

COVID-19 Prevention Program (CPP)

Tree of Life International Charter School

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

Date: 01/18/2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- * Utilizing email, staff meetings and work order protocols to request PPE,
- * communicating repairs,
- * identifying solutions to exposure areas,
- * and requesting purchases or accommodations to remove hazards.

Employee Screening

We screen our employees by:

- * Daily wellness checks
- * Temps taken daily with no-touch thermometers
- * Ongoing surveillance testing and record keeping of results
- * Symptomatic employees stay home until symptom free for 24 hours if minor, or through the designated quarantine/isolation period if a positive case is identified.

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 principal and the custodian will complete Appendix B and work together to correct any exposures immediately. Staff will be asked to report any exposures immediately so the principal and custodian can correct the exposure. The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction. Follow-up measures are taken to ensure timely correction.

Controls of COVID-19 Hazards

Physical Distancing

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

- * Staggered arrival, break and lunch times for staff
- * Outdoor seating areas for students and staff
- * Limited numbers in staff room at any one time
- * 6' Distancing from students as much as possible, at staff meetings, when eating and when in collaboration with other staff
- * Frequent reminders to students of distancing, when lining up, walking in hallways, in classrooms
- * Tapes on cafeteria tables to provide visual cues
- * Assigned pathways for entering and exiting buildings
- * Cohorting throughout the day
- * Assigned bathroom use time to maintain cohorting in restrooms
- * Board Meetings, Parent Conferencing and Special Ed Meetings offered via Zoom

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.

- * To participate in-person, all students in grades TK-8 must wear a mask at all times indoors and when not physically distanced outdoors, including arrival and departure.
- * Face masks are provided to students who inadvertently fail to bring one to campus to prevent unnecessary exclusions.
- * The school has provided all students with 2 neck gaiter masks in their classroom color, as well as hundreds of masks distributed to students over the past 5 months.
- * Parents are asked to provide their own face coverings for students.
- * All adults on campus must wear a face mask at all times, including drop off and pick up.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Employees and students are expected to wear a mask when they cannot maintain at least six feet between individuals.
Solid partitions are used in high traffic areas such as the office
Student cohorts and seating charts are used to reduce exposure and identify close contacts
Students are assigned seats on the bus and partnered with siblings whenever possible
Purchase of 40 picnic tables to provide outdoor seating for each cohort

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

- * Changing air filters routinely
- * Purchase of room air filtration systems in every classroom
- * Encouraging staff to regularly open windows and doors when the weather permits, and hold physical education/music class outside, whenever possible
- * Maintaining and adjusting the ventilation system

Cleaning and disinfecting

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

- * Aerosol spray/fogging machines with probiotics
- * Daily disinfection
- * Washing and cleaning with approved COVID killing products
- * Reminding students to wash their hands regularly
- * Using hand-sanitizer regularly
- * Ensuring adequate staff, supplies, and adequate time for cleaning to be done properly
- * Informing the employees of the frequency and scope of cleaning and disinfection
- * All staff trained in proper use of disinfectants and pesticides

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

We will follow the Shasta County Health Department guidelines.

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:

- * Employees will be expected to clean/sanitize materials between use
- * Materials and training will be provided to employees to do clean/sanitize themselves

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.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- * Distributing hand-sanitizer and soap in every classroom, entrances to cafeteria, office, staff room, etc.
- * Schedule bathroom use and hand washing before students eat and after recess
- * Modeling proper hand washing protocols with students
- * Encouraging and allowing time for employee and student handwashing
- * Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol)
- * Encouraging employees and students to wash their hands for at least 20 seconds each time.

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

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:

- * Asked to get a COVID 19 test from LHI or another local testing agency and provide the result immediately upon receiving it
- * Asked to stay home until close contact determination is made, or if symptoms appear
- * Staff will be encouraged to get vaccinated, once it becomes available for school personnel.

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 should report COVID 19 Symptoms to our COVID 19 Liaison who is the Principal
 - * Our COVID 19 Liaison will follow all Shasta Co Public Health guidelines to complete the contact tracing, send notifications to staff, students, and parents if they are close contacts, inform the school community of positive COVID case
- 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:

All staff has been given the website for Shasta County testing options and is asked to be tested on a rotating basis--at least every 2 months if symptom free.

Office keeps a record of all staff surveillance tests, dates of testing and results

- 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.

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.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

* Posting and informing all employees via email and at staff meetings about COVID 19 benefits and authorized COVID related sick leave

* Creating a sick leave form that allows employees to include all COVID related absence information (ie. Close contact, caring for quarantining family member, etc)

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

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

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Director/Principal

1/18/2021

Title of Owner or Top Management Representative

Signature

Date

Appendix A: Identification of COVID-19 Hazards

All persons will be valued and respected. Caution will be exercised to maintain physical distancing and provide clean and hygienic environments for the health and safety of all. Evaluation of potential workplace exposure will be comprehensive to ensure the health and safety of to all persons at the workplace and those who may enter the workplace.

Date: Person Conducting the Evaluation:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Are these being utilized: Adequate ventilation, Hand sanitizer/disinfectant, Masks, Flow of traffic, Signage, Physical distancing	List any additional COVID-19 prevention controls needed

Appendix B: COVID-19 Inspections

Date: 1/18/2021

Person Conducting the Inspection: Deborah Wallace/Alex Carr

Work Location Evaluated: Tree of Life International Charter School

Exposure Controls	Status Good	Needs Correction	Person Assigned to Correct	Date Corrected
Engineering				
Barriers/Partitions	Good		Maintenance	
Ventilation (fresh air and filtration maximized)	Good		Maintenance	
Additional room air filtration	Good		Maintenance	
Administrative				
Physical distancing	Good		Principal/Staff	
Surface cleaning and disinfection (frequency and adequate supplies)	Good		Custodial	
Hand washing facilities (adequate numbers and supplies)	Good		Custodial	
Disinfecting & hand sanitizing solutions being used according to manufacturer instructions	Good		Principal/Staff	
PPE (not shared, available and being worn)				
Face coverings (cleaned sufficiently often)	Good		Principal/Staff	
Gloves	Good		Principal/Staff	
Face shields/goggles	Good		Principal/Staff	
Respiratory protection	Good		Principal/Staff	

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms and all employees' medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

Date: Person Conducting the Investigation:

EE identification # (or non-employee* name):		Purpose for presence in the workplace:	
EE work location (or where 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 test result and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Info received regarding COVID-19 test results and onset of symptoms (may attach documentation):	
Results of the evaluation & workplace locations visited by the COVID-19 case during high-risk exposure period, and who may have been exposed (may attach additional information):			
COVID exposure notifications given: (within 1 business day, not revealing personal identifying info of COVID case)			
EE who had COVID-19 exposure and their auth. representatives.	Date:		
	Names of employees that were notified:		
Others present during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
Were there workplace conditions that may have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date: Name of Person Conducting the Training:

Employee Name	Signature