COVID-19 Prevention Program (CPP)
Keiller Leadership Academy

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

Date: 1/25/2021

Authority and Responsibility

Joel Christman, 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.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

1) attending the all staff virtual meeting which reviews the components of the COVID-19 Prevention Program (CPP) for KLA's Employees and/or

2) completing the “Pandemic Response Committee Agenda Item Request” Google Form to provide any input to identify any COVID-19 hazards to the Pandemic Response Committee.

Employee Screening

We screen our employees by:

Passive Screening:
Staff are encouraged to do pre-screening at home (i.e. check to see if they have a fever of 100.0 degrees Fahrenheit, check to see if they have any one of the symptoms associated with COVID-19) and not come to work if sick. According to the COVID-19 Symptom Decision Tree from the San Diego County Office of Education (last updated 1/11/2021), if a staff member develops any one of the following signs or symptoms (i.e. fever with or without chills/rigors, cough, shortness of breath, nasal congestion, sore throat, nausea, vomiting, or diarrhea, fatigue, new loss of taste/smell, headache, muscle or body aches, or poor appetite), he/she will be recommended to reach out to a health care provider for instructions. If a staff member, with a PCR COVID-19 viral test, tests negative, he/she will provide proof of a negative test to his/her administrator and may return 72 hours after symptoms are resolved or 10 days if the symptoms are improving. If a staff member, with a PCR COVID-19 viral test, tests positive, he/she would need to quarantine and exclude close contacts for 10 - 14 days from the last day of exposure. A “close contact” is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19’s patient’s symptoms began, and until the COVID-19 patient is no longer required to be isolated, and the contact: 1) were within 6 feet of a COVID-19 patient for a cumulative total of 15 minutes or more over a 24-hour period or 2) had unprotected contact with body fluids and/or secretions of a COVID-19 patient. The Executive Director has created a schedule for when staff will be tested. Staff will be tested bi monthly.
Updated (1/11) Decision Tree: https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Decision-Tree.pdf

Active Screening:
Staff, who arrive at school between 6:30 a.m. - 7:05 a.m., can enter through the side gate to go through the Active Screening procedures and get their temperature checked with a no-touch thermometer. The staff member who is conducting the Active Screening will wear a face covering. Each staff member will read the 9 Active Screening Questions. The 9 Active Screening Questions will be posted at the side gate.

These are the 9 Active Screening Questions recommended by the SDCOE:
1) Do you have a new cough, nasal congestion, or runny nose?
2) Are you experiencing shortness of breath or difficulty breathing?
3) Are you having a new muscle pain or fatigue?
4) Do you have a headache (that is not normal for you)?
5) Do you have a sore throat?
6) Are you experiencing a new loss of taste or smell?
7) Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
8) Do you have a new rash?
9) Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?

After 7:05 a.m., staff may only enter the main office to go through the Active Screening procedures and get their temperature checked with a no-touch thermometer. Each staff member will read the 9 Active Screening Questions. The 9 Active Screening Questions will be posted in the main office by the sign-in sheet. The staff member who is conducting the Active Screening will wear a face covering. If a staff member does pass the Active Screening procedures, he/she will sanitize his/her hands as they enter campus. If a staff member does not pass the Active Screening procedures (showing symptoms: fever, cough, chills, etc.), he/she will be asked to go home or a healthcare facility, and an on-site substitute will fill their position for the day. If a staff member, with a PCR COVID-19 viral test, tests negative, he/she will provide

proof of a negative test to his/her administrator and may return 72 hours after symptoms are resolved or 10 days if the symptoms are improving. If a staff member, with a PCR COVID-19 viral test, tests positive, he/she would need to quarantine and exclude close contacts for 10 - 14 days from the last day of exposure. A "close contact" is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19's patient's symptoms began, and until the COVID-19 patient is no longer required to be isolated, and the contact: 1) were within 6 feet of a COVID-19 patient for a cumulative total of 15 minutes or more over a 24-hour period or 2) had unprotected contact with body fluids and/or secretions of a COVID-19 patient. If a staff member leaves campus during the day for any reason and returns to campus the same day, he/she will enter the main office and go through the Active Screening procedures and have their temperature checked again.

Visitors will be permitted on a case by case basis or emergencies only. If a visitor is permitted to come to campus, he/she will enter the main office to go through the Active Screening procedures and get their temperature checked with a no-touch thermometer. Each visitor will read the 9 Active Screening Questions. The 9 Active Screening Questions will be posted in the front office by the sign-in sheet. The staff member who is conducting the Active Screening will wear a facecovering. If a visitor does not pass the Active Screening procedures (showing symptoms: fever,cough, chills, etc.), he/she will not be permitted on campus. If a visitor leaves campus during the day for any reason and returns to campus the same day, he/she will enter the main office and go through the Active Screening procedures and have their temperature checked again.

