

COVID-19 Prevention Program (CPP) for Temecula International Academy

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

Date: 03/03/2021

Authority and Responsibility

Camile Lara 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.

Board Approval Date: February 11, 2021



Table of Contents

| | |
|----------------|--|
| Page 1 | Introduction |
| Page 2 | Table of Contents |
| Page 3 | Identification of and Evaluation COVID-19 Hazards |
| Page 3 | Correction of Hazards |
| | Hazard Areas on Campus |
| | Safety Policies on Campus |
| Page 4 | Employee Participation |
| | Employee Screening |
| | Student Screening |
| | Employee symptoms develop after returning to work |
| Page 5 | COVID-19 Hazards |
| | Physical Distancing |
| | Face Coverings |
| | Engineering Controls |
| | Cleaning and Disinfecting |
| | Shared tools, equipment, and personal protective equipment |
| | Hand Sanitizing |
| Page 9 | Reported COVID-19 case in the Workplace |
| Page 9 | Investigating and Responding to COVID-19 Cases |
| Page 10 | System for Communicating |
| | Return to Work/School Criteria |
| Page 11 | Exclusion of COVID-19 Cases |
| Page 11 | Training and Instruction |
| Page 12 | Reporting, Record Keeping, and Access |
| Page 12 | Multiple COVID-19 Infections and COVID-19 Outbreaks |
| | Covid Testing Cadence |
| | Covid Testing |
| | Exclusion of COVID-19 Cases |
| | Investigation of workplace COVID-19 illness |
| | COVID-19 Investigation, review, and hazard correction |
| | Notifications to the LHD |
| | COVID-19 Hazard Correction |
| Page 15 | Appendix A: Identification of COVID-19 Hazards |
| Page 16 | Appendix B: COVID-19 Inspections |
| Page 18 | Appendix C: Investigating COVID-19 Cases |

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. As additional hazards are identified, our Sr.Site Coordinator will notify the Temecula Valley Unified school district (TVUSD) facilities department to support us in keeping our portion of the campus in compliance with policies and regulations.
- 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. Additional, COVID-19 inspections on campus will continue to occur, as identified or as needed per federal, state, and local requirements permit.
- Monitor employee shared space on campus. All employees have been placed in separate classrooms to reduce exposure. Our staff that would work with multiple student groups will be working virtually with students to limit potential exposure.
- Limit employees from gathering in shared areas on campus such as staff lounge and/or break rooms, mailroom, workrooms, and outside eating areas.
- CDC and appropriate signage have been placed on campus to direct staff from hazard areas and to follow approved policies.
- The Administration, human resources, and facilities personnel have sent out videos, email notifications, an onsite employee, and online training to all employees, parents, and the community regarding health and safety issues related to COVID-19 while on campus, as applicable.

Correction of COVID-19 Hazards

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

All employees are always able to submit input to our Sr. Site Coordinator, Receptionist, Principal, regarding any hazard areas on the campus or safety policies that are not being followed. The process below will be followed to document and correct hazard areas on campus:

Hazard Areas on Campus:

- Employees, parents, or community members can notify the administration or the office staff regarding hazard areas/safety concerns on campus.
- The Sr. Site Coordinator assesses the hazard area and it is either immediately returned to compliance or approval may be needed by the Principal if materials need to be purchased.
- Employees are then notified of the solutions that were determined by the administrative team.

Safety Policies on Campus:

- Parent or community members can notify the Principal regarding safety policy concerns on campus.
- Employees can notify the Principal, administrative designees, or Sr.Site Coordinator regarding safety

policy concerns on campus.

- These concerns will be reviewed and appropriate action and notification will be determined to immediately enforce the safety policies on campus.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Employees can notify the office staff of any concerns or hazard areas on campus by email or phone. Employees have been notified to email the Sr. Site Coordinator regarding a hazard area or an area that needs sanitation, clearing, or disinfecting due to COVID-19 related issues on campus.
- Employees will participate in video training to ensure their understanding of maintaining a safe environment and be able to recognize COVID-19 hazards.
- Staff can always reach out to Mrs. Lara, school Principal via email at clara@temeculainternational.org regarding health, safety, policies regarding the campus.

Employee screening

We screen our employees by:

Staff members are required to self-screen and take their temperature daily prior to coming to work, if they answer yes to any of these questions, they should stay home:

- A new fever (100.4° or higher) or chills?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity (such as physical exercise)?

