



## **Camarillo Academy of Progressive Education (CAPE) COVID-19 PREVENTION PROGRAM**

### **COVID-19 Prevention Program (CPP) for Camarillo Academy of Progressive Education**

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#### **1. Purpose**

- a. In an effort to protect the health and safety of our employees, Camarillo Academy of Progressive Education has prepared this COVID-19 Prevention Program (“CPP”) intended to provide information related to the prevention of coronavirus, describe procedures and safe practices to keep employees and students safe and to help prevent the spread of coronavirus in the workplace.

## 2. Scope

- a. This program applies to all employees and contains general prevention and best practices as well as procedures related to COVID-19 in the Camarillo Academy of Progressive Education workplace.
  - 1) This program does not apply to employees while working from home.
- b. This program can also be implemented during a declared outbreak, epidemic, or pandemic of other infection disease for which public health officials have issued guidelines and recommendations.
  - 1) Including H1N1 influenza (swine flu), H5N1 influenza (avian flu), Norovirus, Methicillin Resistant Staphylococcus Aureus (MRSA) and Tuberculosis
- c. This program can help keep staff healthy during an outbreak including during cold and flu season.

## 3. Authority and Responsibility

- a. Program Manager
  - 1) Maryellen Lang and Doreen Learned have overall authority and responsibility for implementing the provisions of this CPP in our workplace.
- b. In addition, all site administrators, 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.
- c. Employee Responsibilities
  - 1) All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.
  - 2) Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.
  - 3) An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.
  - 4) Employees must cooperate with any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics.

## 4. Definitions

- a. Close contact: sharing the same indoor space with a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “infectious period” as defined.
  - 1) This definition applies regardless of the use of face coverings.
  - 2) Exception: Employees have not had a close contact if they wore a respirator required by the Local Educational Agency (LEA) and used in compliance with manufacturer’s

- instructions, whenever they were within six feet of the COVID-19 case during the infectious period.
- b. COVID-19 Case: an employee, student, or other person who:
- 1) Has a positive “COVID-19 test,” OR
  - 2) Has a positive COVID-19 diagnosis from a licensed health care provider, OR
  - 3) Is subject to COVID-19-related order to isolate issued by a local or state health official, OR
  - 4) Has died due to COVID-19, in the determination of a Ventura County Public Health Department or is included in the COVID-19 statistics of Ventura County.
- c. COVID-19 Test: a test for SARS-CoV-2 that is:
- 1) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
  - 2) Administered in accordance with the authorized instructions; and
  - 3) To meet the return to work criteria of Section 15, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided.
    - a) Examples of tests that satisfy this requirement include:
      - tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens),
      - proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an LEA.
      - Observed by the LEA or an authorized telehealth proctor.
      - A time-stamped photograph of the results is provided to the LEA.
- d. Exposed Group: all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
- 1) The following exceptions apply:
    - a) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
    - b) If the COVID-19 case was part of a distinct group of employees who are not present at the worksite at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.

- c) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.
- 2) An exposed group may include the employees of more than one employer
- e. Face Covering
  - 1) A surgical mask, a medical procedure mask, a KN95 mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head.
    - a) Face covering fabrics do not let light pass through when held up to a light source.
    - b) If gaiters are worn, they shall have two layers of fabric or be folded to make two layers.
    - c) A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face.
    - d) A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
  - 2) This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.
- f. Infectious Period:
  - 1) For COVID-19 cases who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
  - 2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- g. Local Educational Agency (LEA): the employer – school district, County Office of Education, or charter school.
- h. Outbreak:
  - 1) When there are three or more COVID-19 cases in any workplace within a 14-day period, or
  - 2) A place of employment that has been identified by Ventura County Public Health Department as the location of a COVID-19 outbreak.

