

COVID-19 PREVENTION PROGRAM (CPP) FOR STEM Prep Schools

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

Date: January 1, 2021

AUTHORITY AND RESPONSIBILITY

Eric Barlow, Chief Operating Officer, 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:

- **Notifying their principal, direct manager, or COO right away about any concerns or emailing covid19@stem-prep.org**

EMPLOYEE SCREENING

We screen our employees by:

- **STEM Prep Small Group Screening Procedures**

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 School Operations Manager or HR Manager will conduct monthly 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.**
- **Hazards will be communicated to Eric Barlow and addressed as soon as possible. The School Operations**

Manager or COO will address physical infrastructure hazards; if the hazard is related to an employee's noncompliance with procedures, the COO and Human Resources Manager will address the hazard with the employee directly.

- Once a hazard is corrected, that information should be communicated to the COO.

CONTROL OF COVID-19 HAZARDS

PHYSICAL DISTANCING

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

- **Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements when possible.**
- **Reducing the number of persons in an area at one time, including visitors.**
- **Visual cues such as signs and floor markings to indicate where employees and students should be located or their direction and path of travel.**
- **Staggered arrival, departure, work, and break times.**
- **Cover/tape off sinks and urinals to enforce 6 foot distancing in bathrooms.**
- **Spacing tables and chairs six feet apart from one another, including in classrooms, offices, and meal service areas.**
- **Ensuring meetings are held in rooms large enough to accommodate physical distancing and using outdoor spaces to the extent 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

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 school property who has contact with others (students, parents or other employees) is required to wear a cloth face covering.**
 - **Employees are provided, at no cost, a cloth face covering. The covering is to be worn by the employee at all times while on-site when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when alone in a private office or booth or a walled cubicle.**
 - **A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.**
 - **Students or staff members who are unable to wear a cloth face covering according to written doctors' orders may wear a face shield with a tucked in drape underneath. Exceptions for instructional purposes (i.e. speech therapy) or the unique needs of a student or staff member must be approved by school administration ahead of time.**
- **Employees must wash their face coverings daily. Instruct parents to ensure that children have clean face coverings.**
- **Schools will provide one reusable cloth face covering to each staff member.**
- **Any staff member who arrives without a mask will be provided a disposable mask.**

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

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

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

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:

- **Install solid partitions**

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

- **Replacing all existing filters with MERV-13 filters per EPA recommendations.**
- **Setting all thermostats to fan in “ON” position (not “AUTO”) to increase air flow.**
- **As temperatures and conditions allow, keeping windows open in classrooms to increase air flow. Students and staff should wear extra layers to allow this to happen.**
- **Classroom doors should stay open during instruction to increase airflow throughout building.**
- **To the extent possible and where it doesn’t cause safety concerns, main doors to buildings should remain open.**

CLEANING AND DISINFECTING

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

- **Generally, rooms and surfaces will be cleaned and disinfected after each use.**
- **Any supplies that cannot be individualized will be disinfected between uses.**
- **Custodial team will disinfect as follows:**
 - **Bathrooms 3 times per day**
 - **Water fountains 3 times per day**
 - **Door handles and panic bars (all rooms) 3 times per day**
 - **Handrails 3 times per day**
 - **Meal areas after each meal**
 - **Copy machines and other shared equipment 3 times per day**
 - **Other common areas once per day**
 - **Classroom interiors once per day**
- **Schools will maintain sufficient supplies of the following:**
 - **Disposable masks - Waxie #799351**
 - **Reusable Face Shields - Waxie #88SUNHGASSY16**
 - **Vinyl Gloves (Waxie)**
 - **M - 791249**
 - **L - 791251**
 - **XL - 791252**
 - **Hand Sanitizer Dispensers - Waxie #38460400**
 - **Cleaning and Disinfecting Chemicals**
 - **Solsta 764 Lemon Quat Disinfectant - Waxie #170700**
 - **Solsta 120 XHD Degreaser - Waxie #410099**
 - **Solsta 443 Citrux Hydroxyclean - Waxie #410061**
 - **Solsta 320 Disinfectant - Waxie #170200**

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

- **If possible, close room for 24 hours with no access. If not possible, wait as long as is realistic.**

- After 24 hours, the custodial team will clean/disinfect.
- The room will sit empty for 24 hours after cleaning.

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 **the teacher or an instructional assistant. They will be trained and provided the proper supplies.**

HAND SANITIZING

In order to implement effective hand sanitizing procedures, we:

- **At a minimum, students and adults should wash hands at the beginning and end of the day, before every meal, after outdoor play, and after cough/sneeze (in addition to bathroom visits). Students and adults are encouraged to wash their hands for at least 20 seconds each time.**
- **While washing hands in bathrooms, people should maintain 6 feet distance from each other.**
- **Students and staff should use hand sanitizer approximately once an hour. Schools should ensure one (preferably wall-mounted) hand sanitizer dispenser is maintained and filled in every room that is in use. Hand sanitizers that contain methanol (methyl alcohol) will not be used.**
- **We have placed posters in hallways and bathrooms reminding students and staff to cleanse hands throughout the school day.**
- **Staff members should wash or sanitize hands (or wear gloves) immediately before passing out materials to students.**
- **If we notice lines forming at sinks and other handwashing stations, we will evaluate the need to add additional handwashing stations.**

PERSONAL PROTECTIVE EQUIPMENT (PPE) USED TO CONTROL EMPLOYEES' EXPOSURE TO COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

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

- **Notified of their potential exposure over the phone and notified in writing of the benefits available to them within 24 hours**
- **Offered COVID-19 testing at no cost during their working hours through STEM Prep's existing partnership with Curative**

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 - **Employees can**

communicate symptoms and possible hazards to their School Operations Manager, Principal, COO, or Human Resources Manager

- 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 - **Employees can access testing at their school site or through one of LA's public testing centers**
- 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.
- 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.

