



**MetroED**  
Metropolitan Education District

# COVID Protection Plan (CPP)

August 2023

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## **COVID-19 Prevention Program for Metropolitan Education District**

### **COVID-19 PANDEMIC**

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The [virus spreads](#) easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. This viral illness can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious virus on a surface and then touch their own nose, mouth, or eyes.

Some of the [symptoms](#) of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Avoiding crowded indoor spaces, improving indoor ventilation, staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

### **COVID-19 PREVENTION PROGRAM**

Metropolitan Education District (MetroED) is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. This plan was last updated on August 9, 2023.

MetroED will endeavor to keep this program plan up to date and based on the latest regulations and guidance. However, even if this plan is not updated, MetroED will abide by the latest, in effect regulations and guidance notwithstanding the fact that this plan has not been updated.

### **DESIGNATION OF RESPONSIBILITY**

***Lisa Ketchum, Director of Human Relations and Communicatoins*** has the authority and responsibility for implementing this plan in our workplace. All managers and supervisors are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered in a language they understand.

All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

### **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, students, and members of the public. Evaluations include:

- Existing COVID-19 prevention measures and whether we need different or additional control measures.

**Employee Participation** - Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: through questions submitted

electronically via remote training, safety committees, and staffing meetings. The District has a safety webpage located at <https://www.metroed.net/metroed-safety-committee> where additional information is shared including:

- MetroED Safety Committee meeting agendas, minutes, drills, and goals
- COVID-19 Information
- Injury Illness and Prevention Program
- Reporting a Safety Concern
- Safety Documents
- Notice of Pesticide Use
- Emergency Preparedness

We will evaluate how to maximize ventilation with outdoor air for our indoor spaces and the highest level of filtration efficiency that is feasible for our building mechanical ventilation system. The [CDPH's Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#) will be used during these evaluations.

**Employees may confidentially inform Lisa Ketchum if they have a higher risk for severe illness from COVID-19 to discuss possible options.**

#### **CORRECTION OF COVID-19 HAZARDS**

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement [feasible control measures](#) to minimize or eliminate employee exposure to COVID-19. We review orders and guidance on COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to [K-12 School Guidance](#). We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

We inspect periodically to check that controls are effective, to identify unhealthy work conditions or practices, and to ensure compliance with this plan. Any deficiencies are corrected right away, and we update this plan if needed.

#### **Engineering Controls – Equipment and Building Systems to Minimize Exposures**

Our engineering controls for COVID-19 include:

- Maximizing outdoor air for ventilation as much as feasible except when EPA's Air Quality Index is greater than 100 or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.
- Evaluating how to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- Hazards may be reported anonymously by completing the Employee Safety Information Form available on the District's Safety Website <https://www.metroed.net/safety> or by using StopIT <https://appweb.stopitsolutions.com/login> Access Code: MetroED

## **Administrative Controls – Policies, Procedures, and Practices to Minimize Exposure**

Any employee or visitor sick with COVID-19 is to remain off the campus. Anyone exhibiting any potential [symptoms of illness \(including colds or flu\) or COVID-19](#) will be asked to leave the facility immediately and is to contact the **COVID-19 Liaison, Lisa Ketchum at 408-723-4345** or [lketchum@metroed.net](mailto:lketchum@metroed.net) for further instructions.

Symptoms include 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.

- **[Practicing Good Hygiene](#)**. Wash hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer stations and hand hygiene signage are placed throughout the workplace. **Kim Timoteo, Manager Maintenance and Operations** is responsible for ensuring hand hygiene stations are readily accessible and stocked with soap and paper towels, or sanitizer. Everyone is to wash their hands after blowing nose, touching garbage; before/after preparing food, and after using the toilet.
- **[Cleaning and Disinfecting Frequently](#)**. Surfaces, especially frequently touched surfaces, will be cleaned nightly. Indoor areas, materials, and equipment that will be used by another employee within 24-hours of use by a COVID-19 case will be disinfected with products that meet the [EPA's criteria for use against coronavirus](#) and following the [Healthy Schools Act](#). Employees are not to order any unapproved cleaning or disinfectants products and are not to bring any from home. All products will be maintained by the M & O Department. No products are to be brought from home. An approved cleaning product will be supplied to classrooms and office areas through the Manager of Maintenance and Operations. Employees are trained on the hazards of the disinfectants, to use only in well-ventilated areas, any PPE that is required, and to never mix chemicals. We provide proper personal protective equipment (PPE). PPE must not be shared, e.g., gloves, goggles and face shields, gowns

## **COVID-19 Testing**

We will make COVID-19 tests available at no cost.