- 3) An outbreak ends when there are no new COVID-19 cases detected in a workplace for a 14-day period.
- 4) For workers' compensation purposes:
  - a) the LEA has 100 employees or fewer at a specific place of employment, 4 employees test positive for COVID-19;
  - b) If the LEA has more than 100 employees at a specific place of employment, 4 percent of the number of employees who reported to the specific place of employment, test positive for COVID-19; or
  - c) A specific place of employment is ordered to close by Ventura County Public Health Department (VCPH), the California Department of Public Health (CDPH), the Division of Occupational Safety and Health (Cal/OSHA), or a school superintendent/charter school administrator due to a risk of infection with COVID-19.
- i. Major Outbreak: when there are 20 or more COVID-19 cases in any workplace within a 30-day period.
  - 1) A major outbreak ends when there are no new COVID-19 cases detected in a workplace for a 14-day period.
- j. Protective wear includes face coverings and equipment typically considered personal protective equipment.
- k. Respirator: a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece mask.
  - 1) Note: KN95 filtering facepiece masks are not NIOSH-approved and therefore not suitable for employee use as respiratory protection.
- l. Returned case means a COVID-19 case who returned to work pursuant to subsection after exclusion from work and did not develop any COVID-19 symptoms after returning.
  - 1) A person shall only be considered a returned case for 90 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 90 days after the first positive test.
  - 2) If a period of other than 90 days is required by a CDPH regulation or order, that period shall apply.
- m. Worksite
  - 1) Any work location, working area, or common area at work used or accessed by a COVID-19 case during the infectious period, including restrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
  - 2) the building, store, facility, agricultural field, or other location where a worker worked during the infectious period.
    - a) It does not apply to buildings, floors, or other locations of the LEA that a COVID-19 case did not enter.

- b) It does not apply to locations where the employee worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.
- 3) Examples: Schools, school buildings, offices, office buildings, maintenance and operations facilities, transportation facilities, and other local educational agency facilities

## 5. System for Communicating

- a. Camarillo Academy of Progressive Education will ask employees to report the following to their supervisor or Human Resources / Personnel:
  - 1) COVID-19 symptoms,
  - 2) Possible close contact, and
  - 3) Possible COVID-19 hazards at the LEA or school sites.
  - 4) LEA will not discriminate or retaliate for reporting symptoms, exposure, or hazards.
- b. Provide information regarding procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- c. Provide information to ensure access to COVID-19 testing.
  - 1) Testing as required by state law, regulation, or state or local public health order, the LEA school shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.
- d. Communicate information about COVID-19 hazards and the LEA's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the LEA's worksite.
  - 1) Give notice of the potential close contact, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
    - a) All employees who may have had close contact and their authorized representatives.
    - b) Independent contractors and other employers present at the worksite during the infectious period.
  - 2) Camarillo Academy of Progressive Education will provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the COVID-19 case within the infectious period that they may have been exposed to COVID-19, in a manner the LEA normally uses to communicate employment-related information.
    - a) Within one (1) business day,
    - b) In the manner the LEA normally uses to communicate employment-related information

- 3) Provide a written notice to the authorized representative, if any, of employees who have received notification.
- 4) Notification must include information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
  - a) FMLA/CFRA (Family Medical Leave Act/California Family Rights Act Leave)
  - b) Available Sick Leave/ Paid Time Off (PTO).
  - c) Negotiated leave provisions.
  - d) Workers Compensation.
- 5) Notification must include information on the cleaning and safety plan that the LEA plans to implement and complete per the guidelines of the federal Centers for Disease Control.
- 6) Confidentiality
  - a) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the Camarillo Academy of Progressive Education shall be provided in a manner that ensures the confidentiality of employees.
    - Exception: Unredacted information on COVID-19 cases shall be provided to the VCPH, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.
  - b) Ensure that all employee COVID-19 medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.
    - EXCEPTION 1: Unredacted medical records shall be provided to the VCPH, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request.
    - EXCEPTION 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.
- e. If a staff member has had close contact, they should:
  - 1) Call in sick, notifying their supervisor/Human Resources.
  - 2) Self-quarantine at home as outlined in sections 14 and 15 of this Program, unless one of the exemptions applies.
  - 3) Discuss with supervisor or Human Resources / Personnel possible exposure to co-workers.
- f. When a staff member develops COVID-19 symptoms at school or the office:
  - 1) Staff member should be sent home immediately.

- 2) Self-isolate at home as outlined in sections 14 and 15 of this Program, unless the exemption applies.
  - g. Employees that return to work following an illness promptly report any recurrence of symptoms.
6. Identification and evaluation of COVID-19 hazards
- a. Camarillo Academy of Progressive Education takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:
    - 1) Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and VCPH related to COVID-19 hazards and prevention.
    - 2) Conduct workplace-specific evaluations using the Identification of COVID-19 Hazards forms.
      - a) Evaluations will be repeated if a COVID-19 outbreak or major COVID-19 outbreak occur.
    - 3) Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls as outlined in section 12.
    - 4) Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
    - 5) For indoor locations, evaluate how to maximize the quantity ventilation with outdoor air the highest level of filtration efficiency compatible with the existing ventilation system.
    - 6) Conduct periodic inspections using the COVID-19 Inspections form.
      - a) Inspections will be:
        - Monthly
  - b. Employee Participation
    - 1) Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:
      - a) Making recommendations for improvement for evaluation and control of COVID-19 hazards.
        - Employees may use their name or remain anonymous.
  - c. Employee screening
    - 1) Camarillo Academy of Progressive Education screen our employees by:
      - a) Employees will certify on self-screen forms they have not had or done any of the following:
        - Fever at or above 99.5 in the past 24 hours;
        - Cough or other respiratory symptoms;



- Other symptoms related to COVID-19,
  - Close contact, as defined,
  - Travel out of the state or country.
7. Investigating and responding to COVID-19 cases in the workplace
- a. The following procedures shall be taken in advance of a report of a COVID-19 case and after their report to help identify employees who may have had close contact:
    - 1) To facilitate contact tracing, employees will sign in and out when visiting a department that is not their own.
  - b. Investigating COVID-19 Cases
    - 1) When a report is made of a positive test of symptoms identified by a health care professional, the employee with COVID-19 will be excluded from the worksite and interviewed to establish:
      - a) Dates they have been at the work site.
      - b) Dates COVID-19 Case tested positive or first experience symptoms.
      - c) With whom they have been in contact
      - d) What other work sites they may have visited
        - Refer to VCPH Positive Case Line List Form, if being used.
    - 2) Determine who may be considered a close contact by definition:
      - a) Review sign in logs
      - b) Consider COVID-19 Case primary worksite
      - c) Review report for additional locations
  - c. Responding to COVID-19 cases
    - 1) COVID-19 cases and exposed employees and students will be excluded in accordance with sections 14 and 15 of this Program.
    - 2) Notify all staff who have been at the worksite with the COVID-19 case during the infectious period in accordance with Section 5, System for Communicating.
    - 3) Ensure COVID-19 tests are available to employees who were exposed at the worksite
      - a) Exposed employees
        - May utilize home tests provided at the worksite, as available.
        - Employees are permitted to go to a testing site during work hours and LEA will assist with scheduling as needed
        - Testing provided at no cost to the employees
        - all information received in connection with testing and reporting shall be kept confidential except for reports to VCPH as required.

- b) Other employees will be directed to VCPH testing sites.
  - c) Exception: Returned cases are not required to test.
  - 4) Investigate whether any workplace conditions could have contributed to the risk of close contact and what could be done to reduce exposure to COVID-19 hazards in accordance with Section 6 of this program.
  - 5) Hazard correction will occur in accordance with Section 8 of this program and paragraph 16.e.3), if applicable.
  - 6) Clean and disinfect all areas the COVID-19 case has been to help prevent the spread of the virus in accordance with paragraph 12.b.6) of this program.
  - 7) Notification to VCPH will be sent according to paragraph 13.a.1) of this program and paragraph 16.f., if applicable.
  - 8) Notification to Cal/OSHA will be sent according to paragraph 13.a.2) of this program, if applicable.
  - 9) All employee COVID-19 cases will be reported to the workers' compensation claims administrator, Doreen Learned.
    - a) Use the COVID-19 Positive Test Report from the workers' compensation claims administrator.
8. Correction of COVID-19 hazards
- a. Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards.
  - b. Hazards shall be corrected according to the following procedures:
    - 1) When observed or discovered; and
    - 2) Corrected in a timely manner based on the severity of the hazards.
  - c. Hazard correction is implemented through:
    - 1) Maintenance work orders.
    - 2) Purchasing of necessary cleaning and sanitizing supplies, restroom supplies, hand sanitizer, and/or sanitizing wipes.
    - 3) Training and instruction.
    - 4) Direct, verbal or written communication with employees and when necessary.
9. Training and instruction
- a. Training and instruction will include the following:
    - 1) Camarillo Academy of Progressive Education 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.

- a) This includes any benefits available:
    - FMLA/CFRA (Family Medical Leave Act/California Family Rights Act Leave)
    - Available Sick Leave/ Paid Time Off (PTO)
    - Negotiated leave provisions
    - Workers Compensation
  - 3) COVID-19 transmission:
    - a) COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales;
    - b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common;
    - 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 right of employees to request a N 95 Filtering Face Mask for voluntary use, without fear of retaliation, and our policies for providing the N 95 Filtering Face Masks. Employees voluntarily using N 95 Filtering Face Maskswill be trained as follows:
    - a) How to properly wear them,
    - b) How to perform a seal check according to the manufacturer's instructions each time a N 95 Filtering Face Mask is worn, and the fact that facial hair can interfere with a seal,
    - c) Provide a copy of Appendix D of California Code of Regulations, Title 8, Section 5144.
  - 6) 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, and ventilation to be effective.
  - 7) 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.
  - 8) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
  - 9) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
10. Physical distancing
- a. During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be separated from other persons by at least six feet.

- b. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.
- c. Methods of physical distancing include:
  - 1) Telework or other remote work arrangements, if practical;
  - 2) Reducing the number of persons in an area at one time, including students and visitors;
  - 3) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
  - 4) One-directional hallways;
  - 5) When a conference room, classroom, or office has two doors, one will be designated an entrance and the other will be designated as the exit;
  - 6) Staggered arrival, departure, work, and break times.

## 11. Face coverings

- a. Face coverings are optional, but recommended, in indoor settings or in vehicles, except as noted below.
  - 1) Face coverings remain optional outdoors in all settings.
- b. Camarillo Academy of Progressive Education will provide face coverings and ensure they are worn by all employees when required by applicable orders from CDPH.
- c. Any employee may wear a face covering when not required by a law, regulation, or health order, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
  - 1) Face coverings will be available to employees upon request.
- d. Employees returning to work after exclusion from work must wear face coverings for 10 days following the positive test, the onset of symptoms, or the last day of close contact.
- e. Asymptomatic Employees who are exposed to someone with COVID-19 must wear face coverings for 10 days following the last day of close contact.
- f. During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be required to wear face coverings.
- g. A face covering is worn over the nose and mouth, not under the nose or under the chin.
  - 1) CDPH recommends surgical masks or higher-level masks (KN 95s, KF 94s) or respirators (N 95s).
  - 2) Centers for Disease Control and Prevention (CDC) **does not recommend** using masks with exhalation valves or vents because this type of mask may not prevent a person from spreading COVID-19 to others.
    - a) The hole in the material caused by the valve or vent may allow respiratory droplets to escape and reach others.
- h. Face coverings are to be clean and undamaged.

- i. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
  - j. Exemptions for required wearing of face coverings include:
    - 1) When an employee is alone in a room or vehicle;
    - 2) While eating and drinking, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible;
    - 3) Employees wearing respiratory protection in accordance with a written Respiratory Protection Program or other written program required by Cal/OSHA;
    - 4) 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;
    - 5) In limited situations where a face covering cannot be used for pedagogical or developmental reasons a face shield with a drape can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.
      - a) This exception is limited to the time period in which such tasks are actually being performed.
    - 6) Other specific tasks which cannot feasibly be performed with a face covering.
      - a) This exception is limited to the time period in which such tasks are actually being performed,
      - b) Example: because of difficulty breathing during high intensity activities in departments such as maintenance, grounds, custodial.
      - c) The unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
  - k. When required, Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability will wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
  - l. Any employee required to, but not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason including exemptions, shall be at least six feet apart from all other persons.
12. Other engineering controls, administrative controls, and personal protective equipment
- a. Engineering Controls
    - 1) To the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems will be enhanced by:
      - a) The heating ventilation and air conditioning (HVAC) system is adjusted to allow maximum outside air.

