

COVID-19 Prevention Program (CPP) for Journey Academy

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

Updated: April 19, 2021

Authority and Responsibility

The Senior 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:

- Immediately reporting any presentation of COVID-19 symptoms to their direct supervisor, or any possible exposure to a COVID-19 positive case
- Reporting any COVID-19 hazards to their direct supervisor
- Adhering to all Journey safety protocols as outlined in this Prevention Program, including but not limited to:
 - Face Covering and proper use of PPE as required
 - Physical Distancing
 - Sanitization and Cleaning Protocols
 - Response to positive COVID-19 exposure or symptoms

Employee screening

All employees are required to conduct daily health screening prior to reporting to work, which includes the following:

- A temperature check
- Reporting of any symptoms of COVID-19
- Reporting of any household members experiencing symptoms of COVID-19

- Reporting of any possible COVID-19 exposure to the employee

Employees will document the daily health pre-screening via the ParentSquare app. In the event that an employee does not complete a daily health pre-screening prior to arriving to work, their temperature will be taken using a non-contact thermometer, with both the screener and employee wearing face coverings, and the employee will be required to complete a self screening electronically on the ParentSquare app or at the sign in station prior to beginning their shift.

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 and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

In addition, employees have the right to file a confidential safety and health complaint via the anonymous COVID-19 Complaint Form and request an inspection of your workplace if you believe there is a serious hazard or if you think your employer is not following COVID-19 safety protocols, guidelines, and regulations.

Journey takes all concerns and complaints seriously. Journey values the concerns of our parents, staff, students, and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent, or employee for processing, in good faith, a complaint, either on an informal or formal basis or for participating in any way in these complaint procedures.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace. All staff work areas and offices are separated by at least six feet of physical distancing. Visual Signage and floor markings are posted throughout the campus on the interior and exterior of buildings and on walkways to indicate physical distancing. Plexiglass providers are installed or provided in any circumstance in which maintaining six feet of physical distancing is not possible. All rooms are equipped with appropriate PPE, including masks, gloves, and cleaning supplies. The student body is divided into two cohorts (Cohort A and Cohort B), to reduce class sizes and overall number of students on campus each day.

- **Bus/Transportation:** All students arriving by bus will be required to wear masks for the duration of their bus ride. Physical distancing is utilized to the maximum extent possible within each bus. Typically students are not transported to and from school by parents. If a student will be transported by parent, parents must remain in their vehicle and drop off students at the roundabout when greeted by a staff member. Carpooling is discouraged, but, if carpooling is necessary, this should be limited to only students in the same stable group, masks should be worn, and windows should be open.
- **Classrooms:** Class sizes have been reduced to ensure proper social distancing in accordance with local and state health guidelines. Student and teacher desks are spaced with at least six feet of distance between all seats. Shared student work spaces have been removed from classrooms, and each student works at their own individual desk. Plexiglass dividers are installed around all teacher and staff desks to provide added protection, and additional plexiglass dividers are available in each classroom for any circumstance in which six feet of distance between desks cannot be maintained. If local health guidelines permit a decrease in distance between student desks, desk spacing may be reconsidered accordingly to allow for students to return to school more days per week.
- **Hallways:** There are no internal student hallways at Journey. All classrooms open up to outdoor walkways. Floor markers are placed on the outdoor walkways on campus to indicate places for

students, staff, or visitors to maintain at least six feet of distance when waiting to enter classrooms and the administrative building. Students are instructed to maintain a distance of at least six feet apart from one another when walking between classrooms, and this will be monitored by staff.

- **Student Lockers:** Student lockers are not currently in use.
- **Restrooms:** There are designated, separate restrooms for use by staff and students. Student and staff restrooms restrict use to one person at a time. Signage is posted to demonstrate safe use of restrooms and handwashing. Windows will be left open when possible to improve ventilation.
- **Locker Rooms:** There are no locker rooms on campus.
- **Cafeteria/Eating Area:** Students will eat meals outside within stable groups maintaining at least six feet of social distancing. If weather conditions do not permit outside eating, students will eat in the gymnasium within stable groups maintaining at least six feet of social distancing, and doors will be left open to improve ventilation.
- **Gymnasium:** Physical Education and other activities will be held outdoors and without use of the gymnasium whenever possible. If needed, capacity will be limited to ensure at least six feet physical distance between all students and staff, and the doors will remain open to the maximum extent possible to increase ventilation. If the gymnasium is used to hold an academic or elective class, capacity is limited to ensure at least six feet physical distance between all students and staff and doors will remain open to improve ventilation.
- **Playground/Playing Fields:** If the field is utilized for Physical Education or other school activities, it will be used by one stable group at a time. If use of the field is needed by more than one stable group at a time, stable groups will be clearly divided and there will be no crossover between groups. Students and staff will maintain at least six feet of physical distance at all times. There are currently no playgrounds or play structures on campus.
- **Staff Break Rooms:** Teachers can utilize outdoor spaces or their classrooms for breaks. No indoor spaces will be used for communal gatherings or breaks.
- **Staff Meetings:** Staff meetings are conducted virtually. If a need arises to convene a staff meeting in person, staff will meet in an outside space wearing face coverings and maintaining at least six feet of physical distance.
- **Plan for specific situations when distancing of 6 feet apart is not possible:** Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved, face coverings are required, and plexiglass or other means of additional physical barriers will be provided.