## **INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**

### **Illness at the Workplace**

We investigate all COVID-19 cases in the workplace. Our investigation includes seeking information from employees on COVID-19 cases, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law enforcement).

### **Notification**

Employees must alert **COVID-19 Liaison; Lisa Ketchum at 408-723-4345** or [lketchum@metroed.net](mailto:lketchum@metroed.net) if they are having [symptoms of COVID-19](#), were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

**COVID cases and potential cases are handled with confidentiality and only district staff that need to know are made aware.**

## **Exclusion from the Workplace**

Employees excluded from work due to a positive test/diagnosis from workplace will have their earnings, wages, seniority, and all other rights and benefits maintained by Human Resources. Wages during exclusion will be paid at the regular rate of pay on the regular payday for the pay period. Employees will be informed if wages will not be maintained because the employee received disability payments or was covered by workers' compensation and received temporary disability. Information on available benefits will be provided at the time of exclusion.

## **Return to Work**

### ***Criteria for returning to work after illness:***

- **Employees are to stay home if ill with one or more symptom:** 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 (regardless of vaccination status)
- Enter a sick day into Frontline and contact the COVID-19 Liaison, Lisa Ketchum at 408-723-4245 or [lketchum@metroed.net](mailto:lketchum@metroed.net) for further instructions

### ***Criteria for returning to work after testing positive for COVID-19 are as follows:***

## **Recordkeeping**

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

**Human Resources** maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

We keep a record of and track all COVID-19 cases. These records include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information is kept confidential. We 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.

## **Access**

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

## **COMMUNICATION SYSTEMS**

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: consistent updates on COVID-19 via email, newsletters, district website and meetings

We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to Lisa Ketchum.

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. They can make a confidential report of their own high-risk condition to Human Resources.

Note: Additional communication requirements may apply depending upon severity of outbreak. See Appendix A for multiple COVID-19 infections and outbreak procedures. See Appendix B for major outbreak procedures.

We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities that come in contact with our workplace. Other employers must ensure their employees follow our plan or equivalent to ensure protection of both their and our employees. When our employees are at another worksite, we will verify that procedures at the other worksite are protective of our employees, such as mask wearing and symptom screening.

## **EMPLOYEE TRAINING AND INSTRUCTION**

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at MetroED including:

- Information on how COVID-19 spreads, including airborne and asymptomatic transmission.
- The fact that viral particles can travel more than 6', especially indoors, so physical distancing, face coverings, increased ventilation, and respiratory protection can decrease the spread of COVID-19, but are most effective when used in combination.
- Symptoms of COVID-19.
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- The importance of [vaccination against COVID-19](#).
- Information on our COVID-19 policies, 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.
- Our symptom screening procedures for employees and all other visitors to the workplace.
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Proper disinfectant on campus.
- Control measures to protect employees from exposure and infection:
  - Requiring employees to stay home when sick.
  - Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
  - Conditions that require the use of face coverings at the workplace.
  - Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.

- Information on COVID-19-related leave benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, MetroED leave policies, leave guaranteed by contract, and section 3205.
- The contents of this plan.

### **Workplace Investigation, Review, and Hazard Correction**

We will investigate all workplace illness to determine potential factors in the workplace that could have contributed to the COVID-19 outbreak. Additionally, we will review our relevant COVID-19 policies, procedures, and controls and we will implement changes needed to prevent further virus spread.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of our leave policies and practices, including whether employees are discouraged from staying home when sick.
- Review of our COVID-19 testing policies.
- Investigation of the sufficiency of outdoor air.
- Investigation of the sufficiency of air filtration.

These reviews will be updated with new information, new or previously unrecognized COVID-19 hazards, or as necessary. We will make changes based on investigations and reviews to reduce the spread of COVID-19 and consider such actions as moving work tasks outdoors, allowing employees to work remotely, increasing outdoor air supply to our indoor workplaces, improving air filtration to the highest MERV rating compatible with our air handling system, increasing physical distancing as much as feasible, requiring respiratory protection in compliance with section 5144, or other applicable control measures.

MetroED will endeavor to keep this program plan up to date and will abide by the latest regulations and guidance in effect.