



COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Fuente Nueva Charter chose to use the Cal/OSHA model program template and adapt it to incorporate updated California Department of Public Health (CDPH) guidance released January 14, 2021: [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#). Additionally, the plan is designed to incorporate other relevant public health guidance and locally developed plans:

- **CDPH Guidance**
 - [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)
 - [Cohorting Guidance](#)
 - [Youth Sports Guidance](#)
 - [January 14, 2021 Travel Advisory](#)
- **Humboldt County Public Health**
 - [Travel Guidance](#)
- **District Level Guidance, Plans, and Communications**
 - [COVID-19 Written Report](#) (board approved 6/17/20)
 - [FNCS Telework Agreement](#) (board approved 8/19/20)
 - [Injury and Illness Prevention Program](#) (board approved 10/7/20)
 - [COVID-19 IIPP Addendum](#) (board approved 10/7/20)
 - [FNCS Plan for On Campus Instruction](#) (board approved 11/4/20)
 - [COVID-19 In Person Optional Instruction Notice and Acknowledgement of Risk](#) (board approved 11/4/20)

COVID-19 Prevention Program (CPP): Fuente Nueva Charter School

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

Date: January 30, 2021

Authority and Responsibility

Beth Ann Wylie, the Fuente Nueva Charter Director 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 **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.
- Enhanced cleaning protocols as outlined in the **Appendix D: School Site Specific Protection Plan (SSSP)**

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Fuente Nueva staff should report identified concerns to their immediate supervisor. Staff will be notified about what hazards have been identified through the inspection process. Further workplace safety evaluations are made available to employees upon request.

Employee screening

We screen our employees by:

Fuente Nueva utilizes a daily self-screening survey tool using an online platform run through a partnership between Qualtrics and the Humboldt County Office of Education. The daily screening is completed via email or by text prior to staff entering the campus. Questions on the survey are in alignment with CDPH guidelines and are periodically adjusted as directed by public health. In addition to the daily health screening through Qualtrics, we have a screening station at the entrance to the campus. Any staff who have not completed the screening survey are provided the tools to do so before entering campus. We have a self-service wall mounted non-contact thermometer. All staff are masked during any communications and in addition, the screening station has plexiglass protection between employees.

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 by the Charter Director and a member of the Safety Committee, and any impacted employees. Correction time frames will be assigned based on the agreed upon priority level of the hazard. Corrections will be made in a timely manner
- Each week the list will be reviewed by the Charter Director or designee, who will follow up to ensure that action is being taken to complete corrections in a timely manner.
- Issues in violation of current CDPH and Cal/OSHA guidelines that are identified and cannot be immediately corrected will result in the closure of facility zones as appropriate.

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:

- Reducing the need for workers to be in the workplace as much as possible.
- Reducing the number of persons in an area at one time, including visitors.
- Employee workstations are moved or adjusted to provide a minimum of six feet of physical distancing at all times.
- When necessary the number of employees assigned to a work area will be reduced to create the minimum of six feet of physical distancing at all times.
- Signage around the campus provides visual cues to maintain physical distancing and follow the safe path of travel.
- Staggered arrival, departure, work and break times are in place.
- Adjusted work process and procedures to allow greater distance between employees.
- When possible, telework arrangements will be approved to provide a lower number of employees on campus at any given time.

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.

- Staff and guests are provided new surgical masks for use on a daily basis. In addition, each staff member was offered a minimum of two cloth masks.
- Staff are welcomed to bring and use their own face coverings, but they are expected to be of sufficient quality (no scarfs, handkerchief or neck gaiters) and clean/disposed of as appropriate.
- Regular communication from leadership along with signage around the campus promotes proper mask hygiene.
- Staff who encounter an individual with improper or nonexistent face coverings are directed to ask them to put on their mask and then notify the administration immediately. The director, or designee, will then assist in ensuring that masks are properly worn.

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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.

- 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:

- All parties are appropriately masked
- Plexiglass partitions are used to separate individuals at the front office to facilitate handing items to one another.

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

- Ensuring all windows are operational and requiring them to be open when there is more than one individual in a room.
- Fans in the classrooms to increase circulation
- Utilizing a [Medify MA-122 Air Purifier](#) in all rooms with more than one employee or for use when windows and doors may not be open due to wildfire smoke.

