

# COVID-19 Prevention Program (CPP) for GASA

**Date:** 8/21/21

## Authority and Responsibility

Each School Director of our GASA School campuses has the authority and responsibility for implementing the provisions of this CPP in their workplace. In addition, all teachers are responsible for implementing and maintaining the CPP in their assigned work areas.

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 workplaces:

- 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 workplaces.
- 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 workplaces 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 screening

Each employee has to send a copy of their vaccination card to the School Director before School starts on September 11, 2021. Unvaccinated employees have to send the result of a negative Covid 19 test each week to their School Director by Friday 12.00 pm. All employees have to report to their School Director latest by Friday night if not feeling well.

## 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:

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least three feet of physical distancing at all times in our workplace by:

Limiting the number of persons in the Main Office

- Stable cohorts in the classroom; desks are spaced according to CDC Guidelines apart
- Stable cohorts at recess
- Reducing the number of visitors allowed on school grounds
- Signage around campus regarding recommendation of 6 ft distancing and wearing a mask

### **Face Coverings**

We provide clean, undamaged face masks if necessary and ensure they are properly worn by employees over the nose and mouth when indoors or outdoors. .

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

### **Cleaning and disinfecting**

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

- All School Campuses are cleaned by our host schools before entering on Saturday morning.
- Teachers assist throughout the day disinfecting classroom desks as needed.

**Should there be a COVID-19 case in your school, following procedures are implemented:**

- notify the host School
- notify GASA Office
- notify the parents of the class
- notify local health officer by telephone within twenty-four hours when first made aware of a case.

- The illness onset date is the Covid test date or Symptom Onset Date of the infected person
- Report with this link or email or phone within 24 hours:  
 Los Angeles: <https://dphredcap.ph.lacounty.gov/surveys/?s=HAD8P8WXDM>  
 Orange County: [CCICOVIDSchools@ochca.com](mailto:CCICOVIDSchools@ochca.com) Phone 800=648-448 Option #2  
 Fax 714-834-7780  
 San Diego: [COVID-Education@sdcounty.ca.gov](mailto:COVID-Education@sdcounty.ca.gov) Phone 619-692-8636  
 Ventura: [covidsschools@ventura.org](http://covidsschools@ventura.org)

## Hand sanitizing

In order to implement effective hand sanitizing procedures :

- Each classroom must have hand sanitizers available. Only hand sanitizer Ethyl Alcohol based with 60 % ethanol are allowed.
- Hand sanitizer with Isopropyl alcohol as main ingredient are not to be used in school
- Encouraging employees and students to wash their hands for at least 20 seconds each time. Teachers will remind their 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.

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 in our workplace will be: Offered COVID-19 testing at no cost during their working hours.

## 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:

- Who employees should report COVID-19 symptoms and possible hazards to, their School Director and GASA Office via phone call and/ or e-mail message.
- Employees can report symptoms and hazards without fear of reprisal.

- In the event testing is necessary because of a workplace exposure or outbreak, we will communicate the plan for possible consequences.

## **Training and Instruction**

We will provide effective instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

## **Exclusion of COVID-19 Cases**

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related

## 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, 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, 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.
- If an individual who reports a close contact, but demonstrates proof of full vaccination against COVID-19 and is asymptomatic, is not required to quarantine, but is strongly recommended, but not required, to be tested for COVID-19 before returning 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.