If staff members are unable to take their temperature at home, they will have their temperature taken using a non-contact thermometer by office staff as well when they arrive on campus every day for work. They will answer a brief questionnaire on whether they have experienced any COVID 19-like symptoms and their temperature will be documented on this form.

Student screening

All staff, students, and families are asked to self-screen for symptoms and take temperatures daily prior to making the decision as to whether or not to come to school. When students arrive on campus and before they exit their car, a staff member will take their temperature to ensure they are well enough to enter the campus.

A student may also be readmitted back to school with a doctor note stating specifically that the student has been evaluated and cleared to return to school. The doctor note must be reviewed by the school admin prior to student return to ensure adherence to school policy and public health guidelines.

Students should not attend school if you have:

Fever of 100.4 degrees or higher

Chills

Cough

Shortness of breath or difficulty
breathing

Headache

Sore throat

Muscle or body aches
Fatigue
Diarrhea
Nausea or vomiting
Congestion or runny nose
New loss of taste/smell

Employee developing symptoms after returning to work:

If an employee is on campus and becomes ill or starts to show any COVID-19 related symptoms, they are asked to remain in their assigned work location and call the office staff on campus for an assessment. The employee will be released from work duties and sent home to be evaluated by their medical provider. The employee will follow all procedures for the quarantine process and COVID-19 testing. The Sr. Site Coordinator will be notified to follow all applicable procedures for sanitizing and disinfection and to send out campus notifications, as needed.

Control of COVID-19 Hazards

Physical Distancing

We ensure at least six feet of physical distancing at all times in our workplace by:

Social Distancing on Campus:

- Restrict non-essential visitors, volunteers, and activities involving other groups.
- Limit group activities wherever practical.
- Arrange classroom space to remove non-essential furniture, allowing maximum space for students and staff.
- Arrange student desks to use student desktop barriers if mandated to support physical distancing as much as practicable.
- Designate routes for entry and exit during transition times, as feasible.
- Staff workspaces are spaced 6 feet apart.
- World language teachers and designated staff will telework as needed to help with social distancing.
- Stagger students in areas of high traffic, such as passing between periods, lunch, and lining up for classes.
- Minimize the mixing of students from different classrooms in common areas.
- New dismissal schedules and routes for students will be implemented to minimize possible exposures and interactions when students can return to campus.
- Students will take part in recess/breaks in their grade levels and stable groups only to reduce exposure between classes and other grade levels.

Classroom Seating Options:

- As recommended by State guidelines class sizes will be reduced to accommodate social distancing.
- Per the CDC or the state regulations at the time of school re-opening, the classroom will be limited to 50% capacity to enable stable groups as much as practicable.
- Students will have assigned seating.
- Student chairs will be spaced 6ft. apart from one another.

Lunch Precautions:

- Students will be monitored by staff to ensure social distancing while students walk to be seated.
- Students must wash their hands frequently and/or use hand sanitizer before and after they eat.

- Staff will sanitize tables and surfaces before students are seated and again when students are finished with their meal.
- Students will be socially distanced at the lunch tables.
- Students will not be permitted to walk around while they eat.
- 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 upon request and ensure they are properly worn by employees and students over the nose and mouth when indoors, and when outdoors including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees and students can wear their own face coverings to campus as long as it follows the CDC and CDPH guidelines. Employees, parents, students, and visitors are provided a face-covering upon request at our office.

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings, students and staff must utilize face coverings:

- Face masks must be worn at all times
- During health screening
- While in the classroom or at in the office
- While waiting to enter campus
- While on school grounds (except when eating or drinking)
- While leaving school

Personal Protective Equipment (PPE) will be provided to staff and students upon request and as determined by essential functions of their job duties.

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

- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, has been maximized to the extent possible.
- Employees or students 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 will need to wear a face shield with a drape. Staff and students will provide a letter from the physician documenting the medical condition.

