



# CASA PACIFICA NON-PUBLIC SCHOOL

## COVID-19 PREVENTION PROGRAM

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## **1. Purpose**

- a. To protect the health and safety of our employees, Casa Pacifica Non-Public School has prepared this COVID-19 Prevention Program (CPP) intended to provide information related to the prevention of coronavirus, describe procedures and safe practices to keep employees and students safe and to help prevent the spread of coronavirus in the workplace.

## **2. Scope**

- a. This program applies to all employees and contains general prevention and best practices as well as procedures related to COVID-19 while working at the Casa Pacifica Non-Public School workplace.
- b. This program can also be implemented during a declared outbreak, epidemic, or pandemic of other infection disease for which public health officials have issued guidelines and recommendations.
  - 1) Including H1N1 influenza (swine flu), H5N1 influenza (avian flu), Norovirus, Methicillin Resistant Staphylococcus Aureus (MRSA) and Tuberculosis
- c. This program can help keep staff healthy during an outbreak including during cold and flu season.

## **3. Authority and Responsibility**

- a. Program Manager
  - 1) Robert Van Gundy, Facility Manager at Casa Pacifica Centers for Children and Families, has overall authority and responsibility for implementing the provisions of this CPP in our workplace.
- b. In addition, all site administrators, 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.
- c. Employee Responsibilities
  - 1) All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.
  - 2) Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.
  - 3) An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.
  - 4) Employees must cooperate with any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics.

#### 4. Definitions

- a. COVID-19 Case: an employee, student, or other person who:
  - 1) Has a positive “COVID-19 test” as defined,
  - 2) Is subject to COVID-19-related order to isolate issued by a local or state health official, or
  - 3) Has died due to COVID-19, in the determination of a Ventura County Public Health Department or is included in the COVID-19 statistics of Ventura County.
- b. COVID-19 Exposure: being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined.
  - 1) This definition applies regardless of the use of face coverings.
- c. COVID-19 Test: a viral test for SARS-CoV-2 that is:
  - 1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
  - 2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- d. High-Risk Exposure Period:
  - 1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 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 persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- e. Outbreak:
  - 1) When there are three or more COVID-19 cases in an exposed workplace within a 14-day period, or
  - 2) A place of employment that has been identified by Ventura County Public Health Department as the location of a COVID-19 outbreak.
  - 3) An outbreak ends when there are no new COVID-19 cases detected in a workplace for a 14-day period.
  - 4) For workers’ compensation purposes:
    - a) the employer has 100 employees or fewer at a specific place of employment, 4 employees test positive for COVID-19;

- b) If the employer has more than 100 employees at a specific place of employment, 4 percent of the number of employees who reported to the specific place of employment, test positive for COVID-19; or
  - c) A specific place of employment is ordered to close by Ventura County Public Health Department (VCPH), the California Department of Public Health (CDPH), the Division of Occupational Safety and Health (Cal/OSHA), or a school superintendent/charter school administrator due to a risk of infection with COVID-19.
- f. Major Outbreak: when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.
- 1) A major outbreak ends when there are no new COVID-19 cases detected in a workplace for a 14-day period.
- g. Protective wear includes face coverings and equipment typically considered personal protective equipment
- h. Exposed Workplace
- 1) Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including restrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
  - 2) the building, store, facility, agricultural field, or other location where a worker worked during the infectious period.
    - a) It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.
  - 3) Examples: Schools, school buildings, offices, office buildings, maintenance and operations facilities, transportation facilities, and other local educational agency facilities

## **5. System for Communicating**

- a. Casa Pacifica Centers for Children and Families will ask employees to report the following to their immediate supervisor and Human Resources Office:
  - 1) COVID-19 symptoms,
  - 2) Possible COVID-19 exposures, and
  - 3) Possible COVID-19 hazards at the district or school sites.
  - 4) Casa Pacifica will not discriminate or retaliate for reporting symptoms, exposure, or hazards.
- b. Provide information regarding procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- c. Provide information to gain access to COVID-19 testing.

