

COVID-19 Prevention Program (CPP) for Adventist Christian School of Yuba City

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

Date: January 28, 2021

Authority and Responsibility

Deborah Judson, Principal, 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 school secretary screens staff and students for COVID when they arrive.
- Teachers will be monitoring their students inside and outside the classroom.

Employee screening

We screen our employees by:

A designated staff member will screen staff and students as they arrive. The staff member will take their temperature with a no-touch thermometer and ask if they or anyone in their household has had any symptoms in the last 24 hours. If a student doesn't pass the checks, they will be sent back with the parent/caregiver who brought them.

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:

When an item needs to be corrected, administration will determine how severe the hazard is and how quickly it needs to be corrected, at which time an employee will be assigned to fix the hazard within a designated amount of time. Administration will follow up within that time frame

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:

- Eliminating the need for students to be at school – e.g., offering distance learning 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 breaks.
- Reducing school hours, so students do not eat lunch at school.

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 have signs posted promoting the use of face coverings. Our school supply list which is given to parents at the beginning of each school year includes cloth masks. We have disposable and cloth masks on hand for students and staff should they forget to bring one. We ensure they are properly worn by students and staff 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. We have given our parents an educational letter about enhanced cleaning, physical distancing, face coverings, screening practices and Covid-19 symptoms. All parents and visitors must come to the office first when coming on campus where they are informed they must wear a mask.

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 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. Alternatives will be considered on a case-by-case basis.

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 are a very small school with a very large campus, so maintaining at least six feet between individuals is not a problem.

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

- Staff is encouraged to open the windows in their classrooms when practical to let in outside air.
- When the air outside is hazardous to health, students remain inside the ventilated classrooms, lunchroom or gym.
- Our AC/heating units are inspected yearly and filters replaced.

Cleaning and disinfecting

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

- Staff will provide the cleaning and disinfecting of the frequently touched surfaces in the classroom in which they work. These surfaces would include things like door handles, light switches, counters, sink handles, teacher and office desks, tables, student desks and chairs.
- Cleaning and disinfecting will be done daily before and after school.
- Drinking fountains have all been covered over to prevent repeated touching of surfaces.

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

- If the person cannot immediately go home, the potentially sick person will wait in an isolation area until he or she can be transported home or to a healthcare facility.
- Anyone who has come in close contact with the individual will be asked to get tested.
- An outside service will be hired to clean and disinfect our buildings.

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:

- Employees have been provided with the training and materials to do it themselves.
- Employees have their own phones, headsets, desks and other items, so they normally do not need to share.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for student and staff handwashing.
- Providing students and staff with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging students and staff to wash their hands for at least 20 seconds each time.]

Our classrooms are set up to make handwashing and hand sanitization practical. They are already furnished with a sink, soap and paper towels where students can wash their hands. This will reduce the need to congregate in the bathrooms while handwashing. We have included ethyl-based hand sanitizer on our list of classroom supplies for students age 10 and up. For younger students, the teacher will have appropriate hand sanitizer available for students to use under their supervision. Our teachers have trained our students in proper handwashing and hand sanitizing techniques. We will have soap, no-touch trash cans and tissues available like we usually do. Posters have been put up in the classrooms to remind staff and students of these practices.

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.

Investigating and Responding to COVID-19 Cases

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

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

- If a teacher, staff or student have Covid-19 symptoms or have been exposed to someone with Covid-19, we are requiring them to be tested and not to come back until they are cleared to come back to school by a professional.
- They may continue school through distance learning and we will switch their siblings to distance learning as well.
- We have registered our employees for regular Covid testing.
- 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 any Covid symptoms and possible hazards to the principal or school office manager.
- 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.
- Employees can get tested through lhi.care/covidtesting which is done at the Sutter County Veterans Hall in Yuba City or Yuba County Library in Marysville, or through a recommendation from their doctor.
- 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.
- COVID-19 is discussed at staff meetings as well as informal one-on-one meetings with staff.

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.

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.
- 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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Signed: _____

Deborah Judson, Principal

Date: _____

1/28/21

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Deborah Judson

Date: January 25, 2021

Name(s) of employee and authorized employee representative that participated: Peggy Whiteman

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Meetings	Upper grade classroom every Thursday at 1:30pm	Deborah Judson, Lynnae Webster, Peggy Whiteman	Ventilation, Social distancing, Masks
Classroom instruction	Lower & Upper grade classrooms from 8:30am to 12:30pm	Teachers (Deborah Judson and Lynnae Webster) exposed to students	Ventilation, Disinfection, Handwashing, Social distancing, Masks
Checking in and out of students	Office from 8:00am to 1pm	Office Manager (Peggy Whiteman) could be exposed while taking temperatures of staff, students and parents	No touch thermometer, Masks, Disinfect pens and surfaces in office
Bathroom usage	Bathroom	Using the bathroom	Allowing students to go one at a time, Masks, Daily disinfecting
Snack time/morning break	Picnic tables outside Or kitchen tables inside 10am to 11am	Students could be exposed to other students	Outdoor ventilation, Daily disinfecting
Music Lessons	Music Room Times vary	Students could be exposed to other students	Ventilation, Disinfection, Handwashing Social distancing Masks

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	