Innovations Academy

COVID-19 Prevention Program (CPP)
Safe Return to In Person Instruction

originally created January 2021

Reviewed June 2021

Reviewed and Revised December 2021

COVID-19 Prevention Program (CPP) for Innovations Academy

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

workplace. **Date: January 29, 2021/ June 2021/ December 2021**

Authority and Responsibility

Christine Kuglen has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all administrative staff 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 on a monthly basis.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our school. 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 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 any authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying administrative staff of any concerns immediately via text or email. Employees have been informed that there will be no retaliation for an employee speaking up to help protect themselves or others from any hazard or situation that jeopardizes the health and safety of our students and staff.

Employee screening

We screen our employees by: Employees self-screen daily prior to coming to work and report any symptoms immediately to administration. Employees, whether vaccinated or not, must be wearing a mask to enter the building. Employees are encouraged to stay home if they have any of the symptoms of COVID-19. They can contact an administrator day or night. They will be provided a substitute to take their position or support them while they are working remotely from school.

All employees who are not vaccinated take a COVID-19 test weekly and submit the results.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be reported by employees immediately and corrected in a timely manner based on the severity of the hazards, as follows:

When an unsafe situation or condition is reported or found during an inspection using the COVID-19

Inspections form, the director will be notified immediately.

- For facility and maintenance and sanitation issues, the director will assess the severity of the hazard. The director will then assign the task to the Facilities Manager who will determine the time frame needed for correction. A decision about closure of a specific area until correction will be made. The Facilities manager will follow up with the director daily or until the situation is remedied.
- For issues regarding availability of supplies, the director will evaluate the situation and assign the task as needed to an office staff member. The assigned staff person will follow up with the director daily or until the situation is remedied.
- For issues of safety in the classroom that are related to educational implementation of COVID-19 procedures, the director will speak with the teacher of the classroom and collaboratively determine a solution to be implemented. The director will follow up with the teacher within 24 hours to verify implementation.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least three feet of physical distancing in our workplace by:

- Except when necessary, we allow only employees, students and cleared volunteers and repair people to enter the building. For issues regarding facility safety, a contracted repair person may enter but must wear a mask and stay at least 6 feet from staff and students. Repairs will take place outside of school hours when possible.
- Allowing no visitors/tours to enter the building. All deliveries are made to the immediate front desk.
- The floors are visually marked with arrows such that path of traffic is obvious to all moving in shared spaces.
- Students arrive on the far side of the playground. Student breaks are taken in a staggered format to decrease the number of students on the playground. Students learn in stable groups in assigned areas. Dismissal is also done in a staggered fashion. Students remain in their stable group classroom until they are called to meet their parent in the pick-up line of cars.
- Bathrooms are designated for specific grades**.**
- Individuals will be kept as far apart as possible when there are situations where three 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 including non-employees such as repair workers, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Staff and students may bring/wear their own mask as long as it meets the guidelines in Education Code section 3205(c)(6) or they may use a mask available at the gate or from the front office. Both child and adult sized masks are available. Once used, they may elect to wash their mask or take it to the Facility Manager for cleaning.

If an employee or student encounters someone not wearing a mask in our building, they will report it to the director immediately. The person will be offered a mask or asked to leave the building immediately.

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

- 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 (eating, alone in a room), 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/Building controls

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

- Ventilation systems are checked twice yearly by a professional HVAC company. Our Facilities Manager maintains ongoing contact with them as issues arise.
- We are currently using MERV-13 filters and have approximately 10% fresh air continuously entering the building.
- Each room is on its own air flow system such that air is not shared between rooms therefore stable groups have their own air supply.
- All classrooms have an additional air filter running in the classroom throughout the day.

Cleaning and disinfecting

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

- All students have hand sanitizers available in their classrooms.
- There are ample sinks available in classrooms and bathrooms stocked with soap and sanitizer.
- Sanitizer is available throughout the building and at all entrances/exits.

