

COVID-19 Prevention Program (CPP) for NEW Academy Canoga Park (NACP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our school.

Date of Last Review: April 27, 2021

Authority and Responsibility

The School Business Manager has oversight and responsibility for implementing the provisions of this CPP at NEW Academy Canoga Park. In addition, site administrators are responsible for implementing and maintaining the CPP at their assigned campuses and for ensuring staff members receive answers to questions about the program in a language they understand.

All staff members 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 identify and evaluate preventative measures to protect staff members and students by:

- Consistently reviewing 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.
- Evaluating existing COVID-19 prevention controls in our workplace and make adjustments as appropriate.
- Conducting periodic inspections as needed to adjust work practices and work procedures related to COVID-19 and to ensure compliance with public health guidelines as well as internal COVID-19 policies and procedures.

Health screenings

We require that all adults (staff members, parents, and essential visitors) self-identify any COVID-19 symptoms and answer whether they have been in close contact with a COVID-19 positive case prior to coming onsite each through a health screening system provided by LAUSD Daily Pass. If the person does not have access to the app, screening will be done onsite by an identified staff member prior to conducting business on site.

In the event that a screening is failed, the individual is instructed that they are not to enter campus. If appropriate, a staff member will follow up to confirm the symptoms and any next steps.

Staff member

NACP staff members are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any concerns individually to supervisors or in writing. Employees are

encouraged to participate in the identification and evaluation of COVID-19 hazards by completing the LAUSD's Daily Pass app daily prior to coming to campus or office.

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:

- The severity of any COVID-19 related hazards or exposure will be assessed by Administration with the assistance of the Plant Coordinator. Correction time frames will be communicated and assigned and all appropriate individuals will be contacted
- Individuals responsible for the COVID-19 related hazard or exposure will be counseled to take corrective sanitation or mitigation actions in the future circumstances.

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:

- Having staggered arrival and dismissal times with designated areas for pick-up/drop-off of students; Parents are also instructed to remain in their vehicles, whenever possible. If in-person drop-off or pick-up is needed for the child, only a single adult will enter campus to do so.
- Designating walking paths for student cohorts entering and leaving classrooms, walking to restrooms, outdoor areas, etc. Additionally, staggering times when cohorts leave their classrooms to go outside.
- Prohibiting staff from congregating or eating lunch in staff rooms or shared spaces
- Limiting visitors and volunteers on campus
- Requiring teachers and staff to maintain six feet of distance from students and other staff members; Students are also reminded to maintain six feet of distance from one another at all times, when possible
- Removing excess furniture from classrooms to add for additional space
- Separating student desks/tables at a distance recommended by the county health department
- Use of technology to hold virtual staff and parent meetings to limit in-person contact as a preventative measure
- Visual cues have been placed around the school site to promote social distancing, use of face coverings, direction of travel and restriction of non-student visitors to the school site without the approval of site administration

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

Face Coverings

All adults and all students are required to wear masks, properly worn 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 Los Angeles Department of Public Health (LADPH). Employees are monitored by Administration and by peers to ensure that face coverings are worn by all employees. An employee's failure to adhere to the face covering mandate will result in administrative action as appropriate.

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

The following measures are in place for situations where maintaining at least six feet between individuals consistently is not always possible:

- Large plexiglass partitions installed in office areas, isolating office staff from general public/visitors
- Individual desk/tabletop plexiglass partitions for use on student desks and as dividers where other use may be needed when six feet between individuals is not possible

We maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- Evaluating and optimizing all HVAC systems, including updating air filters with MERV 16 filters
- Providing portable air purifiers (Dyson TP04 Pure Cool Purifying Tower Fan) in all instructional and office spaces
- Ensuring doors remain open (if possible) throughout the day

Cleaning and Disinfecting

The following cleaning and disinfection measures are in place for frequently touched surfaces:

- Frequent daily cleanings of restrooms and high traffic areas (offices, staff rooms, etc.)
- An extensive nightly classroom sanitation process
- Weekly deep clean of all instructional spaces using an aerosol-based disinfectant solution
- Disinfecting wipes provided to staff for the cleaning of classroom surfaces at regular intervals throughout the day

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

- Area will be closed off for 24 hours before cleaning/disinfection takes place
- After 24 hours, staff executing the disinfection will utilize appropriate PPE (fine-particulate ventilators, gowns, etc.)
- All staff/students using this space are relocated until the cleaning/disinfection takes place
- After sanitizing, the area will remain closed for 24 hours with adequate ventilation before being reopened

Shared Tools, Equipment and Personal Protective Equipment (PPE)

- PPE will not be shared, e.g., gloves, goggles, masks, 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 providing employees with the materials and training needed to complete it themselves
- The need for PPE (such as gloves, goggle, and face shields) will be evaluated as required by CCR Title 8, Section 3380 and PPE provided as needed.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Access to sinks for all classrooms and work areas
- Required hand washing regimens for both staff and students. This includes the expectation that hands are washed with soap and water for at least 20 seconds at the following possible intervals*:
 - after using the restroom or helping a child use the restroom
 - before and after eating
 - after recess
 - after removing/replacing a mask

*The teacher may determine other intervals where handwashing is appropriate

- Deployed at least 1 hand sanitizing station to all rooms using approved sanitizer.
- Spare refills for all stations are kept on site and replaced when needed

- Staff are directed to use provided and approved sanitizer to prevent the use of ineffective or unsafe sanitizers

Personal Protective Equipment (PPE) used to control employee's 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 I, Section 5144 when the physical distancing requirements are not feasible or maintained. See section 3205(c)(E)

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

In alignment with the public health guidelines, all potential cases or close contact cases are investigated thoroughly by the administrative team and nurse. In the event of a close contact or positive reported case on site, public health guidelines are followed to inform the necessary individuals and provide support to those affected. This may include:

Employees who had potential COVID-19 exposure in our workplace will be notified and supported in the following ways:

- Guidelines on expected quarantine timelines
- Recommendations of testing sites
- Information on benefits and supports, described below in **Training and Instruction**, and **Exclusion of COVID-19 Cases**

System for Communicating

Consistent communicating channels exist with all stakeholders in the school community, including the following:

- All NACP employees must complete the LAUSD Daily Pass, daily, to report any COVID-19 related signs or symptoms. When symptoms are present employees are asked remain home to self-quarantine.
- Assurance that staff members can report symptoms and hazards without fear of reprisal.
- Procedure/policies for accommodating staff members with medical conditions that put them at an increased risk of severe COVID-19 illness.
- Recommendations and access to asymptomatic testing opportunities; employees are also encouraged to utilize their healthcare provider to seek testing and vaccination.

- Information about COVID-19 hazards that staff members (or other stakeholders in contact with our school) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- NACP uses autocalls, direct calls, email, social media and website to communicate all COVID-19 related exposure, sanitation and mitigation efforts.

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 the 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 protect others 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.

Exclusion of COVID-19 Cases

In the event there is a positive COVID-19 case reported on campus, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from on campus activities until our return-to-work/school requirements are met, as outlined by the public health department.
- Excluding staff members and students with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining staff member's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work-related.
- Providing staff members at the time of exclusion with information on available benefits.
- Notifying any affected stakeholders of potential exposure and the necessary next steps.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our school 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 of a staff member occurring in our place of employment or in connection with any employment, as defined under CCR Title 8 section 330(h).
- 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 onsite and electronically to all staff members and to representatives of Cal/OSHA immediately upon request.
- Use the components of **Appendix C: Investigating COVID-19 Cases** to keep a record of all COVID-19 cases. The information will be made available to staff members, 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 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 a staff member or student who tests positive for COVID-19 to return to work/school assuming they have met the aforementioned criteria
 - If an order to isolate or quarantine a staff member is issued by a local or state health official, the staff member or student will not return to the school site 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 10 days from the time the order to quarantine was effective.
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Name
Title

Date

Appendix B: COVID-19 Inspections

This inspection complies with the guidance provided at www.dir.ca.gov/dosh/coronavirus/

Date: _____

Name of person conducting the inspection: _____

Work 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			
Hand-sanitizer stations installed in all rooms			
Floor markings for safe distance control			
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			
Daily self-check health app for any campus visits			
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 COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

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: _____

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 local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status

