# COVID-19 Prevention Program (CPP) for

# New Life Christian Academy

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

**Date:** **2/2/2021**

## Authority and Responsibility

**The Principal and Church administration** 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: **evaluating their personal work areas/classrooms determining what would pose as a hazard and how the problem can be resolved.**

### Employee screening

We screen our employees by: **having them do a health wealth check every morning: temperature check daily, answer health questions regarding symptoms, testing every month alternating staff**

## 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 infraction is found during an inspection, it will be corrected with a 48 hour window, depending on the severity of the infraction.**

**Maintenance will be covered by maintenance department and classroom infractions will be corrected by teachers responsible for the classroom. Office infractions will be corrected by office staff.**

**After 48 hours, an inspection will be done to check for 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:

1. A. Classroom: students will remain in small cohorts no bigger than 14 students per class (some have 5 students) including recess and lunch. Teacher will remain with same cohort group throughout the day except for teacher’s lunch and break which the same support staff member will remain with group.
2. B. All students will be required to bring their own lunch. No Hot Lunch will be served at this time.
3. C. In classroom students’ desk will be at least 6ft in between each desk all facing forward.
4. D. Teachers will mark the floor to remind students of social distancing.
5. E. 3rd-6th grade will be required to wear mask when moving through the classroom.
6. F. Students will eat outside weather permitting. This will allow for physical distancing during lunch.
7. G. If students are not able to eat outside, the cafeteria will allow for physical distancing between students in each cohort. Students will have assigned seating and staff members will have time to disinfect each table and chairs after every lunch.
8. H. Staff will have staggard lunch times which allow 1-2 staff member in the staff lunchroom at a time. Teachers will not physically interact with other staff members due to cohorting.
9. I. Library: at this time school library will be closed to students.
10. J. No outside visitors or volunteers will be allowed on campus at this time.
11. K. Cubbies/lockers will not be used at this time. Students will keep personal belongings in individual labeled storage containers at their desk.

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. **Face coverings will be provided for all employees, visitors, and students. They will be located at all 3 COVID-19 check-in stations.**

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.
* Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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 implement the following measures for situations where we cannot maintain at least six feet between individuals: **mask must be worn at all times.**

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

* **Doors always remain open to allow natural ventilation.**
* **Air ventilation system is always on. We use allergen-filtration systems.**
* **Filters are maintained and changed as needed.**

### Cleaning and disinfecting

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

**A. Students will have assigned seating in class. Classroom enrollment sizes are small enough to create a 6ft. distance between all students during the day. Teachers will disinfect students’ desk, chairs, and tables periodically.**

**B. Doors will remain open in the classrooms so students will not have the need to touch door handles (weather permitting). Teachers will disinfect handles and light switches periodically as well.**

**C. Students have supply list with items that teachers require parents to purchase for each child. This will minimize the use of regular shared items such as pencils, crayons, or scissors in the classroom.**

**D. Water fountains will be turned off for use. Students will need to bring their own water from home, incase students forget or need more water, office will maintain a supply of water bottles for students and staff.**

**E. Janitor will be required to clean and disinfect each classroom (5 classrooms total) each morning. Teachers will disinfect classroom in between classroom breaks and lunches throughout the day.**

**F. Restrooms will be cleaned and disinfected on the hour, every day. Wiping down toilets, sinks, and light switches.**

**G. Maintenance department is responsible for maintaining adequate cleaning supplies on hand daily.**

Should we have a COVID-19 case in our workplace, we will implement the following procedures: **We will quarantine the classroom or work space for a day after a positive case has been detected. Then our maintenance team will be required to clean and disinfect the work area using approved disinfectants.**

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 **allowing the employees to glove up and use disinfectant to wipe down shared equipment. However, every employee has assigned office equipment and classroom tools.**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

**Have hand- sanitizer in every classroom, office space, lunchroom and playground areas. Staff restrooms are equipped with hand sanitizer and hand soap and hot water to wash hands.**

### 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.

## 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:

* **Informed of possible exposure.**
* **Sent for testing during work time.**
* **Allow for possible quarantine.**

## 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 will report symptoms of COVID-19 to the Principal via phone call or email.
* Employees can report symptoms and hazards without fear of reprisal. They will be asked to quarantine until a negative test is given or 10 quarantine has been completed.
* Employees who are considered high- risk have the option of working in an area that has minimal to no exposure of others.
* Employees can access COVID-19 testing **through community testing areas or through their primary physician. Employees have been given information regarding how to access these testing sites with websites and phone numbers to follow.**
* 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.Employees can access COVID-19 testing **through community testing areas or through their primary physician. Employees have been given information regarding how to access these testing sites with websites and phone numbers to follow.**

## 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.
* Employees may refer back to Employee Handbook
* **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 **ensuring employee’s position remains available and pay benefits are given when possible.**
* 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.

**Teresa Salazar , Principal a**

## 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**:

**Date**:

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

| **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** |
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## Appendix B: COVID-19 Inspections

**Date:**

**Name of person conducting the inspection**:

**Work location evaluated**:

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| --- | --- | --- | --- |
| **Exposure Controls** | **Status** | **Person Assigned to Correct** | **Date Corrected** |
| **Engineering** |  |  |  |
|  |  |  |  |
| Ventilation (amount of fresh air and  filtration maximized) |  |  |  |
| Additional room air filtration |  |  |  |
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| **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 |  |  |  |
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| **PPE** (not shared, available and being worn) |  |  |  |
| Face coverings (cleaned sufficiently often) |  |  |  |
| Gloves |  |  |  |
| Face shields/goggles |  |  |  |
| Respiratory protection |  |  |  |
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## 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:**

**Name of person conducting the investigation**:

| **COVID-19 Case Investigation Information** | | | |
| --- | --- | --- | --- |
| **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.

## Appendix D: COVID-19 Training Roster

**Date:**

**Person that conducted the training**:

| **Employee Name** | **Signature** |
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