

**COVID-19 Prevention Program (CPP) for
Carden Conejo School**

January 31, 2021

Carden Conejo School is committed to providing a safe environment for students, administrators, teachers and staff (aka staff or employees), contractors, and visitors who work with or around hazardous materials. This COVID-19 Prevention Plan is intended to communicate information to all employees about COVID-19 prevention including procedures, testing, symptoms, and illnesses, and a system for employees to report exposures without fear of retaliation.

Authority and Responsibility

Mr. Bob Fleming, Business Manager, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all administrators, 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. This includes students, parents, and visitors.
- 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 communicating potential COVID-19 hazards to Mr. Bob Fleming, Business Manager or Ms. Lisa Macias-Flavin, Head of School, in-person, by email or text, or phone.

Employee screening

We screen all employees and students for symptoms of COVID-19 and how ill students and/or employees will be separated from others and sent home immediately.

- All employees have taken a PCR test for COVID-19 three to five prior to the first day of instruction. Results were received in 24-48 hours. Any individual testing positive stayed home to isolate.
- Employees understand they may stay home if not well and there will be no discrimination.
- Employees are asked to stay home if they are in close contact with a person testing positive for COVID-19.
- Carden Conejo School is tracking any known COVID-19 exposures at the school and will consult with the VCPH Liaison about any COVID-19 exposure at the school and possible close contacts that need to be quarantined.
- The school has the Alert Now system and may use this for communicating by text, voice and email to any group as follows:
 - If a teacher or child tests positive for COVID-19, the parents of the other students in that cohort will receive an email sharing the positive case, but not the name of the infected person, of parents, or all of the parents.
 - The school also communicates to employees directly from the Head of School.
 - An isolation room has been created for any person on campus exhibiting COVID-like symptoms. Any person with symptoms stays in this room with a face covering until picked up or goes home. They are supervised by a dedicated member of the COVID Prevention Team. If severe, 911 will be called.

All students and employees were tested for COVID-19 on January 9 and again on January 15, 2021. Teachers were retested for COVID-19 on January 22, 2021 and are being retested for COVID-19 every Friday until further notice. All students and employees will be tested again on February 5, 2021.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-Inspections form, and corrected in a timely manner based on the severity of the hazards.

Dr. Holly Fleming, Director, will identify the hazard and together determine the severity of the hazard and determine correction of the hazard. Based on the particular hazard, an employee or an outside contractor will correct the hazard..

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 implementing the following measures and procedures:
- Employees who are at higher risk for severe illness or who cannot safely distance from household contact at higher risk, are provided options such as telework, where appropriate, or for teachers, teaching in a virtual learning or independent student context. Carden Conejo has reached out and shall continue to reach out however, as of today, no employee has requested to telework or any other option.

- The school is conducting all staff meetings, professional development training and education, and other activities involving employees with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- Carden Conejo has maximized space between seating and desks by doing the following.
- The school has arranged seating to minimize face-to-face contact, and put in physical barriers where needed.
- Teachers and other employee's desks have been spaced at least six feet away from students desks.
- Student desks have also been spaced in a way that ensures six feet of distance between another student or teacher desk. Classrooms can mathematically accommodate 20 student desks, but the school is only allowing 15 in each room.
- Carden Conejo is ensuring employees maintain physical distancing from each other and from students.
- Teachers have been trained on how to maintain and reinforce proper physical distancing
- Additionally, the school has arranged seating of students in classrooms to minimize face-to-face contact with teachers by placing barriers at the front of each classroom where there are students.
- Signs are posted around campus that remind employees and students to "keep it moving" and not congregate.
- Additionally, the school has provided another space on campus that is outside that can be used for teachers to meet and plan with masks and socially distancing.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. (All employees and students wear face coverings at all times with the only exceptions being when eating and/or drinking, or when alone in a room,)
- Carden Conejo shall conduct all meetings, professional development training and education, and other activities, with physical distancing measures in place, or virtually, where physical distancing is a challenge.

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 Carden Conejo School administration believes strongly in the science demonstrating the efficacy of face coverings in mitigating the spread of COVID-19.

- All students on campus are required to wear face coverings.
- All adults on campus are required to wear face coverings.
- Only essential visitors are allowed on campus and all are required to wear face coverings.
- Teachers will wear plastic face shields in addition to face covering.
- Masks worn by both teachers and students are checked each day for proper fit during

the daily health screening, and those who's masks are deemed to not be in accordance with the CDPH guidelines are offered a disposable mask to wear or are asked to leave campus if they do not wish to wear a mask provided by the school.

