

COVID-19 Prevention Program (CPP) for Shasta Charter Academy

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

Date: 1-25-21

Authority and Responsibility

Benjamin Claassen, School Director and COVID Liaison has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- 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 using the **Appendix B: COVID-19 Inspections form** 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.

Employee participation

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

- Observing any unsafe working conditions and reporting them to the school Director, who is also the school COVID Liaison.

Employee screening

We screen our employees by:

- Visibly screening employees when they enter a campus building and encouraging them to self-screen before coming to work daily.
- All school employees are required to wear masks at all times while on campus

with the exception of the conditions described in the “Face Coverings” section of this program report.

- If thermometer screen is necessary, contactless thermometers which were provided by the State of California via the Shasta County Office of Education are utilized by trained school staff.

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:

The severity of the hazard will be addressed and correction time frames will be assigned, accordingly and responsible individuals will be identified to ensure timely correction is completed. The staff member’s supervisor or a trained designee will follow up to ensure timely correction.

Physical Distancing

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

- Allowing staff members that are able to telework, as long as their essential duties are able to be completed.
- Limit the number of visitors on campus to only those that need to have necessary access whenever possible.
- Visual cues to guide foot traffic in congested areas.
- Staggered arrival, departure, work and break times, whenever possible.
- Requiring staff to maintain social distancing of 6 feet at all times and settings. When not possible, provide barriers between meeting participants and limit only to necessary interactions.
- Reduced numbers of students in classroom to half of room capacity to ensure adequate social distancing, consistent with current guidelines from the Shasta County Office of Public Health.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- Face coverings will be provided at the reception desks in both school buildings.
- School staff, school community members, and visitors will be encouraged to replace or wash face coverings, consist with the use guidelines for each type

of face covering.

- Anyone entering a campus building will be required to wear a face covering at all times while on campus, except for the exceptions outlined below.
- Anyone that does not comply with this policy will not be allowed on campus.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees and visitors 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 and are in possession of a valid waiver which has been presented to staff upon the person entering the campus. Alternatives will be considered on a case-by-case basis and final requirements will be determined by the school COVID liaison.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Barriers have been installed in all reception areas, in classrooms between the teacher and students, and in offices where teachers meet with students and their parents or guardians.

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

- Ensuring adequate operation of the school's commercial grade HVAC systems which are designed to draw outside air into school buildings, per California Building Code, as outside environmental conditions allow.
- Routine maintenance of HVAC filtration systems by a qualified HVAC contractor.
- All HVAC systems are automated and programming is completed by trained staff to maintain adequate airflow.

Cleaning and disinfecting

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

- Teachers will clean tabletops and chair arms after every meeting with a family. They will keep a cleaning log as well to document cleanings.

- Cleaning will be completed with approved antimicrobial solutions
- Staff will be trained in the proper use of the products, specifically in allowing adequate drying time as per manufacturer use guidelines.
- Reception counters and common tables will be cleaned regularly with approved antimicrobial cleaning products

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- A trained staff member will don a mask, face shield, and disposable gloves and clean surfaces that have had a high likelihood of contamination from the infected staff member.

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 the employee that uses the equipment using cleaning/ sanitizing supplies supplied by the school after the employee has been trained adequately.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Require anyone entering a school building to use a hand sanitizer which contains at least 70% ethyl alcohol (current CDPH guidelines) or is consistent with current CHDP guidelines.
- Provide handwashing facilities and use signage and regular reminders in staff meetings to wash regularly with soap and water for at least 20 seconds.
- Encouraging and allowing time for employee handwashing

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.

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

We 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. [Delete if not applicable to your workplace.]

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

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

- Offered COVID-19 testing at no cost during their working hours.
- Sent home if able transport himself or herself or the school will secure transportation for the staff member.
- Shall be isolated in a room until transportation can be secured.
- Information on current isolation protocols will be provided.

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 and how to make such a report.
- That 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.
- Where testing is not required, how employees can access COVID-19 testing at no cost through the Shasta County Health department or request a mail order test kit.
- 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.
- Employees will contacted via the school email system to notify them of a possible exposure to a person with COVID like symptoms and to remind them of COVID-like symptoms, remind them of testing options and encourage them to report of possible close contact (within 6 feet for more than 15 minutes in a 24 period) to the COVID liaison or consistent with current Shasta County Department of Public Health Guidelines.

Training and Instruction

We 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.
- 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.
- Proper cleaning of frequently touched surfaces.

Appendix D: COVID-19 Training Roster will be used to document this training.

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.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 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, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- 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 local health department whenever required by law, and provide any related information requested by the local 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.
- Use the **Appendix C: Investigating COVID-19 Cases** 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.

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 14 days from the time the order to quarantine was effective.
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Benjamin Claassen, Shasta Charter Academy Director and COVID Liaison Date