

COVID-19 Prevention Program (CPP) for Western Sierra Charter Schools

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

Date: 2/9/2021

Authority and Responsibility

Michael Cox, Executive Director 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 are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Employees can report COVID 19 Hazards to their site administrator
- Conduct COVID-19 Inspections with their site administrator monthly

Employee screening

We screen our employees by:

- Anyone entering the school buildings, including all staff, students, parents and visitors are required to participate in a COVID Health Screening, which includes responding to questions about symptomology prior to entering a school campus.

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:

Using Appendix B, concerns shared by employees, and guidance documents provided by California Public Health (CDPH), Madera County Public Health (MCDPH), Cal/OSHA, and others, WSCS Administration will evaluate potential hazards and work with the appropriate WSCS staff member to address the issue in a timely manner. Items identified, in State or local guidance documents as having high potential for becoming a health hazard will have the highest level of priority. For example, any issues that interfere with the ability to safely maintain social distancing, allow for frequent and thorough hand washing, or the appropriate use of face coverings will be expedited.

Follow-up measures will be assigned, as needed, by the WSCS Executive Director or designee if a new potential hazard develops or if the original mitigation effort proved to be insufficient to address the original hazard, or if new guidance is received from the State or local health authorities.

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:

- Utilizing telework options to reduce the number of employees in the workspace.
- Minimize campus volunteers and visitors
- Visual cues such as signs and floor markings to indicate where employees and students should be located or their direction and path of travel
- Reduced class size due to a hybrid schedule
- Staggered lunch, and break times
- Utilizing plexiglass barriers in areas of public contact
- Conducting large meetings and professional learning utilizing video-conferencing
- Maintaining social distancing and masks for small meetings
- 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.

Face Coverings

We provide clean, new and unused coverings and ensure they are properly worn by employees over the nose and mouth when indoors, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face masks are provided to staff and students when they return to campus for in person instruction or are working on campus. Additionally, disposable masks are provided to those in need of a mask on campus.

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

- When an employee is alone in a room, their office or workspace.
- 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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept

at least six feet apart from other employees or students

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.

Engineering controls

- We implement the following measures for situations where we cannot maintain at least six feet between individuals: Solid Partitions are in place where public or students interact with staff in reception areas as well as when staff is conducting individual assessments that require close proximity.
- We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
- Maximizing economizer settings to the extent possible
- Opening doors and windows when circumstances allow. Air quality concerns including wildfire smoke as well as extreme hot and cold are possible exceptions
- We change air filters quarterly with MERV 8 or above based on filter availability and compatibility of the unit

Cleaning and disinfecting

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

- Ensuring adequate supplies and adequate time for it to be done properly.
- Buildings are cleaned daily including:
 - Emptying trash
 - Cleaning all hard, touchable surfaces twice a day
 - Vacuum as needed at least weekly in office areas, daily in classrooms
- Any staff with responsibility for cleaning our buildings has been trained in the following protocol: Should we have a COVID-19 case in our workplace, we will implement the following procedures:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible before cleaning or disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, classrooms, shared electronic equipment and any high touch areas. Wear gloves and appropriate PPE for cleaning and disinfecting.
 - **Step 1:** Put on appropriate PPE needed to protect yourself, at minimum gloves and a mask.
 - **Step 2:** Remove all trash from the area.
 - **Step 3:** Clean all areas with appropriate cleaning chemicals that meet CDC and EPA requirements.
 - **Step 4:** Vacuum the space if needed, use a vacuum equipped with high-efficiency particulate air filter (HEPA) if Available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and central HVAC systems that services the room or space, so that particles that escape from the vacuum will not circulate throughout the facility.
 - **Step 5:** Properly store all cleaning supplies that have been used. Do not use items like, rags mops or other washable and disposable items in more than one room.
 - **Step 6:** Remove all PPE and dispose of properly when you are done. Do not use the same

- PPE for more than 1 room.
- Once the area has been appropriately disinfected, wait 10 minutes and it can be opened for use.

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 disinfection prior to the next use. Any shared materials are disinfected prior to reuse.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Provide soap and water and/or hand sanitizer in every building and classroom
- Employees and students are encouraged to wash hands frequently and for at least 20 seconds
- Hand sanitizer dispensers are available in public places and food distribution areas utilizing touch free dispensing

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.

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:

- School provided health insurance will provide testing for employees for free every two months. This will be available through Quest Diagnostics. Time will be provided during work hours to arrange for and take the test
- Additionally, Madera County Public Health will provide free testing through Optum Serve. Optum serve has mobile sites in Oakhurst, Coarsegold and North Fork as well as the Madera County Fairgrounds. Time during work hours will be provided as well as mileage from the work site to and from the testing facility
- 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 symptoms to their manager or site administrator. COVID hazards can be reported to the site administrator.
- That employees can report symptoms and hazards without fear of reprisal.
- Where testing is not required, employees can access COVID-19 testing **through our insurance providers, the Madera County Public Health Dept., or the Fresno County Dept. of Public**

Health:

- <https://sisc.kern.org/covid/>
- <https://www.maderacounty.com/government/public-health/covid-19/covid19testing>
- <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-testing-sites>

- 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.

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 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings and all other employee rights and benefits

Reporting, Recordkeeping, and Access

It is our policy to:

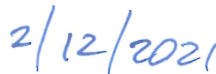
- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 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 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 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 subsided.
 - 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.
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Executive Director
Western Sierra Charter Schools



Date

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, break or eating 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: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

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

Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
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			

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):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Date: [enter date]

Appendix D: COVID-19 Training Roster

Person that conducted the training: [enter name(s)]

Employee Name	Signature