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:

The severity of the hazard will be assessed by KLA's Campus Safety Supervisor and Chris Ing Consulting. The correction of time frames will be assigned by the Executive Director and depending on what the issue is, the issue will be corrected as soon as possible. The Executive Director will be responsible for making sure that the hazard will be corrected in a timely manner. The Executive Director will send friendly reminder emails or verbal notifications as follow-up measures to certain employees to ensure that the hazard(s) is being corrected in a timely manner.

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:

Physical distancing is being implemented where possible. We are limiting the number of staff that can enter the campus at one time on a daily basis in order to help with physical distancing and limiting the number of staff members that can be in classrooms/work areas. The number of visitors and volunteers will be reduced. Systems have been put in place to limit the number of staff members coming in the main office at one time. In the workroom, there is signage which states that up to 6 staff members can be located in the workroom at one time. In the staff lounge, there is signage which states that up to 5 staff members can be located in the staff lounge at once. Staff restrooms will have "stand here" markers at 6 ft intervals. There are markers by the staff restrooms by the main office due to it being a high traffic area. Physical distancing rules/signage will be posted by the restroom. There is a sign in the hallway next to the staff restroom. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Staff meetings (i.e. grade level meetings, department meetings, etc.) and professional development trainings are conducted virtually. We made a schedule of when staff members can come in the front office so that we can

minimize contact. In the primary hallway, there is a one way route. On the secondary side, there are blue arrows to indicate the travel route.
We do not have a staggered arrival and departure schedule for staff. Primary staff members are contracted to be on campus at 7:05 a.m. and can leave campus as early as 3:25 p.m. Secondary staff members are contracted to be on campus at 7:00 a.m. and can leave campus as early as 3:20 p.m. However, the Instructional Assistants and the Custodial staff do not arrive on campus and/or depart campus at the same time.

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.

Face coverings are required for all staff and permitted visitors. During the Active Screening process, if a staff member or permitted visitor, does not have a mask, a disposable mask will be provided for him/her. Also, during the Active Screening process, if a staff member or permitted visitor has a mask that does not fit appropriately covering the nose and mouth, a disposable mask will be provided. Face coverings help to make sure if a person is carrying the virus, it is not being transferred to someone else. Face coverings such as masks or clear face shields are important. Masks help control respiratory droplets transmission. Masks are meant to protect other people in case the person who is wearing the mask carries COVID-19 but does not know it. Teachers may decide to wear face shields so younger students can see their faces and to avoid potential barriers to phonological instruction. According to UCSD's Expert Scientific Panel, "face shields (with or without a drape) are not substitutes for a mask...masks with valves should not be permitted..." Therefore, staff members who are administrating instruction may wear a face shield without a mask, as long as the staff member is at least 6 feet away from students and other staff members. Staff have been provided information in regards to proper use, removal, and washing of cloth face coverings. Should an KLA employee encounter an non-employee who is not wearing a face covering, he/she can remind the employee to wear a face covering. If the non-employee continues to not wear a face covering, then the employee can notify his/her administrator.

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:

We have provided each staff member with a teacher shield. We have provided each student that is on site with a protective shield.

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

Proper ventilation is to be in place when cleaning and disinfecting the classrooms/rooms throughout the campus. Custodial staff will do through cleaning and disinfecting when the students are not present, either before school or after school. Spaces will have enough ventilation and windows will be open (if weather permits), so there is an adequate and increased circulation of outdoor air. KLA cleaned and had HVAC system inspected.

KLA has replaced the air filters and purchased air purifiers for certain staff. There are ventilation fans for the Activity Room and P.E. rooms. The mechanical and natural ventilation systems are checked at the end of each school year.

Cleaning and disinfecting

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

According to the COVID -19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (published January 14, 2021), Frequently touched surfaces in the school include, but are not limited to:
1) door handles
2) sink handles
3) shared tables, desks, or chairs
4) shared technology and supplies

KLA has a Cleaning & Disinfecting Schedule. The staff lounge will be cleaned and disinfected at 10 a.m. and 1 p.m. The following bathrooms will be cleaned at 6 a.m., 8 a.m., noon, and 2 p.m. and after school during the time frame of 3 p.m. - 7:30 p.m.: Front Office Bathrooms, Primary Staff Bathrooms, Lower Primary Bathrooms, Upper Primary Bathrooms, Secondary Staff Bathrooms, Secondary Student Bathrooms, Isolation Room Bathroom and the Bathroom in the Library. There is a checklist posted in each bathroom in which the date and time throughout the day that the bathroom has been cleaned. The following will be cleaned and disinfected in the front office: door knobs, counters, office bathroom (sink, light switch, soap dispenser, sanitary napkin dispenser, toilet lever, sink handles, floor will be mopped [with a biobased floor cleaner/deodorizer]. The following items will be cleaned in the bathroom: door knobs, sinks, light switches, soap dispensers, sanitary napkin dispensers, toilet levers, sink handles, and the floors will be mopped [with a biobased floor cleaner/deodorizer].

