

# Model COVID-19 Prevention Program (CPP)

This document contains information that requires best care attention to be taken in its correct order and use. This is a fillable template that the employer may complete to ensure compliance with the COVID-19 Emergency Temporary Standard. Instructions in red font enclosed in brackets indicate where to enter workplace-specific information. Additional editing will be warranted, as needed, to ensure the written program is customized to actual workplace conditions and characteristics. There are four Additional Considerations at the end of the document that may need to be incorporated into the CPP, where applicable.

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - 3205, COVID-19 Prevention
  - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
  - 3205.2, Major COVID-19 Outbreaks
  - 3205.3, Prevention in Employer-Provided Housing
  - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
  - The four Additional Considerations provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

# COVID-19 Prevention Program (CPP) for Riverside Montessori Academy – Pachappa Campus

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

**Date: March 8, 2021**

## Authority and Responsibility

**Dr. Amila Chandrapala, 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.
- **Regularly enforce RIVMA's Reopening Safety Plan.**

## Employee participation

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

- Actively monitoring COVID-19 symptoms.
- Follow through with RIVMA cleaning sanitizing protocols.
- Ensuring there is proper ventilation.
- Making certain filtration systems are efficiently working.
- Confirming that an adequate supply of disinfecting and hand sanitizing solutions are available for all staff and student.
- Make certain PPE is properly worn and available at all workspaces at all times.

## Employee screening

- We screen our employees by:
- All RIVMA teachers and Staff will be asked to conduct symptoms self-check and temperature check prior to arriving on campus. If they are experiencing any COVID-19 symptoms and/or have a fever of 100.4 degrees, they will be advised to stay home and monitor their symptoms.
- Symptom screening will be done daily and in conjunction with temperature screenings upon arrival to the center with a non-contact thermometer for all employees. If the employee's temperature is  $\geq 100.4$  they will not be cleared to work.

- Employees will also be required to have their temperature checked when clocking in after a meal period and must have a temperature under 100.4 without the use of fever reducing medication.
- If an employee's temperature is under 100.4, they will note their temperature and answer a few noninvasive symptom screening questions on the pre-screen form. These will be filed with HR in a secure, private medical file.
- Staff will be provided face masks and face coverings and are expected to wear them daily at all times while on campus.
- RIVMA recognizes there are some people who cannot wear a face covering for a number of different reasons. Staff will be exempted from the requirement if they have a medical or mental health condition or disability that impedes them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. This medical condition must be communicated to the school by way of a physician's order and the staff member will be required to wear a face shield with a drape at the bottom.

### **Student and Parent Screening**

- Prior to arrival, parents will be asked to conduct symptoms self-check and temperature on themselves and their child. If the parent or student is experiencing any COVID-19 symptoms and/or have a fever of 100.4 degrees, they will be advised to stay home until they are no longer experiencing any symptoms.
- Parent/guardian symptoms and temperature screenings will be conducted upon arrival and pickup. Parent/Guardian and/or Student(s) with a temperature reading of greater than 100.4° will not be allowed to enter the facility and will be asked to return home. In addition, children who appear unwell despite a fever less than 100.4° will not be permitted entry.
- If Parent/Guardian & student's temperature is read normal, the Parent/Guardian will be asked to check in their child through their phone "app" on brightwheel and fill out a symptom screening questionnaire through this app. This will allow for parents to have limited contact with RIVMA staff and teachers.
- All temperature checks will be noted by RIVMA staff with staff initial and the date/time. These will be filed with the site director in a secure, private medical file.
- RIVMA teachers and staff will be vigilant throughout the day for children who become sick while on campus. Students that show symptoms while school is in session will be discreetly sent to the isolation room and parents/guardians will be notified immediately for pick up. The student will need to stay home as clarified in later parts of this document.

### **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:

- Ms. Tyra Moody, RIVMA's Program Coordinator, along with the Directors and Assistant Directors on site will be responsible for monitoring any and all unhealthy and/or unsafe work conditions daily and will make certain to report such conditions on the Appendix B: COVID-19 Inspections form.
- They will assess the severity of the hazard and assign correction time frames accordingly.
- They will make certain individuals are identified as being responsible for timely correction and follow up that the measures were corrected in a timely manner.

