



## **COVID-19 Prevention Program (CPP) for Albert Einstein Academy Charter Elementary School** 3035 Ash Street, San Diego, CA 92102

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

**Date: January 22, 2021**

### **Authority and Responsibility**

AEA Superintendent, Dr. David Sciarretta, 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.

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

1. Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
2. Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
3. 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.
4. Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
5. 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:

1. AEA Employees are encouraged to report any health hazards in the workplace to their immediate Supervisor as soon as possible.

## Employee screening

All persons entering AEA facilities must be screened for symptoms each time they enter. Employees may only enter through the front door (main entrance) on each campus. No other entry/exit points may be used. Self-Screening by employees shall consist of:

1. Answering a series of questions to determine if the person is experiencing any symptoms associated with COVID-19. In an effort to minimize high-touch surfaces, these questions are presented on a highly visible laminated paper in multiple languages. The person being screened will be asked if any of the following apply (these questions may change based on updated guidance from health authorities):
  - a. Do you have a new cough, nasal congestion, or runny nose?
  - b. Are you experiencing shortness of breath or difficulty breathing?
  - c. Are you having new muscle pain or fatigue?
  - d. Do you have a headache (that is not normal for you)?
  - e. Do you have a sore throat?
  - f. Are you experiencing a new loss of taste or smell?
  - g. Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
  - h. Do you have a new rash?
  - i. Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?
2. Temperature check using a "no-touch" thermal scan thermometer that does not come in contact with the skin or clothing. Individuals with temperatures of 100.4 F or above will not be permitted to access the campus. AEA staff will maintain daily temperature logs for all staff and students.
3. Each screening station will be equipped with:
  - a. Two "no-touch" thermal scan thermometers, one of which will be kept in reserve in case the other malfunctions.
  - b. Extra disposable gloves for the person using the thermometer.
  - c. Hand sanitizer for people being screened and screeners.
  - d. Open top trash can.
  - e. Disposable masks for individuals who did not bring a face covering with them.

## 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:

1. The severity of the hazard will be assessed within 24 hours (weekdays Monday – Friday) by Operations Manager.
2. Hazard(s) will be reported to AEA Administration immediately by Operations Manager.
3. Time frame for correction of the documented hazard(s) is 24-48 hours (weekdays Monday – Friday)
4. Follow up reporting of the hazard(s) corrected will be delivered to Administration within 24 hours of the completed correction.

## 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:

1. Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements for most staff that can carry out their duties from home.
2. Reducing the number of persons in an area at one time.
3. No visitors allowed, only on-site staff and essential maintenance technicians.
4. Visual cues such as signs and floor markings that indicate where employees and others should be located or their direction and path of travel.
5. Staggered arrival, departure, work, and break times.
6. Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.
7. Reduced number of chairs in staff break rooms to limit staff congregating.
8. 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, disposable, 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.

1. AEA will supply students and staff with required protective equipment including but not limited to: masks, gloves, face shields, thermometers, no-touch trash cans, hand sanitizer, and disinfectant cleaning products.
2. All staff and students are required to wear masks at all times except when eating and drinking. When eating or drinking, social distancing is required. Training and information will be provided to staff and students on proper use, removal, and washing of cloth face coverings. This training will take place in recorded videos, live Zoom sessions, and prominently displayed signage in multiple languages.
3. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. AEA will make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields will include a cloth drape attached across the bottom and tucked into the shirt. Consideration will be made to address young students and students with disabilities who refuse or are not able to wear a mask.
4. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment. Face coverings are recommended to have the following qualities:
  - a. Fit snugly but comfortably against the side of the face.
  - b. Be secured with ties or ear loops.
  - c. Include multiple layers of fabric.
  - d. Allow for breathing without restriction.
  - e. Be able to be laundered and machine dried without damage or change to the shape.
5. Students may bring their own as long as they meet the above health requirements and are appropriate for wearing at school or during school-related activities. For example, face coverings with images depicting prohibited themes would be against school policy.
6. Disposable face coverings and gloves are located at the front entry/office at the check-in table.
7. Supplies are replenished daily as needed by Custodial staff.
8. Should an employee encounter anyone on campus not wearing a face covering they will:
  - a. Ask the person to put on their face covering (or obtain one from the front desk).
  - b. Should the person not comply with the request, employee shall report the hazard directly to their Supervisor.