- b) The HVAC system air filters will be upgraded to the highest efficiency compatible with the system.
    - Maximum Efficiency Reporting Value (MERV) 13 or 14 are recommended when feasible.
  - c) Opening doors and windows when weather permits, and the outdoor Air Quality Index is less than 100.
- 2) During an outbreak or major outbreak, portable air cleaners equipped with high efficiency particulate air (HEPA) filters will be installed in the worksite of an exposed group, if feasible.
- b. Administrative Controls and Safe Practices
- 1) Working remotely, when feasible.
  - 2) Meeting remotely, when feasible.
  - 3) Stable cohorts of students to reduce risk of spread of COVID-19
  - 4) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
  - 5) One-directional hallways;
  - 6) To facilitate physical distancing, when a conference room, classroom, or office have two doors, one will be designated an entrance and the other will be designated as the exit.
  - 7) Scheduled and Periodic Cleaning and Disinfecting
    - a) Frequently touched surfaces at offices, classrooms and on school buses are to be cleaned at least daily and, as practicable, these surfaces should be cleaned by staff.
    - b) Frequently touched surfaces in the school include, but are not limited to:
      - Door handles,
      - Light switches,
      - Sink handles,
      - Restroom surfaces,
      - Tables and desks,
      - Telephones,
      - Headsets,
      - Chairs,
      - Steering wheels,
      - Playground equipment
    - c) Cleaning and Disinfecting after a COVID-19 case

- d) Shared tools and equipment
- Where there must be sharing, such as photo copiers, the items will be cleaned between uses by each person after use.
  - Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be cleaned between users.
- 8) Healthy Hygiene Practices
- a) An adequate number of restrooms with sinks and soap will be provided per the California Plumbing Code.
- Areas without soap and water will be provided with hand sanitizer.
- b) Employees and students are encouraged to wash their hands frequently throughout the day, including:
- Before and after eating,
  - After coughing or sneezing,
  - Before and after using the restroom,
  - Before and after classes where they handle shared items such as art or career technology.
- c) Employees and students are encouraged to wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Note: frequent handwashing is more effective than the use of hand sanitizers.
  - Soap products marketed as “antimicrobial” are not necessary or recommended.
- d) Employees and students are encouraged to use fragrance-free hand sanitizer when handwashing is not practicable.
- Sanitizer must be rubbed into hands until completely dry.
  - Sanitizer containing methanol (methyl alcohol) is prohibited.
- e) Employees and students are encouraged to avoid contact with one’s eyes, nose, and mouth.
- f) Employees and students are encouraged to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- g) Any employees exhibiting symptoms should immediately be required to wear a face covering and should go home or to a healthcare facility, as soon as practicable.
- h) Any students exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

