

COVID-19 PREVENTION PROGRAM (CPP) FOR
Stockton Collegiate International Schools

March 2021

Most recent update: March 2022

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our school for students and employees.

AUTHORITY AND RESPONSIBILITY

The CEO / Head of School, has overall authority and responsibility for guiding the design of the provisions of this CPP in our workplace. Administrators have the authority and responsibility to design and oversee implementation of the provisions of this CPP in our workplace. Also, 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

We provide regular COVID-19 testing for all employees, usually once every two weeks, but on a schedule that adjusts to any situation that warrants more or less frequent testing. All employees are required to participate in every round of testing. We have an open-door policy with employees to express any suggestions on a safe work environment.

EMPLOYEE SCREENING

Employees self-report COVID symptoms or positive COVID tests results from tests taken outside of the work place.

We require our employees to stay home if they are experiencing any symptoms of COVID-19.

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 promptly based on the severity of the hazards, as follows with verbal or written communication. Human Resources will follow-up with any employee who was

absent to ensure they are not experiencing any symptoms of COVID-19.

CONTROL OF COVID-19 HAZARDS

PHYSICAL DISTANCING

To the extent possible, classrooms are arranged to support social distancing. Desks are arranged in rows facing forward.

Lunch periods are scheduled so that one-half the normal number of students are in the lunchroom at any time.

Student supplies are in individual bins and supplies are not shared between students to reduce student contact.

Plexiglass screens are in place at office counters.

FACE COVERINGS

Mask wearing is encouraged. We provide clean, undamaged face coverings.

Masks are available for students, employees and visitors.

ENGINEERING CONTROLS

To the extent feasible, the quantity of outside air is maximized in our buildings with mechanical or natural ventilation systems. The ventilation systems in all buildings have been reviewed with landlords and our HVAC maintenance companies to maximize air exchange. When warranted, building systems are supplemented with individual room units. The ventilation system is maintained quarterly and will be contacted if there are any concerns.

CLEANING AND DISINFECTING

All custodians have been trained on proper disinfecting technique and have completed safety trainings.

All cleaning supplies are provided by a vendor specializing in commercial cleaning. All cleaning supplies have been reviewed for their effectiveness against COVID-19. All custodians have been trained on the proper use of the cleaning supplies.

Custodial staff is sufficient to provide regular disinfection throughout the day. Custodian schedules are arranged to rotate regularly through all workspaces multiple times each day. Frequently touched surfaces, such as door handles, are wiped and disinfected at least every hour.

Custodians regularly wipe down and disinfect tables in use in breakrooms. Tables and chairs that are used by the public or staff are cleaned between uses.

Custodial staff is sufficient and will be scheduled appropriately in order to clean classrooms between use by cohorts of students. Desks, chairs, doors, door handles, will be cleaned. Floors will be vacuumed.

Should we have a COVID-19 case in our workplace, custodians will thoroughly clean the affected room(s) and the room will be placed out of use for three days.

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 are not be shared, to the extent feasible. School issued cell phones used by campus monitors, aides, and custodians are unique to each employee. School issued devices used by teachers remain in the teachers' possession and are not shared.

Each student will have their own container for supplies. These containers and supplies are not shared.

HAND SANITIZING

To implement effective hand sanitizing procedures, we have CDE notices in multiple languages on the proper technique for handwashing. There are hand sanitizing stations throughout the school site in open common areas. Each classroom has at least one bottle of hand sanitizer available for staff and students.

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. PPE supplies are sufficient to provide all staff with gloves, goggles, and face shields.

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.

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 will be advised to stay home until the appropriate quarantine period has been observed and/or until they have received a negative result to a COVID test at the intervals currently recommended by public health agencies.

Notifications will go to student(s) and their parent(s)/guardian(s) if the student(s) had COVID-19 exposure at the school. Students will be advised to stay home until the appropriate quarantine period has been observed or and/or until they have received a negative result to a COVID test at the intervals currently recommended by public health agencies.

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 will report COVID-19 symptoms to the Human Resources team through verbal or written notice. Every employee has the Human Resources phone number and email in order to reach HR at any time.
- Employees can report symptoms and hazards without fear of reprisal to Human Resources. The office will review the suggestion and evaluate possible or necessary actions.
- Employees who have not been fully vaccinated are provided regular COVID-19 testing, usually once every two weeks, but on a schedule that adjusts to any situation that warrants frequent testing. All employees who have not been fully vaccinated are required to participate in every round of testing. The procedures for the testing are communicated through email and other regular means of

communication within the school. There will be no cost to the employee for participating in testing.

- Major COVID-19 Outbreaks: Administration will email all employees the plan of action.
- If an employee is absent from work, we contact them to determine if they are experiencing any COVID related symptoms and discuss return to work protocols.

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.
- 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 not coming to work if the employee has COVID-19 symptoms.
- The entrance of the doors includes notices to be self-aware if they are experiencing any 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 the number of days currently recommended by public health agencies 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 reviewing a case-by-case basis to decide on the action taken.
- 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 by request at the workplace to employees and to representatives of Cal/OSHA immediately upon request.
- Maintain records of COVID-19 cases. The information will be made as otherwise required by law, with personal identifying information removed.

RETURN-TO-WORK and RETURN TO SCHOOL CRITERIA AFTER COVID-19

- 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 the currently recommended number of 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 or school until the currently recommended number of days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test result will not be required from an employee or a student who had COVID-19 in order for that employee to return to work or school.
 - If an order to isolate or quarantine an employee or student is issued by a local or state health official, the employee or student will not return to work or school 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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Lisa Lee, Administrator

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, students, parents/guardians, 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.

Person conducting the evaluation:

Date:

Name(s) of employee that participated:

Assessment Area 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

Additional Comments:

APPENDIX B: COVID-19 INSPECTIONS

Date: _____ Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Yes	No	N/A	Area to Be Addressed (immediately/soon/in the future)
Engineering				
Administrative				

Additional Comments:

APPENDIX E: COVID-19 School Incident Command System

Administration Team, under the direction of CEO /Head of School, is responsible for designing the COVID-19 response protocols for Stockton Collegiate International Schools.

The Human Resources department is responsible for implementing the COVID-19 response protocols and maintaining all necessary documentation in a secure manner. Human Resources Administrator is responsible for responding to any adjustments in protocols as determined by the CEO / Head of School or designee.

Facilities Director is responsible for managing custodial staff in response to COVID-19 incidents according to the established COVID-19 prevention protocols, including as adjusted by CEO / Head of School when necessary.