A face covering is required at all times on the campus and property of Temecula International Academy. At no time should a person be without a face covering per the school policies. If a person is on campus and not following the approved guidelines, it is to be reported to their Principal. The administration will then notify the individual of the proper procedure and policy regarding face coverings. If an employee or person continually does not wear their face-coverings appropriately or does not wear their face covering at all, they will be escorted from the campus. Issues with staff will be addressed per the employee handbook for discipline.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems in accordance with Temecula Valley Unified School District facilities standard by:

- A reminder that barriers between employee and student assigned work or class locations do not necessarily prevent close contact between them. In the classroom, we have rearranged the room for only 50% capacity if students return. Faculty/staff will be provided a plexiglass shield to use during the 1:1 assessment to provide a barrier for both assessor and student.
- IEP services will be delivered with adherence to the wearing of facial coverings, social distancing, increased hand washing and sanitizing.
- Outside eating areas/Picnic tables have been relocated to maximum physical distancing so staff and/or students are not sitting near each other.
- Areas of high traffic where students, staff, and visitors may be waiting have signage on the ground to limit exposure and remind them of the 6-foot physical distancing required.
- TIA will work with TVUSD to ensure that all HVAC systems are properly maintained and adjusted for optimal ventilation in each classroom.

Cleaning and disinfecting

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

- Increased frequency of routine cleaning and disinfecting on campus with Bioesque Botanical a non toxic disinfectant solution. The environmentally friendly product will be used on desks and other high-touch surfaces and will be cleaned daily by our staff.
- Our custodial service will be spraying the classrooms and offices once a week with the electrostatic solution.
- There will be staff training on new classroom/facilities cleaning standards and recommendations from the CDC and public health.
- New sanitizer dispensers have been installed around campus.
- Hand Sanitizer pumps are available in every classroom, office, and work area.
- Hand soap dispensers are available in all classrooms with sinks.
- There will be increased disinfection of frequently touched surfaces on campus.
- Weekly use of an electrostatic sprayer to disinfect all restrooms, high traffic areas on campus, and buildings.
- Use COVID-19 approved cleaners to disinfect campus and work area, per the CDC approved chemical cleaning list.
- Follow the CDC guidelines, implement a cleaning and disinfecting plan based on the established learning model.
- Display CDC guidelines for safe behavioral practices regarding social distancing, face coverings, and hand washing.
- The Sr. Site Coordinator provides cleaning schedules for employees for bathrooms and other high traffic areas. These schedules are posted in the Sr. Site Coordinator's office.
- Per the CDC, each classroom will be cleaned and disinfected daily or as much as possible between usage. Facilities have developed a schedule for the routine cleaning and disinfecting of high-touch areas, such as door handles, sink handles, countertops, desks, chairs, etc.
- Utilize an independent contracting company to assist with cleaning and sanitation requirements daily.
- All custodian employees/independent contractors are continually trained and updated on the most recent cleaning/sanitation and chemical guidelines, as applicable.
- Equipment used (examples: Electrostatic sprayer, spray non toxic cleanser, vacuum backpack)
- A full cleaning schedule is available by request and in this link:
<https://docs.google.com/document/d/16cD-kT6mmO89-eOuP4RdU-kECIcKNK1WfeK8naBOy-c/edit?usp=sharing>
 - The cleaning schedule may change due to updating federal, state, or local regulations and

guidelines.

- Link to approved EPA cleaning supplies:
<https://docs.google.com/document/d/1i3Bf0bvg9dJNaziH7ryaiCoM4rq8RA6abEjdJdQVpJg/edit?usp=sharing>

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 by:

- Weekly use of Electrostatic sprayer to disinfect all restrooms, high traffic areas on campus, and buildings.
- Use approved COVID-19 cleaners to wipe high touch objects and/or items (computer screens, keyboards, phone, desk area items, and classroom items).
- Each employee has their own assigned work area and/or classroom.
- Shared spacing workstation is limited on campus to reduce items being touched by multiple staff members.
- The staff has been trained and given cleaning supplies, as needed for high touch areas.

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. (Refer to reference section 3205(c)(E) for details on required respirator and eye protection use.)
- We will provide and ensure the 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.
- PPE is provided to our staff when they are conducting evaluations and testing employees or students.
- Employees, parents, students, and visitors are provided a face-covering upon request in our office.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).
- Staff and students must wash hands thoroughly upon arriving and before leaving the campus.
- New sanitizer dispensers have been installed around campus.
- Hand Sanitizer pumps are available in every classroom.
- Hand soap dispensers in all classrooms with sinks.
- Increased disinfection of frequently touched surfaces on campus.
- Handwashing signage is displayed in all TIA bathrooms, lunch/break rooms, and other areas applicable on the campus. These signs are reminders for staff and students to wash their hands for at least 20 seconds, as follows proper hygiene standards, each time and wash their hands frequently.
- Additional cleaning, sanitation, and disinfecting throughout the campus daily.
- The Sr. Site Coordinator will continue to evaluate the need for hand sanitizing stations and wall units in high traffic areas.

Reported COVID-19 case in the Workplace

Under the CalOSHA FAQ, a “Fixed Work Location” is defined as a workstation where an employee is assigned to work with minimal movement from that location for extended periods of time. Should Temecula International Academy have a COVID-19 case on our campus, the work location will be identified, and we will implement the following procedures:

- Per AB 685, employees and independent contractors working in the assigned Fixed Work area/location are notified in writing by email.
- An email notification is also sent out to all employees or independent contractors on the campus if there is potential exposure or a positive case is known. This notification is sent out by electronic mail through the TIA email account.
- The site coordinator is then notified so our hired custodial services can complete deep cleaning, disinfecting, and sanitizing of the work area/building.
- Documentation will be completed by the Sr. Site Coordinator and/or designee.
- Utilize an independent contracting company to assist with cleaning and sanitation requirements daily. (All custodian employees/independent contractors are continually trained and updated on the most recent cleaning/sanitation and chemical guidelines, as applicable. Equipment used, some examples are electrostatic sprayer, vacuum backpack.)
- The Sr. Site Coordinator will contact the employee and refer them to RivcoPH contact tracing website so they can trace all close contacts for the 48-hour lookback period prior to the employees’ positive COVID-19 test result.
- The Sr. Site Coordinator will advise employees of isolation protocols, testing procedures, and guidelines regarding Covid-19 exposure. She also will review federal, state, and local policies regarding COVID-19 and the steps for them to return to work, when they are symptom-free and complete their quarantine or isolation period.
- The Sr. Site Coordinator will contact all identified close contacts from the school environment that were given to her by the exposed employee and instruct them on quarantine guidelines and COVID-19 testing procedures.
- The Sr. Site Coordinator will report the positive case, and all identified close contacts, to the Riverside Public Health Department.
- All investigations, contact tracing, and medical information are documented and kept confidential.
- The Sr. Site Coordinator follows all documentation and notification protocol under federal, state, and local laws regarding a potential COVID-19 exposure in the workplace.

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:

- LivingFit Nation will be providing COVID testing kits for both our employees and students

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 shall report COVID-19 exposure to the principal and Sr. Site Coordinator immediately upon learning of potential exposure. The employee may report this hazard by telephone or email.

- Employees and parents are notified by email for every positive test result in their specific work location/building that occurs because of employee exposure on campus.
- Those employees can report symptoms and hazards without fear of reprisal.
- The staff has reported a COVID-19 exposure is recommended to be tested 5-7 days after the time of COVID-19 exposure. Exposed staff must remain off campus for 10 days if they remain asymptomatic.
- Staff will be referred to a COVID-19 testing kit on the school site.
- Public transportation and/or mileage may be reimbursed if applicable.
- Investigations and contact tracing will continue while employees are submitting their COVID-19 testing results. All results are kept confidential and documented.
- Information to employees also includes the disinfection and sanitizing of the closed work area or building.

Staff who have reported an exposure may telework while awaiting COVID-19 results

In the event 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.

For any positive cases located on campus, a letter will be sent out to the affected stable groups and staff. Anyone who tests positive will need to isolate themselves, and anyone else who had close contact with the positive case will quarantine.

Should an outbreak occur on campus, all staff and students will be informed to quarantine for 14 days while the school is closed for disinfecting the hazard locations on campus.

Return to Work/School Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all of the following have occurred:
 - Ten days have passed from the date of the last positive COVID-19 test. If COVID-19 testing was not completed the employee/student will be isolated off site for 10 days and the employee/student symptoms have improved and they are fever free for 24 hours without the use of fever reducing medication.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will be able to return to work 10 days after their last positive test date.
- A negative COVID-19 test will not be required for an employee/student to return to campus.
- If an order to isolate an employee or student is issued by a local or state health officer, the employee/student will not return to campus until the period of isolation 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.
- All employees must update the Sr. Site Coordinator prior to returning to campus.

