



COVID-19 Prevention Program (CPP)

Joan Macy School

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

Authority and Responsibility

Monica Kirk, Director of Education and Human Resources has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all staff are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

Joan Macy School 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 immediately reporting possible hazards to their Supervisor or Human Resources Department. Representatives from a Designated Employee Team (D.E.T.) will participate in the monthly COVID-19 hazard identification and evaluation.

Employee screening

Employees participate in daily health checks when they arrive to work. These checks consist of temperature screenings using no-contact thermometers and a health questionnaire. We ensure that face coverings are required at all times. Employees will be sent home if they do not pass health checks.

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:

The hazard will be identified and the nature of the hazard will be communicated to D.E.T) and Human Resources. The D.E.T.) will resolve hazard and establish a timeline for correction of hazard.

After correction is completed, the completion date and nature of the correction will be reported to Human Resources and Supervisor.

Control of COVID-19 Hazards

Physical Distancing

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

- Eliminating the need for employees and students to enter the main office unless absolutely necessary.
- Reducing the number of persons in any area at one time, including visitors.
- Visitors must wear masks unless they have been instructed by a health professional not to wear masks or if visitor is two years of age or younger.
- If a safe maximum occupancy cannot be maintained, visitors may be seen by appointment.
- Visual cues such as signage and floor markings to indicate where employees and others should be located or their direction and path of travel as feasible.
- Staggered arrival, departure, work, and break times for employees and students.
- Staff and student desks will be arranged to adhere to six feet social distancing guidelines.
- Staff and students will avoid congregating for non-required activities.
- Staff lounge/copy room has a maximum number of 3 employees or less at one time.
- Employees have option of exiting lounge/copy room.
- Barriers have been installed at office counters to limit visitor/staff/student contact.
- Encourage outdoor meetings/interactions as the weather permits.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees as well as students have access to disposable face coverings in the school office upon request. Employees have the option of wearing their own masks and as an alternative may provide their own face shields with cloth drape.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: In instances that may require employees to be in close contact with students or other employees, may utilize other ways to add additional protection against exposure to COVID-19. This may include enhanced PPE such as gloves, gowns, face shields, conducting operations outdoors if feasible and use of transparent barriers.

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

- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions do not permit, e.g. heat, wildfire smoke, high pollen count, etc. The school's HVAC is in good working condition.
- Maintenance of the HVAC system involves air filters being replaced 3 times a year and thermostats programmed properly to be efficient. Additionally, all windows will have new screens so fresh air can come in.
- Filtration starts and ends at the filter itself. Filtration occurs within the unit so air at the intake is filtered. There is no filtration at the intake. The only increase to filtration quality would be to use a more sensitive filter.
- Doors and windows are kept open during the school day if weather permits.
- High efficiency portable air cleaners can be included if feasible

Cleaning and disinfecting

Joan Macy implemented the following cleaning and disinfecting measures for frequently touched surfaces:

A cleaning and disinfecting schedule has been established in order to avoid over/under use of cleaning products. School staff and after hours' custodial staff will:

- clean and disinfect frequently touched surfaces (e.g. doors, door handles, sink handles, sinks, faucets, countertops, teaching staff/students desks and chairs), between use and as much as possible throughout the school day with appropriate products.
- Empty trash, sweep and mop floors, vacuum carpeted floors, dust walls and ceilings.
- Wipe down computers and keyboards, printers/copiers, phones and other commonly touched areas.
- Disinfect vehicles after each run in the morning and afternoon.
- Teachers and staff will promote and model frequent 20 second hand washing.
- Restrooms cleaned and disinfected after each use and daily as scheduled. Wall dividers, sinks and mirrors are wiped down and disinfected
- Replenish soap, paper towels, tissue, hand sanitizer and seat covers as needed.

Joan Macy school staff and custodial staff will ensure there are adequate supplies and ensure there is adequate time for proper cleaning and disinfecting. A schedule has been established to allow sufficient time for proper cleaning.

All employees who use cleaning and disinfecting products are properly trained on manufacturer's directions, CAL/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

All cleaning products are kept out of students' reach and stored in an area that has restricted access.

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

- Close off areas used by people who are sick
- Wait 24 hours before cleaning and disinfecting. If information is received that illness was not related to COVID, cleaning and disinfecting will resume ASAP by custodial staff.
- Clean and disinfect all areas used by staff and students who are sick
- Service AC filter

General use cleaning supplies are also available in high-use areas or areas that house students to allow employees/custodial staff to increase cleaning frequency for high touch surfaces such as desks, doors knobs and handles during a high-risk COVID19 case.