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. Anyone entering campus is required to wear a face covering. Journey has an ample supply of face masks, and will provide masks for anyone without a face mask on campus. Face Shields will additionally be provided to staff as needed and upon request. Training is provided to staff in the proper use of face coverings.

In compliance with CDPH guidelines, students refusing to wear face coverings while on campus who are not exempt will be excluded from entering campus and will be offered access to all classes and services in accordance with their Individualized Education Plan (IEP) via distance learning from their home.

The following additional PPE are also available on campus as needed: gloves, disinfectant wipes, disposable face masks, face shields, sanitizing wipes, sneeze guards/plexiglass, contactless thermometer, hand sanitizer.

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.
- Children younger than 2 years old
- 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: In high traffic areas for situations where we cannot maintain at least six feet between individuals, solid, cleanable, plexiglass partitions have been installed. This includes the administrative office, and around all teacher and staff desks. Additional plexiglass partitions are available for use as needed.

We maximize, to the extent feasible, the air quantity of our facilities with mechanical or natural ventilation utilizing outside air, with the exception of poor outside air quality or excessive hot or cold temperatures. Campus ventilation systems have been checked for proper operation, and HVAC filters have been replaced with a minimum efficiency reporting valley (MERV) of at least 13. Journey will continue to monitor and maintain the HVAC systems through regular maintenance and minimum recommended filter replacement cycle. All classrooms and school buildings will keep open windows and/or doors when possible and as appropriate to increase ventilation through fresh air flow.

In the event proper ventilation is not possible due to poor outside air quality, such as during fires, Journey will consider transitioning to online distance learning.

Cleaning and disinfecting

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

Cleaning supplies and disinfectants are readily available to all Staff and Faculty. Staff and Faculty are trained and equipped to clean and disinfect frequently touched surfaces such as desk surfaces, chairs, etc on a daily basis, and between group and cohort use. Cleaning practices will be clearly posted at the desks of Staff and Faculty in classrooms.

Our third party cleaning service comes to deep clean and disinfect high risk areas between cohorts which includes classrooms, restrooms, door handles, etc.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: We will follow current CDC guidelines. Affected areas will be opened and ventilated with outside air and restricted to cleaning personnel until affected areas are properly deep cleaned and sanitized by our third party cleaning service. We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like laptops, touch screens, and keyboards.

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:

- Provide PPE equipment such as gloves, goggles, face shields, etc. when needed
- Ensure instructional materials and supplies are provided to each individual student and a space to keep all materials to minimize the need for sharing supplies

- For any supplies or equipment that must be shared, this will be limited to use by one small cohort at a time and will be properly cleaned and disinfected between each use.
- Ensure students are each assigned their own electronic device and technology equipment (including headphones) in the classroom and/or for distance learning to prevent sharing of electronic devices
- Avoid any sharing of other supplies, including books, games, or learning tools. If sharing is required, supplies will be properly cleaned and disinfected between each use.

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

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate all hand washing facilities to ensure they are clean, properly maintained, and regularly stocked with sufficient supplies.
- In our evaluation of existing hand washing stations in our restrooms, we determined an additional self-standing hand washing station will be installed outside to ensure ample opportunities for hand washing to all students and staff.
- Encourage and allow time for employees to wash their hands for at least 20 seconds each time
- Display signs in all restrooms and handwashing stations containing proper handwashing techniques
- Provide effective hand sanitizer, which contains at least 60% alcohol, and prohibit the use of sanitizers containing methanol.

Students and staff are required to wash their hands (or use hand sanitizer when handwashing is not available in a classroom) at the following times throughout the school day:

- Upon arrival to school
- Before and after eating
- After sneezing, coughing, or nose blowing,
- After physical activity

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.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form. Journey High School, in coordination with the County Health Department, will follow and implement contact tracing protocols in response to COVID-19 cases.

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

- Contacted by school nurse/doctor with guidance and next steps.
- Offered COVID-19 testing at no cost during their working hours.
- Provided with information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form (See Appendix E: JA Employee Notification- Testing and Exclusion) they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how: Employees should immediately report COVID-19 symptoms and possible hazards to their supervisor.
- 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
- 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. If required to provide testing because of an employee exposure, testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- 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.

