

COVID-19 Prevention Program (CPP) for California Advancing Pathways for Students

This CPP is designed to control exposures to the SARS-CoV-2 (COVID 19) virus that may occur in our workplace. The responsibility of controlling the spread applies to each of us by doing our part and adhering to the Los County Public Health Department (LACPHD) guidelines which include the Reopening Protocols for K-12 Schools.

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf

Date: July 26, 2021 (Revised February 15, 2022)

Authority and Responsibility

The Chief Executive Officer serves as the District compliance officer and along with the Program Administrator have overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, they are responsible for implementing and maintaining the CPP in all 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

The District has evaluated employees' potential workplace exposures and implemented applicable orders and general industry-specific guidance related to COVID-19 hazards and preventions. However, information is constantly changing and the District will continue to conduct periodic inspections as needed and implement corrections. Employees who identify a COVID-19 hazard are to report it to the program administrator who will then take the necessary steps to correct the hazard if feasible and will communicate with the employee the action taken as long as the information doesn't not violate confidentially. **Logs will be kept at each individual site/department of reports and action taken.** Employees can report symptoms and hazards without fear of reprisal and will be offered Worker's Compensation paperwork if the hazard has posed a risk to the safety of the employee(s).

Documentation of employee COVID-19 vaccination status is conducted using a survey and maintained as a confidential record. Employees who refuse to complete the survey are treated as unvaccinated and are required to follow protocols for unvaccinated individuals.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting concerns to their supervisor.

Employee screening

Employees conduct a self-screening prior to coming to work. Information about the self-screening requirements have been shared with all employees. Signs are posted throughout the District reminding all employees as well as any visitor not to enter if they are feeling any of the symptoms.

Correction of COVID-19 Hazards

The administrator through the support of custodial staff will handle unsafe, unhealthy work conditions, practices or procedures. Work orders will be put in when engineering exposure correction is needed and correction will be noted using the District's Maintenance system. Administration will be informed that the correction was completed.

Control of COVID-19 Hazards

Face Coverings

We provide clean face coverings and ensure they are properly worn by employees when requested. Or when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) or Los Angeles County Department of Public Health (LACDPH). Information about masks is provided on the District website, which is accessible to all employees. This information includes how to appropriately wear the mask.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, in their condition permits it.
- Alternatives will be considered on a case-by-case basis when a medical note is provided by 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.

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 weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face covering will also be provided to any employee that requests one, regardless of their vaccination status.

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Engineering controls

For indoor locations, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- Changing all our filtration and upgraded many of our systems with the maximum air filtration the system allows. We continue to evaluate systems and upgrade based on systems with the most need.
- Quarterly filtration checks are conducted.
- High Efficiency Particulate Air (HEPA) filtration units are being provided to spaces not supported by increased outdoor circulation.

Cleaning and disinfecting

In alignment with the Los Angeles Department of Public Health Order protocol for reopening K-12 schools we implement the following cleaning and disinfection measures for frequently touched surfaces:

- A cleaning and disinfecting schedule have been established in order to avoid both under-and over-use of cleaning products.
- Common areas and frequently touched objects in those areas are disinfected at least daily and more frequently as resources allows using appropriate products. Hand sanitizer is available in all common areas that may require the use of shared objects/equipment and/or when feasible those areas with shared objects/equipment are disinfected between users.
- Cleaning products that are effective against COVID-19 are used according to product instructions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by Healthy Schools Act, as applicable.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible.

Should CalAPS have a COVID-19 case in our workplace, we will implement the following procedures: The COVID-19 Exposure Management Plans Guidance in TK-12 Schools will be followed.

Hand sanitizing

In order to implement effective hand sanitizing procedures, CalAPS:

- Installed hand sanitizer dispensers which are located at the entry and exit way of buildings.
- Encourage and allow time for employee handwashing as needed.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol) as need for individual use.
- Encouraging employees to wash their hands for at least 20 seconds each time.

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

CalAPS 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.

We will provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by following the COVID-19 Exposure Management Plan Guidance in TK-12 Schools.

Employees who had potential COVID-19 exposure in our workplace during the high-risk period:

- Will receive a notice of potential exposure to COVID-19.
- May be excluded from work and will need to quarantine depending on COVID-19 history, vaccination status and symptoms if considered a close contact. It will be recommended that the employee be tested.
- Will be excluded from work and will need to quarantine if considered a close contact. It will be

recommended that the employee be tested.

- Will be provided information about a facility for COVID-19 testing at no cost and allow an employee to go during their working hours to test.

Additional measures may be taken per direction of the LACPHD.

System for Communicating

CalAPS' goal is to ensure that there is effective two-way communication with employees that includes the following information:

- All employees are to report all COVID-19 symptoms and possible hazards to administration.
- Any employee who reports symptoms and hazards will not be subject to reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness will need to submit a note to administration and accommodations, if possible, will be provided if the classification of their assignment allows for an accommodation in which they will be able to perform their assignment.
- Employees can access COVID-19 testing through health plans or local testing centers.
- In the event CalAPS is required to provide testing, because of a workplace exposure or outbreak, CalAPS 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.
- The District's compliance task force, as required by the LACPHD, will provide communication to staff regarding training and information related to COVID-19.
- Employees will receive information via Memos, e-mails, phone or verbal communication depending on the information that needs to be provided.

Training and Instruction

- Employees have been provided with the LACPHD website (<http://www.publichealth.lacounty.gov/media/Coronavirus/>)
- A copy of CalAPS' CPP.
- Information regarding COVID-19 benefits to which the employee may be entitled to with the appropriate documentation under applicable federal and state.
- 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.
- Mask wearing requirements and access to respirators if needed.
- 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.
- E-mails or phone calls are used to communicate and provide training as needed.

Training rosters/meeting agendas/emails will be used by administration to document

communication.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Designating a COVID-19 Compliance Team that is responsible for establishing and helping provide directives for all COVID-19 safety protocols, which includes having one member of the team (District Administrator), serve as a liaison to the DPH.
- Follow all School Exposure Management Plan http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf protocols.
- Excluding employees with confirmed COVID-19 exposure from the workplace based on the most current officer health orders.
- Provide temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
- Providing employees at the time of exclusion benefits as required by statute.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the LACPHD 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) through the use of a third party administrator in conjunction with the LHD logs. The information will be made available as required by law, with personal identifying information removed.
- Make our written COVID-19 Prevention Program available at the workplace to employee and to representatives of Cal/OSHA immediately upon request.

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 once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- **Persons who had a close contact and are not vaccinated** may return to work as follows:
 - Close contact but never developed symptoms; when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the "cases with symptoms" criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR)

- COVID-19 test with specimen taken after the onset of symptoms: and
- At least 10 days have passed since the last known close contact, and
- The person has been symptom-free for at least 24 hours, without using fever-reducing medication.
- If an order to isolate, quarantine, or exclude 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.

Vaccinated individuals or individuals who tested positive for COVID-19 in the last 90 days and are without symptoms, do not have to quarantine.

[Lisa Azevedo, Chief Executive Officer/Compliance Task Force Officer February 21, 2022]