

COVID-19 Prevention Program (CPP) for Pacific Academy (Irvine)

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

Date: February 1, 2021

Authority and Responsibility

Keith Corpus has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **On-campus staff (approximately 12 per day) are asked to report to Keith Corpus any potential hazards or concerns.**

Employee screening

We screen our employees by:

- **Anyone entering the building, including faculty, staff, students, and visitors, is required to go through the Safe Space Scan 3S-07T temperature check station when they enter the building. It is non-contact, and face coverings are worn.**
- **Per health department guidelines, anyone with a temperature of 100.4 degree F or higher is not permitted to enter the building.**
- **Students and staff are required to self-monitor and report the following symptoms: fever above 100.4 degrees F, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, diarrhea.**
- **Sick staff members and students are advised not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.**

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 severity of any hazard will be assessed and correction time frames assigned by Keith Corpus, accordingly.

Individuals are identified as being responsible for timely correction.

Follow-up measures are taken to ensure timely correction.

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:

- Office staff alternates in-school and remote days to reduce the number of staff at school.
- Visitors are limited and by appointment only.
- Signs are posted at the entrances and throughout the building instructing individuals to social distance.
- Floor markings are used throughout the building to indicate a distance of six feet.
- Plastic barriers are installed in office areas.

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.

- Face coverings are required to be worn for anyone entering the building, including students from Kindergarten to all grade levels. Students and staff should provide their own masks/face coverings.
- Face shields may be worn in combination with masks. Teachers are provided with face shields and may wear it without the mask when teaching phonological lessons.
- There are spare masks for faculty, staff, students, and visitors in case needed. They are stocked at the front desk and the administrative office.
- Staff remind students to wear face coverings.
- Visitors are instructed to wear a face mask by reception area staff.

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.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Six feet distance is maintained at all times. Our small number of students allow all staff and students to social distance by at least six feet. Partitions or plastic barriers are installed in common traffic areas, such as the reception area and the office staff area.

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

- Filters have been updated to the highest extent possible.
- Rooms with outside doors are left open, unless weather or other conditions are not appropriate.
- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.

- The ventilation system is inspected and maintained annually.

Cleaning and disinfecting

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

- Pacific Academy has contracted a day porter through Performance Building Services to disinfect high traffic areas throughout the school daily.

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

- If a student or faculty staff member is COVID-19 positive, we are prepared to close the facility and switch to remote learning for 14 days.
- Performance Building Services will conduct a terminal cleaning procedure of all spaces, including the use of PH7Q disinfectant and H2Orange virucide/sanitizer.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses by

- Pacific Academy has contracted a day porter through Performance Building Services to disinfect high traffic areas and work spaces throughout the school daily.
- Employees use disinfectant wipes and disinfectant spray cleaner to clean spaces as needed.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Teachers and staff have established a hand-washing routine. Students wash hands after entering the classroom, before and after each break time and lunch time, after sneezing or coughing, and before and after using the restroom.
- There are two to three sinks in each K-3 classroom, plus four hand-washing stations outside by the playground. Each student bathroom has two sinks. K-3 students will take turns and use sinks inside the classroom. Upper elementary students will use sinks in the bathroom and playground.
- Hand-washing should last 20 seconds with soap, rinse with water thoroughly, then dry with paper towels.
- Four no-touch hand sanitizer dispensers are installed in the lobby area where hand-washing is not feasible: One at the main entrance, one upstairs near the stairway, one next to the multi-purpose room, and one in the upstairs hallway.
- Each classroom has at least one hand-sanitizer bottle and a container of Clorox disinfecting wipes.
- Hand-sanitizers are at least 60% ethyl alcohol-based. Staff is responsible for checking and stocking hand-sanitizer in each classroom weekly.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Investigating and Responding to COVID-19 Cases

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

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

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how: **Employees report symptoms and hazards to Keith Corpus, Principal. In his absence, reports are made to Teresa Tseng, HR Director & K-6 Program Director.**
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing: **Employees are provided information and links on access to testing, including information on free City of Irvine testing, OC testing super sites, other free sources (such as LHI.care), and free home test kits provided by Orange County.**
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- 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.
- **In accordance with state and local laws and regulations, Mr. Corpus will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Anyone who is exposed should monitor themselves for symptoms.**
- **Mr. Corpus will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.**

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the 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.
- Faculty and staff are trained on the reopening plans and protocols through online meetings, email notifications, and in-person inservice meetings, when permitted. Faculty and staff are provided all reopening plan documents, procedures, and policies.
- Families are educated on the plan through email notifications and online meetings, including K-6 parent orientation and K-6 Back to School Night. Since we are small, we have frequent communication with our families.

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:

- If a student or faculty staff member is COVID-19 positive, we are prepared to close the facility and switch to remote learning for 14 days.
- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
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 implementing Families First Coronavirus Response Act (FFCRA) leave in addition to the regular paid sick leave, and by staying abreast of the updates in labor laws, such as FMLA and CFRA.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Mr. Corpus will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred: