

# COVID-19 Prevention Program (CPP) for Renaissance Arts Academy

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

Revision Date: 1/7/22

## Authority and Responsibility

The Co-Directors have 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 implement the following in our workplace:

- Conduct workplace-specific evaluations Identifying COVID-19 Hazards.
- Document the vaccination status of our employees which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the 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 as needed to identify and evaluate 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: Staff are trained to identify COVID-19 symptoms and how to properly protect themselves at the workplace from exposure. Staff have the ability to identify any COVID-19 hazards by contacting the Operations Coordinator, Facility Coordinator, the Co-Directors or anyone assigned to the COVID-19 Compliance Team.

## Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Employees self-screening can be accessed via online tool. Checks will include questions concerning symptoms consistent with possible COVID-19 and whether the individual has had contact with a COVID-19 case in the last 10 days. Any employee who does not complete the online self-screening tool prior to arriving to the school site will go through the on-site Health Entry Screening protocols per Los Angeles County Department of Public Health.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed once it is known and correction time frames assigned, accordingly by **Co-Directors, Operations Coordinator and Facility Coordinator**.
- Follow-up occurs during weekly check-in meetings.
- Follow-up measures are taken to ensure timely correction.

## Control of COVID-19 Hazards

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH) and **Los Angeles County Department of Public Health (LACDPH)**.

All individuals aged 2 and up are required to wear a properly fitted facemask at all times while on school property, except while eating during assigned break or lunch times. Families are asked to send scholars with a clean mask to school daily. New masks are provided to students as needed.

Current Los Angeles County Department of Public Health school health protocols strongly recommend that all students wear hospital grade KN95 or equivalent medical procedural masks with a nose wire. All staff are required to wear hospital grade mask while on campus.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

### Engineering controls

For indoor locations, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- **Monitor indoor air quality daily, comparing the air quality of each section of the building to the air quality outside.**

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

- HVAC maintenance is conducted quarterly and when the system is not working at optimal performance.
- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- Doors and windows are kept open during the school day if outdoor conditions make this appropriate.
- Air filters have been upgraded to the highest efficiency possible (MERV-13).
- Hospital-grade UV-C lights have been installed in the HVAC system

## Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Ensuring adequate supplies and adequate time for cleaning to be done properly.
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected daily and cleaned more frequently as resources allow using appropriate products.
- Where individualized alternatives are not feasible, objects and surfaces are cleaned and disinfected between users.
- CDC, CDPH and LACDPH recommended cleaning products that are effective against COVID-19 are used according to product instructions.
- Enhanced cleaning and disinfecting of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.

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

- Infected person is immediately sent home, and/or held in isolation until they can be picked up.
- Close off areas used by any sick person and do not use before cleaning and disinfection.
- We will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
- If needed, have our third-party contracted janitorial service complete the cleaning and disinfecting outside of schools hours, when the children have left the facility.

## Hand sanitizing

To implement effective hand sanitizing procedures, we:

- Instruct students and staff to wash their hands for 20 seconds or use hand sanitizer:
  - Upon entering the facility
  - Before and after eating
  - After coughing or sneezing
  - After using the restroom
  - Before and after any group activities
- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after using the restroom, after outdoor play, and before and after any group activity.

- Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

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 section 3380, and provide and ensure use of such PPE as needed.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms during employees' paid time.

## Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms.

We also ensure the following is implemented:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction and Exclusion of COVID-19 Cases will be provided to employees.
- Students and employees that are identified to have had an exposure to a COVID-19 case at school are notified of the exposure within 1 business day of notification of exposure.

## 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 it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to Co-Directors, Operations Coordinator and Facility Coordinator, preferably via email.
- That employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should contact the Co-Directors to speak about accommodations.
- Employees can access COVID-19 testing via their healthcare provider, through the Operations Coordinator, a local clinic and through the Los Angeles City and County COVID-19 testing sites, which can be found here: <https://covid19.lacounty.gov/testing>.
- The 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.
- Students and employees that are identified to have had an exposure to a COVID-19 case at school are notified of the exposure within 1 business day of notification of exposure.
- Notification of exposure will include the following information:
  - Individuals who have been exposed should get tested for COVID-19 regardless of symptoms and inform the school of results; exposed student and staff should quarantine in accordance to LACDPH guidelines; and LACDPH will contact them for more information.

## Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- 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. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

## Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions, as outlined by the LACDPH:
  - **Employee is fully vaccinated and has received booster OR fully vaccinated but not yet eligible for a booster.**
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by providing the employee with information on COVID-19 related benefits available under federal, state, and local laws.
- 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 and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with 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.

## Return-to-Work Criteria

- COVID-19 cases with symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - **At least 5 days have passed since symptoms first started, and**
  - **Employee has a negative COVID-19 test collected on day 5 or later, and**
  - **If employee does not have a negative viral test collect on day 5, isolate at least 10 days since COVID-19 symptoms first appeared**
- COVID-19 cases who tested positive but never developed symptoms will not return to work until
  - minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test OR
  - **A minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test AND the employee has a negative COVID-19 test collected on day 5 or later.**
- Persons who had a close contact may return to work as follows:
  - Close contact but never developed symptoms
    - **when 5 days have passed since the last known close contact and the close contact has a negative COVID-19 test collected on Day 5 or later OR**
    - when 10 days have passed since the last known close contact
  - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
    - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - At least 10 days have passed since the last known close contact, and
    - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude 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.
- **NB: Return to Work Criteria are regularly updated in accordance with guidance from the LACDPH, as transmission rates and other conditions change.**

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Sidnie Gallegos, Academic Director, 8/2/21

