

# **COVID-19/Infectious Disease Prevention Program (CIPP) for College Preparatory Middle School**

This CIPP is designed to control exposures to the COVID virus and any other infectious disease that may occur in our workplace.

**Date:8/26/2022**

## **Authority and Responsibility**

Mitchell Miller, Director of School Operations and Christina Callaway, Director of School Business, have overall authority and responsibility for implementing the provisions of this CIPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CIPP 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/Infectious Disease Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations to address any potential workplace hazards.
- 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/Infectious Disease hazards and prevention.
- Evaluate existing Infectious Disease prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19/other infectious diseases and to ensure compliance with our COVID-19/Infectious Disease policies and procedures.

## **Employee Participation**

Employees are encouraged to participate in the identification and evaluation of Infectious Disease by:

- Participating in staff training, reading and following the stated safety protocols and procedures for our campus.
- Staff will be instructed to inform the administration immediately if a hazardous condition is observed or known.

## **Employee Screening**

We screen our employees by:

- Requiring that they review the "Symptoms checklist" each morning, prior to their arrival at campus and upon entering campus.
- Participate in the "Thumbs Up" ready for work protocol.
- Denying entry and sending home any individual with a temperature of greater than or equal to 100 degrees Fahrenheit.

## **Correction of COVID-19/Infectious Disease Hazards**

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

- Upon discovery or notification of a hazardous condition, administrative staff will immediately assess the situation and secure/remedy the situation as to end further hazard or exposure.
- Individuals who may be involved or have impact will be notified of the situation and the corrective measures taken.
- Follow up documentation will be provided as well as any additional training/support necessary to avoid issues in the future.

## **Control of COVID-19/Infectious Disease Hazards**

### **Physical Distancing**

Where possible, we encourage continued physical distancing at all times in our workplace by:

- Reducing the number of any persons in any area at one time by implementing new work processes and procedures including staggered school schedules, arrivals, departures and break times.
- The installation of instructional signage indicating direction and path of travel inside and outside our facility.

### **Face Coverings**

In compliance with CDPH guidance, all staff and students, school guests and service providers have the option to utilize face coverings as indicated by the most recent recommendations from the [Center for Disease Control](#) and the [California Department of Public Health](#).

Face masks are available on campus for anyone who wishes to utilize them.

### **Testing Requirements**

CPMS will implement symptom and exposure screening based on current CDPH recommendations: any persons exhibiting symptoms of disease will be sent home until symptoms resolve. In the case of COVID, symptomatic persons will be asked to test themselves for COVID and follow the most recent decision tree regarding COVID-19 quarantines; guidance for return to school.

### **Engineering Controls**

As a brand new building, College Prep is equipped with a state of the art HVAC system, allowing for ongoing fresh air mixture and airflow as well as the filtration of particles and contaminants throughout the school day. The HVAC and mechanical systems at CPMS were engineered to meet the ventilation/air exchange needs of our building and newly installed in 2019.

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

- Adjusting our HVAC maintenance schedule to comply with CDPH and public health guidelines.
- Utilizing high quality, category 3 MERV-11 filters. These types of filters are typically used in high end commercial buildings and hospital laboratories, filtering down to 1.0 – 3.0 micron particle size. The air filters utilized are at the highest MERV level compatible with our HVAC system, without decreasing its efficient rate of air exchange.

- Additionally, each room on campus is equipped with an Aeromax air filtration system which utilizes carbon and Ion filters to capture and filter out particulates in the room air.

## **Cleaning and Disinfecting:**

We implement the following cleaning and disinfecting measures:

- College Prep contracts with a licensed Cleaning and Building Maintenance Company. These contracted custodians, whom have received the training on the proper use of cleaning materials and techniques, will thoroughly clean and disinfect all interior and exterior areas on a daily basis
- Cleaning and sanitation supplies will be well stocked on campus and equipped and replenished as needed to maintain a sufficient supply. Cleaning products should be from the EPA approved list "N" for use against COVID-19 and other infectious diseases.

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

While our contract with our licensed Maintenance Company provides the custodial services that are primarily responsible for maintaining a clean and healthy workplace; it is also the responsibility of all of the school staff members to be mindful of their behavior and to clean and disinfect when and where they can throughout the day. It is up to everyone on site to participate in the process of good workplace hygiene in order to maintain a clean working /learning environment.

