



COVID-19 Prevention Program (CPP) for Berkeley Unified School District 2022-2023 School Year

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

Date: August 3, 2022

Authority and Responsibility

Superintendent Enikia Ford Morthel 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 will implement the following in our workplace:

- Conduct workplace-specific evaluations.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.

- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Ensure that classrooms are well ventilated through the addition of portable HEPA air filters, upgraded air filters, and operable windows.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting unsafe conditions: All BUSD employees share the responsibility for maintaining a healthy work environment, and compliance with district safety protocols. Employees should report any unsafe working condition to their supervisor.

- Employees are trained on how to report potential safety risks, COVID risk mitigation, and school principals and department managers are also trained on their responsibility to address site-based issues.
- Collective bargaining agreements specify that all employees have the right to complain both to the district and to OSHA.
- The district has established an email address (covidcase@berkeley.net) to make it easy for employees to report hazards and other concerns.

Employee screening

We screen our employees by mandating a daily self health attestation that aligns with CDPH guidelines before they enter a district school or facility. We ask employees to screen for these CDC recognized symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Additionally, non-contact thermometers are available at all sites to allow real-time screening in the event it becomes necessary.

- Screening records shall be kept confidential.
- Self administered symptom screenings and any necessary medical examinations are strictly limited to COVID and shall not be used to inquire into other medical conditions.

Similar screening methods will also be used for students on campus.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions relative to COVID-19 practices or procedures will be documented and corrected in a timely manner based on the severity of the hazards.

Control of COVID-19 Hazards

Physical Space

Where possible, we ensure risk mitigation practices in our workplace by:

- Allowing telework and remote work when practicable.
- Sufficient points of access to limit larger gatherings to the extent practicable.
- Dedicated space(s) to safely isolate students who feel ill.
- When practicable to do so, employees shall limit indoor social gathering in the workspace, including but not limited to break rooms, common lunch areas, hallways, restrooms and other workspaces.
- In the event that a meeting occurs in person and indoors, air filtration and ventilation should be used.

Face Masks

Face masks are not required but strongly recommended at all BUSD schools and facilities as of June 27, 2022. Any changes to masking requirements will be communicated promptly to staff and the school community.

Every district facility and campus has a supply of clean, undamaged, disposable masks available to employees, students, and anyone else at the workplace. Masks are disposable and do not need cleaning.

At any time when masking is required, we ensure masks are properly worn by employees, students, and others. Masks are to be worn over the nose and mouth when indoors, including non-employees, where required by orders from the California Department of Public Health (CDPH) or a local health department.

When indoor masking is required, employees who encounter anyone in the workplace who is not wearing an appropriate mask are asked to notify their supervisor immediately. If the person who is not wearing a face covering does not fall under any of the exceptions below, adults will be asked to immediately wear a mask properly or leave the workplace and students' parents or caregivers will be notified that the student must be picked up immediately if a student refuses to wear a mask.

The following are exceptions to the use of masks in our workplace when they are required to be worn:

- When an employee is alone in a room with the door closed.

- While eating and drinking at the workplace. To the extent practicable, windows should be open and air filtration systems operating.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will include a face shield with drape or other alternatives to be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering.

Engineering controls

We implement the following measures for work locations that are typically accessed by many people in the course of a standard school day:

- Install plexiglass barriers in common areas such as school offices, reception areas, cafeteria line-up areas, and in other areas as practicable.
- Strongly recommend masking indoors. Masking indoors may be required by Public Health Order or during surge/outbreak conditions.

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

- Windows may be opened when practicable.
- All classrooms, offices, and common areas have Merv-13 filtration where applicable, and Merv-17 HEPA air filtration units.
- Filter upgrade work for poor air quality index levels has been completed on existing HVAC systems.
- The District has measured the CFM to calculate the number of air changes from all HVAC units in the District and has determined that we are meeting or exceeding the recommended number of Air Changes Per Hour (5-7) in almost all instances.
- The District has installed an Indoor Air Quality Monitoring System. This system will monitor the air quality in every classroom and office in the District. We will know if the VOCs are high and this will allow us to close off any outdoor air intake. This action will improve filtration efficiency. Additionally, this monitoring system will monitor temperature and humidity.
- All HVAC systems across the District have been upgraded to MERV-13 air filtration

Cleaning and disinfecting

The BUSD custodial staff has been trained on facilities cleaning protocols consistent with guidelines established by the CDC. Classrooms, restrooms and all workspaces will be cleaned daily. When disinfectant is used, the District will use a product on the Environmental Protection Agency List “N”. Schools will also be routinely “deep cleaned” to provide for a high level of cleanliness.

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

- The district will ensure there are adequate supplies and adequate time for cleaning to be done properly.
- The district will inform employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Light cleaning supplies will also be issued to classroom instructional staff in order to augment regular cleaning by custodians.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we will make the following available:

- Every room with a sink shall be stocked with soap, hand sanitizer, and paper towels;
- Every classroom shall be provided hand sanitizer;
- Non-classroom workspaces shall be provided hand sanitizer;
- Hand sanitizer stations shall be provided at each ingress and egress point;
- Soap, hand sanitizer and paper towel supplies will be actively monitored by all staff in any space where students or staff are working. Supplies will be promptly replenished upon request.

