

PITTSBURG UNIFIED SCHOOL DISTRICT



Pittsburg Unified School District

COVID-19 Prevention Program (CPP)

Updated January 2024

PITTSBURG UNIFIED SCHOOL DISTRICT

COVID-19 Prevention Program (CPP) for Pittsburg Unified School District

This CPP is designed to control exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date:	January 2024
District:	Pittsburg Union School District
Schools:	Foothill Elementary School Heights Elementary School Highlands Elementary School Los Medanos Elementary School Marina Vista Elementary School Parkside Elementary School Stoneman Elementary School Willow Cove Elementary School Hillview Junior High School Martin Luther King, Jr. Junior High School Rancho Medanos Junior High School Black Diamond High School Pittsburg High School Pittsburg Adult Education Center Early Childhood Education
Enrollment:	11,291
Superintendent:	Dr. Janet Schulze
County:	Contra Costa County
Grades:	K12

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COVID-19 Prevention Program (CPP) for Pittsburg Unified School District This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: January 2024

Authority and Responsibility

The Supervisor for Site Safety, under the direction the Assistant Superintendent of Human Resources, 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.

Application of the PUSD Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Contra Costa Department of Public Health (CCDPH) orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Physical distancing.
 - ii. Reducing population density indoors.
 - iii. Moving indoor tasks outside.
 - iv. Implementing separate shifts and/or break times.
 - v. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:
 - a. When this CPP was first established.
 - b. To new employees.

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- c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
 - d. Whenever new COVID-19 hazards are introduced.
 - e. When we are made aware of new or previously unrecognized COVID-19 hazards.
 - f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
 - g. **Appendix A: Example of a COVID-19 Training Roster** will be used to document this training.
3. Procedures to investigate COVID-19 illnesses at the workplace include:
- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms.
Appendix B CCCSIG COVID Reporting Form will be used to document this information.
 - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace.
 - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill.

We implement the following in our workplace:

- a. Conduct workplace-specific evaluations using the **Appendix B: CCCSIG COVID Reporting Form as guideline.**
- b. The vaccination status of our employees is performed and maintained by Frontline. Frontline is a digital platform used to capture confidential medical records within the HR Department.
- c. Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- d. 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 is implementing practices and protocols for the workplace as outlined by the Centers for Disease Control and Prevention (CDC), CAL/OSHA, U.S. Department of Health and Human Services (HHS), California Department of Education (CDE) and Contra Cost Health Services (CCHS). These include but are not limited to employee self-screening before entering the workplace, stay home if sick or exhibiting symptoms of COVID-19.
- e. If there has been a direct exposure outside of the workplace the employee should contact the Human Resources Department for isolation and quarantine recommendations. Employees will be notified and provided isolation and quarantine recommendations if they have been identified through contract tracing as having been exposed to COVID-19 at the work site.

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- f. 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 including:
 - o Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environment.
 - o CDPH Face Covering Recommendations.
 - o CDPH Isolation and Quarantine Guidance.
 - o Applicable CDPH Employees & Workplaces Guidance.
 - h. Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls, including maximizing the effectiveness of ventilation and air filtration.
 - i. Conduct periodic inspections using the **Appendix C: 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.
4. Effective procedures for responding to COVID-19 cases at the workplace include:
- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
 - ii. COVID-19 cases who develop COVID-19 symptoms should not return to work during the shorter of either of the following:
 - The infectious period.
 - Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
 - iv. Elements i. and ii. Apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
 - b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.

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- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.
- d. 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.
- e. If removal of an employee would create undue risk to a community's health PUSD may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion.
- f. If excluding an employee from the workplace based on COVID-19 or a close contact, PUSD will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and PUSD leave policies and leave guaranteed by contract.

Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

PUSD provides COVID-19 testing at no cost to employees with or without COVID-19 symptoms during the employees' paid time. Additionally, PUSD provides the following to assist with testing accessibility and at no cost to the employee:

- Provide each employee with two COVID19 at home tests.
- Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

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.

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

- Notified by Human Resources within 24 hours of exposure or as soon as feasibly possible.
- Partner with Contra Costa Health Department to provide on-site vaccination clinics, as needed.
- Offered COVID-19 testing at no cost during the employees working hours (while supplies last).
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.
- Provide written and/or verbal notification to potentially exposed individuals within one business day of a known work-related COVID-19 case. This notice will be provided to all employees, independent

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contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period.

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.
- In the event that an employee should experience any COVID-19 symptoms, they should contact Human Resources Department immediately.
- Contact can be made by emailing Human Resources human-resources@pittsburgusd.net or over telephone 925-473-2336. Human Resources will determine the next steps for the employee.
- All employees can report symptoms and hazards without fear of reprisal. All reports are considered confidential.
- Employees who believe they have increased risk of severe COVID-19 illness can contact Human Resources for next steps and if any accommodations are needed.
- An employee can also seek COVID-19 testing through Contra Costa Health Services (CCHS) or their own health provider.
- How employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations.