The following are exceptions to the use of face coverings in our workplace:

1. 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.
2. 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. Clear face shields and masks are available as an option.
3. Any employees who cannot wear face coverings, face shield with a drape or other effective alternative, or respiratory protection due to a medical or mental health condition or disability, 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:

1. Clear partitions in classrooms where desks cannot be spaced minimum six feet apart.
2. Clear partitions at front office workstations.
3. Clear partitions in office areas that do not allow minimum six feet spacing.

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

1. Whenever possible outside air will be maximized in classrooms and office areas by open windows. This will only be minimized due to hazards such as heat, rain and wildfire smoke.
2. HVAC systems and filters will be maintained, adjusted and, when possible, MERV11 and MERV13 filters will be installed and replaced as per manufacturer specifications.
3. Portable air filtration systems have been placed in all classrooms, offices and work areas.

## **Cleaning and disinfecting**

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

1. Clean and disinfect shared objects between uses. This includes but is not limited to copiers, tables, countertops, computers/tablets, etc. AEA will consider suspending or modifying use of site resources that necessitate sharing or touching items.
2. Limit use of shared equipment in favor of physical activities that require less contact with surfaces.
3. Clean and disinfect frequently touched surfaces within school at least daily and, as practicable, frequently throughout the day.
4. Protexus disinfecting spraying units used daily in addition to surface disinfecting in all areas.
5. Areas with shared objects will have disinfectant caddy stations for self-cleaning during the day by staff using those items.
6. Frequently touched surfaces in the school include, but are not limited to:
  - a. Door handles
  - b. Light switches
  - c. Sink handles
  - d. Bathroom surface
  - e. Tables
  - f. Student Desks
  - g. Chairs
  - h. Copiers
  - i. Computers/tablets
  - j. Phone
  - k. Pens/pencils
  - l. Musical instruments (wind instruments should not be shared)

7. When choosing cleaning products, AEA will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.
8. To reduce the risk of asthma related to disinfecting, programs will aim to select disinfectant products on list "N" with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). See *Recommended Custodial Products attachment*.
  - a. AEA will avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - b. AEA will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

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

1. Close off area(s) used by any symptomatic or C-19+ individual and do not use areas before cleaning and disinfection have been completed.
2. After 24 hours have passed, utilize outside custodial vendor for deep disinfectant cleaning of entire area(s).

### **Shared tools, equipment and personal protective equipment (PPE)**

1. PPE must not be shared, e.g., gloves, goggles and face shields.
2. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, copiers, 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 staff.
3. Areas with shared objects will have disinfectant caddy stations for self-cleaning during the day by staff using those items.

### **Hand sanitizing**

1. Handwashing and general hygiene will be taught and reinforced through modeling according to the following:
  - a. Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.
  - b. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.
  - c. Use tissue to wipe the nose and cough and sneeze inside the tissue.
  - d. Not to touch the face or face covering.
  - e. Use fragrance-free hand sanitizer with 60% ethyl alcohol for staff and students who can safely use hand sanitizer.
2. Students will be taught and reminded about proper hand washing in the following ways:
  - a. Recorded videos from Principal; modeling and reminders from teachers; prominent age-appropriate signage in restrooms and other common areas.
3. Staff will be reminded about proper hand washing in the following ways:

- a. Messages from Principal and Superintendent; prominent signage in staff restrooms, lounges, and common areas.
4. Parents and families will be reminded about proper hand washing in the following ways:
  - a. Messages from Principal and Superintendent in bi-weekly newsletters, prominent signage at entrances to campuses.
5. All signage and messaging to students and families will be available in English and Spanish.

#### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

1. 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.
2. 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.
3. 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**

1. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.
2. Employees who had potential COVID-19 exposure in our workplace will be:
  - a. Offered COVID-19 testing at no cost during their working hours.
  - b. 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 effective two-way communication with our employees while following our *Return to Work Guidelines* below:

1. Employees who have any of these COVID-19 symptoms should notify their supervisor immediately and stay home.
2. Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
3. Employees who are well but who have a sick family member at home with COVID-19, or were recently exposed to someone who tested positive for COVID-19-should notify their supervisor immediately and follow CDC recommended precautions.
4. Employees can report symptoms and hazards without fear of reprisal.
5. Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
6. Where testing is not required, how employees can access COVID-19 testing:
  - a. Employees may contact their healthcare provider directly for testing or;
  - b. Employees may schedule appointments or walkup service at testing sites found on [211sandiego.org](http://211sandiego.org) or by calling the State testing hotline at (888) 634-1123.
7. In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing no-cost testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
8. 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.

