



Desert Adventist Academy

Cal/OSHA COVID-19 Prevention Program (CPP)

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

Date: January 27, 2021

Authority and Responsibility

The school principal has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by addressing their concerns to the school principal and/or the school board chairman.

Employee screening

We screen our employees by directly screening employees when they come to work, or having them self-screen according to CDPH guidelines. In the last 14 days have you had any of the following

symptoms?

- Cough
- Shortness of Breath or Difficulty Breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New Loss of Taste or Smell
- Nausea, Vomiting, or Diarrhea
- Close contact with individuals diagnosed with COVID-19

If you answered yes to any of the above

1. Do not start work
2. Go home and self-isolate
3. Please contact the Department of Health for testing.
4. Report your symptoms or diagnosis to the school principal.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

In addition, employees have the right to file a confidential safety and health complaint via the online (and anonymous) [COVID-19 Complaint Form](#) and request an inspection of your workplace if you believe there is a serious hazard or if you think your employer is not following COVID-19 safety protocols, guidelines, and regulations.

Desert Adventist Academy takes all concerns and complaints seriously. The School values the concerns of our parents, staff, students, and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent, or employee for processing, in good faith, a complaint, either on an informal or formal basis or for participating in any way in these complaint procedures.

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: Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include the need for moving desks, rerouting traffic, or installation of plexiglass or other types of dividers.

For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other SRCS staff), at least one "room" (preferably an outside location) per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies.

Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained throughout the school day.

The number of persons allowed in the restrooms at one time will be established based on social distancing requirements based on the size of the restroom including available stalls. This may involve staff monitoring or limiting access to restrooms. Signage and short videos will be provided to educate staff and students on the safe use of restrooms.

Cohorts will be distanced by having separate entrances into the building and separate areas of occupancy throughout the school grounds.

We limit the number of persons on campus and ensure that all individuals stay 6 feet apart and follow signage throughout the campus. Reducing the number of persons in an area at one time, including visitors.

We have separate arrival, departure, work, and break areas for all students and staff.

We have adjusted PE activities to allow for children to exercise outside and maintain physical distancing.

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. Those individuals who wish to acquire a facemask need simply ask for one in the morning or any other time before entering the school building.

Face coverings are required for all persons (staff, students, parents, or community members) who are at any part of our school site. The school has purchased an ample supply of face masks. Staff will also be provided with the option of a school purchased face shield. Shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety (E.g. DHH students/teachers or anyone who is incapacitated and is unable to remove their face covering without assistance).

Employee training will be provided for the proper use and etiquette of all face coverings.

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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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 installed cleanable solid partitions that reduce the risk of aerosol transmission between fixed work locations where it is not possible to physically distance. For example, plexiglass barriers will be provided for high-traffic areas, main office areas and office locations.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold. Ventilation systems have been checked to be in working order and will be monitored for proper operation. We will continue to

replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle. The school uses filters above industry standard. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow airflow to provide as much fresh air as possible.

To minimize the risk of waterborne illnesses, steps have been taken to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use or are otherwise disabled. Drinking fountains will be cleaned and sanitized regularly, but staff and students will be encouraged to bring their own water to minimize the use and touching of water fountains.

Cleaning and disinfecting

Custodial staff have been thoroughly trained in the proper cleaning and disinfecting of classrooms, offices, workspaces, indoor/outdoor common areas, and frequently touched surfaces within the school. Cleaning supplies will continue to be stored away from children.

Schedules will be set up to provide for cleaning and disinfecting during the day and to provide increased cleaning and disinfecting and to disinfect due to COVID. Below is a sample schedule (at minimum), as each site has established a schedule to meet their needs.

- Classrooms: Daily disinfecting by custodians
- Offices: Daily disinfecting by custodians
- Indoor/Outdoor Common Areas: Daily disinfecting by custodians
- Restrooms: Disinfecting every 2 hours

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

A complete disinfecting will occur on the site for which a positive COVID-19 case was reported. This will include all the exposed and potentially exposed office/work areas on the site, as well as, the restrooms and shared spaces.