Cleaning and disinfecting

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

- Classrooms and workspaces are equipped with adequate cleaning and disinfecting supplies.
- Staff will be given adequate time to complete tasks related to cleaning and disinfecting.
- Staff are informed of the frequency and scope of cleaning and disinfection in compliance with CDPH guidelines.
- Procedures are outlined in **Appendix D: School Site Specific Protection Plan (SSSP) and Appendix E: IIPP COVID-19 Addendum.**
- Custodial staff work with office staff to ensure a adequate supply is kept on hand of commonly used products.

Should we have a COVID-19 case in our workplace, we will implement the Procedures are outlined in **Appendix D: School Site Specific Protection Plan (SSSP) and Appendix E: IIPP COVID-19 Addendum.** Additionally, all area(s) that the positive COVID-19 member has occupied will be cleaned and disinfected using Environment Protection Agency List "N" approved products and by follow the included directions.

- Staff who conduct the cleaning will be trained using Keenan Safe Schools appropriate trainings.
- Staff who conduct the cleaning will be supplied with proper PPE including face masks, shields, and gloves.

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. When sharing is necessary (such as the copy machine) those items are cleaned and disinfected on a daily basis and between use. Disinfecting supplies are located by any shared equipment. All staff have been trained on cleaning and disinfecting procedures and have adequate supplies and time to perform duties as appropriate.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Offer two outdoor, handsfree handwashing stations.
- Staff bathrooms offer multiple handwashing stations, as well as two hand washing stations located in classrooms, three in the kitchen and one in the staff lounge.
- Time is provided for staff to wash hands when entering and exiting the campus as well as throughout the day.
- Hand sanitizing dispensers are located on the wall outside and just inside every classroom, office and common spaces.
- Employees are offered personal hand sanitizer bottles to keep in their work areas.
- All hand sanitizers products follow CDPH guidelines and prohibit products that contain methanol.

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

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.

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 quarantine in accordance with CDPH and school guidelines.
- Encouraged to seek COVID-19 testing and provided release time.
- Provided information on available benefits.
- Follow all CDPH guidelines and work with local public health to ensure compliance.

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:

- How and who employees should report COVID-19 symptoms and possible hazards.
- Employees will report possible hazards or symptoms through all methods of communication including email, phone, text and in person conversations to the Charter Director or designee.
- 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 include
- Provide remote work assignments to the extent possible that allows the school to still operate as a functioning educational institution.
- When possible, employee's positions will be modified to accommodate remote work options.
- When possible, work assignments may be adjusted to provide remote work options.
- When possible, work assignments will be adjusted to provide the least amount of on-site risk possible. For example, offering outdoor or hybrid work stations that provide ample ventilation and circulation of fresh air.
- Where testing is not required, employees can access COVID-19 testing through the local [OptumServe sites](#) located throughout the county. This offers a no-cost testing option for all staff.
- 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. When and if testing is required by the school, we will contract with a lab or work with local public health officials to provide required tests for employees. If required to provide testing because of an employee exposure, a plan will

be put in place for how this will be accomplished at no cost to the employee during working hours, 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 is regularly provided about COVID-19 hazards that 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. This communication occurs via email, memos and sharing of the latest documents from various sources such as CDPH and Cal/OSHA.
- A shared google drive acts as a place for all documents and communication can be accessed by all employees.

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.
- All staff were required to complete a series of Keenan Trainings regarding workplace safety, cleaning, disinfecting and responses to COVID-19. Documentation of completion is kept in the Keenan Safe Schools portal.

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 providing employee sick leave benefits for the impacted employee.
- 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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Beth Ann Wylie

2/1/2021

Beth Ann Wylie, Charter Director

Date

Approved by the Fuente Nueva Charter Council on: 2/10/2021

Appendix B: COVID-19 Inspections

This form is only intended to get us started. We will also review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to our particular type of workplace. We will modify the form accordingly.

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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

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 (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 School Site-Specific Protection Plan (SSSPP)

[Fuente Nueva Charter School COVID-19 School Site-Specific Protection Plan \(SSSPP\)](#)

Appendix E: COVID-19 Injury and Illness Protection Plan Addendum

[Fuente Nueva Charter School COVID-19 Injury and Illness Protection Plan Addendum](#)