Each classroom/room will have a bottle of “Hard Surface Sanitizer” (the staff member can spray the tables and chairs and let the solution dry) and paper towels. Each classroom/room will have a bottle of soap and water (the staff member can use this bottle to clean desks and chairs after students eat lunch and before the next class enters the room) and paper towels. Teachers will clean their classrooms 10 minutes before their next period class comes in or 10 minutes after the class has left the classroom. The teachers will also clean their classrooms before recess. Teachers will clean and

disinfect their classrooms before and after lunch. The custodial staff will empty trash cans after lunch is eaten in the classroom.

The custodians are using those disinfecting products that are approved for use against COVID-19. We are making sure that we have adequate supplies to minimize the sharing of high-touch items (such as art supplies and games), limiting the use of these supplies, and cleaning and disinfecting the objects between each use.

The custodial staff is using the "Hard Surface Sanitizer" and the biobased floor cleaner/deodorizer based on the instructions on the containers. The cleaning & disinfecting products are to be safely put away from the view of students.

Drinking fountains will be turned off in order to prevent the spread of illness. Touch free water dispensers will be provided for staff to refill reusable water bottles.

There was a virtual Town Hall Meeting in September 2020 in which all staff were informed of the frequency and scope of cleaning and disinfection being carried out throughout the KLA campus.

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

Areas that were used by someone who is ill will be closed off. According to the COVID -19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (published January 14, 2021), if a case has been identified, the spaces where the case spent a large proportion of their time should be disinfected. According to the Guidebook for Safe Reopening of California's Public Schools, custodial staff will wait 24 hours before cleaning and disinfecting an area. Unlimited is the name of the outside service that KLA uses. The two employees from this outside service, Unlimited, are properly equipped and trained.

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:

Custodial staff share a mop bucket and floor cleaning equipment (used during summer), but each custodial staff has their own cart and spray bottles. 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 (i.e. pens and no-touch thermometers in the main office), the items will be disinfected between uses in that the pens in the front office will be disinfected using Thieves brand
cleaner and the no-touch thermometers used in the front office will be disinfected using Lysol wipes. Some employees will sanitize their work stations daily. Custodians will follow a cleaning and disinfecting schedule.

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:

Employees have learned the appropriate process for handwashing (i.e. washing hands with soap for 20 seconds). We encourage employees to hand wash and use hand sanitizer when entering the campus. There is signage throughout the campus to encourage employees to wash their hands after
using the restroom and before entering the all staff refrigerators in the staff lounge. Hand sanitizers have been installed in every classroom/building. The COVID -19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School
Year (published January 14, 2021) recommended that portable handwashing stations be placed throughout the campus and near classrooms to minimize movement and potential long lines to use the restroom to wash one's hands. Therefore, portable handwashing stations have been stationed
throughout the KLA campus. There are staggered intervals throughout the day to give staff an opportunity to regularly wash their hands.

Handwashing occurs:
1) after using the restroom
2) before eating
3) when entering a classroom or office
4) after putting on face mask/face shield
5) if hands are visibly soiled
6) if the staff member has encountered chemicals or other items such as soil in a science lab, art room, or other educational venue
7) if the staff member encountered chemicals during cleaning the school environment

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.

KLA has sufficient supply of personal protective equipment (PPE) on campus. The custodial staff has the appropriate PPE (i.e. gowns, gloves, masks, face shields) to clean and disinfect an area/classroom in which a staff member/student has a confirmed case of COVID-19. The Health Technician has the appropriate PPE (i.e. gowns, gloves, masks, face shields) when he/she is in the Isolation Room.

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:

Employees who had potential COVID-19 exposure in our workplace will be:asked to follow page 2 of the COVID-19 Symptom Decision Tree (recently updated on 1/11/2021 by the San Diego County Office of Education). We follow the COVID-19 Communication for Schools with the San Diego County Epidemiology Branch and the COVID-19 Symptom Decision Tree for guidance. An employee from the Epidemiology Branch provides KLA's Administration with a template to complete (i.e. person infected, birthdate, first day the employee had the symptoms, and the employees that that employee had close contact with).

