



COVID-19 Prevention Plan (CPP) for Albert Einstein Academies

3035 Ash Street, San Diego, CA 92102

458 26th 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: March 25, 2022

Authority and Responsibility

Albert Einstein Academies 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:

- 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.
- 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:

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

Employee self-screening

All persons entering AEA facilities must perform a self-screening consisting of the following:

1. Self-Screening by persons shall consist of being free from the following COVID-19 symptoms:
 - 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. Each campus entrance, classroom and office area will be equipped with:
 - a. PPE Caddy containing the following items:
 1. Disposable gloves
 2. Disposable masks
 3. Hand sanitizer
 4. Disinfectant wipes/spray
 5. Open top trash can

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

Note: CDPH recommends focusing on the other mitigation strategies instead of implementing minimum physical distancing requirements for routine classroom instruction.

We ensure physical distancing, when possible, in our workplace by:

1. Reducing the number of persons in an area at one time.
2. Non-essential visitors/volunteers are limited to outdoor activities only beginning May 2022 and must be fully vaccinated. This is a phased approach and may be subject to change based on COVID-19 transmission levels.
3. Student service providers and essential maintenance technicians are allowed on campus.

Face Coverings

On February 28, 2022, [California announced](#) that, based on a review of epidemiologic indicators and modeling projections, the universal indoor mask mandate in K-12 school settings would transition to a strong recommendation after March 11, 2022.

1. AEA will supply students and staff with required protective equipment including but not limited to: masks, gloves, face shields, no-touch thermometers, no-touch trash cans and hand sanitizer.
2. All staff and students are strongly recommended to wear masks at all times indoors except when eating and drinking. 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.
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 campus entry points, classrooms and private offices.
7. Supplies are replenished daily as needed by Custodial staff.

Engineering controls

We implement the following engineering controls to support physical distancing when possible:

1. Desks will be arranged to minimize face-to-face contact, facing forward, when possible.
2. Students will remain in the same space and consistent group (cohort), when possible.
3. Seating charts will be mandatory.
4. Outdoor space will be utilized as much as possible during the school day.
5. All meals will be eaten outside of the classroom in outdoor spaces, when possible

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 (MERV 17 medical grade), offices and work areas (MERV 13).

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 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 and bell covers will be used)
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 cleaning procedures:

1. If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

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

In order to implement effective hand sanitizing procedures, we:

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, messaging via email.
 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 [San Diego County Office of Education \(SDCOE\) Decision Tree](#) . 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-should notify their supervisor immediately and follow [San Diego County Office of Education \(SDCOE\) Decision Tree](#) .
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. Employees can access on-site COVID-19 testing at each campus.
7. Employees may contact their healthcare provider directly for testing or;
8. Employees may schedule appointments or walkup service at testing sites found on 211sandiego.org or by calling the State testing hotline at (888) 634-1123.
9. 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.
10. 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. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing combined with other controls, including face coverings and hand hygiene, to be effective.
5. 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.
6. 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.
7. 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.

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 and Return-to-School Criteria

1. Students and Staff will follow [San Diego County Office of Education \(SDCOE\) Decision Tree](#) when determining return to school/work criteria. This is a continuously changing document and is updated in English and Spanish here: <https://covid-19.sdcoe.net/Health-Practices/Guidelines-for-Schools>
2. If a Student/Staff member has symptoms, use the Symptom and Isolation Tree.
3. If a Student/Staff Member has tested positive and does not have symptoms, use the Asymptomatic Positive Tree.
4. If a Student/Staff Member has been identified as a close contact and does not have symptoms, use the Close Contact and Quarantine Trees



Dr. David Sciarretta, AEA Superintendent

Date

Appendix A: Identification of COVID-19 Hazards (3035 Ash Street – Elementary)

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: 03/25/2022

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

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 entry/exit	Front Office, East entrance, West gate, Front gate (North) 7:30am – 4:00pm (Mon-Fri)	Lower risk assessment. AEA staff only.	Only AEA staff/students are allowed on campus, non-essential visitors are not allowed at this time. Equipped with air purifier and PPE tray.
Daily student entry/exit	Front gate (North), Back gate (South) Mon-Fri 8:00am	Lower risk assessment. AEA staff and students.	Equipped with air purifiers and PPE trays.
Phase Four on-site learning	Classrooms Mon-Fri Times vary	Medium risk assessment. AEA staff and students.	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.	Air purifier (MERV-13) and PPE tray supplied.
Café / Lunch Arbor	MPR / Outside	Lower risk assessment. AEA staff and students.	Students will eat outside in lunch arbor
Health Office	Varied (as needed)	Medium risk assessment. AEA staff and students.	Air purifier (MERV-17). PPE tray supplied.

Appendix A: Identification of COVID-19 Hazards (458 26th Street – Middle)

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: 03/25/22

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

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 entry/exit	East and West entrance, 7:30am – 4:00pm (Mon-Fri)	Lower risk assessment. AEA staff only.	Only AEA staff/students are allowed on campus, non-essential visitors are not allowed at this time. Equipped with air purifier and PPE tray.
Daily student entry/exit	East and West entrance Mon-Fri 8:00am	Lower risk assessment. AEA staff and students.	Equipped with air purifiers and PPE tray.
Phase Four on-site learning	Classrooms Mon-Fri Times vary	Medium risk assessment. AEA staff and students.	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.	Air purifier (MERV-13) and PPE tray supplied.
Café / Lunch Deck	MPR / Outside	Lower risk assessment. AEA staff and students.	Students will eat in MPR including outside areas when possible.
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: 03/25/2022

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
Engineering			
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
Barriers/partitions in areas where six feet minimum cannot be met	Complete	No correction needed	N/A
Administrative			
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 Bottle filler spouts installed at drinking fountain areas.	Complete	No correction needed	N/A
PPE (not shared, available and being worn)			
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
Physical distancing	Complete	No correction needed	N/A

Appendix B: COVID-19 Inspections

Date: 03/25/2022

Name of person conducting the inspection: Cathy Montes, Operations

Work location evaluated: 458 26th Street, San Diego, CA 92102 (all areas)

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
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
Barriers/partitions in areas where six feet minimum cannot be met	Complete	No correction needed	N/A
Administrative			
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/filler spouts installed at drinking fountain areas.	Complete	No correction needed	N/A
PPE (not shared, available and being worn)			
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
Physical distancing	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: **[enter date]**

Name of person conducting the investigation: **[enter name(s)]**

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):	
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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.

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature