and excluded from the workplace: [enter information]

Date of the positive or negative test and/or diagnosis: [enter information]

Date the case first had one or more COVID-19 symptoms, if any: [enter information]

Information received regarding COVID-19 test results and onset of symptoms (attach documentation):
[enter information]

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because.
 - They were fully vaccinated before the close contact and do not have symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.
- The names of those that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those exempt from exclusion requirements because:
 - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms.
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days or, for those that never developed symptoms, for 90 days after the initial positive test.

[enter information]

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?
[enter information]

What could be done to reduce exposure to COVID-19?
[enter information]

Was local health department notified? Date?
[enter information]

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

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

Employee Name	Signature

Appendix E: Documentation of Employee COVID-19 Vaccination Status - **CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated ¹	Method of Documentation ²

¹Update, accordingly and maintain as confidential medical record

²Acceptable options include: Employees provide proof of vaccination (vaccine card, image of vaccine card or health care documents showing vaccination status) and employer maintains a copy. Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself. Employees self-attest to vaccination status and employer maintains a record of who self-attests.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
 - Employees who were not present during the relevant 14-day period.
 - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
 - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review, and hazard correction

We 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 is documented and includes:

- 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 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 feasible.
 - Requiring respiratory protection in compliance with section 5144.

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, 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, if so, implement their use to the degree feasible.

Additional Consideration #2

Major COVID-19 Outbreaks

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible. [DUSD will utilize all available options to implement physical distancing requires per CDC/CDPH guidelines, including but not limited to: remote work arrangements; 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; and adjusted work processes or procedures to allow greater distance between employees.](#)
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Transportation

Assignment of transportation

To the extent feasible, we reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit are transported in the same vehicle.
- Employees working in the same crew or workplace are transported in the same vehicle.
- Employees who do not share the same household, work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

Face coverings and respirators

We ensure that the:

- Face covering requirements of our CPP **Face Coverings** are followed for employees waiting for transportation, if applicable.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under our CPP Face Coverings applies.
- Upon request, we provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees in the vehicle who are not fully vaccinated.

Screening

We develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation. [These procedures are described in the CPP in the section titled, Identification and Evaluation of COVID-19 Hazards – Employee Screening.](#)

Cleaning and disinfecting

We ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned to prevent the spread of COVID-19 and are cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period, when the surface will be used by another employee within 24 hours of the COVID-19 case. [Such cleaning shall be performed by Transportation department personnel consistent with the applicable job descriptions, under the direction of the Transportation supervisor.](#)
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We ensure that vehicle windows are kept open, and the ventilation system is set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to

employees.

- Protection is needed from weather conditions; such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.