- 1) Testing as required by state law, regulation, or state or local public health order, Casa Pacifica shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.
- d. Communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.
  - 1) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
    - a) All employees who may have had COVID-19 exposure and their authorized representatives.
    - b) Independent contractors and other employers present at the workplace during the high-risk exposure period.
  - 2) Effective January 1, 2021,
    - a) Casa Pacifica will provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19, in a manner the employer normally uses to communicate employment-related information.
    - b) Provide a written notice to the exclusive representative, if any, of employees who have received notification.
    - c) Notification must include information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
      - FMLA/CFRA (Family Medical Leave Act/California Family Rights Act Leave)
      - Available Sick Leave/ Paid Time Off (PTO)
      - Negotiated leave provisions
      - Workers Compensation
    - d) Notification must include information on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.
    - e) Send notification of a COVID-19 outbreak, as defined by the CDPH within 24 hours, to VCPH the notification must include:
      - Names, number, occupation, and worksite of employees who meet the definition in subdivision of a qualifying individual.
      - The business address and NAICS code of the worksite where the qualifying individuals work.

- Employer shall continue to give notice to the VCPH of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.
- The notice shall contain the same information as would be required in an incident report in the Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the employer.

### 3) Confidentiality

- a) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by Casa Pacifica shall be provided in a manner that ensures the confidentiality of employees.
  - Exception: Unredacted information on COVID-19 cases shall be provided to the VCPH, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.
- b) Ensure that all employee COVID-19 medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.
  - EXCEPTION 1: Unredacted medical records shall be provided to the VCPH, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request.
  - EXCEPTION 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.
- e. If a staff member is exposed to COVID-19, they should:
  - 1) Call in sick, notifying their supervisor/HR.
  - 2) Self-quarantine at home for 14 days following date of exposure.
  - 3) Discuss with immediate supervisor and Human Resources Personnel possible exposure to co-workers.
- f. When a staff member develops COVID-19 symptoms at school or the office:
  - 1) Staff member should be sent home immediately.
  - 2) Staff member will be tested and provided instructions while waiting for test results.
  - 3) Staff member should monitor their health.
  - 4) Call in sick as necessary.
- g. Employees that return to work following an illness promptly report any recurrence of symptoms

## 6. Identification and evaluation of COVID-19 hazards

- a. Casa Pacifica Non-Public School takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:
  - 1) Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and VCPH related to COVID-19 hazards and prevention.
  - 2) Conduct workplace-specific evaluations using the Identification of COVID-19 Hazards forms.
  - 3) Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls outlined in section 12.
  - 4) Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
  - 5) Conduct periodic inspections using the COVID-19 Inspections form.
    - a) Inspections will be:
      - Weekly
- b. Employee Participation
  - 1) Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:
    - a) Making recommendations for improvement for evaluation and control of COVID-19 hazards.
      - Employees may use their name or remain anonymous.
    - b) Casa Pacifica Centers for Children and Families has elected to use their internal safety and health committee members to discuss safety and health including identification, evaluation, and control of COVID-19 hazards
- c. Employee screening
  - 1) Casa Pacifica Centers for Children and Families screen our employees by:
    - a) Taking temperatures upon arrival with non-contact thermometers.
      - face coverings will be used during screening by both screeners and employees
    - b) Employees will verify when they have experienced any of the following:
      - Fever above 99.5 in the past 24 hours
      - Cough or other respiratory symptoms
      - Other symptoms related to COVID-19
      - COVID-19 Exposure, as defined
  - c) Travel out of the state or country