Journey will provide written communication to parents/guardians and staff of exposure COVID-19 or confirmed case(s) of COVID-19, ensuring confidentiality is maintained for the individual(s) in accordance with FERPA/HIPAA, state law, and the Individuals with Disabilities Act. See Appendix G: Journey COVID-19 Parent Notification Letters for samples of written communication to parents/guardians and staff.

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.

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 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've demonstrated that the COVID-19 exposure is work related. This will be accomplished by: Employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.
- Allowing staff to work remotely, when appropriate, during their quarantine.

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.
- Data on the number of positive COVID-19 cases will be tracked and maintained. Any individuals who have tested positive for COVID-19 will have their identity kept completely confidential.

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.
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Noelle Anderson

March 9, 2021

A handwritten signature in cursive script, appearing to read "Noelle Anderson", written in black ink.

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: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

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

Appendix B: COVID-19 Inspections

This link www.dir.ca.gov/dosh/coronavirus/ provides additional guidance on what to regularly inspect.

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

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: [enter date]

Name of person conducting the investigation: [enter name(s)]

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?	Date:		

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

Appendix E: JA Employee Notification- Testing and Exclusion



Information regarding Journey Academy COVID-19 Testing and Exclusion of COVID cases

Testing and symptom reporting:

- Employees should immediately report COVID-19 symptoms and possible hazards to their supervisor and HR.
- Employees can report symptoms and hazards without fear of reprisal.
- Please reach out to HR for information regarding accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- When testing is not required, employees can access COVID-19 testing through their primary care provider or Sonoma County Public Health via: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>. TLC/Journey Academy will follow surveillance testing rules defined by Sonoma County's color in the tier system to determine how often to test employees.
- 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. If required to provide testing because of an employee exposure, testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- TLC/Journey Academy is committed to providing a safe, healthy workplace that is transparent and open in communication. 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 will be available on our website at www.tlcjourneyacademy.org featuring our safety and reopenings plans for employees, students, parents and the general public to view.

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've demonstrated that the COVID-19 exposure is work related. This will be accomplished by: Employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.
- Allowing staff to work remotely, when appropriate, during their quarantine.

Appendix F: Journey COVID-19 Parent Notification Letters

"CLOSE CONTACT" EXPOSURE ADVISORY SAMPLE LETTER

Send to Staff and families of children in CLOSED cohorts (who are "close contacts" to positive COVID-19 case)

Date:

Dear parents, guardians and staff of classroom ____,

A person at Journey Academy has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19.

COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started, or if they don't have symptoms, 10 days after the day they tested positive. It can take up to two weeks after exposure to develop COVID-19. People who were exposed to COVID-19 should stay quarantined and not attend school or work for 10 days after the last time they were exposed, and should continue monitoring for symptoms for the following 4 days.

For more information on what it means to be quarantined, visit: www.socoemergency.org

As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of at least 10 days following the last possible exposure, and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. **You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 10-day quarantine.**

If you or anyone in your household is currently showing symptoms of COVID-19: Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, please visit: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

If no one in your household has symptoms of COVID-19: We strongly recommend that you or your child be tested for COVID-19 8-10 days after the most recent exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early (or not at all) increases the risk that a person may finish their quarantine but have become contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen your classroom, there will be minimal risk to students and staff.

Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely,

Journey Academy

GENERAL EXPOSURE ADVISORY SAMPLE LETTER

Send to all other staff and families in OPEN cohorts (who were not close contacts)

Date:

Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at Journey Academy. **At this time we do not believe that you or your child were exposed.** We will notify you immediately should this change. While the affected classroom(s) will be closed for 10 days as a precautionary measure, your/your child's classroom will remain open.

While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

If your child or anyone in your home is experiencing any of these symptoms, please keep the household home and do not come to school or work. Contact your healthcare provider and request a test for COVID-19.

Thank you for helping to keep our community safe.

Sincerely,

Journey Academy

"CONTACT OF A CONTACT" ADVISORY SAMPLE LETTER

When a student/staff member is quarantining due to exposure off campus and there is no on-campus exposure students/staff are only "contacts of a contact"

Date:

Dear Parents/Guardians and Staff of classroom _____:

We want students and staff to stay safe. A student or staff member in your child's class has been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child's classroom will stay open. **You or your child can still come to school.** We will update you if anything changes. Please keep checking your child for symptoms and stay home if anyone in your home is sick.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Please contact your healthcare provider for any other questions.

Thank you for helping to keep our school and community safe.

Sincerely,

Journey Academy

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:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].

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**.