In the event PUSD is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for testing and inform affected employees of the reason for the testing and the next steps after receiving a positive test result.

- PUSD continues to assess all COVID-19 hazards and will continue to update our COVID-19 policies and procedures, as necessary.

Employee Participation

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

Attending COVID-19 training, engaging in ongoing and exposure communication, participating in contact tracing and health screening, following COVID-19 policies, procedures and posted signage, exercising good personal hygiene and maintaining a sanitized work station, reporting safety or hygiene hazards, and enforcing COVID-19 policies and procedures (this includes but is not limited to educating and informing, wearing a face covering, physical distancing, contact tracing and health screenings, isolating, reporting of exposures, staggered arrival/departure times, etc.).

Employee Screening

- The District requests that Staff perform self-screening for symptoms daily prior to arrival on a campus or worksite.
- The District will provide At-Home (OTC) self-tests kits up until the at-home test kit supplies are exhausted.

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Note: Effective February 29, 2024, the California Department of Public Health (CDPH) at-home testing program will end.

Training and Instruction

PUSD will provide effective 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.
- 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 COVID19 and are most effective when used in combination.
- COVID-19 can be spread by people who are not showing symptoms or before their symptoms begin.
- You can get COVID-19 more than once.
- Exposure to new variants can increase the risk of reinfection.
- The right of employees that are not 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 **Appendix D: Respiratory Protection - Voluntary**

Respirator Use Form

- 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.

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- The conditions where face coverings must be worn at the workplace.
- 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.
 - Vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

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 the return-to-work requirements in section 3205(c)(10) are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- 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.
- 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.
- Document and report to Contra Costa County Insurance Group (CCCIG) via **Appendix B: Investigating COVID-19 Cases all work related COVID-19 cases.**

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Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix C: COVID19 Inspections form**, and corrected in a timely manner based on the severity of the hazards, as follows: The severity of the hazard will be assessed and correction time frames assigned, accordingly.

- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.
- Any hazard that is determined to be severe will be addressed quickly as it will become a district priority to resolve the hazard. In addition, regardless of the severity of the hazard, each reported hazard will be assigned to the appropriate department for resolution.

Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact. Please refer to the section in this FAQ on CDPH's Isolation and Quarantine Guidance.
- Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. 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 shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

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If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). PUSD will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - Maximize the supply of outside air 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.
 - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.
- In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Reporting and Recordkeeping

Appendix B Investigating COVID-19 Cases will be used to keep a record of and track all COVID-19 cases. These records will be kept by PUSD and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

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Additional Consideration

COVID-19 Outbreaks

[This addendum will need to be added to the CPP if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a seven-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section [3205.1](#) for details.]

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a seven-day period.

Exclude from Work

All COVID-19 cases, as well as employees who had close contacts but do not take a COVID-19 test, will be excluded from the workplace.

COVID-19 Testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

Employees who had close contacts and remain at work will be required to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

PUSD will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

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 supply of outdoor air to indoor workplaces.
- Insufficient air filtration.
- Insufficient physical distancing.

Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:

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- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.

Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing the outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing to the extent feasible.
- Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- Other applicable controls.

Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered 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 with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- Exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test.
- Immediately ensure that all employees in the exposed group who remain at work are tested for COVID-19 at least twice weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
 - Telework or other 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.

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- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

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Appendix B: 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. Unredacted 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.



Covid-19 Positive Test Reporting (SB 1159) for Pittsburg USD

Instructions: Use this form to report positive Covid-19 tests among your employees on/after September 17, 2020. Do not provide individual's name unless the employee is claiming the exposure to be industrial. Assign a consecutive number to each report, starting with 1. Submit the completed report within 3 days of your knowledge of the positive test result. Submit the report either via fax to 925-692-1176 or via e-mail to covid19reporting@cccsiq.org. **Do not submit via regular mail.**

1) Individual Report No.: Individual Individual's Initials: Indivi
 If filing a workers' compensation claim, provide name: If filing a worker's comp claim,

2) Date when Individual was tested for Covid-19: 01/01/0001 (NOT date of test results)
 Type of test (if known):
 Viral RNA, FDA approved Unknown
 Antibody (serologic)

Place of test (if known): Place of test (e.g., Quest Diagnostics, Pittsburg)

3) During the 14 days prior to the date of the positive test, did the Individual perform work for the District outside of their home? (e.g., school campus, administrative office, maintenance facility, etc.)

Yes Unknown
 No

Was such work outside the Individual's home performed at the direction of the District?