c. Personal Protective Equipment

- 1) Personal protective equipment will not be shared.
- 2) Protective gloves:
  - a) Nurses, health technicians, and/or office staff attending ill or injured students or assisting with medical needs of special education students.
  - b) Custodians and other employees who use cleaning and sanitizing products, other than surface wipes.
  - c) Special education teachers and paraeducators who assist students with personal needs or assisting with medical needs of special education students.
- 3) Goggles or safety glasses
  - a) Nurses, health technicians, and/or office staff attending ill or injured students or assisting with medical needs of special education students.
  - b) Custodians and other employees who use cleaning and sanitizing products, other than surface wipes.
  - c) Special education teachers and paraeducators who assist students with personal needs or assisting with medical needs of special education students.
- 4) Face shields
  - a) To enhance the effectiveness of goggles, safety glasses, or face coverings.
  - b) Staff who are hearing-impaired or communicating with a hearing-impaired person.
  - c) Employees who cannot wear face coverings due to a medical or mental health condition or disability.
    - The face shield must have a drape on the bottom.
- 5) Respiratory protection
  - a) N 95 filtering face masks will be available for voluntary use to all employees and who are working indoors or in vehicles with more than one person.
    - Provide training as indicated in Section 9 of this program.
    - Provide a copy of Appendix D of California Code of Regulations, Title 8, Section 5144.
  - b) As supply allows, N 95 filtering face masks will be available for voluntary use to Nurses, health technicians, and/or office staff attending ill or injured students.
  - c) Respiratory protection will be provided according to the Camarillo Academy of Progressive Education written respiratory protection program in the following situations:
    - The physical distancing requirements are not feasible with special education students who cannot wear face coverings due to a medical or mental health condition or disability.



- During procedures for special education students that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
  - Nebulizer treatment
  - Working with a student with a tracheotomy

d. Vaccination

- 1) Employees are strongly encouraged, but not required, to get vaccinated or boosted.
  - 2) State Public Health Officer Order of August 11, 2021, requires verification of vaccination status among eligible K-12 school workers, and establishes diagnostic screening testing of unvaccinated workers to minimize the risk that they will transmit while on K-12 school campuses.
  - 3) The following modes may be used as proof of vaccination:
    - a) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
    - b) a photo of a Vaccination Record Card as a separate document; OR
    - c) a photo of the client's Vaccination Record Card stored on a telephone or electronic device; OR
    - d) documentation of COVID-19 vaccination from a health care provider; OR
    - e) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
    - f) documentation of vaccination from other contracted employers who follow the vaccination records guidelines and standards in the CDPH Guidance for Vaccine Records.
  - 4) Asymptomatic unvaccinated or incompletely vaccinated workers are required to undergo weekly diagnostic screening testing.
    - a) PCR testing or antigen testing
  - 5) For purposes of this Vaccination paragraph 12.d., “Worker” refers to all paid and unpaid adults serving in the school settings described in Section I. Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.
- e. Testing of Symptomatic Employees
- 1) COVID-19 testing will be available at no cost and during employees’ paid time to employees who had close contact with a COVID-19 case, even if the affected employee is asymptomatic.

13. Reporting, recordkeeping, and access

a. Reporting

- 1) Report information about COVID-19 cases at our offices and schools to the VCPH whenever required by health order, and provide any related information requested by the VCPH.
  - a) Ventura County K-12 School Student and Staff COVID-19 individual cases are reported to Qualtrics:
    - [https://venturacoph.sjc1.qualtrics.com/jfe/form/SV\\_3g95GoT8W7ltyHs](https://venturacoph.sjc1.qualtrics.com/jfe/form/SV_3g95GoT8W7ltyHs)
  - b) School Portal for Outbreak Tracking (SPOT)
    - <https://cdph.force.com/SPOT/s/login/?ec=302&startURL=%2FSPOT%2Fs%2FE>
- 2) Report immediately, but not more than eight hours, to Cal/OSHA any COVID-19-related serious illnesses or death, as defined, of an employee occurring in our offices and schools or in connection with any employment.
  - a) “Serious illness” means any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing.
  - b) Exception: This program does not apply to employees while working from home.

b. Recordkeeping

- 1) Maintain records of the steps taken to implement our written COVID-19 Prevention Program including the following:
  - a) A log of written notifications to employees, authorized employee representatives, and VCPH.
    - Sample letters will also be maintained.
  - b) Use the “VCPH Initial Screening Form” to keep a record of and track all COVID-19 cases.
  - c) Identification of COVID-19 Hazards form
  - d) COVID-19 Inspections form
  - e) Documentation that hazards are corrected,
  - f) Employee training and instruction
- 2) These records will be maintained at least three years.