The school and custodial staff work in collaboration with the purchasing department to ensure protective equipment, cleaning and disinfecting supplies are available.

Shared tools, equipment and personal protective equipment (PPE)

PPE such as gloves, masks and face shields are not shared among employees.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools are also not shared, among employees to the extent feasible. In situations where equipment must be shared among employees, the items will be disinfected between uses by an employee before a different employee uses the same equipment.

Sharing of vehicles to transport students 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

Hand sanitizing

In order to implement effective hand sanitizing procedures,

- Joan Macy staff and students are encouraged to wash hands frequently for 20 seconds throughout the school day with soap and water. Ethyl alcohol based hand sanitizer is available in school office upon entry and the staff lounge/copier area.
- Ethyl alcohol-based hand sanitizer is provided for all classrooms.
- Hand washing and sanitizing guidelines are directly communicated to employees directly during staff meeting and emails.
- Signage for hand sanitizing and washing is posted in office and classrooms.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

Joan Macy evaluates 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.

Additional PPE is provided to staff who may come in contact with an infectious individual, is available in the health office. Isolation areas have also been established to separate a potentially infectious individual while being evaluated or waiting for a parent/guardian to arrive.

All areas that have regular contact with the public have been equipped with transparent shields, and visitors are instructed to be only in designated waiting areas where distancing can be maintained and are required to wear face covering, unless exempt under Los Angeles County guidelines

Investigating and Responding to COVID-19 Cases

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

Joan Macy's utilizes it's (D.E.T) to respond to situations in the workplace when there is a possible exposure to COVID-19. The team is trained on Los Angeles County department of Public Guidelines for isolation and quarantine for employees or others who are showing symptoms of or test possible for COVID 19, and for persons who were in close contact with someone who has tested positive.

Once (D.E.T.) is notified of COVID-related situation the team will:

- Communicate with the employee and provide instructions regarding isolation/quarantine as well as information from the public health department.
- Communicate the situation to the Director/Supervisor and Human Resources Department in order to communicate to other employees that there has been a positive COVID case identified on campus/facility.
- Provide guidance where COVID-19 testing is offered at no cost during employee's working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, will be provided to them.
- Send required information to Los Angeles County Department of Public Health.

COVID-related situations can be communicated to contact Tracing team through email or phone call.

COVID-related cases and follow-up steps are documented and are available upon request.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor via phone, email or text.
- Employees can report COVID-symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may work from home if feasible or may contact Human Resources to discuss options if working from home is not feasible.
- Employees who prefer non-required testing is encouraged to contact their health care provider if available. Human Resources provide employees with information of other agencies or local testing centers that provide voluntary COVID-19 testing if a health care provider is not available.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing in response to CCR Title 8 section 3205.1, 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.
- The school has developed a COVID-19 plan that is available upon request by an employee, parent or student.

Training and Instruction

Joan Macy will provide 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.
- Additional training is conducted for employees who have regular contact with students.

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.
- Providing employees at the time of exclusion with information on available benefits.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by using local funds to extend coverage for paid leave for all absences due to a COVID isolation or quarantine.

Reporting, Recordkeeping, and Access

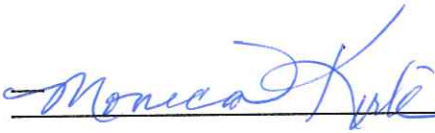
It is our policy to:

- 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.
- We will Utilize 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.

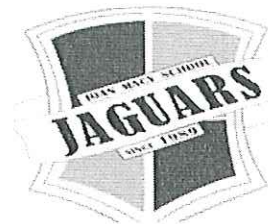
Return-to-Work Criteria

- 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 10 days from the time the order to quarantine was effective.
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[Type Title of owner or top management representative formally approving the program and have them sign and date]



REOPENING CHECKLIST Grades 1-12

Institution Name: **Joan Macy School**

1350 Third Street, La Verne, CA 91750 (909) 596-3173

Approximate square footage of space open to faculty and/or students: 8,263

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students: 35. This will vary based on services rendered each day.

1: <u>0</u>	2: <u>0</u>	3: <u>0</u>	4: <u>1</u>	5: <u>1</u>	6: <u>0</u>
7: <u>2</u>	8: <u>0</u>	9: <u>7</u>	10: <u>9</u>	11: <u>6</u>	12: <u>9</u>