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:

E-mails or phone calls can be made by employees to report COVID-19 symptoms and possible hazards to their administrator.
Employees can complete the "Pandemic Response Committee Agenda Item Request" Google Form to provide any input to identify any COVID-19 hazards to the Pandemic Response Committee.

- 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:

The Academic Directors announce in their End of the Week Wrap-Ups and of updates of where employees can get access to COVID-19 testing. The Executive Director sends e-mail reminders to staff as well.

- 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.

The Executive Director will send an e-mail letter to all staff with information about COVID-19 hazards employees may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

- 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.

The Pandemic Response Committee reviews information about COVID-19 hazards employees may be exposed to, what is being done to control those hazards, and KLA's COVID-19 policies and procedures. This information is then presented to staff via a virtual Town Hall Meeting and/or via e-mail from the Executive Director. Once the Campus Safety Supervisor completes Appendix A: Identification of COVID-19 Hazards, this information will be presented to employees as well.

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 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.

Safe Schools Trainings from CharterSafe [i.e.
1) "Coronavirus: Managing Stress and Anxiety",
2) "Coronavirus: Cleaning and Disinfecting Your Workplace",
3) "Coronavirus Awareness", and
4) "Personal Protective Equipment (PPE)"]

Mrs. Torres pre-recorded safety lessons and put them on Google Classroom, on her webpage, and on Seesaw. These pre-recorded lessons will incorporate topics such as Disease Prevention Lessons (i.e. handwashing/hand sanitizer; how to properly use, remove, and wash cloth face coverings; respiratory etiquette [i.e. covering coughs & sneezes; using tissue to wipe nose; avoiding contact with ones' eyes, nose, or mouth]; and the importance of social/physical distancing) and Health Promotion Lessons (i.e. Eating healthy meals and snacks - Nutrition...not sharing food/snacks; Getting plenty of sleep; Physical Activity and Exercise). Appendix D: COVID-19 Training Roster will be used to document this training.

Examples of pre-recorded safety lessons:
1) [K-2nd]: https://4.files.edl.io/2b50/09/08/20/052929-64d276c4-03be-439f-9acf-3e08616e950a.mp4
2) [3rd - 5th]: https://4.files.edl.io/2a32/09/08/20/052550-12bc5fce-e3e1-4b85-8bb7-a7d815b126c1.mp4
3) [6th - 8th]: https://4.files.edl.io/7320/09/08/20/045908-442b7cf1-1a57-43e9-b57c-8875e8772a06.mp4
4) [K-2nd]: https://4.files.edl.io/ca1c/10/06/20/144024-72666e23-6306-468e-a34b-f38c02b54764.mp4
5) [3rd - 5th]: https://4.files.edl.io/be80/10/06/20/152300-85e8c64e-c219-4f13-b3e6-7374e58abcf5.mp4
6) [6th - 8th]: https://4.files.edl.io/6310/10/06/20/170720-c8c413d3-033c-49c6-9a43-a2d7a5cdba35.mp4

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

For employees excluded from work and otherwise able and available to work, KLA will continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. KLA may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public or other sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Please note these provisions do not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission. In addition, these provisions do not apply when KLA determines the COVID-19 exposure is not work related.
Providing employees at the time of exclusion with information on available benefits.

- 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.

An employee from the Epidemiology Branch provides KLA Administration with a template to complete (i.e. person infected, birthdate, first day the employee had the symptoms, and the employees that that employee had close contact with).

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.

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: Ronnika Burks

Date: 1/21/2021

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

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
Entrance/Exit - side gate and main office Active Screening Process	Side Gate: M-F (6:30am-7:05am) Main Office: various times of the day	All employees and members of the public	Social distancing, face coverings, barriers/partitions, sanitization procedures of screening station and materials
Main Office - mail carriers, parcel deliveries, parents, district office employees	All hours of operation	All employees and members of the public	Social distancing markers, face coverings, delivery/check in window, barriers/partitions, air purifier, laptop cart exchange protocol, disinfecting schedule
Work Room - employee scanner, copy machine, materials, mailboxe	All hours of operation	All employees	Social distancing, face coverings, sanitization of machines
Staff Lounge (lunch breaks) - appliances, eating indoors	All hours of operation	All employees who are utilizing the space	Social distancing, face coverings, hand washing, disinfecting schedule
Auditorium - school supply distribution to students/parents, staff meetings	Various days/times	All employees who are utilizing the space	Social distancing during distribution, face coverings, drive-by pick up, virtual staff meetings held