## 7. Investigating and Responding to COVID-19 Cases in the Workplace

- a. The following procedures shall be taken in advance of a report of a COVID-19 case and after their report to help identify employees who may have been exposed:
  - 1) To facilitate contact tracing, employees will sign in and out when entering or leaving the facility
  - 2) When a report is made of a positive test of symptoms identified by a health care professional, the employee with COVID-19 will be excluded from the worksite and interviewed to establish:
    - a) Dates they have been at the work site
    - b) Dates COVID-19 Case tested positive or first experience symptoms
    - c) With whom they have been in contact
    - d) What other work sites or sites within the facility they may have visited
  - 3) Determine who may have been exposed and would be considered a close contact by definition
    - a) Review sign in logs
    - b) Consider COVID-19 Case primary worksite
    - c) Review report for additional locations
- b. Responding to COVID-19 cases
  - 1) COVID-19 cases and exposed employees and students will be excluded in accordance with **Sections 14 and 15 of this program**.
  - 2) Notify all staff who have been at the worksite with the qualified individual during the infectious period in accordance with **Section 5, System for Communicating**.
  - 3) Ensure COVID-19 tests to employees who were exposed at the worksite
    - a) Exposed employees
      - Employees are permitted to go to a testing site during work hours and Casa Pacifica will assist with scheduling as needed
      - Testing provided at no cost to the employees
      - All information received in connection with testing and reporting shall be kept confidential except for reports to VCPH as required
    - b) Other employees will be directed to VCPH testing sites.
  - 4) Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards in accordance with **Section 6** of this program.
  - 5) Hazard correction will occur in accordance with **Section 8 and Section 16.e.(3)** (when applicable) of this program.

- 6) Clean and disinfect all areas the qualified individual has been to help prevent the spread of the virus in accordance with **Section 12.b.(7)** of this program.
- 7) Notification to VCPH will be sent according to **Section 13.a.(1)** of this program and paragraph 16.f., if applicable.
- 8) Notification to Cal/OSHA will be sent according to **Section 13.a.(2)** of this program, if applicable.
- 9) All employee COVID-19 cases will be reported to the workers' compensation claims administrator, Sedgwick, P.O. Box 14522, Lexington, Ky 40512-422.
  - a) Use the COVID-19 Positive Test Report from the workers' compensation claims administrator.

## **8. Correction of COVID-19 Hazards**

- a. Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards.
- b. Hazards shall be corrected according to the following procedures:
  - 1) When observed or discovered; and
  - 2) Corrected in a timely manner based on the severity of the hazards
- c. Hazard correction is implemented through:
  - 1) Maintenance work orders
  - 2) Purchasing of necessary cleaning and sanitizing supplies, restroom supplies, hand sanitizer, and/or sanitizing wipes;
  - 3) Training and instruction
  - 4) Direct, verbal or written communication with employees and when necessary.

## **9. Training and Instruction**

- a. Training and instruction will include the following:
  - 1) Casa Pacifica COVID-19 policies and procedures to protect employees from COVID-19 hazards
  - 2) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
    - a) This includes any benefits available:
      - FMLA/CFRA (Family Medical Leave Act/California Family Rights Act Leave)
      - Available Sick Leave/ Paid Time Off (PTO)
      - Negotiated leave provisions
      - Workers Compensation

- 3) COVID-19 transmission:
  - a) COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales
  - b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common
  - c) an infectious person may have no symptoms
- 4) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- 5) 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, and ventilation to be effective.
- 6) 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.
- 7) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- 8) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

## **10. Physical Distancing**

- a. All employees, students, and visitors will be separated from other persons by at least six feet,
  - 1) Exception: momentary exposure while persons are in movement.
  - 2) Exception: where it can demonstrate that six feet of separation is not possible.
- b. Methods of physical distancing include:
  - 1) Telework or other remote work arrangements, if practical.
  - 2) Reducing the number of persons in an area at one time, including students and visitors.
  - 3) Stanchions with straps or chains used to delineate physical distances.
  - 4) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
  - 5) One-directional hallways.
  - 6) When a conference room, classroom, or office has two doors, one will be designated an entrance and the other will be designated as the exit.
  - 7) Staggered arrival, departure, work, and break times when possible.
- c. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

## 11. Face Coverings

- a. Casa Pacifica will provide face coverings and ensure they are worn by all employees, students, and visitors over the nose and mouth when indoors and when outdoors and less than six feet away from another person.
- b. A face covering is worn over the nose and mouth, not under the nose or under the chin.
  - 1) Centers for Disease Control and Prevention (CDC) **does not recommend** using masks with exhalation valves or vents because this type of mask may not prevent a person from spreading COVID-19 to others.
    - a) The hole in the material caused by the valve or vent may allow respiratory droplets to escape and reach others.
- c. Face coverings are to be clean and undamaged.
- d. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- e. Exemptions for wearing face coverings include:
  - 1) When an employee is alone in a room.
  - 2) While eating and drinking, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  - 3) Employees wearing respiratory protection in accordance with a written Respiratory Protection Program or other written program required by Cal/OSHA.
  - 4) 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.
  - 5) Specific tasks that cannot feasibly be performed with a face covering.
    - a) This exception is limited to the time in which such tasks are being performed. For example, because of difficulty breathing during high intensity activities in departments such as maintenance, grounds, custodial.
    - b) The unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
- f. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability will wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- g. 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.
- h. Any employee may wear a face covering when not required by a law, regulation, or health order, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

- i. Signs will be posted at each entrance to communicate to non-employees the face coverings requirements on the premises.

