



COVID-19 Safety: Prevention Plan

2021-22 School Year

Employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). The following Cal/OSHA COVID-19 Prevention Program template has been used to develop the plan of Collegiate Charter High School of Los Angeles. Additional support documents and information specific to COVID-19 Safety Prevention Program are available upon request.

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COVID-10 PREVENTION PROGRAM

This COVID-19 Safety: Prevention Plan (“CSPP”) is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace at Collegiate Charter High School of Los Angeles (“Charter”).

Authority and Responsibility

Ms. Ani Meymarian, Executive Director, Ms. Liliانا Garcia, Principal, and Ms. Evelyn Rodriguez, Director of School Operations will have the overall authority and responsibility for implementing the provisions of this CSPP in the workplace. Additionally, all managers and supervisors are responsible for implementing and maintaining the CSPP in their assigned work areas and for ensuring employees receive answers to questions about the program. All employees are responsible for using safe work practices, following all directives and policies and procedures, and assisting in maintaining a safe work environment at all times.

Role	Job Title	Name	Union Affiliation
Leader	Principal	Liliana Garcia	N/A
COVID-19 Compliance Officer	Director of School Operations	Evelyn Rodriguez	N/A
Attendance Monitor	Data & Compliance Coordin	Mayra Aguilar	N/A
Cleaning/Disinfecting Operations	Plant Manager	Mayra Aguilar	N/A
Exposure Management Advisor	Director of School Operation	Evelyn Rodriguez	N/A
Health Office Manager	Data & Compliance Coordinator	Mayra Aguilar	N/A
Data Collection Manager	Director of School Operations	Evelyn Rodriguez	N/A

Health Office Set-up and Staff

Type of Health Office	Indoor/ Outdoor	Location	Staff Person(s)	Alternate	Runner
General Health Office (Non-COVID)	Indoor	Rm.65	Mayra Aguilar	Noemi Morales	Noemi Morales
Isolation Area (Recommended Outdoors)	Outdoor	Outside Rm.65	Evelyn Rodriguez	Noemi Morales	Noemi Morales
Quarantine Area	Outdoor	Outside Rm.65	Evelyn Rodriguez	Noemi Morales	Noemi Morales

Campus Density

- Approximate Square Footage open: 15,000
 - Maximum Student Capacity: 250
 - In-person Class Size is limited to: 25
 - Number of Separate Stable Groups on campus per average day: 10
 - Maximum Number of Members per Stable Group on campus: 25
- The **estimated** total number of administrators, teachers & staff Returning to support resumption of all permitted in-person services: 22

Estimated Total Number of Students that will return for In-Person Instruction			
Enter the estimated total number of students that will return per grade (if none, enter 0)			
TK:	3:	5:	9:60
K:	4:	6:	10:60
1:	5:	7:	11:53
2:	6:	8:	12:44

Identification and Evaluation of COVID-19 Hazards

The School will implement the following in the 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, the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, Centers for Disease Control and Prevention, and the Department of Public Health related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct routine 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 the COVID-19 policies and procedures.

Employee Participation

Employees will participate in the identification and evaluation of COVID-19 hazards by completing training, participating in safety meetings, and being vigilant about identifying potential hazards and reporting them via email to their supervisor and the Director of School Operations, Ms. Rodriguez, at evelynrodriguez@collegiatecharterhighschool.org.

Staff Education

Collegiate Charter High School of Los Angeles is committed to train staff and provide educational materials,

protocols and resources for staff in the following health and safety actions:

- Proper usage and care of face coverings
- Safe practices for the use of Personal Protective Equipment (PPE)
- Social distancing guidelines
- Hand hygiene protocols
- Health screening practices
- Cleaning and disinfecting protocols
- COVID-19 specific symptom identification
- Information regarding COVID-19 leaves for staff (contact the Charter's Director of School Operations, Ms.Rodriguez)

Employee Screening

Employees are screened in accordance with CDPH guidelines. The Charter has staff conduct a daily health screening using Paycom, a human resources software. By arriving at the campus of Collegiate Charter High School of Los Angeles, staff members affirm the following:

- They have not had, or been exposed to anyone with, any of the COVID-19 symptoms identified by the CDC in the past 14 days
- They have not traveled outside of the country in the last 14 days
- They verify that their temperature is not above 100.4
- They agree to wear a face covering
- They agree to follow all safety guidelines while on the premises of the Charter

If exposed, staff will get clearance from the Director of School Operations prior to resuming their work assignment.

