# COVID-19 Prevention Program (CPP) for

# ReJOYce in Jesus Christian School (RJCS)

This CPP is designed to control employees’ exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

**Date: 9/1/2022**

## Authority and Responsibility

**Dr. Vondalier Pipkin, the Director,** has overall authority and responsibility for implementing the provisions of this CPP in our school. However, the Assistant Director, Paul Fitzgerald, is responsible for maintaining the CPP. He is also responsible for ensuring employees, students and other stakeholders receive answers to questions about the program in a language they understand. He will be responsible as well for reporting any case and information to LACDPH whenever necessary.

We 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 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.
* Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. **We will respond in the following manner: 1) persons who are showing signs of Covid 19 illness will be sent home to quarantine according to the LACDPH protocol; 2) persons diagnosed with Covid 19 report information to our offices and follow the LACDPH quarantine protocol; 3) temperature evaluations are done upon arrival of all staff, students, parents, visitors, vendors, volunteers and anyone who visits the school**
* 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 including:
  + [**Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environment**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Interim-Guidance-for-Ventilation-Filtration-and-Air-Quality-in-Indoor-Environments.aspx)**.**
  + [**CDPH Face Covering Requirements**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx)**.**
  + [**CDPH Isolation and Quarantine Guidance**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx')**.**
  + [**Applicable CDPH Employees & Workplaces Guidance**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx#ctl00_ctl49_g_67fdcb83_ec1a_4ed3_83d2_02cd3730bc5e_csr2_tab)**.**
* Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls, including maximizing the effectiveness of ventilation and air filtration.
* Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
* **The following are other ways of identifying and evaluating work conditions in order to prevent the spread of Covid 19 and other viruses:**

**A. Identify and implement ways to maximize ventilation in different rooms on the campus (i.e. via outdoor air, air purifiers and air filtration systems)**

**B. Identify location on site where transmission of viruses is more likely to take place in order to set up appropriate disinfecting times.**

**C. Identify locations where a high concentration of people are more likely to occur in order to limit the number of people in those locations.**

### Employee participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **1. Identifying and informing the administration of locations in need of proper ventilation; 2. Identifying and informing the administration of anyone who may have been exposed to Covid 19 or any other viruses, or displays related symptoms; 3. Identifying and informing the administration of locations with high concentration of people and any potential hazard that may cause transmission of Covid 19 as well as any other viruses.**

Employee screening

We screen our employees and respond to those with COVID-19 symptoms by: **1) directly screening employees when they come to work; 2) when indoors, ensure that face coverings are used during screening by both screeners and employees; 3) temperatures are measured with non-contact thermometers.**

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

* **A daily inspection by our designated Covid 19 compliant person will take place to be sure that our school is compliant with all safety measures.**
* **The severity of any hazard discovered will be assessed, and correction time frames assigned accordingly.**
* **Our designated Covid 19 compliant person will identify, record and communicate findings to the administration and ensure a timely response to mitigate any transmission of Covid 19 as well as other viruses.**

## Control of COVID-19 Hazards

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees when required by orders from the [**California Department of Public Health (CDPH)**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx).

Employees **recommended** to wear face coverings in our workplace may be **required** to wear them under the following conditions:

* When an employee is a close contact with someone who tested positive for Covid-19 yet does not have any symptoms for 10 days. They will be required to wear a mask for 10 days from the beginning of the exposure date. They will also be required to be tested with a positive result 3 – 5 days after the exposure date. (Note: If the employee who was in close contact tested positive within the 1 – 5 day period after close contact with Covid-19 case, they would be required to self-quarantine until they have tested negative and continue to show no symptoms of Covid-19).

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

* **Minimizing the use of outside air when there are hazards, such as heat, wildfire smoke, or when the EPA Air Quality Index is greater than 100 for any pollutant.**
* **Ventilation systems will be properly maintained and adjusted according to manufacturer’s specification.**
* **We will maximize, to the extent feasible, the amount of outside air when outside air quality is safe and increase filtration efficiency to the highest level compatible with the existing ventilation system.**
* **We will implement use of portable or mounted HEPA filtration if we determine such use would reduce the risk of COVID-19 transmission.**
* **We will abide by applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including** [**CDPH’s Interim Guidance for Ventilation,**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Interim-Guidance-for-Ventilation-Filtration-and-Air-Quality-in-Indoor-Environments.aspx)[**Filtration, and Air Quality in Indoor Environments**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Interim-Guidance-for-Ventilation-Filtration-and-Air-Quality-in-Indoor-Environments.aspx)**.**

**Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

**Workplace-specific measures, includes:**

* **Measures that will be taken to frequently clean high traffic surfaces (e.g. door knobs, phones, counter tops, stair railings, etc.) throughout the day.**
* **Teachers will be encouraged to do the same in their classrooms throughout the day.**
* **Staff will be informed to abide by our cleaning and disinfecting measures in advance via staff meetings.**

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

1. **Employee assigned to disinfect the location, surfaces, etc. used by Covid 19 case will be required to wear personal protective equipment (PPE) such as N 95 masks and gloves (and goggles and PPE overalls when deemed necessary).**
2. **All surfaces used by Covid 19 case will be disinfected with CDPH recommended disinfectants.**
3. **Employee assigned to disinfect location will safely dispose of PPEs when cleaning task is complete before continuing with other work duties.**

### Hand sanitizing

To implement effective hand sanitizing procedures, we:

* **Evaluate handwashing facilities.**
* **Determine the need for additional facilities.**
* **Encourage and allow time for employee handwashing.**
* **Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).**
* **Encourage employees 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 section 3380, and provide and ensure use of such PPE as needed.

### Testing of employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms. We do so by recommending the that employees visit testing locations which offers free testing (Click on link for locations <https://dhs.lacounty.gov/covid-19/testing/>)

## Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

* **Employees that had close contact with Covid 19 cases are offered COVID-19 testing information regarding facilities that test at no cost during their working hours, excluding:**
  + **Employees who do not have symptoms.**
  + **COVID-19 cases who were allowed to return to work per our return-to-work, i.e. they will isolate for 5 days, then they will be able to return after isolation period once they have a negative test result and show no symptoms.**
* **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.**
* **Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees~~,~~ independent contractors, other employers at the worksite during the high-risk exposure period and RJCS parents. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]**

## 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:

* **Our employees who have contacted Covid 19 or other viruses will inform our administration.**
* Our employees can report symptoms, possible close contacts and hazards without fear of reprisal.
* Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations from our administration.
* **Covid 19 cases’ names will only be disclosed to the school administrator; others in the school community who may have had close contact with the Covid 19 case, will be informed via by email that they had “close contact with a person who tested positive” and will be required to self-quarantine according to LACDPH guidelines; the locations where the Covid case occupied and materials used will be sanitized thoroughly.**

## Training and Instruction

We provide effective employee training and instruction that includes:

* Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
* Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
* The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
* The right of employees to request a respirator for voluntary use, as required by section 3205, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be provided with effective training and instruction according to section 5144(c)(2) requirements, including:
  + How to properly wear them; and
  + How to perform a seal check according to the manufacturer’s instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
* 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
* The conditions where face coverings must be worn at the workplace.
* That employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
* COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
* Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

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

## Exclusion of COVID-19 Cases and Employees who had a Close Contact

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

* Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(c)(10) are met.
* Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
* Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
* For employees excluded from work, continuing, and maintaining employees’ earnings, wages, seniority, and all other employees’ rights and benefits. This will be accomplished by
* **1. Employees who need to work from home due Covid 19 (or show symptoms of Covid 19) will use their sick days and receive normal pay if sick days have expired.**
* **2. Employees who need to work from home due to any underlying conditions that would make them more susceptible to adverse effect of Covid 19, will be able to work from home with regular pay and benefits**.
* 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
* Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

We will meet the following return to work criteria for COVID-19 cases and employees excluded from work:

* **Staff with COVID-19 can end isolation after Day\* 5 and return to the facility on Days 6-10 ONLY if all of the following criteria are met:** 
  + 1. A COVID-19 viral test\*\* collected on Day 5 or later is negative, 2. No fever (100.4 degrees Fahrenheit or higher) for at least 24 hours without the use of fever reducing medicine, and 3. Other symptoms are improving --or-- Isolation can end after Day 10 if no fever for at least 24 hours without the use of fever-reducing medicine. \*For staff, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For asymptomatic staff, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected. \*\*The test must be an FDA authorized viral test (e.g., PCR or Antigen test, including at-home tests). An antigen test is preferred for testing out of isolation.
* **COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided.** **Provide methods to be used, such as a time-stamped photograph of the results.**
* The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee’s close contact or membership in an exposed group**.**
* If an order to isolate, quarantine, or exclude 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. **[Reference section 3205(c)(10)(E) and (F) for additional guidance.]**