

COVID-19 Prevention Program (CPP) for Loleta Union Elementary School

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

Date: January 27, 2021

Authority and Responsibility

Autumn Chapman 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: The staff of the school worked in partnership to identify and evaluate COVID-19 hazards and created our School Site Specific Protection Plan. All staff continue ability to alert the administration of any new or missed hazards as they are noticed by text, email or comment box.

Employee screening

We screen our employees by: having them self-screen according to CDPH guidelines and filling out an online evaluation before coming to work. Also, upon check in an office staff member ensures that face coverings are used and employees check temperatures. Non-contact (thermal) thermometers are used.

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 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.

Control of COVID-19 Hazards

Physical Distancing

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

- We maintain a minimum staff and practice social distancing. All desks are kept at 6 feet apart and numbers of people in any space is limited to the number of people the room can hold and still remain at six feet of distance.
- Visual cues such as signs and floor markings indicate where employees and others should be located or their direction and path of travel.
- We practice a staggered arrival, departure, work, and break times schedule.
- Reference section 3205(c)(6) for details]

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved and ALL employees will be wearing a face mask!

Face Coverings

We provide clean, undamaged face coverings and face shields. We 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. All members are given cloth masks and plastic face shields.

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.

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. Other employees are encouraged to gently remind fellow employees about wearing masks at all times except for the exceptions above. If the employee continues to not comply with mask wearing, administration will become involved.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: we can maintain at least six feet between employees and children so this does not apply.

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

- Each room has a portable HEPA air filtration system, fan and employees keep windows and doors open for ventilation. Should there be extreme cold, the employees shall increase the heater levels in the room. Situations where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke; the portable filtration units which are designed for larger areas are sufficient with fans.
- There is no centralized air conditioning or heating systems in our buildings.
- The filtration efficiency can be moderated using the various regulatory controls on the fan, HEPA filtration and heater controls as needed per the circumstances.

Cleaning and disinfecting

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

- The staff have adequate amounts of cleaning and disinfection supplies. When they run low, they are able to leave a note with our custodian who will deliver more. Being in the hybrid model, only 1 grade level comes to school per day. This allows each classroom to be cleaned between student groups.
- Employees perform basic wiping of surfaces and then our custodian does heavy cleaning. A room has an indicator on the door that is turned to indicate the need for cleaning and after being cleaned it is switched to the green side of the indicator. Also, our custodian staff keep track and report out on documents when cleaning is completed.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: Should there be a positive COVID-19 case, the room will be evacuated and deep cleaned with high level disinfectants on top of and under all surfaces. Several of our HEPA filter, portable devices will be placed in the room overnight. Our custodian staff will wear PPE appropriate to the situation.

Shared tools, equipment and personal protective equipment (PPE)

PPE is 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 providing the employees with the materials and training to do it themselves.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- There are sinks with running water and soap are in most classrooms, and the bathrooms. Sanitizing gel is available in every room.
- At this time there does not seem to be the need for additional facilities.
- Employees and students are encouraged and allowed the time for employee handwashing. Students are taught the proper techniques and this is reviewed on a regular basis.
- Employees are provided with an effective hand sanitizer, and we prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time per Public health recommendations.
- Personal protective equipment (PPE) used to control employees' exposure to COVID-19 includes but is not limited to a cloth face covering, a face shield, desk shields and gloves if desired.

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.

No extra respiratory protection is required as we are able to maintain 6 feet distancing protocol with cloth masks. We evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section [3205\(c\)\(E\)](#) for details on required respirator and eye protection use.]

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.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

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:

- Employees should report COVID-19 symptoms and possible hazards to, any office staff member or the Superintendent. Employees can report symptoms on their daily symptom check through their phone or computer.
- The District pr accommodates employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. If changes in their schedules or placement is needed the District works with the employee to support them with reasonable accommodations.
- Testing is not required, but in cadence with the California Public Health Guidance for in-person learning, the district will be providing access to testing on site biweekly in partnership with HCOE and Valencia labs. Should an employee demonstrate covid symptoms they will be expected to stay at home, move to distance learning to continue working if they are able, contact their primary care physician and sign up for a test as soon as they can get in.
- 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. If we are required to provide response testing because of an employee exposure, employees are asked to stay home and contact their primary care physician for testing. The employee will be asked to stay at home to quarantine until the result of the testing for 14 days and retested again at the end of the 14 days before returning to work. If a teacher, they may continue working from home through distance learning, if classified, they may continue working assisting groups of students and will keep a log showing how their time was spent. Employees will not be docked for testing during working hours, including when the testing is in response to CCR Title 8 section [3205.1](#), Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section [3205.2](#), Major COVID-19 Outbreaks. Information about COVID-19 hazards has been shared through online Keenan classes and professional development times. employees.
- We are following HCOE and our local public health team guidance plans.

Training and Instruction

We 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.

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.
- 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.



1-27-2021

Autumn L. Chapman Superintendent/Principal