



## COVID-19 Prevention Program (CPP)

Bethany Lutheran School, Long Beach, CA

*Last Updated: January 28, 2021*

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

### Authority and Responsibility

**Dr. Mary Fink, Principal** 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 a workplace evaluation using the **Appendix A: Identification of COVID-19 Hazards** form.
- Review applicable orders and general and education 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 will be encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying Dr. Mary Fink via email of any potential COVID19 hazards: [mfink@bethanylutheran.org](mailto:mfink@bethanylutheran.org)

### Employee screening

We will screen our employees by requiring them to complete a self-check for COVID symptoms and potential exposure, and report their temperature each morning using the TempTracker app.

### 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.

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

### **Physical Distancing**

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

- Workers who can will be encouraged to work from home.
- Individual office doors are kept closed.
- School parents may not visit classrooms.
- Visitors will be limited to the school office, not the general campus.
- Office and school desks will be kept 6 feet apart.
- There will be multiple visual cues on the sidewalk throughout the campus.
- 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 will provide clean, undamaged face coverings and ensure they are properly worn by students and 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 will be available in the school office in both child and adult sizes. Any Bethany employee has the right to confront or report persons who are not wearing masks as required.

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.
- 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.

### **Engineering controls**

We will implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Partitions between work areas.

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

- Classroom and office doors and windows are left open.
- HVAC systems are sanitized and operating efficiently.
- Every classroom is fitted with a HEPA air purifier.

### **Cleaning and disinfecting**

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

- The following surfaces will be disinfected between shared uses:
  - Desks or tables
  - Countertops
  - Chairs
  - Keyboards
  - Copy machines
- The following surfaces will be sanitized after hours daily following EPA approved protocols:
  - Door and closet handles
  - Handrails
  - Bottle filling stations
  - Restroom surfaces (will also be sanitized mid-morning, after lunch and mid-afternoon)
  - Vending machines (will also be sanitized mid-morning and after lunch)
  - Light switches
  - Classroom phones
  - Elevator buttons

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

- The room will be closed for 24 hours before cleaning when possible
- All windows and doors will be opened for ventilation during the 24 hour period
- Our janitorial service will sanitize the room and has been trained in proper protocols.

### **Shared tools, equipment and personal protective equipment (PPE)**

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by providing the employees with the sanitizing wipes and spray along with directions for proper use.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we will ensure:

- All classroom sinks and staff/student restrooms are equipped with touchless soap and paper towel dispensers as well as touchless trashcans.
- All classrooms, restrooms, offices and lunch areas are equipped with touchless hand sanitizer dispensers.
- The school will instruct students and staff on proper handwashing protocols

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We will 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. Staff members and students may use their own face masks, but will have access to school-supplied masks, as well.

### **Investigating and Responding to COVID-19 Cases**

Employees who have potential COVID-19 exposure in our workplace will be:

- Informed of their possible exposure, next steps and the need to quarantine for 10 days.
- Directed to a testing site in the city of Long Beach.
- Provided with information about emergency sick leave.

### **System for Communicating**

Our goal is to ensure that we have effective two-way with our employees:

- Employees should report COVID-19 symptoms and possible hazards to Dr. Mary Fink by phone call or email.
- Employees may report symptoms without fear of judgment or reprisal.
- We have consulted with all employees who require accommodations due to medical or other conditions that put them at increased risk of severe COVID-19 illness and provided them with additional safeguards as requested.
- Employees may be tested for COVID using the City of Long Beach testing site, or via their healthcare provider..
- 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.
- All employees and those in contact with our school will have access to Bethany's plan for preventing COVID-19 via our website.

### **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.

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

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after 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 have demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave benefits or emergency sick leave provided by

the government.

- 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 an internal document accessible to the COVID19 Exposure Team to keep a record of and track all COVID-19 cases and reporting such information to all employees 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 10 days from the time the order to quarantine was effective.

### **Note:**

It may become necessary to modify this plan if it becomes inadequate or restrictive to the organization's operations during a pandemic event.

## 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: Dr. Mary Fink**

**Date: January 28, 2021**

**Name(s) of employee and authorized employee representative that participated: Kim Yoshiyama, Kathy Tucker**

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
<b>School Office</b>	Visitors and staff who enter the school office.  8:00-4:00	Members of the public, vendors and staff.	Hand sanitizer, physical distancing stickers, physical barriers, air purifier, ventilation, face coverings and frequent sanitizing.  Preschool parents who are running late will wait outside the office to sign their children in.
<b>Staff Offices</b>	Visitors  Office Hours	Visitors	Hand sanitizer, physical distancing, ventilation, closed doors, face coverings, frequent sanitation
<b>Classrooms</b>	School classrooms during the school day	Students and staff	Cohorting, hand sanitizer, physical distancing stickers, physical barriers, air purifier, ventilation, face coverings and frequent sanitizing.
<b>Teacher Workroom</b>	School Day	Staff and vendors	Hand sanitizer,, ventilation, face coverings and frequent sanitizing.
<b>Teacher Break Room</b>	School Day	Staff	Hand sanitizer,, physical barriers, ventilation, face coverings and frequent sanitizing.
<b>Restrooms</b>	School Day	Staff and Students	Hand sanitizer,, physical barriers, ventilation, face coverings and frequent sanitizing.

<b>Playground</b>	School Day	Students	Hand sanitizer,, physical barriers, ventilation, face coverings and frequent sanitizing.
<b>Elevator</b>	School Day	Staff	One rider only, hand sanitizer, frequent sanitation of controls.
<b>School Entrances</b>	School Day	Students and Staff	Safety cards, masks required, physical distancing, hand sanitizer stations
<b>Walkways</b>	School Day	Students and Staff	Physical distancing stickers, staggered schedules, one-way traffic for students, frequent sanitation

## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			