



COVID-19 Prevention Program (CPP) for Tara Redwood School

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Overview

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace in compliance with AB 685 and the Cal/OSHA Temporary Emergency Standards. This plan complies with the [Center for Disease Control](#), [California Department of Public Health](#), and [Santa Cruz County Office of Education](#) health and safety guidance.

Authority and Responsibility

The Superintendent 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.

Definitions

For the purposes of the CPP, the following definitions shall apply:

- “COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- “COVID-19 case” means a person who either: (1) Has a positive “COVID-19 test” as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a “COVID-19 case” when a licensed health care professional determines that the person is no longer infected with the COVID-19 virus, in accordance with recommendations made by the California Department of Public Health (CDPH) and/or the Santa Barbara County Public Health Department.
- “Close contact COVID-19 exposure” means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. This definition applies regardless of the use of face coverings.
- “COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- “COVID-19 symptoms” means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known

- condition other than COVID-19.
- “COVID-19 test” means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- “Exposed workplace” means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
- The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).
- “Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
- “High-risk exposure period” means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

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 exposure(s) to all persons at, or who may enter, our workplace.
- Review applicable orders and general and/or industry-specific guidance from the State of California, Cal/OSHA, and the local public 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 representative(s) are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Researched Federal, State, and Local resources for office space return to work guidelines.
- Reviewed Injury and Illness Prevention Plan COVID-19 addendum.

- Procedures and Protocols created and reviewed with employees.
- Maintenance and Operations modified work spaces to be in compliance with COVID-19 safety precautions per guidelines and injury and illness prevention plan.
- Staff Training plan implemented.
- The following positions participate in school site reviews: **[REVIEW TEAM]**

Employee Screening

- Employees are instructed not to come to work if they are feeling any symptoms of an illness.
- All staff must complete the symptom review each day. This requires staff to take their temperature at home prior to coming to work or upon arrival at the temperate kiosk in the lobby. Touchless thermometers may also be available at worksites for self-use. Signage will be displayed reminding visitors and employees of wellness protocols.

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:

- In an effort to maintain a safe and healthy place during the COVID-19 pandemic, staff are asked to use the [COVID-19 Inspection Form](#) to report any issues to either the Maintenance Department or the Human Resources Department.
- Staff are aware that reporting an issue will not result in corrective action or repercussions.

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:

- Practice safe physical distancing (6' or more) at all times and adhere to all CDC guidelines.
- Avoid handshaking when greeting others.
- Avoid congregating in lobbies, hallways, etc. when moving about the workplace.
- Meetings that do not absolutely require a visit to the office should be held via video conference.
- Limit visiting the desks and offices of your colleagues as much as possible. To contact another employee who is at the office with you, first try using your phone or Google Hangouts to the extent possible.
- Stagger breaks and lunches to ensure physical distancing in break/lunchrooms.
- Employee passengers will be allowed in District vehicles subject to all physical distancing protocols. Non employee riders will not be allowed in District vehicles until further notice.

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 public health department. Employees are required to utilize a face covering while in the building at all times, unless by themselves in an enclosed office space. Employees who forget to bring a face covering will be provided one.

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.

Engineering controls

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

- Personnel are encouraged to use their own reusable cloth face covering as often as possible to conserve PPE. Additional PPE will be provided to staff as needed.
- Gloves, sanitizing wipes, or disinfectant and paper towels, and hand sanitizer will be made available in each department.
- Sneeze guards have been installed where high frequency customer service is performed (ie. front desk and high-traffic areas).

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

- The high-efficiency particulate air (HEPA) filtration systems at all sites currently meet the recommended filtration level for safe air quality in our facilities and will routinely be inspected and maintained.
- Classrooms should be ventilated with outside air to the greatest extent possible in order to dilute indoor airborne contaminants and decrease disease transmission rates. For buildings without heating and ventilation systems, use gravity ventilation by opening doors and windows, across from one another, to encourage introduction of outside air.

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

- Maximum occupancy for enclosed office spaces and conference rooms has been adjusted to

comply with safe physical distancing requirements and will be adjusted throughout the sites.

- Workstations have been adjusted to meet physical distancing requirements by M&O as needed. Additional modifications may be made upon request.
- High-tough sanitization will be performed daily in high traffic areas (doorknobs, railings, elevator buttons, faucets, etc.).
- M&O teams will only use cleaning agents that have been EPA-approved for use against SARS-CoV-2.
- Deep cleaning will take place using electrostatic sprayers.
- Employees will be required to perform limited non-custodial cleaning and disinfecting of their own workstation and of shared items (ex. copiers, staplers, paper cutters, fridge doors, etc). The best practice to keep ourselves safe is to clean an item before AND after each use.
- Safe physical distancing and hygiene guidelines that prevent the spread of infectious disease are posted throughout the building in hallways, restrooms, conference rooms, waiting areas, and office spaces.
- M&O will refill hand sanitizer bottles and cleaning supplies regularly and ensure hand soap is replenished daily.
- The high-efficiency particulate air (HEPA) filtration systems at all sites currently meet the recommended filtration level for safe air quality in our facilities and will routinely be inspected and maintained.

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

At a school, daycare center, office, or other facility that does not house people overnight -

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill person(s), focusing especially on frequently touched surfaces.

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 required to perform limited non-custodial cleaning and disinfecting, such as at the employee's work station or use of shared equipment both before AND after each use, e.g. copiers. Employees will be required to complete a training for how to properly disinfect their work spaces.
- Custodians will clean and disinfect shared areas every night.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, gear shift, etc.) will be disinfected between users.

- Employee passengers will be allowed in District vehicles subject to all physical distancing protocols. Non District employee riders will not be allowed in District vehicles until further notice.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Posted CDC handwashing guidance is posted in all restrooms and break rooms.
- Frequent handwashing must occur with soap and water for a minimum of 20 seconds.
- Hand washing is always more effective than hand sanitizer, but if a sink is not in proximity, utilize the hand sanitizer stations provided.

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 Offered COVID-19 testing at no cost during their working hours.
- Meet with the Human Resources Department to review information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Review [Flow Chart](#) for COVID-19 Exposure.
- Review [Flowchart with Trigger/Response Requirements](#)

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 includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to their immediate

supervisors by phone.

- 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 participate in the County Office of Education Surveillance Testing System [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 employee(s) 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.

Communication Plan for employee who is symptomatic or aware of exposure

- Employee must contact their immediate supervisor immediately by phone.
- Supervisor reports to:

Pam Cayton, Director

Lauren Cloar, Office Manager

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 following information:
 - 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.](#)
- 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 public health department whenever required by law, and provide any related information requested by the local public 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 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 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

This COVID-19 Prevention Program has been reviewed and approved

Pam Cayton
Director
831-462-9632

Date