



Torrance Unified School District

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COVID-19 Prevention Program for Torrance Unified School District

Updated: February 1, 2021

This COVID-19 (“CPP”) is designed by the Torrance Unified School District (“TUSD”) to describe TUSD policies, procedures, and practices related to the prevention of and to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Dr. Keith Butler, Chief Business Officer, 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.

This CPP is applicable during the current COVID-19 public health emergency. The protocols outlined in this plan may be modified based on ongoing and updated guidance from the Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health (“CDPH”), and the Los Angeles County Department of Public Health (“LACDPH”)

All TUSD 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

TUSD will make every effort to locate, identify, and correct potential COVID-19 hazards in the workplace.

The following will be implemented:

- TUSD will evaluate employee workspaces for potential exposure.
- TUSD will seek input from employees when evaluating their workspace to identify COVID-19 hazards. Employees are encouraged to identify and bring to management’s attention potential COVID-19 hazards in their workspace.
- TUSD will conduct periodic inspections of their facilities to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
- TUSD will review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and LACDPH related to COVID-19 hazards and prevention.
- TUSD will evaluate its policies and procedures, work practices, and staffing issues to determine whether any established processes or policies can be changed or amended, and whether any processes or policies should be added or eliminated, to reduce or eliminate COVID-19 hazards.
- Employees and students are encouraged to report any and all concerns regarding COVID-19 safety protocols to the site COVID-19 Compliance Task Force or site administration.

Correction of COVID-19 Hazards

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

- Schools have a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus.
- Each school site has developed a designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.
- TUSD has a COVID-19 compliance office who serves as the liaison to LACDPH for sharing site-level information to facilitate public health action including written documents such as the line list.

Control of COVID-19 Hazards

Employees Screening

Employees are required to self-screen for COVID-19 symptoms using the TUSD Employee Health Screening tool each day prior to entering the facility for their shift and should not come to work if they experience any of the following:

- Symptoms such as:
 - Current or recent fever (100.4 or higher)
 - Feeling feverish (chills, sweating)
 - New or worsening cough
 - New or worsening shortness of breath or respiratory illness
 - Muscle/body aches
 - Diarrhea/vomiting
 - New loss of taste or smell
- Close Contact (*being within 6 feet for >15 consecutive minutes in a 24-hour period with an infected or potentially infected individual or direct contact with bodily fluids/secretions from an infected or potentially infected individual*):
 - With a person known to be infected with COVID-19 in the last 14 days
- Revised Health Officer Travel Order (12/30/2020)
 - Since 12/30/2020 have you traveled anywhere outside the Southern California Region? If the answer is yes you must quarantine for 10 days after arriving back into Los Angeles County.
- Employees are encouraged to seek the advice of their medical provider should they experience COVID-19 related symptoms.

Physical Distancing

Where possible, TUSD will ensure at least six feet of physical distancing at all times in our workplace by:

- Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.
- In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- Visual cues such as signs and floor markings to indicate where employees and visitors should be located or their direction and path of travel.
- Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. Employees are encouraged to eat and/or drink outdoors as much as feasible.
- Individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet.
- All employees and visitors have been provided instructions regarding maintaining physical distancing.

Face Coverings

Anyone entering school property who has contact with others is required to wear an appropriate face covering.

- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact with another person, including non-employees, and where required by orders from the CDPH or LACDPH.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room with the door closed.
- While eating and drinking at the workplace. To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. When eating or drinking, it is preferred to do so outdoors and away from others including visitors.
- Employees who have been instructed by their medical provider that they should not wear a face covering due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. In these cases, a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it.

