



## **COVID-19 Safety Plan (CSP) for TAYLION HIGH DESERT ACADEMY**

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

**Authority and Responsibility:** The Executive Director and Principal have overall authority and responsibility for implementing the provisions of this CSP in our workplace. In addition, all administrators are responsible for implementing and maintaining the CSP 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.
- Conduct weekly staff meetings and create opportunity for employees to share Covid-19 protocol concerns.
- Send staff email with Covid-19 symptomatic/exposed/positive cases and reminders on safety protocols when there are positive cases or potential cases.

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

- Participate in weekly staff meetings about COVID-19 updates.
- Email, text or call the Principal or the employee's direct supervisor.

- Participate in Governing Board meetings where COVID-19 hazards will be discussed.

**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:

- Conduct workplace-specific evaluations.
- 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 the 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 COVID-19 policies and procedures.
- Operate pursuant to existing COVID-19 Protocols and Policies

**Control of COVID-19 Hazards - Physical Distancing-** We ensure at least three feet of physical distancing where possible in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Staggered student arrival, departure, work, and break times.

**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. If anyone attempts to enter the school site without wearing a mask, they will be provided a clean mask and asked to wear it properly or they will be denied entry to the school.

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

- When an employee is alone in a room with the door closed.
- While eating and drinking at the workplace, provided employees are at least three feet or more 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. In all these cases, staff will be separated from others with a plexiglass shield.

- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart such as providing speech and language support services to students. In all these cases, staff will be separated from others with a plexiglass shield.

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

- Ensuring adequate cleaning supplies for each employee in their classroom including Bioprotect, gloves, and paper towels
- Facilitate daily cleaning
- Hire cleaning company to clean at least twice per week or more, if necessary

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

- Ventilate area by keeping windows open for an entire day
- Inform our cleaning company of the positive case and have them deep clean the room while students and staff are off campus.

Hand sanitizing- In order to implement effective hand sanitizing procedures, we:

- Evaluated handwashing facilities and added where necessary.
- Encourage and allow time for employee handwashing.
- Provided employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

**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:

- Offered COVID-19 testing at no cost during their working hours.
- Required to work from home for the required amount of days of quarantine per local DPH guidelines or until proof of a negative test. If not well enough to work from home, additional sick leave will be provided.
- Staff will be allowed to utilize all available COVID sick leave if they must be off from work due to COVID exposure. If needing to be off work due to COVID exposure at THDA, staff will be allowed to use their COVID sick leave, and then if there is any need for more days paid sick leave will be used.

Employees will not be forced to use their regular vacation/personal days for time off due to COVID exposure if that exposure was at Taylton High Desert Academy.

- Any changes in exposure protocols will be shared with employees in a timely fashion.
- Reports from the County Department of Health, pertaining to exposure, will be shared with employees as needed.

**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:

- All concerns of hazards and exposure should be reported to the Principal and their Site Administrator.
- Employees can report symptoms and hazards without fear of reprisal.
- In the event we are required to provide testing to students 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 with pre-existing conditions are encouraged to let the Principal or their site administrator know to discuss possible accommodations.

**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 three 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.

- The protocols for entering the building and use of the online portal.

- The requirement for cleaning work areas.

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

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Excluding employees with COVID-19 exposure from the workplace for 10 days after symptom onset or date of positive test result.

- 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 Safety Program in accordance with CCR Title 8 section 3203(b).

- Make our written COVID-19 Safety 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.

- Check in with employees who are exposed and quarantined.

**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.
- 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.
- Close contacts who are fully vaccinated and remain symptom free do not need to quarantine, but should obtain a COVID-19 test between 3-5 days from date of exposure, monitor symptoms for 14 days from date of exposure, and follow all masking requirements.
- All positive cases and unvaccinated close contacts returning before 14 days must meet the following requirements: at least 10 days have passed since symptom onset, at least 24 hours have passed since resolution of fever without the use of fever reducing medications, and other symptoms have improved.