COVID-19 Prevention Program (CPP)
Forest Ranch Charter School

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

Date: 1/26/2021

Authority and Responsibility

Christia Marasco, FRCS Executive 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 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.

At FRCS inspections are conducted daily by our Executive Director/workplace coordinator, or designee, at the beginning and end of day and intermittently dependent on need. Concerns are documented and either managed immediately or brought to one of our teams for review and development of a solution.

Employee Participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:
FRCS’ workplace coordinator/COVID Liaison is our Executive Director, Christia Marasco. All staff/faculty have access to her daily through regular check ins and have her home phone number for after hour reporting and issues. Ms. Marasco has trained all employees in where and how to report work place hazards including COVID-19 concerns. In her absence Lead Teacher, Lisa Sellu, or Middle School Coordinator, Patricia Hunsicker, are responsible for fulfilling these duties. FRCS has a hazardous situation communication form and procedures for reporting concerns. FRCS regularly apprises staff/faculty of procedure/policy changes and involves them in identification and resolution of issues. Staff/Faculty have weekly update meetings, individual opportunities to provide feedback, and are invited to board and committee meetings to be more involved in the process. We communicate supportive workplace polices clearly, frequently, and via multiple methods. Additionally, staff and faculty are anonymously surveyed on areas surrounding COVID-19 safety issues and have access to a regular board liaison to report concerns or input to be shared with the FRCS board of directors. We have solid communication and on-site emergency management team that is well trained and can respond rapidly to ensure we remain in compliance with board policies and any challenges that may arise.

Employee Screening

We screen our employees by:

All employees will screen at home before coming to work and then read the checklist, temperature check with non contact thermometer and sign in to acknowledge that screen has been completed. Clean pens and cleaning materials are available. The screen station is outside and has staggered check in times. During the day, office staff prompt visitors or late check ins to complete the screen and stock the station. Masks and social distancing procedures are in place.

In-person wellness checks administered shall be conducted according to CDPH guidelines and will:

1. Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours or potentially been exposed to COVID-19, by soliciting the following information:
   1. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
      1. Fever or chills
      2. Cough
      3. Shortness of breath or difficulty breathing
      4. Fatigue
      5. Muscle or body aches
      6. Headache
      7. New loss of taste or smell
      8. Sore throat
      9. Congestion or runny nose
     10. Nausea or vomiting
     11. Diarrhea
   2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the
virus? Close contact means being within six feet of someone, regardless of face covering use, for more than 15 minutes at one time.

3. Have you traveled outside of the country in the past 14 days?

2. Be conducted safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus.

3. In-person wellness checks do not need to be performed by a nurse or other health professional.

4. To prevent stigma and discrimination in the school setting, employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.

1. To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
   1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.
   2. Thermometers must be properly cleaned and disinfected after each use.

5. To prevent stigma and discrimination in the school setting, employee health screenings should be kept as private as possible to maintain the confidentiality of employee medical records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.

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   2. Thermometers must be properly cleaned and disinfected after each use.

3. Home Screening (Staff). All employees who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by local order.

   1. Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
   2. If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.

**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:

Any hazard noticed during inspections (A, Identification of COVID-19 Hazards; B, COVID-19 Inspections) daily/weekly or reported to administration are investigated (depending on level of severity) immediately or as soon as admin. staff becomes available. All staff/faculty have been trained in quickly reporting concerns (at break or end of shift) and immediately reporting emergent concerns. The workplace coordinator or designee will correct situation or work with
team to develop a plan and timeline for correction. This will be put in place immediately if emergent or as soon as practicable for non emergent situations. Corrections will be reported to staff/faculty through frequent update e-mails; at daily in person, socially distanced check ins; and at weekly Zoom update meetings/trainings. * Check ins occur multiple times a day through visual scanning from outside of classroom, during outside activities, during inside inspection of communal spaces on campus and periodic drop ins to Zoom classes in classrooms (FRCS has students in physical classrooms and also in distance learning via Zoom).