The Charter also conducts a daily screening process for students using ParentSquare, an encrypted communication platform that connects schools and their families. Students are screened in accordance with CDPH guidelines. By arriving at the campus of Collegiate Charter High School of Los Angeles, the parents/guardians of and students themselves, affirm the following:

- They have not had, or been exposed to anyone with, any of the COVID-19 symptoms identified by the CDC in the past 14 days
- They have not traveled outside of the country in the last 14 days
- They verify that their temperature is not above 100.4
- They agree to wear a face covering
- They agree to follow all safety guidelines while on the premises of the Charter

Additionally, the school requires a daily temperature check for all students prior to entering campus. The Charter utilizes non-contact thermometers for this process. Staff facilitating the screening process follow distancing guidelines at all times and wear appropriate PPE that include a mask, face shield, gloves, and other PPE, if requested.

COVID-19 Testing Program

The Charter has partnered with Co-Verify Health to conduct COVID-19 testing on an isolated and designated room of the school to test staff and scholars. Staff and scholars who have received the COVID-19 vaccine and provided proof of vaccination to the school will continue to test for COVID-19.

Co-Verify Health is a testing program that includes the following:

- Type of COVID-19 Test: RT-PCR Saliva Testing
- Test Frequency for Staff:
 - Baseline data- Negative PCR within 7 days prior to return to campus
 - Weekly Testing thereafter (high risk staff 2x/week, e.g., nurses, etc.) and as directed by the county and district.
 - Staff may be asked to test based on Community Engagement requirements
- Testing Frequency for Students:
 - Baseline data- Negative PCR within 7 days prior to return to campus
 - Weekly testing thereafter
 - Students may be asked to test based on Community Engagement requirements
- Isolation and Quarantine
 - Includes per Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Includes cohorts quarantined per Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Includes Close contacts quarantine
 - Includes immediate notification to COVID Officer (Director of School Operations)
- COVID Precautions
 - Masks are worn at all times following the Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Social distancing is maintained at all times per the Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Disinfection will be implemented routinely and per Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Daily attestation will be done per the Los Angeles County Department of Public Health guidelines.

The nurse from Co-Verify Health and the Director of School Operations will partner to ensure all safety guidelines are met per Centers for Disease Control/Los Angeles County Department of Public Health guidelines while conducting testing.

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:

Cleaning and Disinfecting

Shared surfaces will be regularly cleaned and disinfected and shared use of items will be minimized.

- All classrooms, office, and all used spaces of the facility at the school site will be cleaned and disinfected daily per CDC guidelines. Cleaning schedules will ensure frequent cleaning/sanitization is occurring frequently throughout the day.
- The Charter shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, chairs, phones, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- Closed off areas used by any sick person will be cleaned and disinfected on an immediate basis, and will not be used until they have been cleaned and disinfected. The Charter will ensure safe and correct application of disinfectants and keep disinfectant products away from children.

The severity of the hazard will be assessed, and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction at all times.

- The Director of School Operations will assess the severity of any hazard by collecting information and evaluating the information as related to exposure controls and listed in Appendix B: COVID-19 Inspections form.
- Two times a week, the Director of School Operations will conduct a check of the status of every classroom's engineering controls as listed in Appendix B: COVID-19 Inspections form to ensure all systems are functioning appropriately and take any needed action item before reaching safety breaches to the extent feasible.
- Every day, the Director of School Operations, Executive Director, Principal and all supervisors will ensure all employees and students are following safety guidelines as outlined by Centers for Disease Control/Los Angeles County Department of Public Health guidelines through their direct work with respective students and employees.
- Every day, any hazard presented to safe work conditions, and procedures will be reported immediately to the Director of School Operations, Principal, and Executive Director for same day corrective action and or/initiation of corrective action. The Director of School Operations will conduct the analysis of the hazard and take action the same day for correction and/or initiation of the correction to ensure maximum safety with procedures and engineering controls in place and submit their findings to the Executive Director. The Executive Director will oversee that all hazards and corrective actions are addressed and implemented as soon as possible, and will receive daily updates on any pending corrections, if the correction is not feasible the same day, from the Director of School Operations. Any space that cannot meet the safety guidelines in a classroom as per the guidance of Centers for Disease Control/Los Angeles County Department of Public Health guidelines will be closed until the safety standards are met.
- Employees and students will be asked to leave school grounds if not following safety guidelines (e.g., wearing a mask, maintaining social distancing,
- Employees, and scholars will not enter campus if their daily screening is not complete and/or have answers to the daily screening questions that present an exposure risk.