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

#### **Physical Distancing**

- RIVMA will be a CLOSED CAMPUS. All nonessential visitors will be restricted from campus during this time.
- Essential vendors will be expected to wear proper disposable PPE and pass a temperature check and symptom screening prior to entering school.
- We will ensure at least four feet of physical distancing between students at all times

- We will ensure six feet of physical distancing between staff, teachers, parents and teachers and students at all times in our workplace by:
  - Drop off and pick-up areas will be staggered for all staff to limit direct contact with parents and guardians. Specific drop off and pick-up locations will be clearly noted with signs depending on grade level and communicated with parents/guardians prior to the school start date to prevent the mixing of stable group. Both parent/guardian and student will be asked to walk directly to the location.
  - During pick up, parents will not be allowed to enter the classroom. Due to the structural design of the campus, parents will have to come inside the campus to pick up their child. Upon entering the campus, parents will be asked to wait outside their child's classroom door for the teacher to bring him/her to them. Specific signs will be posted so that the parent can practice social distance of 6 feet. A staff member will accompany the child outside with their belongings.
- Signs will be placed on the building, entrances and walkways to denote the requirement to keep a 6ft distance between all employees, parents, students, and visitors upon entering the school grounds.
- All staff meetings will be held virtually.
- All teachers and staff will be directed to navigate the school in a way that minimizes congregation in communal areas.
- Staggered arrival, departure, work and break schedules have been established for staff to limit physical and direct contact with others.

### **Face Coverings**

RIVMA will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth at all times when on Campus.

### **Face Masks and Face Shields:**

- All employees must wear a face covering, face shield with a drape or other effective alternative.
- All employees will be provided disposable face masks to use. Ample face masks will be available on site that employees can access. Employees will be instructed to wear a new face mask daily and use a new mask if their mask gets compromised during their shift.
- Face masks must be worn at all times while on campus unless eating, drinking or napping.
- All employees will also be provided with medical grade face shield and safety glasses to use in addition to a disposable face mask.
- A face shield with a drape at the bottom and a mask may be worn.
- Face shields and safety glasses should be disinfected daily.

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

- While eating and drinking outdoors at the workplace.
- 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.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: **N/A**

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

- RIVMA will ensure sufficient ventilation in all school classrooms and shared workspaces.
- First Choice Heating and Air Conditioning will periodically inspect to maintain all filters in the air conditioning and heating units in the building.
- Whenever possible, class will be held outside, and windows will be opened to provide more ventilation. If opening windows poses a safety or health risk to persons in the facility, RIVMA will consider alternatives.
- Portable air purifiers will be placed in the classrooms, offices and other spaces to increase the

ventilation and air quality throughout the building.

### **Cleaning and disinfecting**

- A variety of cleaning checklists have been created to guide all staff through the day with scheduled cleaning and sanitizing protocols. Aggressive sanitation procedures will be conducted throughout the day as needed and employees will be informed of the frequency and scope of cleaning and disinfection.
- RIVMA will ensure adequate supplies are available and staff receive adequate time for cleaning and disinfecting to be done properly.
- We implement the following cleaning and disinfection measures for frequently touched surfaces:
  - Cleaning and disinfecting tables, chairs, door handles, bathrooms & toys, classroom materials, will be conducted throughout the day.
  - All classrooms will be cleaned and disinfected on a daily basis.
  - All restrooms will be cleaned and disinfected regularly throughout the school day.
  - All surfaces will be disinfected using an electrostatic sprayer at the end of each day.
  - Playground equipment will be regularly inspected and cleaned for student use.
  - The use of shared items will not be allowed.
- The cleaning supplies used by RIVMA are child safe and on EPA's N list of disinfectants for COVID-19.
- RIVMA has procured the following disinfectants to sanitize the campus throughout the day:
  - Waxie 700 Disinfectant Cleaner: One-step, neutral-pH, hospital-grade, broad-spectrum disinfectant cleaner and deodorizer for all hard, nonporous surfaces. 10-minute kill time against human coronavirus. EPA Registration No. 1839-166-14994
  - Waxie 730 HP Disinfectant Cleaner Diluted solution is a flexible broad-spectrum disinfectant. A one-step, Hydrogen Peroxide based product for disinfection, cleaning and deodorizing. EPA Registration No. 45745-11-14994.
  - PURETABS Effervescent Sanitizing/Disinfecting tablets to be used with the Protexus Electrostatic Sprayer. Hospital grade disinfectant, OSHA Bloodborne pathogen standard. EPA Reg No. 71847-6-91524

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

- All areas will be cleaned and disinfected with the proper solutions depending on the surface type (germicidal disinfectant spray or bleach and water solution), focusing especially on frequently touched surfaces.
- RIVMA will close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting areas identified.