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 with disinfecting wipes.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Train staff and students on effective hand washing procedures and the proper use of handwashing facilities.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Children under 9 years old should use hand sanitizer under adult supervision. The school has purchased and received an adequate supply of hand sanitizer, with 70% alcohol content, for all classrooms and offices.
- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.
- We encouraging all individuals to wash their hands for at least 20 seconds each time.

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 CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section

5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the following flow chart of scenarios for COVID-19 Cases.

Scenario-Action Communication Flowchart

1. A student or staff member either exhibits COVID-19 symptoms (e.g., cough, fever, temp of 100.4°F or above, shortness of breath, etc.) or answers yes to Daily Health Self-Assessment.	
Action: Student	Action: Staff
<ul style="list-style-type: none"> Request they STAY HOME if they are experiencing symptoms of COVID-19. If on-campus, send to the school's designated Isolation Room and then home to isolate. Notify parents to pick up the student immediately. Ask if the student has been in close contact with someone who had COVID-19 within the past 14 days. Recommend they consult a healthcare provider about testing. The family will notify school attendance to report the absence. The family will notify the school if the student tests positive for COVID-19. (If positive, see #3.) 	<ul style="list-style-type: none"> Request they STAY HOME if they are experiencing symptoms of COVID-19. If on-campus, send home immediately to isolate. Ask if staff has been in close contact with someone who had COVID-19 within the past 14 days. Recommend they consult a healthcare provider about testing. Staff will notify HR and determine if they will take leave or work remotely. Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)
<p>When to get tested: If they develop symptoms, they should get tested immediately.</p> <p>Students and Staff who <u>have NOT had close contact</u> with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met: 10 days since the symptoms first appeared, symptoms improve and they feel better AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications.</p> <p>Students and Staff who <u>have had close contact</u> with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met: 10 day quarantine since last exposure date, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.</p>	
<ul style="list-style-type: none"> Classroom/Cohort: OPEN Contact Student or Staff who exhibit symptoms and request for them to monitor symptoms and follow up with a healthcare provider. COVID-19 Coordinator sends email: Experiencing COVID-19 Symptoms Letter to the symptomatic student or staff. 	
2. A student or staff member lives with or has been in close contact with a confirmed positive COVID-19 case outside of school.	
Action: Student	Action: Staff

<ul style="list-style-type: none"> • Request they STAY HOME if they are known to be a close contact. • If on-campus, send home to quarantine. • Quarantine for 10 days from last exposure. • Recommend they consult a healthcare provider about testing. • The family will notify school attendance to report absence. • The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.) 	<ul style="list-style-type: none"> • Request they STAY HOME if they are known to be a close contact. • If on-campus, send home to quarantine. • Quarantine for 10 days from last exposure. • Recommend they consult a healthcare provider about testing. • Staff will notify HR and determine if they will take leave or work remotely. • Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)
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When to get tested: If they develop symptoms, they should get tested immediately. If no symptoms develop, get tested 8 days after exposure.

Students and Staff may return to school once these three criteria are met: 10 day quarantine since last exposure date, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND No COVID-19 symptoms.

- **Classroom/Cohort: OPEN**
- Contact **Student or Staff who identify as a close contact with a confirmed positive COVID-19 case outside of school** and request for them to quarantine and follow up with a healthcare provider. COVID-19 Coordinator sends email: [Close Contact Letter](#) to the affected student or staff.

3. A student or staff member is a confirmed positive COVID-19 case.

Action: Student	Action: Staff
<ul style="list-style-type: none"> • Exclude positive case from school for 10 days from symptom onset or test date to isolate at home. • Request close contacts to quarantine at home. • Family will notify school attendance to report absence. 	<ul style="list-style-type: none"> • Exclude positive case from school for 10 days from symptom onset or test date to isolate at home. • Request close contacts to quarantine at home. • Staff will notify HR and determine if they will take leave or work remotely.