Control of COVID-19 Hazards

Physical Distancing

Where possible, the School ensures at least three feet of physical distancing at all times in the workplace by: Classroom/Instructional/Academic Learning Spaces:

- The Charter shall ensure a minimum physical distancing radius of three (3) to six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces.
- Staff shall make every reasonable effort to maintain a physical distancing radius of three (3) feet, between themselves and students.
- All student workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning. This shall be conducted in partnership with staff members and school leadership.
- The Charter shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The capacity for each classroom space shall be posted prior to the start of in-person learning. This capacity will include the teacher, assigned support staff and students.
 - Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Clear Rules on Classroom Instruction:

- Student cohorts will be considered in their classroom.
- Grades 9th-12th students will be grouped in cohorts by classroom with no more than 25 individuals in a classroom (combined students and staff) when feasible.
- The school will continue to offer distance learning for families on a case by case basis.
- While indoors, students will be physically distanced 3 ft as feasible.
- Desks and/or workstations will face in the same direction as feasible.
- Recess and break times will be staggered or grouped by cohorts to limit the interaction of cohorts as feasible.
- Signage and markings will be used to keep students physically distanced as much as feasible.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Drop Off Procedures (Arrival):

- Gates will open at a designated time. To adhere to physical distancing precautions, students will not be allowed to be dropped off earlier.
- Parents/guardians and visitors will not be permitted to walk their student(s) to the classroom or enter the school campus.
- Initial screening will take place at home. Additional screening with temperature checks will take place at the designated entrance gates.
- One-way directions/movements will be established in high potential traffic areas. Parents/guardians and students will not be permitted to gather in groups outside the gates of the school campus. Designated staff will supervise and ensure that safe distancing guidelines are in place leading to and at the entrance gate.

Pick Up Procedures (Dismissal):

- At the end of the day, students will be dismissed in cohorts to be picked up by a parent/guardian outside the designated dismissal gates.
- Students will be dismissed in staggered schedules, one class at a time.
- Parents/guardians and visitors will not be permitted to enter the school campus to pick up their student(s).
- One-way directions/movements will be established in high potential traffic areas.
- Parents/guardians and students will not be permitted to gather in groups outside the gates of the school campus. Designated staff will supervise and ensure that safe distancing guidelines are in place leading to and at the dismissal gate.

Office Policies and Procedures:

- Office Hours will have a designated start and end time.
- Parents will not be permitted to enter the school at any time.
- Visitors for essential services only will be permitted inside the school building.
- Office support will be conducted over the phone, direct message using our communication platform, or via video conferencing.
- Any items that need to be picked up from the office will be handed outside of the designated gate.
- Any student(s) that need to be picked up earlier than the designated dismissal time will be picked up at the entrance gate. The parent/guardian will not be permitted to enter the school facility to pick up

their student(s) in the classroom or office.

- Masks and hand-sanitizer will be required for anyone who is being helped outside the designated gate or entering as an essential service visitor. Disposable masks will be provided outside the designated gate upon request.
- Public restrooms will not be available for visitors during this time.
- Deliveries to classrooms will not be permitted during the school day. This includes but is not limited to forgotten books/assignments, food, etc.

Visitors on Campus:

- Visitors and volunteers will not be allowed on campus. This includes, but is not limited to, food deliveries, any school deliveries under 50 pounds eating lunch with children, classroom birthdays, awards ceremonies, walking students to their classrooms, etc.
- Visitors for essential services, including but not limited to, deliveries above 50 pounds, will be permitted inside campus and up to the office only. They will be required to follow all safety procedures, like wearing a mask, maintaining at least three (3) feet of social distancing, and getting their temperature taken upon entering and during their visit of service.

Face Coverings:

- The School will 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 are required to be properly worn while in the presence of others, by all individuals on a school campus. The Charter shall develop and share with staff a plan to redirect and instruct students and others who are not in compliance with the face covering requirements. A staff member or student with a documented medical condition that cannot wear a mask will be addressed on a case-by-case basis.
- All staff must use face coverings at all times on campus.
- Students at all grade levels will be required to wear masks at all times on campus.
- If an employee cannot wear a face covering, face shield with a drape, respiratory protection, or another effective alternative to a facial covering, the employee shall be kept at least six (6) feet apart from all other employees, students, and persons, unless the unmasked employee is tested at least twice per week for COVID-19. However, testing an employee twice per week is not an alternative to wearing a facial covering where otherwise required.