Controls of COVID-19 Hazards

Physical Distancing

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

FRCS has incorporated CDPH and CDE guidance with respect to physical distancing between employees and others, to include:

- FRCS has designated multiple campus entry and exit routes and will assign students and staff to specific entry/exit groups to limit contact.
- To support greater physical distancing, parent/guardians dropping off or picking up students will wait in cars while student is checked in at one of the wellness stations or staff members bring students to car using physical distancing protocols.
- Visitors will knock on office door and wait at designated spot to be helped.

- FRCS has arranged work schedules and providing telework options to limit the total number of staff on campus each day.
- Staff breaks and lunches are staggered to ensure social distancing and staff have been assigned to areas of the school to ensure no more than 2-3 adults in a room at a time which allows for much more than 6ft of space between staff.
- In classrooms only the teacher and assigned aide are able to work inside the room with the exception of occasional visit by physically distanced SPED staffing, which is kept to a minimum.
- Other staff have been assigned to rooms where they can work alone and any through traffic is kept to a minimum.
- In communal spaces (staff work room, break areas, bathrooms, MPR) signs are posted with number of adults allowed in the room and staff have been trained in procedures for maintaining numbers and physical distance while working in these shared spaces.

Where possible, trainings and meetings are conducted virtually or in a manner that accommodates physical distancing

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 should wear a clean face mask to school every day. Disposable face coverings are available at points of entry and at sanitation stations across campus.
• FRCS will provide training and post signs regarding the proper use, removal, and washing of face coverings.
• There is very limited access to campus. All staff/faculty are trained to provide mask to and instruct in usage or to report anyone without a mask on immediately to workplace coordinator. Actions will depend on staff’s role and experience as well as comfort level with situation. All staff have walkie talkies for communication when moving around campus.

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.
• Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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:

FRCS utilizes a variety of solid partitions for use in situations where staff/faculty must be closer to a student. We still encourage as much space as possible between employee and student.

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

• FRCS will ensure proper ventilation during cleaning and disinfecting.
• Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows and doors where practicable. Outdoor space is used for teaching or meeting when possible.
• On the bus, ventilation will be maximized by spacing and keeping windows down to the greatest extent possible.

Facility measures: Forest Ranch Charter will incorporate CDE guidance for maintaining a healthy facility, to include some or all of the following:

• Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
• Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
  o MERV 13 filters are used and changed regularly by a local heating and air company
  o HEPA air filters are used across campus during periods of poor air quality (wild fire) when doors and windows cannot be opened as much as practicable.

Cleaning and disinfecting

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

• **Routine cleaning and disinfecting:** The Charter School will incorporate the CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

1. Custodial and other support staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
2. Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
3. The Charter School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
4. All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely disinfected.
5. Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned and disinfected between uses.
6. Staff will be trained as appropriate in the chemical hazards, manufacturer’s directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
7. When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and require staff to follow product instructions.
   1. To reduce the risk of asthma and other health effects related to disinfecting, the Charter School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
   2. The Charter School will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
   3. Staff shall follow label directions for appropriate dilution rates and contact times.
4. The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

8. Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.

9. To the extent feasible, site resources that necessitate sharing or touching items (e.g., drinking fountains) will not be used and replacement items (e.g., reusable water bottles) will be used to the extent practicable.

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

- **Routine cleaning and disinfecting**: The Charter School will incorporate the CDPH and CDC Guidance for Cleaning and Disinfection as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

1. Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.

2. The Charter School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.

3. All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely cleaned.

4. Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned and disinfected between uses.

5. Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.

6. Staff will be trained as appropriate in the chemical hazards, manufacturer’s directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.

7. When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and require staff to follow product instructions.

   1. To reduce the risk of asthma and other health effects related to disinfecting, the Charter School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.

   2. The Charter School will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

   3. Staff shall follow label directions for appropriate dilution rates and contact times.
4. The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

8. Disinfectant wipes and sprays will be kept away from students.

To the extent feasible, site resources that necessitate sharing or touching items (e.g., drinking fountains) will not be used and replacement items (e.g., reusable water bottles) will be used to the extent practicable

**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:

To the extent feasible, site resources that necessitate sharing or touching items (e.g., drinking fountains) will not be used and replacement items (e.g., reusable water bottles) will be used to the extent practicable

- Employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment. FRCS has purchased duplicates of many items so employees may have their own; assigned phones, walkie talkies, office supplies, computers, etc.