Site-specific procedures include:

- Staff are encouraged to wash hands frequently and are provided time to do so.
- Staff are encouraged to wash hands for at least 20 seconds.

The district will provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

Site Specific Procedures

All K-5 classroom sinks have been upgraded to include touchless faucets. All other hand washing facilities have metered faucets meaning the user does not have to turn them off. They turn off after use.

While the current hand washing capacity meets the CA Plumbing code adopted by CDE for fixture counts, every classroom and common area to include hallways have touchless hand sanitizing stations installed.

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

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

Investigating and Responding to COVID-19 Cases

WHEN A STUDENT OR STAFF MEMBER IS CONFIRMED POSITIVE FOR COVID-19

Parents/guardians must immediately report a COVID-19 case using a Google Reporting form or by emailing covidcase@berkeley.net. Staff must report they tested positive for COVID-19 to their supervisor and fill out either a Staff Google Reporting Form or email covidcase@berkeley.net. The COVID-19 Response Team will coordinate with the employee or parent/guardian to determine:

- When the case tested positive or began to experience symptoms
- When the case was infectious
- When the case was on a BUSD campus or at a district facility

COVID response is confidential - no student or staff names or identifying information will be shared.

STUDENT EXPOSURE NOTIFICATIONS

Parents and caregivers of students who were a close contact of a case during the infectious period will be notified in some situations. During surges, schools will instead send all-school notifications of elevated case rates at a school.

SCHOOL ISOLATION ROOMS

Every school campus will have an isolation room where students with COVID-19 symptoms will wait for parent/guardian pickup. Isolation rooms will have adequate ventilation and MERV-13 and/or HEPA air filters. Parents/caregivers are expected to come to school immediately to pick up their child.

STAFF EXPOSURE NOTIFICATIONS

Staff will be notified if they were a close contact with a case during the infectious period.

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

- Referred to COVID-19 testing at no cost during their working hours.
- Informed about benefits including COVID leave rights

OUTBREAK NOTIFICATIONS

In the event of an outbreak, which is three or more epi-linked COVID-19 cases at a school or work site in a 14-day period, employees working at the campus or facility where the cluster occurred will be notified.

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:

- Employees should report COVID-19 symptoms or cases, as well as possible hazards to their supervisors and also either fill out the Staff Google Case Reporting Form or email covidcase@berkeley.net.
 - In the event of symptoms or cases, the COVID-19 Response Team has been trained to perform contact tracing, provide isolation and testing guidance, make the required notifications to close contacts and report cases to Public Health as required.
 - In the event of a workplace hazard that involves another employee, if an employee is unable to resolve with a co-worker an issue related to risk reduction practices, and in the interest of protecting community and workplace health, any employee should report, in writing, any unsafe condition in the working environment to the immediate supervisor. The supervisor shall, within two (2) working days, respond in writing to the employee, with a simultaneous copy to the Union leadership, stating what has been done to make 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 procedure.
- Employees can report symptoms and hazards without fear of reprisal.
- All staff positive COVID-19 test results must be reported to a supervisor and to covidcase@Berkeley.net
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness include the following:
 - HR conducts individualized reasonable accommodation meetings with each employee that has requested one. Depending on their medical doctor's recommendation or work restrictions, reasonable accommodations are given. These include, but are not limited to: extra filtration system in the classroom, keeping doors and windows open, teaching outside when possible or available, working remotely, installing extra plexiglass in the work area, limiting contact with the public or students, providing with full PPE, staggering office schedules, limiting the use of their work area by other employees, etc.
- The district will facilitate free surveillance testing for all staff working in person at any district school or facility. Many employees can ALSO obtain testing through their healthcare provider. The district intends to provide free over the counter (OTC) tests to all staff and to operate testing at the Curtis St. entrance to the Berkeley Adult school on non-holiday Mondays-Fridays from 9:00 am to 4:00 pm.
- In the event we are required to provide additional testing because of an outbreak, we will communicate the plan for facilitating no-cost testing during work hours and inform affected employees of the reason for the testing and the possible consequences of a positive test.

- All confirmed COVID-19 cases in which the case was present at a district school or facility during the infectious period are reported on the district's [Confirmed On-Site Covid-19 Case Dashboard](#)

Training and Instruction

The District will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- 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 masks
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until CDPH return-to-work requirements are met.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing paid leave. Additionally, the District keeps track of any other leaves requested by employees due to COVID-19.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the City of Berkeley health department whenever required by law, and provide any related information requested by the City of Berkeley public health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases.
- All confirmed COVID-19 cases in which the case was present at a district school or facility during the infectious period are reported on the district's [Confirmed On-Site Covid-19 Case Dashboard](#)

Return-to-Work Criteria

Staff who test positive for COVID-19 may return to work in accordance with the CDPH [Guidance for Individuals Infected with or Exposed to COVID-19](#).

Approved by: Superintendent Enikia Ford Morthel

Date: August 3, 2022