## **12. Other Engineering Controls, Administrative Controls, and Personal Protective Equipment**

### **a. Engineering Controls**

- 1) To the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems will be enhanced by:
  - a) The heating ventilation and air conditioning (HVAC) system is adjusted to allow maximum outside air.
  - b) The HVAC system air filters will be upgraded to the highest efficiency compatible with the system.
    - Maximum Efficiency Reporting Value (MERV) 13 or 14 are recommended when feasible.
  - c) Opening doors and windows when weather permits, and the outdoor Air Quality Index is less than 100.
- 2) Portable air cleaners equipped with high efficiency particulate air (HEPA) filters are installed in health offices and isolation areas.
- 3) Solid, clear partitions are installed to enhance, not replace, physical distancing.
- 4) Stanchions with straps or chains are used to delineate physical distances.
- 5) Expandable pointers or laser pointers to help students with computer controls from distance.
  - a) Laser pointers will only be pointed at objects, not persons.

### **b. Administrative Controls and Safe Practices**

- 1) Working remotely, when feasible.
- 2) Meeting remotely.
- 3) Stable cohorts of students to reduce risk of spread of COVID-19
- 4) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- 5) One-directional hallways.
- 6) To facilitate physical distancing, when a conference room, classroom, or office have two doors, one will be designated an entrance and the other will be designated as the exit.
- 7) Scheduled and Periodic Cleaning and Disinfecting
  - a) Frequently touched surfaces at offices, classrooms and on school buses are to be cleaned and disinfected at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff.

- b) Frequently touched surfaces in the school include, but are not limited to:
    - Door handles,
    - Light switches,
    - Sink handles,
    - Restroom surfaces,
    - Tables and desks,
    - Chairs
    - Playground equipment
  - c) Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.
    - Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces.
    - Daily cleaning and disinfecting as specified will be completed by Casa Pacifica drivers and transportation providers.
  - d) Only disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” will be used.
  - e) Shared tools and equipment
    - Items that employees come in regular physical contact with, such as telephones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
    - Where there must be sharing, such as photo copiers, the items will be disinfected between uses by each person after use.
    - Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
- 8) Cleaning and Disinfecting After a COVID-19 Case
- a) The area used by the COVID-19 case will be closed off from use.
  - b) Doors and windows will be opened, if possible, to increase air circulation.
  - c) The affected area will be left vacant for 24 hours or as long as possible before cleaning.
  - d) All areas used by the COVID-19 case will be cleaned and disinfected.
    - Offices, classrooms, restrooms, common areas, shared electronic equipment, photo copiers, touch screens, keyboards, etc.
  - e) Only disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” will be used.

- f) Soft surfaces will be misted using an electrostatic sprayer or vacuumed with a vacuum equipped with a HEPA filter.
  - g) If more than seven days since the COVID-19 case visited or used the affected area, additional cleaning and disinfection is not necessary.
- 9) Healthy Hygiene Practices
- a) An adequate number of restrooms with sinks and soap will be provided per the California Plumbing Code.
    - Areas without soap and water will be provided with hand sanitizer.
  - b) Employees and students are encouraged to wash their hands frequently throughout the day, including:
    - Before and after eating.
    - After coughing or sneezing.
    - Before and after using the restroom.
    - Before and after classes where they handle shared items such as art or career technology (where applicable).
  - c) Employees and students are encouraged to wash their hands for 20 seconds with soap, rubbing thoroughly after application.
    - Note: frequent handwashing is more effective than the use of hand sanitizers.
    - Soap products marketed as “antimicrobial” are not necessary or recommended.
  - d) Employees and students are encouraged to use fragrance-free hand sanitizer when handwashing is not practicable.
    - Sanitizer must be rubbed into hands until completely dry.
    - Sanitizer containing **methanol (methyl alcohol) is prohibited**.
  - e) Employees and students are encouraged to avoid contact with one’s eyes, nose, and mouth.
  - f) Employees and students are encouraged to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - g) Any employees exhibiting symptoms should immediately be required to wear a face covering and should go home or to a healthcare facility, as soon as practicable
  - h) Any students exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- c. Personal Protective Equipment
- 1) Personal protective equipment will not be shared.