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

- While eating and drinking at the workplace, provided employees are at least three 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.

Engineering Controls

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

Air Ventilation and Filtration

- Public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.
- The Charter shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand- controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.
- The District will regularly change air filters.

Healthy Hygiene Practices

- The Charter aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:
 - ❖ Soap
 - ❖ Tissues
 - ❖ Face coverings (student and staff)
 - ❖ Face shields (student and staff)
 - ❖ Hand sanitizer
 - ❖ EPA-approved cleaning supplies
- Hand sanitizing stations and hand sanitizer dispensers will be available at all classroom points of entry. Students will be required to sanitize hands upon entering and exiting the classroom.
- Soap dispensers will be in all staff and student restrooms; students will be encouraged to wash hands frequently. Additional hand washing stations will be installed outside classrooms to have multiple points of availability to wash hands. Signs directing students and staff to wash hands according to CDC and DPH guidelines will be posted next to all hand washing stations.

Cleaning and Disinfecting

The School will implement the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.
 - Regularly monitoring will take place at the school sites to ensure that both frequency and scope of cleaning and disinfection is taking place.
- The Charter will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).
- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions.
 - Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment.

The Charter has plans in place to maximize custodial staff and are implementing daily schedules for

practicable cleaning and, where suggested by guidance, disinfecting at school sites.

- Restrooms for both students and staff will be disinfected regularly, every hour
- All classrooms have hand sanitizer dispensers by the entry door and other locations in the classroom.
- Classroom drinking fountains will not be accessible (water bottles will be provided as needed and requested)
- Clean frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable.
- Sharing of objects and equipment, such as technology, will be limited to the extent practicable. Items will be cleaned and disinfected between uses.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access)
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible.
- Cleaning and sanitation supplies will be made available for every classroom and space of the school in the event a staff member desires/needs to perform additional classroom cleaning/sanitization.
- Should the School have a COVID-19 case in the workplace, those areas trafficked by infected students, or staff will be cleared and thoroughly cleaned by the cleaning and disinfecting teams of School custodial service department as per CDC guidance.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, masks, 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 providing employees with the materials and training.

Hand Sanitizing

The Charter is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

- Hand sanitizing stations, both automatic dispensers and stationed supplies of sanitizer, are available in all classrooms and hand washing stations are available in the restrooms and outside of the classrooms. Hand sanitizer will be alcohol-based.
- Hand sanitizing dispensers will be available in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers are in all staff and student restrooms; students will be encouraged to wash hands frequently.
- Employees and students are encouraged to wash their hands for at least 20 second each time.
- Every classroom and common space shall be provided with sanitizer with alcohol levels and types selected by the District based on the recommendation of the CDC, California Department of Public Health and Los Angeles County Department of Public Health.

PPE Used to Control Employees' Exposure to COVID-19

The School 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. When it comes to respiratory protection, the

School will evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Personal Protective Equipment – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It includes face coverings, masks, face shields, barriers, gloves, etc.

- The Charter shall provide PPE to all staff members and students, if needed, for every day that staff members or students are required to report to school sites.
- In-lieu of using Charter-provided PPE, staff members and students may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the Charter.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

- Effective immediately, upon one (1) “COVID-19 case”¹ in the workplace, the School will:
 - Investigate the COVID-19 case, determine the day and time the COVID-19 case was last present on the School campus, the date of the positive test and/or diagnosis, and the date the case has one (1) or more COVID-19 symptoms, if any.
 - Investigate whether other School employees or any other third parties may have had a COVID-19 exposure by evaluating the activities of the COVID-19 case at the School campus during the “high-risk exposure period”².
 - Coordinate a meeting for the employee with the Human Resources Department to review information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
 - Provide employees with the Flow Chart for COVID-19 Exposure.
 - Provide employees with the Flowchart with Trigger/Response Requirements
 - Give notice of potential exposure, within one (1) business day, and without revealing any personal identifying information³ of the COVID-19 case, to:
 - 1) All employees and their authorized representatives, if any, who may have had COVID-19 exposure, and
 - 2) Independent contractors and other employers present at the workplace during the high-risk exposure period.
 - Offer testing for COVID-19 to all employees with potential COVID-19 exposure in the workplace, at no charge and during working hours, as well as:

¹ Cal/OSHA regulations define a “COVID-19 case” as a person who: 1) Has a positive COVID-19 test, 2) is subject to a COVID-19 related order to isolate issued by a local health department or state health official, or 3) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

² “High-risk exposure period” is defined by Cal/OSHA as: 1) For individuals with COVID-19 symptoms, from two (2) days before the symptoms first develop until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or 2) for asymptomatic individuals who test positive for COVID-19, from two (2) days before until ten (10) days after the first positive COVID-19 test specimen was collected.

