

COVID-19 Prevention Program (CPP) for Adventist Union School

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

Date: February 18,2021

Authority and Responsibility

Judah Amargo, Principal of Adventist Union School 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:

- By following the protocol and procedures outlined in the COVID-19 Safety Plan and Reopening Protocol.
- Faculty and staff are also encouraged to report improper activity directly to administration.

Employee screening

We screen our employees by:

Faculty and staff will be required to complete wellness checks daily prior to entering campus. Wellness checks will be conducted through Google Forms. Faculty and staff will be asked to answer "Yes" or "No" to the following questions:

1. Have you experienced any of the following symptoms in the past 48 hours:
 - a. Fever (99.9°F/37.5°C or higher) or chills
 - b. Shortness of breath or difficulty breathing
 - c. Muscle or body aches
 - d. New loss of taste or smell
 - e. Congestion or runny nose
 - f. Diarrhea
 - g. Cough

- h. Fatigue
- i. Headache
- j. Sore throat
- k. Nausea or vomiting

2. Within the past 14 days, have you been in close physical contact with (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory- confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?

3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

4. Are you currently waiting on the results of a COVID-19 test?

Faculty and staff that answer “No” to all questions may enter campus. Anyone that answers “Yes” to any question will be asked to avoid contact with others, go straight home immediately, and call their primary care provider for further instructions, including information about COVID-19 testing.

Faculty and staff are required to submit daily temperature readings prior to entering campus. Faculty and staff must stop by the office, where a non-contact thermometer will be used.

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:

Any and all unsafe or unhealthy work conditions, practices, and procedures will be immediately stopped and corrected to ensure the safety and protection of faculty, staff, and students from COVID-19. Identified issues and corrections will be documented on the Appendix B: COVID-19 Inspections form and corrected in a timely manner.

Adventist Union School has implemented the protocols in Appendix B: COVID-19 Inspections form across the K-8 campus. Administration will conduct hazards assessments in the workplace and correct any hazards in a timely manner. Deficiencies will be identified and reported through spot checks, complaints, referrals, or reports of positive COVID-19 cases. Anyone can safely report deficiencies by calling (562)867-0718 or emailing ausfrontoffice@gmail.com.

Control of COVID-19 Hazards

Physical Distancing

Adventist Union School ensures at least six feet of physical distancing at all times in the workplace by:

- Creating alternative arrangements such as remote work and separate offices and classrooms per faculty and staff.
- Physical barriers between faculty and staff located in the elementary offices.
- All hallways and walkways have been labeled with floor markings to indicate the direction of traffic.
- All doors have been marked to indicate entry or exit only.
- A campus map may be found in the Appendix of this document.
- Entry to any campus offices will be by appointment only. Virtual Zoom appointments are encouraged. Prior to arrival, we ask that all parents, guardians, and visitors complete the wellness check, which is available on our website. Upon entering, your temperature will be measured and recorded. If your temperature is above 99.9°F/37.5°C, we will reschedule your appointment for two weeks from your original appointment date. We can reschedule your appointment for an earlier date should you choose to meet virtually via Zoom. Hand sanitizer will also be available at every counter.
- We will be admitting one adult (or one student and their accompanying parent/ guardian) at a time. Those that are waiting to be called in for their appointment may wait outside on the designated floor markings or in their own vehicles. Visitors will receive a call or text message when it is time to enter the front office. To schedule an in-person or Zoom appointment, visitors may call (562) 867-0718 or email

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.

Faculty, staff, and students are required to wear a face mask to enter campus and are instructed to wash or replace face coverings daily. Kindergarten through 2nd grade are strongly encouraged to wear a face masks in the classroom if it can be worn properly. Students in grades 3-8 must wear a face covering while on campus unless they are medically exempt.

Face coverings should be washed or replaced daily. Goggles and face shields are optional. Students may remove face coverings while eating, napping, and during breathing breaks. Throughout the day, students will be given socially distanced face mask breaks outside.