- 2) Protective gloves:
  - a) Nurses, health technicians, and/or office staff attending ill or injured students or assisting with medical needs of special education students.
  - b) Custodians and other employees who use cleaning and sanitizing products, other than surface wipes.
  - c) Special education teachers and paraeducators who assist students with personal needs or assisting with medical needs of special education students.
- 3) Goggles
  - a) Nurses, health technicians, and/or office staff attending ill or injured students or assisting with medical needs of special education students.
  - b) Custodians and other employees who use cleaning and sanitizing products, other than surface wipes.
  - c) Special education teachers and paraeducators who assist students with personal needs or assisting with medical needs of special education students.
- 4) Face shields
  - a) To enhance the effectiveness of goggles, safety glasses, or face coverings.
  - b) Staff who are hearing-impaired or communicating with a hearing-impaired person.
  - c) Employees who cannot wear face coverings due to a medical or mental health condition or disability.
    - The face shield must have a drape on the bottom
- 5) Respiratory protection
  - a) As supply allows, N 95 filtering face masks will be available for voluntary use to Nurses, health technicians, and/or office staff attending ill or injured students.
  - b) Respiratory protection will be provided according to the Casa Pacifica written respiratory protection program in the following situations:
    - The physical distancing requirements are not feasible with special education students who cannot wear face coverings due to a medical or mental health condition or disability.
    - During procedures for special education students that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
      - Nebulizer treatment
      - Working with a student with a tracheotomy

### **13. Reporting, Recordkeeping, and Access**

#### **a. Reporting**

- 1) Report information about COVID-19 cases at our offices and school to the VCPH whenever required by health order, and provide any related information requested by the VCPH.
- 2) Report immediately, but not more than eight hours, to Cal/OSHA any COVID-19-related serious illnesses or death, as defined, of an employee occurring in our offices and schools or in connection with any employment.
  - a) “Serious illness” means any 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.
  - b) This program does not apply to employees while working from home.

#### **b. Recordkeeping**

- 1) Maintain records of the steps taken to implement our written COVID-19 Prevention Program including the following:
  - a) A log of written notifications to employees, authorized employee representatives, and VCPH.
    - Documentation of all notifications will be maintained.
  - b) Use the “VCPH Initial Screening Form” to keep a record of and track all COVID-19 cases.
  - c) Identification of COVID-19 Hazards form.
  - d) COVID-19 Inspections form.
  - e) Documentation that hazards are corrected.
  - f) Employee training and instruction.
- 2) These records will be maintained at least three years.

#### **c. Access/Posting on District Website**

- 1) This written COVID-19 Prevention Program will be posted on the Casa Pacifica Non-Public School website homepage.
- 2) Make this written COVID-19 Prevention Program available at the offices and schools to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- 3) The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

#### **14. Exclusion of COVID-19 Cases**

- a. Where there is a COVID-19 case at Casa Pacifica, transmission will be limited by:
  - 1) Ensuring that COVID-19 cases are excluded from the workplace or classroom until the return-to-work criteria are met.
  - 2) Exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
    - a) To reduce exposure to employees, students with COVID-19 exposure will be excluded from the classroom for 14 days after the last known COVID-19 exposure to a COVID-19 case.
  - 3) Continue and maintain an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related.
  - 4) Providing employees at the time of exclusion with information on available benefits, as described in **Section 5** of this program.