- When shared use is allowed, the items and equipment will be cleaned and disinfected between uses. We have multiple assigned staff that clean and disinfect shared use items throughout the day. In addition all staff have attended training in in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA and are encouraged to clean/disinfect shared use areas upon exiting or entering.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

**Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

**Sanitizing/hygiene materials and practices:**

- FRCS uses consistent routines to ensure that staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Sanitation routines will enable staff to regularly wash their hands at staggered intervals.
- Staff have assigned stations for use and are provided with adequate time for proper hygiene practices throughout the day.
- Staff are trained in proper handwashing technique, avoiding contact with one’s eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- FRCS shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Staff should wash their hands for 20 seconds with soap, rubbing
thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.

- If soap and water are not readily available, FRCS shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers.)
- Forest Ranch Charter has signs placed conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees are encouraged to visit the CDC’s coughing and sneezing etiquette and clean hands webpage for more information.

**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.

**Use of gloves and PPE: Forest Ranch Charter** requires employees to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The Charter School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- FRCS will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- FRCS will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
  
  o For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
  o For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
  o All cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.

- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

**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:

FRCS COVID-19 workplace coordinator, Christia Marasco (or her designee in her absence) will instruct any staff who may have had potential exposure while at work to get tested as soon as possible and remain home for 14 days. Christia Marasco will provide information on testing locations and FRCS will cover any costs associated with testing. If test can not be set up during employees regular work hours, employee may be additionally compensated for the time used to get tested.

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, and how:

  Upon hire all employees will have an initial orientation and training. During this time they will receive all contact information for FRCS Executive Director, also acting as COVID-19 Liaison and Workplace Coord., as well as detailed instructions on how to contact during work hours and after hours in case of an emergency or COVID-19 related issue. They will also receive information on whom else they can contact and how if Executive Director is unavailable or if they have a concern/information that they can not take to the Executive Director. All existing employees received this information upon return to work this summer and are updated immediately if any changes are made to their point of contact.

- 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.

- Where testing is not required, how employees can access COVID-19 testing:

FRCS has worked to created policies and procedures for the protection of our high risk employees:
FRCS recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19. [1]
Consistent with operational needs, Forest Ranch Charter shall support options to telework, if available and reasonable.
Forest Ranch Charter shall attempt to limit vulnerable employees’ duties to minimize their contact with visitors and other employees.

This includes employees with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

At weekly briefings employees regularly discuss various voluntary testing options as well as any changes to times, cost or flow due to current COVID conditions in the county. FRCS keeps a list of testing sites/details on hand and updates it regularly to keep employees informed.
• 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.

Our workplace coordinator creates a plan for testing as soon as they are informed by an employee of a possible exposure or before contacting employees of a possible exposure at FRCS. Our workplace coordinator works together with BCPH and school nurse to make sure that all guidelines are being properly implemented and utilizes the school nurse and local health officials to assist with communication, investigation and help with procuring quick testing when necessary. FRCS will use either Optum Serve, Immediate Care or CVS Chico to provide testing to an employee who has had COVID-19 exposure. Our workplace coordinator or school nurse will work with the employee to arrange the soonest possible test during the employee's work hours. If the employee chooses to take a test outside of their work hours to obtain a test more quickly FRCS will pay the employee for any additional hours used while taking the test. If we have need for an increased number of tests and are challenged with getting enough timely appointments our workplace coordinator and/or school nurse will work with liaison at Butte County Public Health on solutions.

• Information about COVID-19 hazards 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.

