



2020-21

COVID-19 Prevention Program (CPP)
Alpha Public Schools

COVID-19 Prevention Program (CPP) for Alpha Public Schools

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

Date: January 29, 2021

Authority and Responsibility

The Chief Operations Officer 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. See ***Alpha Public Schools Return to School Playbook 20-21*** for full details of reopening procedures, protocols, and safety guidelines.

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 are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any potential hazards at their school site directly to the School Operations Manager. Employees are also encouraged to participate in the identification and evaluation of COVID-19 health and safety improvements throughout the network by sharing feedback via email to the Chief Operations Officer and Director of Human Resources.

Employee screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, all staff will be required to complete a health self-screening questionnaire daily (updated based on Santa Clara County guidance as required).

Ask these questions. A person who answers "Yes" to any one of these questions must not be allowed to enter the school facility.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
Yes – STAY HOME and seek medical care.
2. Within the past 10 days, have you had close contact with someone who has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
Yes – STAY HOME and seek medical care and testing.
3. a. Have you had any one or more of these symptoms today or within the past 3 days?
<ul style="list-style-type: none">• Fever or chills• Cough• Loss of taste or smell• Shortness of breath or difficulty breathing
Yes – STAY HOME and seek medical care and testing.
b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?
<ul style="list-style-type: none">• Fatigue• Muscle or body aches• Headache• Sore throat• Nausea, vomiting, or diarrhea
Yes – STAY HOME and seek medical care and testing.

Employees will be regularly reminded of health and safety protocols through electronic updates. Any changes to local, state, or federal regulations that would create a change in these policies will be implemented and communicated as soon as possible.

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.

Schools site facility, classroom, and office space hazards should be reported to the School Operations Manager. The School Operations Manager will work with the Chief Operations Officer and/or Director of Human Resources to follow up on health hazards impacting scholars and staff.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Minimizing the number of staff required to be onsite – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Implementing Santa Clara County’s physical distancing recommendations for Safe Schools Reopening.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: barrier partitions are set up for every front office, doors and windows are open in areas while in use, and additional ventilation procedures are implemented.

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

Cleaning and disinfecting

We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Frequency	Who	Areas	Description
Daily (Evening)	Janitorial Crew	<ul style="list-style-type: none">• Student Desks / Tables• Student Chairs• Teacher Desks & Chair• Keyboards, phones, headsets, copy machines• Door handles• Light Switches• Handrails• Drinking fountains• Restroom surfaces (toilet, countertop, faucet)	Disinfect according to procedures here: Link Sample description of cleaning: SM
Daily	Groundskeeper	<ul style="list-style-type: none">• Gate entrances• Outdoor tables• Playground equipment (once active)	
Daily (end of day)	Office Manager	<ul style="list-style-type: none">• Appliances (microwave, refrigerator, coffee machine)• Copy Machine• Doorknobs• Kitchen surfaces• Keypads	

Weekly	Janitorial Crew	<ul style="list-style-type: none"> • Non-high contact furniture • Dusting (above 5 feet) • Vacuuming in rooms with rug area • Door surfaces • Fogging of utilized classrooms 	
Ongoing / After Use	Staff	<ul style="list-style-type: none"> • Appliances (microwave, refrigerator, coffee machine) • Copy Machine • Shared supplies (stapler) • Phones 	Disinfect/wipe after use (include in norms for workroom)

Some additional considerations while cleaning include:

- When using disinfectant, ensure that all surfaces are wet. Allow surfaces to dry completely.
- Wash hands after cleaning

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

- Use disposable gloves and masks while cleaning the area.
- Close off the area used by sick person, and wait 24 hours before entering if possible.
- Open doors/window, use fan, or turn on AC to encourage ventilation of the area.
- Disinfect all surfaces using the guide here: [link](#).
- Allow all surfaces to dry completely.
- Confirm cleaning with SOM before anyone is allowed to enter.

Should we have a COVID-19 case in our workplace, we will implement the following procedures. Each school needs to identify an isolation room in case of a suspected case. Isolation room may be administrator office, but be aware that in case of illness the room will be inaccessible for 24-48 hours.

Set Up

Supplies Needed	<ul style="list-style-type: none"> • Sick Bed/chair • Cone/stanchion to put in front of room • Sign "Sick adult/child: Please do not enter" • Masks, disinfectant, hand sanitizer, gloves available near or in room
Space Set Up	<ul style="list-style-type: none"> • In isolation room, ensure that extra masks, disinfectant, and hand sanitizer is available. • Ensure sign is available that says "Sick adult/child: Please do not enter" • Bed or chair for student to sit/lay down. • Stanchion outside of room as extra barrier.
After	<ul style="list-style-type: none"> • Ensure room is disinfected using procedure below.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, 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. In order to minimize exposure to COVID-19, PPE will be required.

Face Coverings:

Stakeholder	Requirement
Staff	<ul style="list-style-type: none">All adults must wear a face covering at all times.*Face masks are recommended over face shields, unless specifically needed for instructional purposes. If face shields are used, shields must be sealed at bottom.
Students	<ul style="list-style-type: none">All students age 2 and above are required to wear a face mask at all times when on campus, unless exempted.*
Visitors	<ul style="list-style-type: none">Any adult visitor is required to wear a face covering.Family members dropping off/picking up students are required to wear a face mask on school campus (in/out of car, on school property)

**Note: Any person with respiratory issues or special needs (student) is not required to wear face covering if negatively impacted. Staff members who are unable to wear a face mask must have medical documentation on file with HR. Persons exempted must wear a non-restrictive alternative, as long as their condition permits this.*

Guidance for Mask Distribution

All families will be advised that they are able to provide their own student with a face covering or the school will provide their student with one upon entrance to campus. Face masks must follow the following requirements at school:

- Face masks must completely and tightly cover the entire nose and mouth;
- Face masks must be securely on the face without assistance;
- Face masks must not be solid blue or red, and cannot have writing or images that a reasonable person would consider offensive and/or allude to drugs or alcohol.

The school will provide masks if the above requirements are not met. The school will provide each student with one backup mask to be held by the homeroom teacher. The main office will supply additional masks beyond the additional masks held by the homeroom teacher.

Hygiene

In addition to PPE, it is critical that all staff, students, and visitors practice good hygiene. All Alpha schools will ensure the following practices are followed through training, signage, and access to PPE, hand washing sinks or hand sanitizer, and disinfecting agents:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Proper face covering usage
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow; wash your hands with soap and water for at least 20 seconds after coughing or sneezing

In addition, the following guidelines around hand-washing and/or hand sanitizer use is below:

- Students will be required to wash their hands/use hand sanitizer upon entry to campus or classroom, before lunch, and at dismissal (at minimum).
- Visitors will be required to use hand sanitizer upon entry.
- Bathroom use will require proper hand-washing / hand sanitizer use upon exit.
- Staff will wash hands upon entry and exit, before and after eating, after cleaning high-touch areas (at minimum).

See additional CDC recommendations on hygiene here:

- <https://www.cdc.gov/healthywater/hygiene/etiquette/index.html>
- <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be directed to complete COVID-19 testing at no cost during their working hours and to follow all county quarantine directives as applicable.

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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how (Alpha Public Schools Covid-19 Designees: Chief Operations Officer and Director of Human Resources)
- That 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 COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing
- 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:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished.
- 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 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 COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

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 name:		Position:	
Location where employee worked		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 C-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 case during the high-risk exposure period, who may have been exposed:			

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:

Appendix D: [COVID-19 Training Roster](#)

Training roster maintained on GoogleDrive after staff completed training and exit ticket quiz.



Updated training (March 2021)