Yes Unknown
 No

4) For Item 3 above, list the dates of such work and the location(s) where the Individual worked that date:

Date	Loc 1	Loc 2	Loc 3
01/01/	Location(s)		
01/01/	Location(s)		
01/01/0001	Location(s)		
01/01/0001	Location(s)		
01/01/0001	Location(s)		
01/01/0001	Location(s)		

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Appendix C: COVID-19 Inspections Form

Date: _____ Name of person conducting the inspection: _____

Work location evaluated: _____

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			
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 COVID19 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.



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Appendix D: Voluntary Respiratory Protection Program

SCOPE

This Program applies filtering face piece masks worn by one or more of the following checked groups of employees:

- Maintenance personnel
- Grounds personnel
- Custodial personnel
- This program applies to all District employees on a voluntary basis. Currently, no airborne contaminant levels are known to exceed Permissible Exposure Levels (PELs).

This Program does not apply to wearing of any respirator with a rubber face piece and cartridges or any atmosphere-supplying respirators.

DEFINITIONS

Respirator: A device to protect the wearer from inhalation of harmful contaminants.

Mask: A filtering face piece in the air purifying respirator (APR) category. A disposable device, usually made of layers of fabric or paper used to protect the wearer from inhalation of nuisance contaminants and odors, or harmful contaminants at low airborne concentrations.

RESPONSIBILITY

Pittsburg Unified School District is to give every consideration to the use of effective engineering and/or administrative controls to reduce the need for respiratory protection. Filtering face piece masks may be worn:

- As voluntarily determined by the employee
- Where emergency protection against occasional and/or relatively brief exposure is desired;

SELECTION OF RESPIRATORY PROTECTION

- Voluntary use of respirators is restricted to simple particulate filtering dust masks including N, R, and P varieties with 95%-100% effectiveness in blocking particulate aerosols.
- More advanced types of respirators such as half-face cartridge types and air supplied systems require medical evaluations and clearance, training, and fit testing, as well as procedures for selection and maintenance of equipment, which are determined by the employer and are not included in the voluntary use program.

All respiratory protective equipment has use limitations. The type of personal protective equipment selected, including respirators, is dependent upon the type of work being performed, the airborne hazard, and available oxygen.

Improper selection or using inadequate equipment can lead to serious injury or illness, and under certain conditions could be fatal.



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This District allows employees to use the following respirators voluntarily:

- Only respirators that can be used in the District are those approved by the National Institute for Occupational Safety and Health (NIOSH).

RESPIRATOR USE LIMITS

Air purifying respirators (APRs) have limitations and are not approved for use:

1. When the contaminant has poor warning properties and is not easily recognized by taste, smell or irritation at or below its permissible exposure limit, such as Carbon Monoxide.
2. In oxygen-deficient atmospheres (atmospheres containing less than 19.5% oxygen), or oxygen enriched atmospheres. APRs do not supply oxygen, or filter out high levels of oxygen or other gases.
3. When the contaminant concentration exceeds the NIOSH maximum designated use concentration for the respirator.
4. In atmospheres that could become immediately dangerous to life or health (IDLH): where a short exposure could cause death, injury, illness, or delayed reaction.

ADDITIONAL CAUTION WARNINGS

1. Failure to properly use and maintain this product could result in injury or death
2. All approved respirators shall be selected, fitted, used, and maintained in accordance with OSHA, and other applicable regulations.
3. Employees must never substitute, modify, add, or omit parts.
4. Employees are encouraged to refer to the user's instructions and or maintenance manuals for information on use and maintenance of respirators.

LEAKAGE

A poor face seal may be caused by weight gain/loss changing the physical features of the wearer's face.

Leakage can also be caused by a growth of beard or other facial hair, or wearing any item that interferes with the face piece seal.

TRAINING

Respirator Training is not required for voluntary users of a particulate mask, however, it is recommended to ensure the user understands the procedures for donning and wearing a mask. Also, the employee must be given the Appendix D information sheet per Cal/OSHA regulations.

FIT TESTING

No fit testing is required for the voluntary use of a particulate mask.

MEDICAL SURVEILLANCE

Medical approval is not required from an approved medical source before a particulate mask can be worn **for voluntary use**.



PITTSBURG UNIFIED SCHOOL DISTRICT

MAINTENANCE AND STORAGE

Disposable masks, if not thrown away at the end of the day, must be stored to protect it against dust and damaging chemicals, and so that the inside will not be contaminated. Place disposable masks in a sealable plastic bag when not in use. **Each disposable mask should be discarded after eight (8) hours of cumulative use.**

RECORDKEEPING

Records are to be maintained for all employees who voluntarily choose to wear a particulate mask.

- An **Appendix D Acknowledgement** must be signed by the employee when choosing to voluntarily wear a respirator

YOU SHOULD DO THE FOLLOWING:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Employee Signature: _____ Date: _____

Program Administrator: _____ Date: _____