c. Access/Posting on LEA Website

- 1) This written COVID-19 Prevention Program will be posted on the Camarillo Academy of Progressive Education website homepage.
- 2) Make this written COVID-19 Prevention Program available at the offices and schools to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- 3) The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
14. Exclusion of COVID-19 cases and employees who had close contact
- a. Where there is a COVID-19 case at Camarillo Academy of Progressive Education, transmission will be limited by:
    - 1) Ensure that COVID-19 cases are excluded from the workplace or classroom until the return-to-work criteria, as outlined in section 15, are met;
      - a) Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after the date of first positive test if no symptoms.
        - Regardless of vaccination status, previous infection, or lack of symptoms.
      - b) Employees must wear face coverings as described in section 11, or for a total of 10 days after start of symptoms, especially in indoor settings.
    - 2) Ensuring all staff and students with COVID-19 symptoms:
      - a) Self-isolate and test as soon as possible to determine infection status,
        - Regardless of vaccination status, previous infection, or lack of symptoms
      - b) Remain in isolation while waiting for testing results,
      - c) If test result is positive, follow recommended actions in subparagraph 1) above.
    - 3) Procedures for employees who are exposed to someone with COVID-19:
      - a) Applies to all employees regardless of vaccination status.
      - b) Test within 3-5 days after last exposure
        - If test result is positive, follow recommended actions in subparagraph a.1) above.
      - c) Employees must wear face coverings as described in section 11, or for a total of 10 days after start of symptoms, especially in indoor settings.
      - d) If symptoms develop, follow recommended actions in subparagraph a.2) above.
    - 4) Providing employees at the time of exclusion with information on available benefits, as described in section 5 of this program.
    - 5) Continue and maintain an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the close contact is work related;
    - 6) Employees are entitled to up to 80 hours of 2022 COVID-19 related paid sick leave from January 1, 2022, through September 30, 2022, with up to 40 of those hours available only when an employee or family member tests positive for COVID-19.
      - a) Any available LEA-provided sick leave may be used.

- Eligible half-pay may be used if the employee has no available regular sick leave, but the employee must receive full wages.

## 15. Return to work criteria

### a. Employees with COVID-19 symptoms

- 1) Isolate and test as soon as possible to determine infection status.
  - a) For symptomatic persons who have tested positive within the previous 90 days, using an antigen test is preferred.
- 2) Remain in isolation while waiting for testing results
  - a) If not tested, they should continue isolating for 10 days after the day of symptom onset.
- 3) If testing negative with an antigen test, it is recommended (not required) to continuing self-isolation and retesting in 1-2 days particularly if tested during the first 1-2 days of symptoms
- 4) Continue to self-isolate if test result is positive, follow recommended actions below in paragraph b.

### b. Employees who test positive for COVID-19:

- 1) Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, AND a diagnostic specimen collected on day 5 or later tests negative.
- 2) If an employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end and the employee may return to the workplace after day 10.
- 3) If an employee has a fever, isolation must continue, and the employee may not return to work until the fever resolves, without the use of fever-reducing medications.
- 4) If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test.
- 5) Employees must wear face coverings as described in section 11, or for a total of 10 days after the positive test, whichever is longer, especially in indoor settings.

### c. Employees with close contact:

- 1) Regardless of vaccination status.
- 2) May remain at work (no quarantine).
- 3) Must test on day 5 after last exposure.
- 4) [optional] Employees must wear face coverings as described in section 11, or for a total of 10 days after the close contact, whichever is longer, especially in indoor settings.
- 5) Employees must maintain six (6) feet of distance from others at the workplace for 10 days following the last date of close contact, as described in section 10.

