

COVID-19 Prevention Program (CPP) for The Creekside School

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

Date: 1-31-2021

Authority and Responsibility

Deirdre Sheerin and/or Katie Shepard 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 immediately reporting any concerns or hazards to Katie Shepard or Deirdre Sheerin. Additionally, staff attend at least weekly all staff meetings where COVID-19 concerns are discussed.

Employee screening

All staff and students will not be allowed on campus until they confirm that they have not been diagnosed with COVID-19 in the last 10 days, have not had a positive test in the last 10 days, do not live in the same household or been in close contact with someone who has tested positive for the virus that has been in isolation for COVID-19 in the past 10 days. Close contact is less than 6 feet for a cumulative 15 minutes or more within the last 24 hours. All staff and students must attest that they have not had any of the following symptoms in the last 48 hours: fever or chills, cough, loss of taste of smell, shortness or breath or difficulty breathing. They also must attest that they have not had the following symptoms in the last 48 hours that are new or not explained by another reason: fatigue, muscle or body aches, headache, sore throat, nausea, vomiting, or diarrhea.

All staff are asked to get tested at least once every month (or more if necessary). If staff test positive they need to follow quarantine procedures and the county health department will be notified.

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. Follow up inspections will assure that conditions, practices or procedures have improved.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace. Clear markings indicating six foot increments are located throughout the school. The drop off/pick up area includes markings showing cars and busses where to park. Markings on the ground shows staff and students where to stand while waiting for temperature checks, for the sink, or the bathroom. Individual desks and office areas are marked off with tape to show staff and students where they are and are not allowed to be. In some rooms physical barriers and room dividers will be used. Students and staff have assigned and labeled areas for personal belongings. 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.

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.

Engineering controls

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

- Providing partitions that can sit on the ground or table
- Providing face shields as an additional protective measure
- Using cubicle dividers, room dividers, or furniture to separate areas.

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

- Providing door stops to keep doors open and air flow moving.
- Providing fans to keep air moving
- Regular maintenance of HVAC systems

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces: Students and staff will wash their hands upon arrival, during transitions, and any time they touch their mouth, nose, etc. as well as periodically throughout the day. Gloves, soap, hand sanitizer and sanitation sprays are available in all bathrooms and at easily accessible places throughout the campus. CDC posters showing proper handwashing procedures are at every sink. A behavior intervention plan to

reduce putting fingers in the mouth or nose will be introduced for any student who regularly engages in this behavior.

Students and staff have their own personal work materials that are labeled and not shared with others. All materials will be sanitized at least once per day. Materials that cannot be sanitized will be disposed of (e.g. plates, cups, towels, etc.). Students will be required to bring their own lunch and snack to school.

Cleaning and sanitizing will take place throughout the day after use, at regular breaks, and after school. Appropriate cleaning and sanitizing supplies are available in every classroom and all offices. Signs showing proper sanitizing procedures are posted in every room. Throughout the day, all door handles and surfaces are cleaned periodically. Also, the entire site is professionally cleaned after hours and a deep cleaning, including a sanitization process, is completed on a monthly basis.

Shared equipment will be kept to an absolute minimum. If essential, such as equipment in the motor room and music room, schedules will accommodate for equipment to be thoroughly cleaned, sanitized and aired out between use. Our buildings have multiple doors in each room that allow for cross breeze and excellent ventilation. All common areas will be cleaned and sanitized in between cohort use. Equipment that cannot easily be sanitized will not be available. Some equipment like bicycles are labeled to identify which cohort they belong to and will not be utilized by anyone outside of that cohort. This equipment will be cleaned and sanitized after each use.

The staff break room is closed and staff should take their breaks at the outside tables. The shared coffee pot will not be in use. Staff must clean and sanitize shared equipment (e.g. copier, laminator, binding machine, computers, microwave, etc.) everytime they use it. Traffic into the central office is kept to a minimum. Staff must adhere to all markings on the floor in the central office.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: If possible, student and staff areas will be avoided for at least 24 hours and then cleaned and sanitized according to CDC guidance.

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 using an approved sanitizing spray or wipe.

In school vans, high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- 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

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

- Offered COVID-19 testing at no cost during their working hours.
- Given information on any applicable COVID-19 benefits that are available 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:

- Who employees should report COVID-19 symptoms and possible hazards to: Katie Shepard and/or Deirdre Sheerin through e-mail, phone call, or in person.
- 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.
- In the event we are required to provide testing because of a workplace exposure, 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.
- Protocols and procedures that will be followed in the event of COVID-19 symptoms, exposure, or a positive test case.

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 at least 10 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, COVID-19 sick leave benefits (until March 30, 2021), 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

- Positive 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 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 10 days from the time the order to quarantine was effective.
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Deirdre Sheerin

(Date)

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other:			
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			
Scheduled use of shared equipment and cleaning implemented in-between use			
Other:			
PPE (available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Other:			

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.

Name _____ DOB _____ Phone _____

Home Address _____

Initial Case Information (choose one):

- Staff has COVID-19 symptoms (see SCENARIO 1)
- Staff has been identified as a close contact of a positive test case *outside* of TCS (see SCENARIO 2)
- Staff has been identified as a close contact/cohort member of a positive test case *from* TCS (see SCENARIO 2)
- Staff tested positive after routine testing, with no symptoms (see SCENARIO 3)

Symptoms

Does staff have COVID-19 symptoms?	<input type="radio"/> yes <input type="radio"/> no					
If yes, what was the date of symptom onset?	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> </tr> </table>					
Did staff develop symptoms at work?	<input type="radio"/> yes <input type="radio"/> no					
If yes, where were they isolated before leaving?						

Testing

How was staff notified about getting tested?		
<input type="radio"/> in person	<input type="radio"/> email	<input type="radio"/> phone
Test Date	Result Received Date	Result
If positive result, report on the SCCPH Portal within 4 hours (if feasible)		

If additional room is needed, list on an additional page.

Administration

Documents Shared

- Home Isolation & Quarantine Guidelines
- TCS Emergency Leave
- COVID19 Leave Form

Template Letters Sent & by who

- Close Contact sent by _____ on _____
- Cohort Members sent by _____ on _____

Important Dates

Test/symptom onset date _____
 Isolation dates _____
 Isolation release date _____
 Return to work on _____