



COVID-19 Safety Plan | January 27, 2021

This COVID-19 Safety Plan (CSP) contains the following: (1) the Cal/OSHA COVID-19 Prevention Program (CPP) and (2) Control of COVID-19 Hazards.

This CSP was adapted from Sacramento Adventist Academy's (SAA) COVID-19 Reopening Plan, last updated on October 15, 2020, following clearance to reopen for in-person instruction/learning as part of the State of California's Blueprint for a Safer Economy school reopening guidance.

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COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur on this campus.

Date: January 27, 2021

Authority and Responsibility

Matthew Jakobsons, Principal, has overall authority and responsibility for implementing the provisions of this CPP. In addition, all staff 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 environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace/on campus:

- Conduct site-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, the workspace/campus.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the Sacramento County Department of Public Health (SCPH) related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls on campus and the need for different or additional controls.
- Conduct bi-weekly 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

School employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by performing daily, visual checks within their workspaces. Additionally, employees are encouraged to share their observations with their colleagues and to report issues of concern with their supervisors.

Employee Screening

Employees are directed to conduct daily self-screenings according to CDPH guidelines. Under unique circumstances, employees may be required to complete a screening when entering campus. In these instances, screeners will wear face coverings, and, when measuring temperatures, will use non-contact thermometers.

Correction of COVID-19 Hazards

As the safety of students and staff is the highest priority, 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:

- Following daily observations and reporting (when necessary) from teachers and bi-weekly inspections by the school administration, potential hazards will be evaluated and corrected within 24 hours.
- Responsibility for the correction of potential hazards will be assigned on a case-by-case basis.
- Avoidance of recurring issues will be managed by teachers, staff, and the administration working together to maintain compliance.
- Updated guidance from SCPH will be provided to teachers/staff and reviewed on a monthly basis during staff meetings.

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:

- Creating designated work spaces for office employees.
- Reducing the number of employees in work spaces, reducing the number of visitors within the front office, and preventing visitors/volunteers from participating in school activities.
- Posting signs within commonly used/shared work spaces indicating to employees and/or visitors where they should be located in relation to others.
- Staggering the arrival, departure, and schedules for school staff and faculty.

Although rare, individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

In preparation for return to in-person learning, the school administration has secured a large supply of face coverings. In the event that a student or staff member forgets a face covering, they will be provided a clean, undamaged face covering and instructed to wear it properly over their nose and mouth when indoors, and when outdoors if a distance of six feet from others cannot be maintained, and where required by orders from the California Department of Public Health (CDPH) or SCPH.

Back up face coverings will be available at the daily check-in station, the front office, and within classrooms. Regardless of where or when a student or staff member is in need of a face covering, one will be available to them.

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.
- 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:

- In all classrooms, teachers are encouraged to ventilate the classroom by providing outside air flow.
- To accommodate for a few large classes, alternative spaces have been converted to classroom spaces.
- In any classroom where a distance of 6 feet cannot be maintained between student chairs: student chairs are situated to avoid face-to-face contact, student chairs are set a distance of 4 feet from one another.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. SAA's HVAC systems are maintained regularly and equipped with appropriate filters to maintain clean air in the buildings. In addition to conducting classroom activities outside, teachers open doors

and windows. All lunch activities and recess will be outside as much as possible.

Cleaning and Disinfecting

In order to maintain high standards of cleanliness, all members of the school community (parents/guardians, students, and teachers/staff) must take responsibility for themselves and for each other. The following procedures have been established for cleaning and disinfecting the campus:

- Classrooms will be cleaned and disinfected daily
 - Classroom procedures will be developed to disinfect touch points throughout the day. These surfaces include desks, tables, chairs, dividers, keyboards, phones, headsets, door knobs, faucet handles, and light switches
- Frequently touched surfaces throughout the campus will be cleaned or disinfected regularly throughout the day
- All drinking fountains will be closed
 - Water bottle refill stations are available. Students should bring a full water bottle, clearly marked with their name, each day. Students are not to share water bottles
- Additional handwashing stations will be installed within each cohort/section of campus
- Each student's belongings will remain separated and in individually labeled storage containers, cubbies or areas
 - Personal belongings should be taken home each day to be cleaned
- Adequate supplies will be made available to eliminate sharing of high-touch materials (art supplies, equipment, etc.) between students
 - Students will be encouraged to avoid sharing electronic devices, clothing, toys, books and other games or learning aids
- Areas used by an individual suspected of being infected will be disinfected

Should we have a COVID-19 case on campus, we will implement the following procedures:

- The classroom or office space will be closed for 24 hours.
- All students and staff within the area will be relocated to a separate classroom while the room is disinfected.
 - All disinfecting following a COVID-19 case will be completed by a trained staff member using EPA approved products.
 - All custodial staff, having reviewed the CDPH guidance for schools, will be given appropriate PPE (including: gloves, face coverings or protective shields) prior to disinfecting contaminated areas.

Shared Equipment and Personal Protective Equipment (PPE)

To prevent the transmission of COVID-19 all staff have been directed not to share PPE. Additionally, items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools should not be shared. Where there must be sharing, shared items will be disinfected between use with one-time use disinfectant wipes.

Hand Sanitizing

SAA is well prepared to promote healthy hygiene practices. Significant quantities of hand sanitizer will be available to each pre-screener, cohort, and office staff member.

In addition:

- Each student will sanitize their hands when completing the pre-screening process.
- Classroom routines will include teaching and reinforcing personal hygiene, such as washing hands (for 20 seconds) and using hand sanitizer.
- Handwashing stations will be installed within each cohort/section of campus.
 - Students will be directed to wash their hands at scheduled times each day.

Personal Protective Equipment (PPE) used to Control Employees' Exposure

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by law 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.
- Directed to quarantine following the most recent guidance from CDPH while awaiting test results.
- 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 an effective, easy to understand, two-way communication system with our employees and students/families. The system should include the following:

- All employees and students/families should email the registrar in the event that they develop symptoms, and should email the principal to report a possible hazard.
- For the wellbeing of all employees and students/families, reporting is encouraged.
- Our procedures or policies accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Information related to free testing locations is available by contacting the registrar.

Training and Instruction

We will provide effective training and instruction that includes:

- Communicating COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Communicating 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 the understanding 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 on campus if the employee or student has COVID-19 symptoms.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case on campus, 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.
- 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 on campus 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.
- Make our written COVID-19 Prevention Program available at the workplace to employees.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases.

Return-to-Work 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 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.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: classrooms, entrances, bathrooms, hallways, and waiting areas.

Evaluation of potential on campus exposure will be to all employees. We will consider how employees and other persons enter, leave, and travel through campus.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, equipment/material that potentially exposed students/staff to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and persons affected	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

COVID-19 Case Investigation Information

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or 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 positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was the 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:

Person that conducted the training:

Employee Name	Signature