All employees have access to written COVID-19 policies and procedures and are briefed as new ones are added and prior ones are updated. Upon initial hire, all employees receive training in Covid-19 related practices, procedures and are shown where to access related policies. A weekly briefing/training is held for all employees. During this time, employees are updated on new or changed COVID-19 procedures, updates about county and state COVID related issues, number of positive cases associated with FRCS, and have opportunity to discuss any concerns or help brainstorm ways to improve. Employees are also reminded of how to report concerns throughout the day and the various people they can talk with if the Executive Director is unavailable. Additionally weekly e-mail and text communications are sent out that include COVID related updates as necessary. At times phone calls are made one on one to apprise employees of changes or reach out to hear concerns and answer questions. Additionally, on site employees are checked in with multiple times daily (outside and physically distanced) to provide support, hear concerns, and to communicate any changes or reminders.

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:
  o COVID-19 is an infectious disease that can be spread through the air.
  o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  o 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.

Most training will be delivered via Zoom or at times outside physically, distanced. In addition our workplace coordinator, Christia Marasco, will inspect work multiple times daily and provide additional training and support as needed to ensure continued compliance of all guidelines. Employees will also have frequent support and additional training in working with children of varying ages and needs to ensure follow through and compliance of the students they are working with. Daily observations and support will most frequently happen outside. Retraining or detailed support will occur through Zoom.

**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 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 FRCS will pay employees all available sick leave and any other public funding that becomes available while they are on quarantine or at home sick due to Covid-19. All employees positions and status will be maintained regardless of whether Covid-19 exposure was work related. When Covid-19 is work related, FRCS will follow all Charter Safe procedures to obtain workman’s comp. benefits for 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.

Executive Director/Workplace Coordinator 1/26/2021

Title of Owner or Top Management Representative Signature Date
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.

**Person Conducting the Evaluation:** Christia Marasco

**Date:** 1/20/2021

**Name(s) of Employees and Authorized Employee Representative that Participated:**

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
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</tr>
</tbody>
</table>
Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barriers/Partitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional room air filtration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical distancing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PPE</strong> (not shared, available and being worn)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face coverings (cleaned sufficiently often)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face shields/goggles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory protection</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Employee (or non-employee*) name:</th>
<th>Occupation (if non-employee, why they were in the workplace):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location where employee worked (or non-employee was present in the workplace):</td>
<td>Date investigation was initiated:</td>
</tr>
<tr>
<td>Was COVID-19 test offered?</td>
<td>Name(s) of staff involved in the investigation:</td>
</tr>
<tr>
<td>Date and time the COVID-19 case was last present in the workplace:</td>
<td>Date of the positive or negative test and/or diagnosis:</td>
</tr>
<tr>
<td>Date the case first had one or more COVID-19 symptoms:</td>
<td>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>All employees who may have had COVID-19 exposure and their authorized representatives.</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of employees that were notified:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent contractors and other employers present at the workplace during the high-risk exposure period.</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of individuals that were notified:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</th>
<th>What could be done to reduce exposure to COVID-19?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Was local health department notified?</th>
<th>Date:</th>
</tr>
</thead>
</table>

*Should an employer be made aware of a non-employee infection source COVID-19 status.*
Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional Consideration #1

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 testing
- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

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.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - 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:
  o Moving indoor tasks outdoors or having them performed remotely.
  o Increasing outdoor air supply when work is done indoors.
  o Improving air filtration.
  o Increasing physical distancing as much as possible.
  o 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.
Additional Consideration #2

Major 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 testing
We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees’ working hours.

Exclusion of COVID-19 cases
We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses
We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- 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.
Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units
We will ensure that shared housing unit assignments are prioritized in the following order:

• Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
• Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
• Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls
We will ensure:

• The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
• Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
• Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings
We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection
We will ensure that:

• Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
• Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening
We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing
We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.
Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP Investigating and Responding to COVID-19 Cases.
- End isolation in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any applicable local or state health officer orders.
Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation
We will prioritize shared transportation assignments in the following order:
• Employees residing in the same housing unit will be transported in the same vehicle.
• Employees working in the same crew or worksite will be transported in the same vehicle.
• Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings
We will ensure that the:
• Physical distancing and face covering requirements of our CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.
• Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle’s normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

Screening
We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting
We will ensure that:
• All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
• All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
• We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation
We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:
• The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
• The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
• Protection is needed from weather conditions, such as rain or snow.
• The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene
We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.