- 6) If an employee tests positive for COVID-19, they must follow the isolation requirements above in paragraph b.
  - 7) If an exposed employee develops symptoms, they must follow the isolation requirements above in paragraph a.
  - d. Exemptions for employees with close contact:
    - 1) Returned cases do not need to be tested, quarantined, or excluded from work unless symptoms develop.
  - e. 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.
    - 1) 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.
16. Multiple COVID-19 Infections and COVID-19 Outbreaks
- a. This section applies to a workplace covered by this program when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.
    - 1) This section will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - b. COVID-19 testing
    - 1) LEA will provide COVID-19 testing to all employees at the exposed workplace except for those employees not at work during the outbreak or the relevant 14 days.
      - a) COVID-19 testing will be provided at no cost to employees during employees' working hours.
    - 2) Exemption: for returned cases who did not develop symptoms after returning to work pursuant to Section 15, no testing is required.
    - 3) COVID-19 testing consists of the following:
      - a) Employees in an exposed workplace will be immediately tested, regardless of vaccination status, and then tested again one week later. Negative COVID-19 test results of employees with close contact will not impact the duration of any quarantine period required by, or orders issued by, the VCPH.
      - b) After the first two COVID-19 tests, COVID-19 testing will continue for employees who remain at the workplace at least once per week, or more frequently if recommended by the VCPH, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
      - c) Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements of Section 15 starting from the date of the last known close contact.
      - d) We will provide additional testing when deemed necessary by Cal/OSHA

- c. Exclusion of COVID-19 cases
  - 1) LEA will ensure COVID-19 cases and employees who had close contact are excluded from the workplace in accordance with Sections 14 and 15 of this program.
    - a) Or as ordered by the local health officer if applicable
- d. Additional measures
  - 1) N 95 filtering face masks will be available for voluntary use to all employees in the exposed group as described in paragraph 12.c.5).
  - 2) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be separated from other persons by at least six feet, as described in section 10.
  - 3) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be required to wear face coverings or as described in section 11, whichever is longer, especially in indoor settings.
  - 4) During an outbreak or major outbreak, portable air cleaners equipped with high efficiency particulate air (HEPA) filters will be installed in the worksite of an exposed group, if feasible.
- e. Investigation of workplace COVID-19 illness
  - 1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section 7 of this program.
- f. COVID-19 investigation, review and hazard correction
  - 1) Investigation and review
    - a) In addition to Section 6 of this program, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review will be documented and include:
      - Evaluations will be repeated if a COVID-19 outbreak or major COVID-19 outbreak occur.
      - Investigation of new or unabated COVID-19 hazards;
      - Leave policies and practices and whether employees are discouraged from remaining home when sick;
      - COVID-19 testing policies;
      - Air supply, outside and filtered;
  - 2) Review Updates
    - a) Every thirty days that the outbreak continues.
    - b) In response to new information or to new or previously unrecognized COVID-19 hazards.

- c) When otherwise necessary.
- 3) Hazard Correction
- a) Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.
  - b) In addition to corrections outlined in Section 8, we will consider:
    - Moving indoor tasks outdoors or having them performed remotely.
    - Increasing outdoor air supply when work is done indoors.
    - Improving air filtration.
    - Increasing physical distancing as much as possible.
    - N 95 Filtering Face Masks, as described in paragraph 12.c.(5).
17. Major COVID-19 Outbreaks
- a. This section applies to any place of employment covered by this program when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.
    - 1) This section will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  - b. COVID-19 testing
    - 1) COVID-19 testing will be provided twice a week, regardless of vaccination status, or more frequently if recommended by VCPH, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
    - 2) Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements of Section 15 starting from the date that the outbreak begins.
    - 3) COVID-19 testing will be provided at no cost to employees during employees' working hours
  - c. Investigation of workplace COVID-19 illnesses
    - 1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section 7 and paragraph 16.e. of this program.
  - d. COVID-19 hazard correction
    - 1) Hazard correction will occur in accordance with Section 8 and paragraph 16.e.3) of this program.
  - e. Additional measures
    - 1) N 95 filtering face masks will be available for voluntary use to all employees in the exposed group as described in paragraph 12.c.5).

- 2) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be separated from other persons by at least six feet, as described in section 10.
- 3) During an outbreak or major outbreak, all employees in the exposed group, and visitors to that worksite will be required to wear face coverings or as described in section 11, whichever is longer, especially in indoor settings.
- 4) During an outbreak or major outbreak, portable air cleaners equipped with high efficiency particulate air (HEPA) filters will be installed in the worksite of an exposed group, if feasible.