Cafeteria - food distribution to public	M-F (10am-1pm)	Cafeteria employees, members of the public, parents/students	Social distancing, face coverings, drive-by pick up
Hallways - traveling through campus	All hours of operation	All employees	Social distancing markers/reminders, face coverings, one-way routes, drinking fountains discontinued, multiple handwashing stations
Shared classroom/work area - multiple employees utilizing same area for work	All hours of operation	All employees who share classroom/work areas	Social distancing, face coverings, use of individual materials, barriers/partitions, room maximum capacity, sanitization procedures, fan ventilation, air purifiers
Emergency Drills - practice our Emergency Response	Various days/times	All employees	Social distancing, face coverings, outdoors
Isolation Room	Various days/times	Potentially infected employees, Health Technician, Administrators, Front Office Staff, Campus Safety Supervisor/support	Social distancing, PPE for everyone, isolation tents, barriers/partitions, cleaning and disinfecting procedures

Appendix B: COVID-19 Inspections

Date: 1/23/2021

Name of Person Conducting the Inspection: Head Custodian, Campus Safety Supervisor, Health Technician

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions	Complete	Head Custodian	October 23
Ventilation (amount of fresh air and filtration maximized)	Complete	Head Custodian	October 23
Additional room air filtration	Complete, i.e. fans in locker roomsand the Activity room	Head Custodian	October 23

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing	Complete	Campus Safety Supervisor	October 23
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	Head Custodian	October 23
Hand washing facilities (adequate numbers and supplies)	Complete	Head Custodian	October 23
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	Head Custodian	October 23
	Complete		

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)	N/A disposable face coverings are used	N/A	October 23
Gloves	Complete	Head Custodian	October 23
Face shields/goggles	Complete	Head Custodian	October 23
Respiratory protection	Complete	Health Technician	October 23

Isolation Room	Complete	Health Technician	November 2

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:

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

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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	**Date:**		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	**Date:**		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		**What could be done to reduce exposure to COVID-19?**	
Was local health department notified?	Yes	**Date:**	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: 1/20/2021

Name of Person Conducting the Training: CharterSafe

Employee Name	Trainings	Signature
Leticia Acosta	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Corina Allende	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Paul Amorillo	Covid-19 Awareness, Managing Stress, PPE, Compliance	
John Armstrong	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Linda Avalos	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Valerie Bailey	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Isidro Barragan	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Samantha Beasley	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Tami Belmain	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Katherine Budde	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Ronnika Burks	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Scott Calderwood	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Joel Christman	Covid-19 Awareness, Managing Stress, PPE, Compliance	
James Clancy	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Charles Conradi	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Eva Contreras	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Jose Cortez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Emily Crookshanks	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Sarah Dietrich	Covid-19 Awareness, Managing Stress, PPE, Compliance	

Nicole Dougherty	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Jeremiah Eikam	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Christina Espinoza	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Laarni Francia	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Andres Garfio	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Claudia Gomez Vorce	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Ana Guillen Vasquez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Joshua Hamler	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Elizabeth Henkels	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Wei-Hsiu Huang	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Gibian Jacobo	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Adria Jefferson	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Eric Jenkins	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Jesse Jimenez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Lyle Kabalican	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Zully Kane	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Esther Kang	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Juan Licea	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Vanessa Loke	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Rexxie Loke-Agagas	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Verionica Lopez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Kristina Lubeski	Covid-19 Awareness, Managing Stress, PPE, Compliance	

Mitzi Martinez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Adriana Martinez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Emilie Meredith	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Yolanda Miranda	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Kristine Morales	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Anthony Morales	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Rachael Munoz	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Cedric Ndondolay	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Elizabeth Ochoa	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Bianca Ortiz	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Clara Padilla	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Melchor Padilla	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Matthew Parkhill	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Shireen Peerzada	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Fatima Perez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Fanny Quinoneszuniga	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Devin Roach	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Christy Robbins	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Esperanza Roberge	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Cameron Rude	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Jessica Russell-Calderon	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Jonathan Saenz	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Nathaniel Sartain	Covid-19 Awareness, Managing Stress, PPE, Compliance	

Tertia Sartain	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Brenda Sayabouapeth	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Robert Snow	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Jorge Suarez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Lee Sullivan	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Brandy Thomas	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Emily Thornton	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Kambia Torres	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Freddy Trillo	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Olivia Valeriano	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Librado Varela	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Yanira Vasquez	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Evona Wascinki	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Thomas White	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Arthur Williams	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Buddy Young	Covid-19 Awareness, Managing Stress, PPE, Compliance	
Nelson Young II	Covid-19 Awareness, Managing Stress, PPE, Compliance	