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

- PPE will not be shared (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 staff. Employees will receive adequate supplies and training on how to properly disinfect these items.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, RIVMA:

- Will continuously evaluate handwashing facilities and determine the need for additional facilities.
- All staff will be required to wash their hands upon arrival and prior to beginning their workday/school day for at least 20 seconds.
- Frequent hand washing throughout the day will be required of all staff and encouraged with adequate time allowed for employee handwashing.
- Effective hand sanitizers will be offered throughout the school for staff to use (Hand sanitizers that contain methanol will be prohibited on campus.)
- Teachers will educate students on safe hand hygiene practices that align with CDC guidelines through

the use of educational material and frequent demonstrations. Below are the intervals in which handwashing will take place. These include, but are not limited to:

- Beginning and end of class
- After restroom uses
- Before and after meals and snacks
- Upon drop/ off and arrival
- Before/ after outside play

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

- All employees will be provided PPE (such as gloves, goggles, face shields and safety goggles) as required by CCR Title 8, section 3380, and provide such PPE as needed.
- 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**

- RIVMA will investigate and respond to COVID-19 cases by using the **Appendix C: Investigating COVID-19 Cases** form.
- Employees who had potential COVID-19 exposure in our workplace will be provided with the following options to receive testing:
  - Use MeMD medical plan provided through AFLAC whereby employees will call 855-636-3669 to consult with a licensed medical provider and receive information on where to get tested. The cost for this service is \$25 per e-visit.
  - Consult with their primary care physician regarding testing.

### **Testing Cadence for employees and students**

- RIVMA's student and teacher testing cadence by tier level:
  - **Yellow**
    - Symptomatic and response testing
  - **Orange**
    - Symptomatic and response testing
  - **Red**
    - Symptomatic and response testing and every 2 weeks asymptomatic testing
  - **Purple**
    - Symptomatic and response testing and every 2 weeks asymptomatic testing
  - **Case rate greater than 14**
    - Symptomatic and response testing and weekly asymptomatic (PCR or twice weekly antigen testing).
- RIVMA will provide testing resources to our staff and families. They will be advised that they can use their private providers, local community testing sites
- Students and staff will be provided with the following options to receive testing:
  - Consult with their primary care physician regarding testing.
- Staff will also have the following option:
  - Use MeMD medical plan provided through AFLAC whereby employees will call 855-636-3669 to consult with a licensed medical provider and receive information on where to get tested. The cost for this service is \$25 per e-visit.
- School Administrative Coordinator will work with each teacher and staff member to confirm their test was taken and collect results in accordance with privacy laws.
- Results of each student and staff member's test will be sent via email to our Administrative Coordinator, Tyra Moody to Tyra@rmakids.com to be tallied and forwarded to Dr. Chandrapala for review.
- Parents who decline to have their child tested will be confidentially documented with the parent's signature on RIVMA's Parent COVID-19 Testing Declination Form

- Staff/teachers who refuse testing will also be confidently documented by use of RIVMA's Employee COVID-19 Testing Declination Form
- Positive data results will be used to contact trace.
- As required, RIVMA will report positive results to the County of Riverside Public Health Department via SPOT.
- Identification and notification of all persons who came in close contact with the positive diagnosed person will be implemented.

## 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:

- An employee who is displaying symptoms or tests positive for COVID-19 will be required to notify the Executive Director, Dr. Amila Chandrapala immediately via email at drchandrapala@rmakids.com or by telephone at 951-682-1335.
- Employees have been informed symptoms experienced and hazards in the workplace can be reported without fear of reprisal to Director, Assistant Director or Executive Director.
  - 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. In such a scenario, employees will be offered COVID-19 testing at no cost during their working hours and be advised to use the MeMD medical plan provided through AFLAC.
- 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.
  - 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.
  - 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.
  - Regularly enforce RIVMA's Reopening Safety Plan.

## 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 facecoverings.
- 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.
- RIVMA's Confirmed COVID-19 Protocol
- RIVMA administration will conduct regular virtual staff meetings and COVID-19 trainings for all staff and teachers.
- Staff and families will be trained on arrival and departure procedures, social distancing practices, daily pre-screening protocols, the importance of maintaining social distancing and will be provided information on RIVMA's safety plan.
- **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, where permitted by law and when not covered by workers' compensation.
- 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.