³ All personally identifying information related to COVID-19 cases or those with COVID-19 symptoms shall be kept confidential. However certain information may be provided to public health authorities, as required by law.

- Information regarding COVID-19-related benefits under all applicable federal, state, and local laws, as well as potential salary continuation rights during any period of exclusion due to the COVID-19 exposure.
- Investigate the potential that workplace conditions contributed to the risk of COVID-19 exposure, as well as remedial steps that could have been taken to reduce the risk of COVID-19 exposure.
- Effective immediately, and in the event of a confirmed COVID-19 case at the School campus, the School will notify the local public health department, as required by law.
- Effective immediately, upon notice any COVID-19-related serious illnesses or death⁴ of an employee occurring in a place of employment or in connection with any employment, the School will immediately report such information to Cal/OSHA.
- Employees with COVID-19 exposure will be excluded from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

System for Communicating

The School's goal is to ensure an effective two-way communication with employees, in a form they can readily understand, and that it includes the following information:

- Which employees should report COVID-19 symptoms, and possible hazards, and who to report these to. The Director of School Operations, Principal, and Executive Director will ensure this communication is accomplished in the workplace by providing clear written guidelines during safety training and making these guidelines accessible to all employees in shared online communication platforms, e.g., Paycom, GoogleClassroom, ParentSquare, and email. All employees will be required to attend and participate in different safety instruction training sessions, that include roles and responsibilities, prior to school reopening and arriving at school grounds. Additionally, staff will be quizzed during these training sessions to ensure understanding and support of collective and individual roles and responsibilities and all safety guidelines as recommended by the CDC, California Department of Public Health and Los Angeles County Department of Public Health. Anyone needing further clarity of responding to possible COVID-19 symptoms and hazards will have additional training and one on one support from the Director of School Operations and their supervisor.
- That employees can report symptoms and hazards without fear of reprisal.
- School procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- How employees can access COVID-19 testing to have the tools to get tested when symptoms arise. To reduce the likelihood of bringing the virus to work, and provide the tools needed to test, employees will have the option to obtain testing through the Los Angeles County Public Health Testing Site, their individual health plan, and local testing centers. Proactively, the Charter school will partner with Co-Verify Health's testing program to provide bi-weekly testing for scholars and staff. In the event the School is required to provide testing because of a workplace exposure or outbreak, the School 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 testing will be at no cost to the employee and will occur during work hours.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and

⁴ Pursuant to 8 CCR §330(h), "Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement."

the School's COVID-19 policies and procedures.

- How to adequately and safely clean and disinfect the workplace if staff members desire to conduct additional cleaning and sanitation in their classrooms or assigned space.
- Expectations and responses for breaking safety guidelines for both employees and students.

School Communications

Information that was sent to parents/students: (Check all that apply)	
<input checked="" type="checkbox"/> Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	<input checked="" type="checkbox"/> Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<input checked="" type="checkbox"/> Changes in school meals to avert risk	<input checked="" type="checkbox"/> Required use of face masks
<input checked="" type="checkbox"/> How to conduct a symptom check before students leave home for school	<input checked="" type="checkbox"/> Changes in academic and extracurricular programs to avert risk
<input checked="" type="checkbox"/> Importance of student compliance with physical distancing and infection control policies	<input checked="" type="checkbox"/> Who to contact at the school if students have symptoms or may have been exposed
<input checked="" type="checkbox"/> School policies concerning parent visits to school and advisability of contact the school remotely	<input checked="" type="checkbox"/> Importance of providing up-to-date emergency contact information, including multiple parent contact options

COVID-19 Testing:

- Consistent with Cal/OSHA regulations, in the event of one (1) COVID-19 case, an outbreak⁵, or a major outbreak at the School campus, the School will offer COVID-19 testing to employees with exposure at no charge, and during working hours.
- In the event of one (1) COVID-19 case in the workplace, COVID-19 testing will be offered to all employees who have had potential COVID-19 exposure.
- In the event of a COVID-19 outbreak pursuant to Cal/OSHA regulations:
 - o The School must provide testing to all employees who were present in the exposed workplace.
 - o Pursuant to Cal/OSHA regulations, “employees in the exposed workplace shall be tested and then tested again one week later.”
 - o After the first two (2) COVID-19 tests, the School must provide continuous COVID-19 testing of employees remaining at the workplace at least once per week, until outbreak criteria are no longer met.
- In the event of a “major COVID-19 outbreak,”⁶ the School will provide COVID-19 testing at least twice per week to all employees present at the exposed workplace during the thirty (30) day period, and who remain at the workplace. This testing regimen will continue until there are no new COVID-19

⁵ An outbreak is defined by Cal/OSHA as one that is declared by the local public health department, or where there are three or more cases on campus within a 14-day period. 8 CCR §3205.1(a)(1). Recent Cal/OSHA “FAQ” further indicates that “Any confirmed COVID-19 case who has been in the exposed workplace during the high-risk exposure period counts towards the three-case threshold.” As such, outbreak threshold under the Cal/OSHA regulations could be met by way of students who test positive on campus.

⁶ Cal/OSHA defines a major outbreak as “20 or more COVID-19 cases in an exposed workplace within a 30-day period.”

cases in the workplace for a fourteen (14) day period.

- Consistent with current Cal/OSHA regulations, the School will require certain frequencies of COVID-19 testing before allowing employees with COVID-19 exposure to return to campus.
- In the event that COVID-19 testing is mandated by Cal/OSHA regulations, School employees may procure testing for COVID-19 at:
- The Charter has partnered with Co-Verify Health to conduct COVID-19 testing in an isolated and designated room of the school to test staff and scholars. Staff and scholars who have received the COVID-19 vaccine and provided proof of vaccination to the school will continue to test for COVID-19. .Provided a COVID-10 outbreak or major outbreak, scholars and staff will be COVID-19 tested as needed.
- Co-Verify Health is a COVID-19 Test: RT-PCR Saliva Testing program that includes the following:
- Test Frequency for Staff:
 - Baseline data- Negative PCR within 7 days prior to return to campus
 - Weekly Testing thereafter (high risk staff 2x/week, e.g., nurses, etc.)
 - Staff may be asked to test based on Community Engagement requirements
- Testing Frequency for Students:
 - Baseline data- Negative PCR within 7 days prior to return to campus
 - Weekly testing thereafter
 - Students may be asked to test based on Community Engagement requirements
- Isolation and Quarantine
 - Includes per Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Includes cohorts quarantined per Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Includes Close contacts quarantine.
 - Includes immediate notification to COVID Officer (Director of School Operations)
- COVID Precautions
 - Masks are worn at all times following the Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Social distancing is maintained at all times per the Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Disinfection will be implemented routinely and per Centers for Disease Control/Los Angeles County Department of Public Health guidelines
 - Daily attestation will be done per the Los Angeles County Department of Public Health guidelines.
 - The nurse from Co-Verify Health and the Director of School Operations will partner to ensure all safety guidelines are met per Centers for Disease Control/Los Angeles County Department of Public Health guidelines while conducting testing.

Training and Instruction

The School will provide effective training and instruction that includes:

- The School's 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.

Exclusion of COVID-19 Cases

Where there is a COVID-19 case in the workplace, the School will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the School's 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 the School has demonstrated that the COVID-19 exposure is work related. This will be accomplished by the employer via provided employee sick leave benefits, California COVID-19 Supplemental Paid Sick Leave, paid time off and following the school's workers compensation policy as outlined in the Charter's Employee Handbook.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping and Access

It is the School's policy to:

- Report information about COVID-19 cases at the 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 the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the School's written COVID-19 Prevention Program for at least one (1) year in accordance with CCR Title 8 section 3203(b).
- Make the School's written COVID-19 Prevention Program available at the workplace for all 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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Ani Meymarian, Executive Director

July 27, 2021

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, 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. The School 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

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			
Classroom air purifiers and filters			
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			
Other			
PPE (not shared, 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.

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):	

<p>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):</p>			
<p>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:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was the local health department notified?</p>		<p>Date:</p>	

*Should an employer be made aware of a non-employee infection source COVID-19 status.