Exclusion of COVID-19 Cases

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 days plus 4 days of

self-symptom observation after the last known COVID-19 exposure to a positive case.

- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that COVID-19 exposure is work related.
- All employees that are excluded from work because they were identified for quarantining or isolation will have the opportunity to work from home. As soon as the employee has completed their full isolation period and symptoms have improved, they may return to work.
- The Sr. Site Coordinator will continue to stay in contact with them when they are not on campus for follow up investigation questions/contact tracing and to give the employee information, as needed.

Employees have been notified in staff meetings and by school email of their benefit entitlement as it relates to COVID-19. Temecula International Academy provides family leave wages to their employees for leave related to COVID-19 either for the employee's own health needs or to care for family members. Workers may receive up to 80 hours of paid sick leave for their own health needs or to care for others until March 31, 2021.

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 infected 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 handwashing 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.

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 representatives of Cal/OSHA immediately upon request.
- Use 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.
- Keep all records confidential.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19: Cadence Testing

- TIA will provide staff and students an opportunity to test per the cadences indicated in our plan. However, if the school is unable to meet the cadences outlined in our plan, either because a student or staff member refuses to test or fails to test according to the cadence, the school will remind the student and/or staff member of the available testing resources described in the school’s CSP and will offer free testing resources to the student or staff member. This communication will continue daily until the student or staff member confirms testing has occurred.
- Should a staff member or student choose to test through their healthcare provider or at a county testing location, the staff member and parent/guardian are required to self-report to the school the results of the test on a Google form.
 - Daily email reminders will be sent to staff and students who have not reported test results.
- If a staff member or student refuses to test they are required to self-report on a Google form.
 - Daily emails will be sent to staff and students who refuse to test in order to encourage them participate in cadence testing and utilize the free resource provided by TIA.

| | Yellow | Orange | Red | Purple | CR >14* |
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| Staff | Symptomatic and response testing. | Symptomatic and response testing. | Symptomatic and response testing + every 2 weeks asymptomatic testing. | Symptomatic and response testing + every 2 weeks asymptomatic testing. | Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**. |
| Students K-12 | Symptomatic and response testing. | Symptomatic and response testing. | Symptomatic and response testing + every 2 weeks asymptomatic testing. | Symptomatic and response testing + every 2 weeks asymptomatic testing. | Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**. |

COVID-19 Testing

- We will provide access to COVID testing on site through the use of a self collection saliva PCR Test through the LivingFit Nation company, the corporate wellness firm. Staff will self test and receive results of being positive or negative within a 36 hour period. Students will have access to this testing as well on campus.

- Parents and staff will be encouraged via email once per week that COVID tests are available at the school site. We will be sending home a testing preference form for families to fill out that indicates whether they would like their child tested weekly on campus or with their own pediatrician.
- 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.
 - Employees are notified by school email when a person tests positive that is on campus per the AB685 guidelines.
- The purpose is to give employees the tools to get tested when they have COVID-19 related symptoms or have been exposed to someone who has tested positive to COVID-19 to reduce the likelihood of bringing the virus to work.
- The Senior Site Coordinator monitors email correspondence daily to exclude employees from coming to work and scheduling testing, as applicable.
- Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any isolation period required by or orders issued by the local health department.
- Employees and students will be able to return to school after a 10 day isolation period and 10 days from their last positive test, symptom improvement, and fever free for 24 hours without the use of fever reducing medicine.
- Any employees and students that were in close contact with the positive COVID-19 case will be recommended to take a test 5-7 days after the exposure.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review, and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing fresh air supply when work is done indoors.
- Increasing physical distancing as much as possible.
- Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- Due to the fact that we share facility space with Temecula Valley Unified School District, the HVAC system is not part of our responsibility to upgrade. We have been in contact with the district to inquire about updating the systems, however they are still in their research phase and will continue to keep us apprised of any final decisions in regards to HVAC system upgrades.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