- All staff members using shared resources such as copy machines, telephones, computers, printers, restrooms, refrigerators, microwaves, etc. will wash their hands with soap and water for 20 seconds or use hand sanitizer before/after each use
- Disinfecting wipes, paper towels, tissues and disposable gloves will be provided, available and replenished, near all shared resources for use after touching or utilizing equipment and for disinfecting after each use.
- Classroom teachers will be provided with disinfecting spray and disinfecting wipes to use at appropriate times throughout the school day in order to disinfect surfaces, touch points, workstations, and shared materials when appropriate
- Teachers using disinfectants will be trained in their appropriate use (frequency/scope) in accordance with Department of Pesticide Regulation guidelines
- All cleaning products will be kept out of children's reach and stored in a space with restricted/supervised access
- Custodians will use a combination of industry standard cleaning methods in accordance with the Cleaning and Disinfecting Guides

## **Hand Sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Will instruct Staff and students, and remind and reinforce to use good hygiene and safety protocols throughout the school day.
- Regular Hand Cleansing - Washing hands with soap and water, or use hand sanitizer if soap and water is not available:
  - School: At home before leaving for school, upon arrival to the classroom, throughout the school day; after departing from school.
  - Restrooms: Before and after each use.

- Tissues: After each use as well as instructions to dispose of properly.
  - Meals: Before and after eating food (i.e. Nutrition Break, Lunch, etc...).
  - Outdoor Activities: Before and after playing outside.
- Students will be taught by staff to wash their hands by getting them wet, applying soap, rubbing the soap vigorously on palms, between fingers, and on back of hands for 20 seconds, rinsing and rubbing under running water, then drying.
  - Students will be instructed/reminded by staff to sanitize their hands using liquid hand sanitizer when soap and water is not available for washing by placing a dime size dollop on palm of hand, rubbing on palms, between fingers, and back of hands until dry.
  - Nose Wiping/Blowing: Students will be instructed/reminded to only blow or wipe their nose with a clean tissue, throw it away, and then cleanse their hands.
  - Coughing/Sneezing Etiquette: Students will be instructed/reminded to cough or sneeze into the inside of their elbow or a clean tissue.
  - Keep Hands Away From Face: Students will be instructed/reminded to not touch any part of their face (i.e. nose, mouth, eyes) without a clean tissue.
  - Automatic Hand sanitizer dispensers will be available in each classroom and throughout the school campus for students and staff use.
  - School facilities (i.e. bathrooms, water bottle fillers) will be designated throughout the school campus based upon proximity to classrooms in order to minimize movement and congregations in bathrooms to the greatest extent practical.
  - Sinks are also located in all of the restrooms, multipurpose room and science classrooms. Automatic hand-sanitizing stations have been installed in each classroom and workspace on campus.

## **Investigating and Responding to COVID-19 and other Infectious Disease Cases**

Employees who are experiencing symptoms of illness in our workplace will be:

- Sent home and instructed to seek medical advice and get tested for COVID-19
- Instructed to follow the latest Decision Tree developed by CDPH.
- Notify their School Site Administrator

Employee tests positive for COVID-19, then,

- They are instructed to isolate for 5 days after symptom onset, they must be 24 hours fever free without medication and symptoms must have improved. They must test negative prior to a return to campus, and will be required to wear a mask on days 6-10. If asymptomatic, they must isolate for 5 days after the date of their positive test. They must test negative prior to their return to campus. If unable to test they may return on Day 11.
- School based close contacts will be notified by the school (per CDPH guidance) and instructed to test at day 3, 4, or 5 after potential exposure. Individuals will be asked to monitor themselves for symptoms.
- Notify Site Administrator
- County Public Health Department notified

## **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 symptoms of illness and possible hazards to their site administrator
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put

them at increased risk of severe illness.

- Where testing is required, how employees can access COVID-19/other medical testing
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19/infectious disease hazards for employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19/infectious disease policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Latest guidance and updates from CDPH.
- Information regarding benefits to which the employee may be entitled under applicable federal, state, or local laws.
- 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.
- The importance of not coming to work if the employee is feeling unwell.

## **Exclusion of COVID-19/Infectious Disease Cases**

Where we have a COVID-19 or other Infectious Disease case in our workplace, we will limit transmission by:

- Ensuring that individuals are excluded from the workplace until our return-to-work requirements are met.
- 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 or other infectious disease cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written Health and Safety Plans available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

## **Return-to-Work Criteria**

- COVID-19 or other infectious disease cases 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.
  - All Symptoms have improved. Negative COVID test results prior to return.
  - Medical Clearance has been obtained by medical provider
- COVID-19 cases that tested positive but never developed COVID-19 symptoms will not return to work until a negative COVID result has been obtained after day 5 of first positive test. Staff must continue to wear a face mask upon their return to campus during days 6-10.

- A negative COVID-19 test will be required for an employee to return to work.
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Mitchell Miller, Director of School Operations



Christina Callaway, Director of School Business

Date: August 26, 2022