Positive Case: Students and Staff may return to school once these three criteria are met: 10 days since the symptoms first appeared, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND COVID-19 symptoms (cough, shortness of breath, chills, etc.) have improved.

Close Contacts: Students and Staff may return to school once these three criteria are met: 10 day quarantine since last exposure date, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

- **Classroom/Cohort: POTENTIALLY CLOSED**
- Notify **Riverside County Public Health**.
- Contact **Student or Staff who are confirmed positive** and request isolation for 10 days. COVID-19 Coordinator sends email: [Confirmed Positive Case Letter](#) to the infected student or staff. Copy site admin or supervisor.
- Submit the state Reporting Form (SB1159) to the state, county and Adventist administration of schools offices.
- Begin contact tracing. Identify close contacts, quarantine and exclude potentially exposed contacts (likely entire cohort!) for 10 days after the last date the case was present at school while infectious.
- Contact **Students and Staff who have been exposed** and request for them to quarantine for 10 days. COVID-19 Coordinator sends email: [Close Contact Exposure Letter](#) to the identified close contacts.
- Close classroom and primary spaces where the case spent significant time, coordinate disinfection and cleaning.
- Per **AB 685**, COVID-19 coordinator sends email: [Potential Exposure Letter \(AB 685\)Letter](#) to those who were **on the same campus as the infected individual**.

4. A student or staff member tests negative for COVID-19 after symptoms (and was not exposed to a COVID-19 case).

Action: Student	Action: Staff
<ul style="list-style-type: none"> • Request STUDENT STAY HOME if they are experiencing symptoms of COVID-19. 	<ul style="list-style-type: none"> • Request STAFF STAY HOME if they are experiencing symptoms of COVID-19.

<ul style="list-style-type: none"> Family will notify school attendance to report absence. 	<ul style="list-style-type: none"> Staff will notify HR and determine if they will take leave or work remotely.
<p>Students and Staff may return to school if: Symptoms improve and they feel better, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications.</p>	
<ul style="list-style-type: none"> Classroom/Cohort: OPEN No Communication needed. 	
<p>5. After being exposed to COVID-19, a student or staff member tests negative during quarantine.</p>	
Action: Student	Action: Staff
<ul style="list-style-type: none"> Negative test does not shorten quarantine. (See #2.) Family will notify school attendance to report absence. 	<ul style="list-style-type: none"> Negative test does not shorten quarantine. (See #2.) Staff will notify HR and determine if they will take leave or work remotely.
<p>Students and Staff may return to school once these three criteria are met: 14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.</p>	
<ul style="list-style-type: none"> Classroom/Cohort: OPEN No Communication needed. 	

- COVID-19 testing is provided through Adventist risk management and the individual's insurance companies.

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 the principal.
- 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, employees can access COVID-19 testing through employer provided health plans or local testing centers.
- 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, including when the testing is in response to CCR Title 8 section [3205.1](#), Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section [3205.2](#), Major COVID-19 Outbreaks.
- 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.
- Employees are encouraged to contact Adventist Risk management for the possible hazards of COVID-19 exposure to one's family and self.

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.

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 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 by the Adventist southern California conference department of education.
- 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 that 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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DocuSigned by:
Jay Emery
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1/29/2021

Jay Emery
Principal, Desert Adventist Academy

Date

DocuSigned by:
Anthony Ross
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1/29/2021

Anthony Ross
School Board Chairman, Desert Adventist Academy

Date

DocuSigned by:
Bill Arnold
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1/29/2021

Bill Arnold
*Associate Superintendent of Schools,
Southeastern CA Conference of
Seventh-day Adventist*

Date

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

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			
Respiratory protection			

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 _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: _____ Person that conducted the training: _____

Employee Name	Signature