## Training and Instruction

We will provide effective training and instruction that includes:

1. Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
3. The fact that:
  - a. COVID-19 is an infectious disease that can be spread through the air.
  - b. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - c. An infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
5. 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.
6. 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.
7. 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.
8. 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:

1. Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
2. Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
3. 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 utilizing the AEA FFCRA Policy approved by the AEA Board of Trustees on 1/19/2021.
4. Providing employees at the time of exclusion with information on available benefits in writing.

## Reporting, Recordkeeping, and Access

It is our policy to:

1. 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.
2. 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.
3. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
4. 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.

5. 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

1. COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - a. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - b. COVID-19 symptoms have improved.
    - c. At least 10 days have passed since COVID-19 symptoms first appeared.
  2. 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.
  3. A negative COVID-19 test will not be required for an employee to return to work.
  4. 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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Dr. David Sciarretta, AEA Superintendent

Date

1/22/2021



## 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: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** Cathy Montes, Operations

**Date:** 01/22/2021

**Name(s) of employee and authorized employee representative that participated:** S. Lawrence/C.Aboite

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Daily staff check-in	Front Office Entry 8:00am – 4:00pm (Mon-Fri)	Lower risk assessment. AEA staff only.	Hands-free temperature check and health questionnaire sign in log. Only AEA staff are allowed on campus, no visitors at this time. Equipped with air purifier and PPE tray.
Daily student check-in	Front gate (outside) Mon-Fri 8:00am	Lower risk assessment. AEA staff and students.	Non-contact temperature and health check performed by staff spaced 6' or more apart, wearing gloves, mask and face shield. PPE trays.
Phase Two on-site learning	Classrooms Mon-Fri (varied)	Medium risk assessment. AEA staff and students.	Desk spaced minimum 6' apart. Air purifiers in every classroom (MERV-17). PPE trays supplied.
Daily work	Private office areas Times vary	Lower risk assessment. AEA staff only.	Air purifiers in every office space (MERV-13). PPE tray supplied.
Eating, copying, checking mail	Staff Lounge / Staff mail room Times vary	Lower risk assessment. AEA staff only.	No congregant seating (1 chair per table). Staff are encouraged to eat in private spaces. PPE tray supplied.
Café / Lunch Arbor	MPR / Outside (Closed at this time)	Closed at this time	Closed at this time
Health Office	Varied (as needed)	Medium risk assessment. AEA staff and students.	Air purifier (MERV-17). PPE tray supplied.

## Appendix B: COVID-19 Inspections

Date: 01/22/2021

Name of person conducting the inspection: Cathy Montes, Operations

Work location evaluated: 3035 Ash Street, San Diego, CA 92102 (all areas)

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions in areas where six feet minimum cannot be met	Complete	No correction needed	N/A
Ventilation (amount of fresh air and filtration maximized)	Complete	No correction needed	N/A
Additional room air filtration / Air Purifiers	Complete	No correction needed	N/A
<b>Administrative</b>			
Physical distancing	Complete	No correction needed	N/A
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	No correction needed	N/A
Hand washing facilities (adequate numbers and supplies)	Complete	No correction needed	N/A
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	No correction needed	N/A
Hand sanitizing stations located throughout campus	Complete	No correction needed	N/A
All drinking fountains closed. Bottled water supplied to staff and students	Complete	No correction needed	N/A
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)	N/A	No correction needed	N/A
Gloves	Complete	No correction needed	N/A
Face shields/goggles	Complete	No correction needed	N/A
Respiratory protection	Complete	No correction needed	N/A

## 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:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first</b>		<b>Information received</b>	

<p><b>had one or more COVID-19 symptoms:</b></p>		<p><b>regarding COVID-19 test results and onset of symptoms (attach documentation):</b></p>	
<p><b>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):</b></p>			

**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:**

<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>	
	<b>Names of employees that were notified:</b>	
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>	
	<b>Names of individuals that were notified:</b>	

**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:**

<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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