### **Parent notification of exposure**

- RIVMA will communicate possible COVID-19 exposure to parents using the bright wheel app. This will alert parents immediately via a text message of the potential exposure.
- A follow up email will also be sent to parents informing them of the possible exposure. This email will provide information on RIVMA's COVID-19 safety protocols, options for distant learning and information on testing.
- RIVMA admin will report confirmed and exposed cases to local health officials

### **Return-to-Work Criteria for employees**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - COVID-19 symptoms have significantly improved.
  - At least 10 days have passed since the last COVID-19 test
  - Fever has resolved without the use of fever reducing medication
- 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 last positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work.
- If an employee is issued an order to isolate or quarantine 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.

#### **Return-to-School Criteria for students**

- **Exclude confirmed case** for 10 days from the last positive test date.
- To return to school, a confirmed case must:
  - show significant improvement in overall COVID-19 symptoms AND
  - be fever free without the use of fever reducing medications for 24 hrs AND
  - complete 10 days of isolation after the date of the last positive test.
- 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 last positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- **Exclude all exposed** close contacts (possibly the entire stable group) from school for 10 days after the last date the confirmed COVID-19 case was exposed at school while infectious.
- Teachers or students who have been in close contact with someone with COVID-19 will be required to quarantine for 10 days with the following points considered:
  - If the individual does not exhibit symptoms, they must quarantine for 10 days.
  - If an individual begins to show symptoms during the 10-day quarantine time period, testing is recommended 5-7 days after exposure. If the test is negative, the individual may return to campus after 10 days. If the test is positive, the individual must isolate for 10 days from the positive test result.

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RIVMA Executive Director: Dr. Amila Chandrapala

Signature:



Date: 2-11-2021



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November 2020

# COVID-19 Prevention Program (CPP) for Riverside Montessori Academy – Indiana Campus

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

**Date: March 8, 2021**

## Authority and Responsibility

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- Follow through with RIVMA cleaning sanitizing protocols.
- Ensuring there is proper ventilation.
- Making certain filtration systems are efficiently working.
- Confirming that an adequate supply of disinfecting and hand sanitizing solutions are available for all staff and student.
- Make certain PPE is properly worn and available at all workspaces at all times.

## Employee screening

- We screen our employees by:
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- Symptom screening will be done daily and in conjunction with temperature screenings upon arrival to the center with a non-contact thermometer for all employees. If the employee's temperature is  $\geq 100.4$  they will not be cleared to work.

- Employees will also be required to have their temperature checked when clocking in after a meal period and must have a temperature under 100.4 without the use of fever reducing medication.
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### **Control of COVID-19 Hazards**

#### **Physical Distancing**

- RIVMA will be a CLOSED CAMPUS. All nonessential visitors will be restricted from campus during this time.
- Essential vendors will be expected to wear proper disposable PPE and pass a temperature check and symptom screening prior to entering school.
- We will ensure at least four feet of physical distancing between students at all times

- We will ensure six feet of physical distancing between staff, teachers, parents and teachers and students at all times in our workplace by:
  - Drop off and pick-up areas will be staggered for all staff to limit direct contact with parents and guardians. Specific drop off and pick-up locations will be clearly noted with signs depending on grade level and communicated with parents/guardians prior to the school start date to prevent the mixing of stable group. Both parent/guardian and student will be asked to walk directly to the location.
  - During pick up, parents will not be allowed to enter the classroom. Due to the structural design of the campus, parents will have to come inside the campus to pick up their child. Upon entering the campus, parents will be asked to wait outside their child's classroom door for the teacher to bring him/her to them. Specific signs will be posted so that the parent can practice social distance of 6 feet. A staff member will accompany the child outside with their belongings.
- Signs will be placed on the building, entrances and walkways to denote the requirement to keep a 6ft distance between all employees, parents, students, and visitors upon entering the school grounds.
- All staff meetings will be held virtually.
- All teachers and staff will be directed to navigate the school in a way that minimizes congregation in communal areas.
- Staggered arrival, departure, work and break schedules have been established for staff to limit physical and direct contact with others.

### **Face Coverings**

RIVMA will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth at all times when on Campus.

### **Face Masks and Face Shields:**

- All employees must wear a face covering, face shield with a drape or other effective alternative.
- All employees will be provided disposable face masks to use. Ample face masks will be available on site that employees can access. Employees will be instructed to wear a new face mask daily and use a new mask if their mask gets compromised during their shift.
- Face masks must be worn at all times while on campus unless eating, drinking or napping.
- All employees will also be provided with medical grade face shield and safety glasses to use in addition to a disposable face mask.
- A face shield with a drape at the bottom and a mask may be worn.
- Face shields and safety glasses should be disinfected daily.