- Carden Conejo has taught and continues to reinforce the use of face coverings, or in limited instances, face shields to students and families. to 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.
- Carden Conejo has signs posted around campus that reinforce the use of face coverings as well as signs in the classroom that demonstrate proper handwashing procedures while reminding students to frequently wash their hands.
- Teachers work with students who have a difficult time wearing a face covering. S/he will check for fit, fabric, etc. But if a child will not wear a face covering, she/he will continue to learn through the school's online program.
- Signs are posted that let visitors trying to enter campus know that s/he is barred from entry if they are not wearing a mask that is in accordance with the CDPH.
- In limited situations where face coverings cannot be used, a face shield shall be permitted instead while maintaining physical distance from others.
- Clear plastic barriers installed at the front of each class ensures an extra layer of protection between teachers and students.

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 implemented the following measures for situations where we cannot maintain at least six feet between individuals. We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Keeping all windows and doors open unless outside conditions change (e.g. rain, extreme heat or cold, or wildfire smoke) making it necessary to reduce natural ventilation.
- The school has also purchased multiple Medify Air to MA-40-WV2.0 Air Purifiers with H13 HEPA systems for spaces where classes are being taught by teachers. Per the CDC, air purifiers should be utilized as part of the plan to help reduce airborne contaminants including viruses such as COVID-19.

Cleaning and Disinfecting

The school implemented the following cleaning and disinfection measures for frequently touched surfaces:

- The school recently hired a Cleaning Tech. The Cleaning Tech will clean and disinfect

frequently touched surfaces on a schedule throughout the day. (Please see cleaning schedule included in this document.)

- Each classroom has a hand sanitizer dispenser and students and employees alike are encouraged to work or sanitize their hands upon entering the classroom.
- There is a canister/dispenser of disinfectant wipes in the front of each classroom for teachers and students to use.
- There are spray bottles with cleaning solutions in each classroom.

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

- If a person on campus later tests positive, the spaces that person occupied will be closed for 24 hours, then disinfected. All communication protocols will be followed.

Shared tools, equipment and personal protective equipment (PPE)

PPE (e.g., gloves, goggles and face shields) are not shared. This has been communicated in training sessions.

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:

The school has hired a Cleaning Technician whose sole job it is to work to the schedule created to clean and disinfect.

The space on campus that is shared is the Office Manager's desk. This occurs for lunch and break periods. Prior to the changeover and after, the phone, headset, pens, computer, mouse, etc. are cleaned and disinfected by the employee leaving and again upon return.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- The school has taught and continues to teach and reinforce proper hand washing techniques.
- The school purchased and installed four portable handwashing stations through the campus and near classrooms to allow easy access to handwashing while minimizing congregation in bathrooms.
- The school has adequate supplies and will replace before needed to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for employees and students who can safely use hand sanitizer. Hand sanitizer dispensers have been installed in each classroom and administrative offices.
- Students will wash hands when arriving at school, after sneezing or coughing, before and after recess, lunch, sport, using the restroom, and before leaving for the day.
- All classrooms have sinks for handwashing as do all the restrooms.

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.

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.
- Explained information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- Ms. Lisa Macias-Flavin, the Head of School and Mr. Bob Fleming, Business Manager, are responsible for contact tracing.
- Each COVID-19 positive case will be reported to the VCPH using the California Department of Public Health's "SPOT" online reporting portal.
- Any person in close contact with another person testing positive is instructed to quarantine for 14 days. Pursuant to guidance from VCPH on 12/11/20, the quarantine period may be shortened to 10 days if the close contact does not experience symptoms.
- If a person on campus later tests positive, the spaces that person occupied will be closed for 24 hours, then disinfected.
- Carden parents will be notified if a member of their child's cohort and the teacher tests positive for COVID-19, according to HIPAA and FERPA mandates.

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 and families should report COVID-19 symptoms to Mr. Bob Fleming, Business Manager, or Ms. Lisa Macias-Flavin, Head of School. Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness have been identified and communicated.
- Employees should report COVID-19 hazards to Mr. Bob Fleming, Business Manager, or Ms. Lisa Macias-Flavin, Head of School.
- Employees and families can report symptoms and hazards without fear of reprisal.
Employees
- 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. Testing is at no charge to the employee.
- Information about COVID-19 hazards (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.
- Carden Conejo uses the Alert Now system to send text, voice, and email message to any group of parents, or all of the parents,
- Employees are sent emails directly from the Head of School through our Gmail system.

Training and Instruction

We have provided and will continue to 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 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 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 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 99.5 F 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.
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Mr. Bob Fleming, Business Manager