

*Applicable***COVID-19 Prevention Program (CPP)**

**Date:** **December 1, 2020**

**Authority and Responsibility**

**Gwendolyn Maupin-Ahern, LCICS Director** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all employees are responsible for implementing and maintaining the CPP in their assigned work areas. They are additionally responsible for using safe work place practices, following all guidelines, policies and procedures and for participating in the maintenance of a safe work environment.

**Identification and Evaluation of COVID-19 Hazards**

We will implement the following at LCICS:

* Conduct workplace-specific evaluations of potential COVID -19 hazards.
* Evaluate potential COVID-19 exposures.
* 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.
* Continuously evaluate existing COVID-19 prevention controls in our workplace and update as necessary.
* Conduct periodic inspections and interviews to identify unhealthy conditions, work practices, and work procedures related to COVID-19 in order to ensure compliance with our COVID-19 policies and procedures.

**Employee participation**

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

* Reporting **any** safety hazards to the office (Director or Office Manager).
* Participating in Safety Meetings.

**Employee screening**

We screen our employees by:

* Employees complete a Self-Assessment survey upon arrival to work to affirm they have been without fever (100.4 or above) for 72 hours without the use of medications and that they have not had symptoms of respiratory illness (cough, shortness of breath, or runny note) in the past 72 hours; Affirms that anyone that they live with or anyone that they have been in close contact with have been without fever (100.4 or above) for 72 hours without the use of medications and that they have not had symptoms of respiratory illness (cough, shortness of breath, or runny note) in the past 72 hours.

**Student screening**

Parents agree to screen their children (per the same standards as for employees) each day prior to bringing them onto the LCICS campus. Parents have signed this agreement and it is stored in the individual student cumulative folder. If a student develops symptoms during the day, they are immediately removed from the class and the parent is called for pick up.

**Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a timely manner. Any hazard identified will be promptly addressed. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Director or designee.

**Control of COVID-19 Hazards**

**Physical Distancing**

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

* + - Eliminating the need for all employees to be in the workplace. Staff may be provided the opportunity to work remotely or offered a different work site which will allow for proper social distancing.
		- Reducing the number of persons in an area at one time.
		- There are no visitors allowed on campus while there are employees other than the Director, maintenance or Office Manager present.
		- Visual cues such as signs and floor markings to indicate where employees and others should be located.
		- Staggering work schedules and/or schedules to minimize employee presence.
		- Use of plexi-glass barriers when six foot distancing not possible.
		- Student work areas are separated to meet distancing requirements.
		- Lessons are taught outdoors to the extent possible, dependent on rain/temperature.
		- Students are limited to 14 in all classrooms, except the 2/3 which has a maximum class size of 10 (due to smaller classroom size).
		- Never more than two adults are in a classroom at a time and logs are kept if any guest instruction or paraprofessional visits a classroom.
		- Visiting teachers may only instruct one classroom each day.

Individuals will remain as far apart as possible in situations where six feet of physical distancing cannot be achieved.

**Face Coverings**

We will have clean, undamaged face coverings available and ensure they are properly worn, covering both the nose and mouth by employees and students at all times when indoors, when outdoors and less than six feet away from another person and where required by orders from the California Department of Public Health (CDPH) or local health department.

The following are exceptions to the use of face coverings at LCICS:

* When an employee is alone in a room.
* While eating and drinking, provided individuals are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
* Individuals 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 have implemented the following measures for situations where we cannot maintain at least six feet between individuals:

* Assignment to an alternate work location.
* Allowing employees and students to work remotely.
* Installed portable HEPA filters throughout all LCICS buildings.

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

* Increase filtration efficiency to the highest level compatible with ventilation system.
* Properly maintain and adjust ventilation system.
* Opening windows and doors to increase air flow.

**Cleaning and disinfecting**

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

* Ensure we have adequate supplies and provide adequate time for Maintenance Staff to clean properly.
* Maintain regular cleaning and disinfecting of LCICS facilities using the appropriate disinfecting supplies and techniques.
* Inform interested parties of the frequency and scope of cleaning and disinfection.
* Have cleaning supplies available in each classroom, kitchen and in the office to allow employees to use as needed.

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

* LCICS Maintenance Staff will be immediately brought in to clean and disinfect the area, materials and equipment used by a COVID-19 case.

**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**:**

* LCICS Maintenance Staff will clean/sanitize on a regular basis.
* Employees are provided appropriate disinfecting supplies and training on use of disinfecting supplies.

**Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

* Purchased additional outdoor sinks for entry area.
* Installed sanitizing dispensers on both sides (interior and exterior) of all entry/exit doors.
* Allow extra time for handwashing.
* Encourage everyone to wash their hands for at least 30 seconds each time.
* Post proper handwashing visuals throughout the campus.

**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**

Employees who have experienced a potential COVID-19 exposure in our workplace will be:

* Offered COVID-19 testing at no cost during their working hours.
* Provided written leave rights and responsibilities information which applies to their specific situation.
* Provided information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

**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:

* Report COVID-19 symptoms to the Director or Office Manager, 707-987-3063 / 707-350-2484.
* Employees can report symptoms and hazards without fear of reprisal.
* Make accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
* Provide detailed information on how employees can access COVID-19 testing.
* 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.
* Provide information about COVID-19 hazards and the current understanding about how best to avoid contracting it.

**Training and Instruction**

We will provide effective training and instruction that includes:

* COVID-19 Prevention information is posted throughout the campus.
* 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.
* Employees will be asked to affirm information has been provided by signing a roster which will be kept in the office.

**Exclusion of COVID-19 Cases**

Where we have a COVID-19 case at LCICS, 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 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 employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers’ compensation.
* 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 LCICS 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 appropriate documentation to keep a record of and track all COVID-19 cases. The information will be made available to employees, or as otherwise required by law, with personal identifying information removed.

**Return-to-Work/School Criteria**

* COVID-19 cases with COVID-19 symptoms will not return to work until **all** the following have occurred:
* At least 72 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 14 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 14 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 14 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.