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

- While eating and drinking outdoors at the workplace.
- 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.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: **N/A**

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

- RIVMA will ensure sufficient ventilation in all school classrooms and shared workspaces.
- First Choice Heating and Air Conditioning will periodically inspect to maintain all filters in the air conditioning and heating units in the building.
- Whenever possible, class will be held outside, and windows will be opened to provide more ventilation. If opening windows poses a safety or health risk to persons in the facility, RIVMA will consider alternatives.
- Portable air purifiers will be placed in the classrooms, offices and other spaces to increase the

ventilation and air quality throughout the building.

### **Cleaning and disinfecting**

- A variety of cleaning checklists have been created to guide all staff through the day with scheduled cleaning and sanitizing protocols. Aggressive sanitation procedures will be conducted throughout the day as needed and employees will be informed of the frequency and scope of cleaning and disinfection.
- RIVMA will ensure adequate supplies are available and staff receive adequate time for cleaning and disinfecting to be done properly.
- We implement the following cleaning and disinfection measures for frequently touched surfaces:
  - Cleaning and disinfecting tables, chairs, door handles, bathrooms & toys, classroom materials, will be conducted throughout the day.
  - All classrooms will be cleaned and disinfected on a daily basis.
  - All restrooms will be cleaned and disinfected regularly throughout the school day.
  - All surfaces will be disinfected using an electrostatic sprayer at the end of each day.
  - Playground equipment will be regularly inspected and cleaned for student use.
  - The use of shared items will not be allowed.
- The cleaning supplies used by RIVMA are child safe and on EPA's N list of disinfectants for COVID-19.
- RIVMA has procured the following disinfectants to sanitize the campus throughout the day:
  - Waxie 700 Disinfectant Cleaner: One-step, neutral-pH, hospital-grade, broad-spectrum disinfectant cleaner and deodorizer for all hard, nonporous surfaces. 10-minute kill time against human coronavirus. EPA Registration No. 1839-166-14994
  - Waxie 730 HP Disinfectant Cleaner Diluted solution is a flexible broad-spectrum disinfectant. A one-step, Hydrogen Peroxide based product for disinfection, cleaning and deodorizing. EPA Registration No. 45745-11-14994.
  - PURETABS Effervescent Sanitizing/Disinfecting tablets to be used with the Protexus Electrostatic Sprayer. Hospital grade disinfectant, OSHA Bloodborne pathogen standard. EPA Reg No. 71847-6-91524

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

- All areas will be cleaned and disinfected with the proper solutions depending on the surface type (germicidal disinfectant spray or bleach and water solution), focusing especially on frequently touched surfaces.
- RIVMA will close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting areas identified.

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

- PPE will not be shared (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 staff. Employees will receive adequate supplies and training on how to properly disinfect these items.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, RIVMA:

- Will continuously evaluate handwashing facilities and determine the need for additional facilities.
- All staff will be required to wash their hands upon arrival and prior to beginning their workday/school day for at least 20 seconds.
- Frequent hand washing throughout the day will be required of all staff and encouraged with adequate time allowed for employee handwashing.
- Effective hand sanitizers will be offered throughout the school for staff to use (Hand sanitizers that contain methanol will be prohibited on campus.)
- Teachers will educate students on safe hand hygiene practices that align with CDC guidelines through

the use of educational material and frequent demonstrations. Below are the intervals in which handwashing will take place. These include, but are not limited to:

- Beginning and end of class
- After restroom uses
- Before and after meals and snacks
- Upon drop/ off and arrival
- Before/ after outside play

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

- All employees will be provided PPE (such as gloves, goggles, face shields and safety goggles) as required by CCR Title 8, section 3380, and provide such PPE as needed.
- 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**

- RIVMA will investigate and respond to COVID-19 cases by using the **Appendix C: Investigating COVID-19 Cases** form.
- Employees who had potential COVID-19 exposure in our workplace will be provided with the following options to receive testing:
  - Use MeMD medical plan provided through AFLAC whereby employees will call 855-636-3669 to consult with a licensed medical provider and receive information on where to get tested. The cost for this service is \$25 per e-visit.
  - Consult with their primary care physician regarding testing.