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

- The custodial staff person wears an enclosed protective suit, a face shield and N-95 mask for protection and has been trained. This staff person will sanitize the space.
- If a COVID-19 case has been present on campus, our custodial staff will immediately disinfect any areas of contact using an electrostatic disinfecting machine and Vital-oxide. All frequently touched surfaces will be wiped down with disinfecting cleaners.

Items with which employees have regular physical contact, such as phones, headsets, desks, keyboards, writing materials, instruments and tools will also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by our designated custodial staff member or by the person who was previously using the area.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Have trained all of our employees and students in effective handwashing and sanitizing
- Provide designated bathrooms per grade level to limit the number of students/employees using each

bathroom and to protect the integrity of our stable student groups.

- Evaluate the bathrooms regularly.
- Encourage and allow time for handwashing at classroom sinks and when returning from the playground.
- Providing effective hand sanitizers for each classroom, in each room of the building and at all entrances. We do not use hand sanitizers that contain methanol (i.e. methyl alcohol).

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

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

- Referred to the free SD County testing sites and given time to be tested. Offered COVID-19 testing at no cost during their working hours.
- Required to follow the guidance set forth in the California Department of Public Health document, "COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2021-22 School Year" which will be updated using information from the California Department of Public Health information as well as data from SD County Public Health.
- We adhere to the San Diego County COVID-19 Decision Tree for reporting, isolation and quarantine.

1. We adhere to required reporting requirements and notify, as indicated, the County Public Health Department of any newly reported case of COVID-19 in a student or staff member to find out if they have previously been notified about the case.
2. If the case is present at school at the time the school is notified, the person must go home and be excluded from school based on the updated COVID-19 Decision Trees for K-12 Education created by the Public Health Department.
3. We send a notice, developed in collaboration with the County Health Department, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the SD County Health Department to notify exposed people.
4. We will arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time before being identified. This will be done once students and staff have vacated the area.
5. Students, when excluded from campus due to possible exposure of identified case will be welcomed into our remote learning program and sign a Master Agreement for their time in isolation/quarantine if they are well enough to participate. They will be provided an education plan based on the requirements in place by the California Department of Education, their Master Agreement, classroom assignments and, if a student with disabilities, will continue their services based on their IEP. They will be provided all materials necessary during their quarantine period.

School Closure
School closure determinations will be made in consultation with the County Public Health Department. It is understood that we may be allowed to continue to be open even with confirmed cases or a small cluster of COVID-19 cases as long as contact tracing identifies all school contacts for exclusion and testing in a timely manner, any small cluster is investigated and controlled rapidly, and the SDPH agrees that the school can remain open.

Measures for an Investigation of a Cluster or Outbreak
When we are made aware that an outbreak may be underway, an investigation will be done, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, or other common exposures outside of school).
CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting). The objectives of a school outbreak investigation are to identify and isolate all cases and to identify, quarantine, and test contacts to prevent further transmission of COVID-19 at the school.

System of Communication

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 COVID-19 symptoms and possible hazards to the School Director or Accountability Coordinator immediately via text, phone call or in person conversation.
- Employees can report symptoms and hazards without fear of reprisal and have been notified of such.
- We currently do not have any employees with medical or other conditions that would put them at increased risk of severe COVID-19 illness. If an employee is hired with such risks they would be working remotely.
- Employees can access COVID-19 testing via all FREE county sites. A link is found on our shared staff meeting document at the top. If a rapid test is approved by the director, the school will provide the test. All unvaccinated staff test weekly.
- 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.

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 covering. face
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- How to encourage students who are exhibiting reluctant or negligent mask wearing practices.

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 based on the current guidelines available from the California Department of Public Health.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is school/work related. This will be accomplished by making substitute workers available and providing information to employees based on the situation.
- 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 and online to employees, authorized employee representatives, 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.
- 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.

Christine Kuglen, Director 12/03/2021