Engineering

The following measures have been implemented to promote optimal ventilation:

- Classroom learning, meals and activities are moved to outdoor space whenever feasible and weather permitting.
- The HVAC system is in good, working order.
 - Equipment is checked annually by the HVAC department and HVAC filters are changed out 3 times a year.
- HVAC systems are set to maximize indoor/outdoor exchange unless outdoor conditions (recent fire, very hot outside temperature, high pollen count, etc.) make this inappropriate.
 - Systems on EMS controls (energy management system) will be monitored and controlled by the TUSD Energy Manager or the Electrical and Mechanical Supervisors.
 - Independant thermostat HVAC units that are operated by staff in the occupied spaces will be notified of the air quality hazard. They will then be instructed to not utilize HVAC equipment inside the space until notified the hazard has passed and equipment use can resume.
- Portable, high-efficiency air cleaners have been installed if feasible.
- Doors and windows are kept open if feasible and if outdoor conditions make this appropriate.
- Air filters have been upgraded to the highest efficiency possible.

Cleaning and Disinfecting

TUSD will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, counters, tables, desks, chairs, benches, door handles, knobs, light switches, restroom and bathroom surfaces.

Disinfecting protocols are as follows:

- Classrooms are disinfected between cohorts, this includes touch points, desks, chairs and classroom items
- Classrooms after each school day when students are not present, are thoroughly cleaned and disinfected which includes all touchpoints, desks, chairs, classroom items/technology, floors, other surfaces, carpets and dusting.
- Common areas like bathrooms and touchpoints will be disinfected while students and staff are present when isolation of the areas is achievable to allow for safe disinfecting and multiple disinfecting times daily. Custodians have been trained on proper procedures for disinfection and will conduct disinfecting.
- Common areas, classrooms, and restrooms will be cleaned and disinfected each day in preparation for the following day.
- Adequate supplies have been made available to non-custodial staff who have completed the Keenan and Associates Department of Pesticide Management Course on the use of disinfectant products and can be used to disinfect personal workspaces and common areas between custodial disinfection schedules.
- Disinfecting will be conducted using EPA approved disinfectants, and Material Safety Data Sheet or documents will be available at all sites.
- In the event of a COVID-19 case in our workplace, we will implement the following procedures:
 - Utilizing an investigation conducted by Custodial Supervisory Staff we will determine the areas in need of additional disinfecting and cleaning.
 - TUSD Custodians using proper PPE will utilize electrostatic sprayers with Bioesque or Clorox Disinfectant to disinfect all areas and items determined in need of disinfecting from the investigation. In addition 3M Quat Disinfectant will be applied by spray bottle to surfaces as needed. Adherence to all dwell times will be utilized for all products. District Custodial Staff have been trained on disinfection procedures as well as equipment utilized for all district disinfecting protocols.
 - Outside ventilation from windows and doors will be used to increase fresh air flow. In areas that this is not possible HEPA Filters will be utilized to filter any contaminants from the air.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by custodial staff or properly trained employees.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

- Employees and students will have access to soap, water, and paper towels. Additional handwashing stations are being deployed to supplement existing facilities and minimize congregation where possible.
- Employees and students are given frequent opportunities to wash their hands for at least 20 seconds each time.
- Hand sanitizer dispensers are located in classrooms and offices and entrances to facilities. Hand sanitizers that contain methanol are prohibited.

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

TUSD will 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.

When it comes to respiratory protection, TUSD will evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Where applicable, TUSD will provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Confirmed or Suspected Cases

- TUSD follows all protocols as per the LACDPH, Screening and Exposure Decisions Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons; Reopening Protocols for K-12 Schools: Appendix T1; and Appendix T2: Protocol for COVID-19 Exposure Management Plan for K-12 Schools.
- TUSD maintains a COVID-19 Case and Contact Line List for the Educational Sector of confirmed cases as per the LACDPH. The Line List is also used to report confirmed cases to the LACDPH.
- TUSD maintains a record of suspected cases via an Excel spreadsheet. The spreadsheet is used to monitor, track and report symptomatic and positive cases.
- TUSD maintains a record of close contacts to a positive case via an Excel spreadsheet to monitor and track all close contacts.
- [Directions for COVID Notifications](#)
 - A notification letter is sent to all symptomatic individuals and positive cases to inform the case of isolation protocols, encourage contact with a medical provider and provide direction for a return to work medical release note.
 - A notification letter, with informational documents, is provided to all close contacts. The close contact is informed about quarantine protocols, to seek the attention of their medical provider, and requirements for a safe return to work including the completion of the employee health screener.
 - A notification letter, with informational documents, is provided to all non-close contacts at the site to inform other staff and faculty regarding a potential exposure at the facility.