### **Testing Cadence for employees and students**

- RIVMA's student and teacher testing cadence by tier level:
  - **Yellow**
    - Symptomatic and response testing
  - **Orange**
    - Symptomatic and response testing
  - **Red**
    - Symptomatic and response testing and every 2 weeks asymptomatic testing
  - **Purple**
    - Symptomatic and response testing and every 2 weeks asymptomatic testing
  - **Case rate greater than 14**
    - Symptomatic and response testing and weekly asymptomatic (PCR or twice weekly antigen testing).
- RIVMA will provide testing resources to our staff and families. They will be advised that they can use their private providers, local community testing sites
- Students and staff will be provided with the following options to receive testing:
  - Consult with their primary care physician regarding testing.
- Staff will also have the following option:
  - Use MeMD medical plan provided through AFLAC whereby employees will call 855-636-3669 to consult with a licensed medical provider and receive information on where to get tested. The cost for this service is \$25 per e-visit.
- School Administrative Coordinator will work with each teacher and staff member to confirm their test was taken and collect results in accordance with privacy laws.
- Results of each student and staff member's test will be sent via email to our Administrative Coordinator, Tyra Moody to Tyra@rmakids.com to be tallied and forwarded to Dr. Chandrapala for review.
- Parents who decline to have their child tested will be confidentially documented with the parent's signature on RIVMA's Parent COVID-19 Testing Declination Form

- Staff/teachers who refuse testing will also be confidentially documented by use of RIVMA's Employee COVID-19 Testing Declination Form
- Positive data results will be used to contact trace.
- As required, RIVMA will report positive results to the County of Riverside Public Health Department via SPOT.
- Identification and notification of all persons who came in close contact with the positive diagnosed person will be implemented.

## 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:

- An employee who is displaying symptoms or tests positive for COVID-19 will be required to notify the Executive Director, Dr. Amila Chandrapala immediately via email at drchandrapala@rmakids.com or by telephone at 951-682-1335.
- Employees have been informed symptoms experienced and hazards in the workplace can be reported without fear of reprisal to Director, Assistant Director or Executive Director.
  - 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. In such a scenario, employees will be offered COVID-19 testing at no cost during their working hours and be advised to use the MeMD medical plan provided through AFLAC.
- 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.
  - 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.
  - 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.
  - Regularly enforce RIVMA's Reopening Safety Plan.

## 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 facecoverings.
- 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.
- RIVMA's Confirmed COVID-19 Protocol
- RIVMA administration will conduct regular virtual staff meetings and COVID-19 trainings for all staff and teachers.
- Staff and families will be trained on arrival and departure procedures, social distancing practices, daily pre-screening protocols, the importance of maintaining social distancing and will be provided information on RIVMA's safety plan.
- **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, where permitted by law and when not covered by workers' compensation.
- 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.

### **Parent notification of exposure**

- RIVMA will communicate possible COVID-19 exposure to parents using the bright wheel app. This will alert parents immediately via a text message of the potential exposure.
- A follow up email will also be sent to parents informing them of the possible exposure. This email will provide information on RIVMA's COVID-19 safety protocols, options for distant learning and information on testing.
- RIVMA admin will report confirmed and exposed cases to local health officials

### **Return-to-Work Criteria for employees**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - COVID-19 symptoms have significantly improved.
  - At least 10 days have passed since the last COVID-19 test
  - Fever has resolved without the use of fever reducing medication
- 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 last positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work.
- If an employee is issued an order to isolate or quarantine 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.

#### **Return-to-School Criteria for students**

- **Exclude confirmed case** for 10 days from the last positive test date.
- To return to school, a confirmed case must:
  - show significant improvement in overall COVID-19 symptoms AND
  - be fever free without the use of fever reducing medications for 24 hrs AND
  - complete 10 days of isolation after the date of the last positive test.
- 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 last positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- **Exclude all exposed** close contacts (possibly the entire stable group) from school for 10 days after the last date the confirmed COVID-19 case was exposed at school while infectious.
- Teachers or students who have been in close contact with someone with COVID-19 will be required to quarantine for 10 days with the following points considered:
  - If the individual does not exhibit symptoms, they must quarantine for 10 days.
  - If an individual begins to show symptoms during the 10-day quarantine time period, testing is recommended 5-7 days after exposure. If the test is negative, the individual may return to campus after 10 days. If the test is positive, the individual must isolate for 10 days from the positive test result.

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RIVMA Executive Director: Dr. Amila Chandrapala

Signature:



Date: 2-11-2021

