



# **COVID-19 Prevention Program (CPP) for Berkeley Unified School District 2024-2025 School Year**

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

**Date:** July 31, 2024

## **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:

- 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](mailto:covidcase@berkeley.net)) to make it easy for employees to report COVID-19 hazards and other concerns.

## **Employee screening**

We encourage all employees to self screen for COVID-19 symptoms before they enter a district school or facility. We also encourage that families screen students each school morning. We ask both employees and families 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

## **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.
- When meetings occur in person, and indoors, air filtration and ventilation should be used.

## Face Masks

Staff are required to mask for ten days after testing positive for COVID-19. Cases with symptoms must mask for ten days from the date symptoms started. Cases without symptoms must mask for ten days from the date of the positive test. 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 by a Public Health agency, 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.

If 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 mask 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 if masks 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. This exception is limited to the time period in which such tasks are actually being performed.

## Ventilation

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

- Masking indoors may be required by Public Health Order or during 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. All HVAC systems across the District have been upgraded to MERV-13 air filtration
- 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.

## **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.
- Light cleaning supplies will also be available to classroom instructional staff.
- In general, BUSD custodial staff will continue with routine cleaning that is sufficient to remove the virus that causes COVID-19 from surfaces to provide for a high level of cleanliness. Drinking fountains may be open and used by students and staff. Routine cleaning of drinking fountains will also be performed on a continuous basis.

## **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 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).
- 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 that was on campus while infectious using a Google Reporting form ([English](#)) ([Spanish](#)). Staff who were infectious while at BUSD must report they tested positive for COVID-19 via the [Staff Google Reporting Form](#).

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

### **STAFF EXPOSURE NOTIFICATIONS**

BUSD will continue to follow Cal/OSHA notification requirements for staff who are exposed to COVID-19 cases during the cases' infectious period at BUSD, including direct notification of exposures, case notifications to all sites, and outbreak notifications to the exposed staff members and all staff members at a facility when applicable.

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

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

- Provided COVID-19 testing at no cost during their working hours.

## **OUTBREAK NOTIFICATIONS**

Cal/OSHA defines an outbreak as: At least three COVID-19 cases within an exposed group during a seven-day period. In the event of an outbreak, employees working at the campus or facility where the outbreak occurred will be notified.

## **MAJOR OUTBREAK NOTIFICATIONS**

Cal/OSHA defines a major outbreak as: Twenty or more employee COVID-19 cases in an exposed group within a 30-day period. In the event of a major outbreak, employees within the exposed group will be notified.

# **System for Communicating**

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

- Employees should report positive COVID-19 test results (COVID-19 cases) when they were at BUSD during their infectious period, as well as possible hazards to their supervisors. If an employee tests positive for COVID-19 and was at BUSD while infectious, they must fill out the [Staff Case Reporting Form](#).
- 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.
- Employees can report symptoms and hazards without fear of reprisal.
- 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..
- The district will have OTC (over the counter) at-home antigen tests, as supplies last, for all staff working in person at any district school or facility. Many employees can ALSO obtain testing through their healthcare provider. In the event BUSD is required to

provide additional testing because of an outbreak, the district 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.

## **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.
- 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 that were at a BUSD campus or facility during their infectious period.

## **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: July 31, 2024