Adventist Union School provides a clean, undamaged face cloth and face shield coverings to all faculty and staff and ensure they are properly worn 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) and local health department. Face coverings have been distributed from the high school and elementary offices.

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 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.

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

Adventist Union School implements the following control measures where applicable:

- Physical barriers have been installed between faculty and staff in the elementary offices. Physical barriers have also been installed between faculty and staff and any visitors entering the campus.
- All hallways and walkways have been labeled with floor markings to indicate the direction of traffic. All doors have been marked to indicate entry or exit only. Along with floor markings, signage has been placed throughout campus to help faculty, staff, and students navigate safely and correctly to each classroom. A campus map may be found in the Appendix of this document.
- Windows will be open in all classrooms to ensure ventilation.
- Non-touch water bottle stations are available for use.

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

- Advising faculty and staff to open doors and/or windows for better ventilation where feasible.

Cleaning and disinfecting

Adventist Union School implements the following cleaning and disinfection measures:

- Frequently touched surfaces will be cleaned and disinfected daily. Hand sanitizers will be made available in each classroom, office, and campus entrances.

The following is a cleaning and disinfecting schedule for San Gabriel Academy:

- Classrooms
 - Elementary and junior high classrooms:
 - 10:00am, 11:30am, 2:00pm, and in the evenings beginning at 3:30pm
 - Restrooms
 - after each use, and in the evenings beginning at 3:30pm
 - Lunch area:
 - before and after use
 - Offices:
 - after each visitor and in the evenings beginning at 3:30pm

Offices will be cleaned after each visitor. Classrooms, and laboratories will be disinfected and cleaned several times daily based upon use. The lunch area will also be cleaned before and after each grade breaks for lunch.

At the end of each school day, classrooms, laboratories, and restrooms, and offices will be disinfected using a sprayer and recommended CDC products. A list of cleaning products is provided in the Appendix of this document.

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

Faculty and staff exhibiting symptoms will be instructed to not remove their face covering and to wait in the designated sick room until they can be picked up. Areas used by any sick person will be closed off and will not be used until cleaned and disinfected.

COVID-19 positive faculty and staff, and their children, should not return to school until they have CDC criteria to discontinue home isolation, including 72 hours with no fever, symptoms have improved, and 10 days have passed since symptoms first appeared.

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 spraying with at least 70% ethyl alcohol, Lysol disinfectant spray, or with the use of a Clorox wipe. Faculty and staff will be instructed to use gloves to prevent skin irritations from the disinfectants.

Hand sanitizing

To implement effective hand sanitizing procedures, Adventist Union School has:

- Provided each classroom, teacher, and office with an effective hand sanitizer, and prohibits the use of hand sanitizers that contain methyl alcohol (methanol). Hand sanitizer solutions meet the CDC requirements for effectiveness.
- Faculty, staff, and students are encouraged to wash their hands regularly and thoroughly with soap and water for at least 20 seconds. Handwashing facilities are available in all offices and restrooms.

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. [Delete if not applicable to your workplace.]

Investigating and Responding to COVID-19 Cases

Adventist Union School will implement the use of Appendix C: Investigating COVID-19 Cases form to investigate and respond to COVID-19 cases on campus.

Faculty and staff with potential COVID-19 exposure in the workplace will receive information on leave, pay, benefits, and work arrangements from the Southern California Conference Human Resources department.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they Adventist Union School's goal is to ensure that we have effective two-way communication with our faculty, staff, and our community, in a form they can readily understand, and that it includes the following information:

- Faculty and staff should report COVID-19 symptoms and possible hazards to the administration by phone as soon as symptoms or hazards present.
- Faculty and staff can report symptoms and hazards without fear of reprisal.
- The 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 faculty and staff can access COVID-19 testing.
- In the event AUS is required to provide testing due to 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

Adventist Union School 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 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.
- 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.
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