#### **15. Return to Work Criteria**

- a. COVID-19 cases with COVID-19 symptoms shall not return to work until:
  - 1) At least 10 days have passed since COVID-19 symptoms first appeared.
  - 2) At least 24 hours have passed since a fever of 99.5 or higher has resolved without the use of fever-reducing medications.
  - 3) COVID-19 symptoms have improved; and
- b. COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until:
  - 1) A minimum of 10 days has passed since the date of specimen collection of the first positive COVID-19 test.
- c. A negative COVID-19 test will not be required for an employee to return to work.
- d. 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.
  - 1) 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.
- e. During declared travel restrictions, employees and students will self-quarantine for 14 days following travel outside the state or country.

#### **16. Multiple COVID-19 Infections and COVID-19 Outbreaks**

- a. This section applies to a place of employment covered by this program if it has been identified by a VCPH as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

- 1) This section will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- b. COVID-19 testing
  - 1) Casa Pacifica will provide COVID-19 testing to all employees at the exposed workplace except for those not at work during the outbreak or the relevant 14 days. COVID-19 testing will be provided at no cost to employees during employees' working hours.
  - 2) COVID-19 testing consists of the following:
    - a) Employees in an exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the VCPH.
    - b) After the first two COVID-19 tests, COVID-19 testing will continue for employees who remain at the workplace at least once per week, or more frequently if recommended by the VCPH, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
    - c) Casa Pacifica will provide additional testing when deemed necessary by Cal/OSHA.
- c. Exclusion of COVID-19 cases
  - 1) Casa Pacifica will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with **Sections 14 and 15** of this program.
    - a) Or as ordered by the local health officer (if applicable).
- d. Investigation of workplace COVID-19 illness
  - 1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with **Section 7** of this program.
- e. COVID-19 investigation, review and hazard correction
  - 1) Investigation and review
    - a) In addition to **Sections 6** of this program, Casa Pacifica will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review will be documented and include:
      - Investigation of new or unabated COVID-19 hazards
      - Leave policies and practices and whether employees are discouraged from remaining home when sick
      - COVID-19 testing policies

- Air supply, outside and filtered;
  - Physical distancing
  - Use of face coverings
- 2) Review Updates
    - a) Every thirty days that the outbreak continues.
    - b) In response to new information or to new or previously unrecognized COVID-19 hazards.
    - c) When otherwise necessary.
  - 3) Hazard Correction
    - a) Implementing changes to reduce the transmission of COVID-19 based on the investigation and review
    - b) In addition to corrections outlined in **Section 8**, Casa Pacifica will consider:
      - Moving indoor tasks outdoors or having them performed remotely.
      - Increasing outdoor air supply when work is done indoors.
      - Improving air filtration.
      - Increasing physical distancing as much as possible.
      - Respiratory protection, as described in **Section 12.c.(5)**.
- f. Notifications to VCPH
- 1) Immediately, but no longer than 24 hours after learning of three or more COVID-19 cases in the workplace.
  - 2) VCPH will be contacted for guidance on preventing the further spread of COVID-19 within the workplace.
  - 3) Information provided to VCPH will include the total number of COVID-19 cases and for each COVID-19 case, the following:
    - a) The name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, of the COVID-19 cases
    - b) North American Industry Classification System (NAICS) code 6111 – Elementary and Secondary Schools, of the workplace of the COVID-19 case, and
    - c) Any other information requested by the VCPH.
  - 4) Casa Pacifica will continue to give notice to the VCPH of any subsequent COVID-19 cases at our workplace.

## 17. Major COVID-19 Outbreaks

- a. This section applies to any place of employment covered by this program when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.
  - 1) This section will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.
- b. COVID-19 testing
  - 1) COVID-19 testing will be provided twice a week, or more frequently if recommended by VCPH, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
  - 2) COVID-19 testing will be provided at no cost to employees during employees' working hours
- c. Exclusion of COVID-19 cases
  - 1) Casa Pacifica will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with **Sections 14 and 15** of this program.
    - a) Or as ordered by the local health officer (if applicable).
- d. Investigation of workplace COVID-19 illnesses
  - 1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with **Section 7.(4)(5)(6)** of this program.
- e. COVID-19 hazard correction
  - 1) Hazard correction will occur in accordance with **Section 8.a.-c.** of this program.
- f. Notifications to VCPH
  - 1) Notification to VCPH will be sent according to **Section 16.f.(1-4)** of this program.