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 and possible hazards to, and how.
 - Each school site has developed a designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. Employees are informed and encouraged to report any and all concerns to the site Task Force and/or their site administration.
- That employees can report symptoms and hazards without fear of reprisal.
 - Employees are encouraged to report concerns, hazards, questions and/or any violation of the LACDPH orders as it relates to health and safety of all students, faculty and staff.
 - TUSD, via collective negotiations, has developed Memorandum of Understanding with local bargaining units including reporting of potential hazards to the site COVID-19 Task force and or site administration.
 - Employees are also protected by the Public Policy Laws of the State of California as it relates to Whistleblower protections.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Employees with medical or other conditions are encouraged to meet with their immediate supervisor via an Interactive meeting to review and discuss accommodations to support a healthy workplace. Accommodations may include additional personal protective equipment, additional plexiglass, additional space, staggered work schedules and work from home whenever possible.

- Where testing is not required, how can employees access COVID-19 testing?
 - Employees are encouraged to contact their medical provider for testing recommendations and options.
 - Los Angeles County offers several testing sites by appointment. Drive through testing is available at some sites. <https://covid19.lacounty.gov/testing/>
 - Many local pharmacies and urgent care facilities offer COVID-19 testing as well
- In the event we are required to provide testing because of a workplace exposure or outbreak, we 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.
- Information about 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.
- TUSD maintains an active web page including resources such as LACDPH, CDPH, CDC. TUSD has also created a Parent and Staff Health and Safety Guide, informational documents to employees that may be close contacts, symptomatic or positive cases, and a Dashboard to regularly update positive cases on a campus or in an office.

Training and Instruction

TUSD will continue to provide training through district publication, live and recorded presentations, staff meetings and video training. Previous and ongoing training and instruction 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- 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 our return-to-work requirements are met.
- The school compliance task force instructs the case to follow Home Isolation instructions for COVID-19.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by **employer-provided employee sick leave benefits as per Worker's Compensation laws and procedures, AB685, and any relevant Collective Bargaining Agreements or Memorandum of Understandings written in this regard.**
- Providing employees at the time of exclusion with written information on available benefits as per AB 685 and respective Collective Bargaining Agreements, policies and procedures.

Reporting, Recordkeeping, and Access

TUSD procedures for COVID-19 related reporting, recordkeeping and access:

- Report information about COVID-19 cases at our workplace to the LACDPH whenever required by law, and provide any related information requested by the local health department.

- District Nurses will complete the COVID-19 Case and Contact Line List for the Educational Sector and submit it by encrypted email to ACDC-Education@ph.lacounty.gov within one business day of being notified.
- 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). In addition, each site has developed and follows the COVID-19 Containment, Response and Control plan as maintained by the site Compliance Task Force. TUSD has also developed a Staff and Parent Health and Safety Guide along with a public COVID-19 Dashboard.
- 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 **COVID-19 Contact Tracing Worksheet** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Follow **Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons at Educational Institution (LACDPH)** including Contact Tracing, quarantine, Isolation, return to school/work protocols. TUSD also maintains a COVID-19 Dashboard reporting positive cases on site/offices on a weekly basis on the website for public consumption.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 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.
- If an order to isolate or quarantine 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. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
- A return to work written release note is required from the employee's medical provider.

Approved by:

Keith Butler

Keith Butler, Ph.D - Chief Business Officer

Date: February 1, 2021