The person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

| Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards | Places and times | Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers | Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation |
|---|--|--|---|
| Admin Staff Lounge/Admin Area and Mailboxes: Admin Building | Administration Building. Staff Lunches and Breaks, When Checking Mail Boxes or making copies | All staff members | Limited seating. Posted signs on the door for no more than 4 people at a time in the lounge. The chairs were removed to reduce seating. |
| All Bathroom Areas and Bathrooms: Every other stall should be crossed off | All Buildings - Daily | All staff members, and students | Posted signs regarding handwashing on the door of no more than two people at a time. Closed every other stall, and urinal. The cleaning schedule is posted on the door. |
| Student Lunch Area | Any Time in Area | All students and staff | Only two students seated at one table. Tables arranged to provide 6 ft. spacing and cleaned between each usage. |
| Water Fountains | Closed | N/A | N/A |
| Black Top Area/Grass Field | Any Time in Area | All students and staff | Students will play in the assigned zone with their stable group. |
| Elementary Playground | Closed | N/A | N/A |
| Outside Area Front Office | Any Time on Campus | All students, parents, community members, and staff | No seating available. Signs posted to encourage social distancing and minimize congregating. |
| Bus Loop Drop Off/Pick Up | Any Time in Area | All students, parents, community members, and staff | Stagger dismissal times. Space students 6ft apart within their stable groups. |

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection: Lizza Flynn, Taylor Martin, Camile Lara: Administration Team (Elementary Campus) Rebekah Kirsch, Keri Knight (Middle School Campus)

Work location evaluated: Temecula International Academy

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|-------------|--|----------------|
| Engineering | | | |
| Barriers/partitions | In Progress | Administration Team | |
| Ventilation (amount of fresh air and filtration maximized) | | Administration Team/TVUSD Facilities | |
| Additional room air filtration | | Administration Team/TVUSD Facilities | |
| Administrative | | | |
| Physical distancing | On-Going | All Staff | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | Daily | All Staff/Custodial Contractors | |
| Hand washing facilities (adequate numbers and supplies) | Complete | Site Coordinator/Custodial Contractors | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | Complete | Site Coordinator | |
| PPE (not shared, available and being worn) | Complete | Site Coordinator | |
| Face coverings (cleaned sufficiently often) | Complete | Site Coordinator | |
| Gloves | Complete | Site Coordinator | |
| Face shields/goggles | Complete | Site Coordinator | |
| Respiratory protection | Complete | Site Coordinator | |
| Signage | Complete | Site Coordinator | |
| Elementary School | | | |
| Physical distancing | On-Going | All Staff | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | Daily | All Staff/Custodial Contractors | |
| Hand washing facilities (adequate numbers and supplies) | Complete | Site Coordinator/Custodial Contractors | |
| Disinfecting and hand sanitizing solutions | Complete | Site Coordinator | |

| | | | |
|--|----------|--|--|
| being used according to manufacturer instructions | | | |
| PPE (not shared, available and being worn) | Complete | Site Coordinator | |
| Face coverings (cleaned sufficiently often) | Complete | Site Coordinator | |
| Gloves | Complete | Site Coordinator | |
| Face shields/goggles | Complete | Site Coordinator | |
| Respiratory protection | Complete | Site Coordinator | |
| Signage | Complete | Site Coordinator | |
| Middle School | | | |
| Physical distancing | On-Going | All Staff | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | Daily | All Staff/Custodial Contractors | |
| Hand washing facilities (adequate numbers and supplies) | Complete | Site Coordinator/ Custodial Contractors | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | Complete | Site Coordinator | |
| PPE (not shared, available and being worn) | Complete | Site Coordinator | |
| Face coverings (cleaned sufficiently often) | Complete | Site Coordinator | |
| Gloves | Complete | Site Coordinator | |
| Face shields/goggles | Complete | Site Coordinator | |
| Respiratory protection | Complete | Site Coordinator | |
| Signage | Complete | Site Coordinator | |

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:

- Lizza Flynn, Sr. Site Coordinator;
- Rebekah Kirsch, Business Manager
- Camile Lara, Principal

The following information is kept in an ongoing shared document to Investigate COVID-19 related symptoms, test results, and exposure on campus:

- Employee Name
- Position or Occupation (if non-employee, why they were in the workplace).
- The location where the employee worked (or non-employee was present in the workplace).
- Date investigation was initiated or when an employee notified the Site Coordinator.
- The site Coordinator advises and quarantine timelines and testing information given to a person.
- Memo - Follow up by the Administrative team of the positive or negative test and/or diagnosis.
- The date the case/employee has first symptoms.
- The date the information received regarding COVID-19 test results and onset of symptoms.
- 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).