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 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. **Per STEM Prep's policy, eligible employees may use COVID-Paid Sick Leave to take paid time off if an employee is unable to work (or telework) due to any of the six qualifying reasons set forth below:**
 - **1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.**

- 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. This includes situations in which the employee has been advised to self-quarantine because the employee has COVID-19, it is believed the employee may have COVID-19 due to known exposure or symptoms or the employee is deemed particularly vulnerable to COVID-19.
 - 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - 4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in subparagraph (2).
 - 5. The employee is caring for a son or daughter of such an employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. This may be taken if no other suitable person is available to care for the child during the period of the leave.
 - 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
- Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORDKEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

RETURN-TO-WORK CRITERIA

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.



Eric Barlow, Chief Operating Officer

January 1, 2021

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: Eric Barlow

Date: January 2021

Name(s) of employee and authorized employee representative that participated:

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
School Main Offices	Throughout the day	Cleanliness	<p>As much as possible, develop no touch systems for interactions with parents/guests. Disinfect any objects touched by visitors between uses (i.e. pens).</p> <p>Purchase additional supplies and equipment to minimize sharing between employees</p>
School Main Offices	Throughout the day	Ventilation	<p>Facilities team will replace all existing filters with MERV-13 filters per EPA recommendations.</p> <p>Set all thermostats to fan in "ON" position (not "AUTO") to increase air flow.</p>
School Main Offices	Throughout the day	Proximity to other people	<p>Space desks so that individuals are sitting at least 6 feet apart.</p> <p>Label, remove and store unused furniture and equipment as well as infrequently used materials in the rooms identified above.</p> <p>Use tape or other markings to define a 6-foot radius around reception desks</p>

			or counters OR purchase and install clear plexiglass barriers between office staff and visitors.
School Hallways and Stairwells	Throughout the day	Proximity to other people	<p>Schools should designate direction of traffic flow in all hallways and stairwells.</p> <p>Where hallways or stairwells do not allow for 6 feet of distancing, schools should create one-way traffic flow</p> <p>Schools should mark floors and walls in key areas: hallways, stairs, bathrooms, elevators, entry and exit areas, etc.</p>
Classrooms	Throughout the day	Shared supplies	Where possible, develop no touch systems for turning in work (i.e. Google Classroom).
Classrooms	Throughout the day	Proximity to other people	<p>To the extent possible, staff and students should maintain at least 6 feet distance. This likely looks like the teacher circulating throughout the room less.</p> <p>Everyone must observe posted room capacity notices.</p>
Classrooms	Throughout the day	Ventilation	<p>Facilities team will replace all existing filters with MERV-13 filters per EPA recommendations.</p> <p>Set all thermostats to fan in "ON" position (not "AUTO") to increase air flow.</p> <p>As temperatures and conditions allow, keep windows open in classrooms to increase air flow. Students and staff should wear extra layers to allow this to happen.</p> <p>Classroom doors should stay open during instruction to increase airflow throughout building.</p>
School Bathrooms	Throughout the day	Cleanliness	For staff bathrooms, schools should align with custodial team on disinfecting implications. Ideally bathrooms are cleaned and disinfected every 1-2 hours.

School Offices, Kitchens, Teacher Work Rooms	Throughout the day	Shared supplies	<p>Staff members should limit use of high-touch, non-essential appliances and materials (i.e. bring in your own coffee and water, bring lunch in a cooler bag vs. using the fridge, limit use of microwave, etc.)</p> <p>Staff members should wipe down shared machines before/after use with disinfectant wipes (if available), and use sanitizer when they enter and when they leave the work room.</p>
School Offices, Kitchens, Teacher Work Rooms	Throughout the day	Proximity to other people	<p>Staff should maintain 6 feet distance, to the extent possible, from one another in offices/kitchens/teacher work rooms, and schools should stagger usage by grade level.</p> <p>Staff members must observe posted room capacity notices and not congregate.</p>
Water Fountains	Throughout the day	Cleanliness	<p>Staff members are encouraged to bring their own water in water bottles.</p> <p>At sites that only have regular water fountains, those will remain on for purposes of filling water bottles. Students and staff should not drink directly from water fountains.</p> <p>Custodians will clean and disinfect water fountains and water bottle filling stations at least once per day.</p>
STEM Prep Home Office	Throughout the day	Cleanliness	<p>As much as possible, develop no touch systems for interactions with parents/guests. Disinfect any objects touched by visitors between uses (i.e. pens).</p> <p>Purchase additional supplies and equipment to minimize sharing between employees</p>
STEM Prep Home Office	Throughout the day	Ventilation	<p>Facilities team will replace all existing filters with MERV-13 filters per EPA recommendations.</p> <p>Set all thermostats to fan in "ON" position (not "AUTO") to increase air flow.</p>

STEM Prep Home Office	Throughout the day	Proximity to other people	<p>Space desks so that individuals are sitting at least 6 feet apart.</p> <p>Label, remove and store unused furniture and equipment as well as infrequently used materials in the rooms identified above.</p> <p>Use tape or other markings to define a 6-foot radius around reception desks or counters OR purchase and install clear plexiglass barriers between office staff and visitors.</p>
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APPENDIX B: COVID-19 INSPECTIONS

See [Appendix B: COVID-19 Inspections Template](#)

APPENDIX C: INVESTIGATING COVID-19 CASES

See [Appendix C: Investigating COVID-19 Cases Template](#)

APPENDIX D: COVID-19 TRAINING ROSTER

Training will be provided through the SafeSchools online platform. Completion records can be downloaded from the platform as necessary.