



Long Valley Charter School

Imagine-Achieve-Inspire

Injury & Illness Prevention Program: COVID-19 Addendum

Approved by: Board of Directors

Revised: 9-8-22; 8-12-21, 4-15-21, 1-26-21; 1-14-21; Adopted: 7-23-20

Number: 1012
Addendum

California employers are required to establish and implement an Injury and Illness Prevention Program (“IIPP”) to protect employees from all worksite hazards, including infectious diseases. Long Valley Charter (Charter) has adopted this addendum to support reopening school for in-person instruction. This document also complies with the temporary Cal/OSHA regulations issued November 30, 2020 and most recently updated May 6, 2022, requiring a written COVID-19 prevention plan. This addendum in addition to the Charter’s Policy 5010-Health and Safety Plan provide guidance for safe work practices, policies and procedures, and in maintaining a safe work environment. These measures are intended to prevent and slow the spread of COVID-19 at our work places.

It is the policy of Long Valley Charter to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Authority and Responsibility

- Sherri Morgan, Executive Director/ Superintendent has overall authority and responsibility for implementing the provisions of this Addendum.
- Site Administrators and all managers are responsible for implementing and maintaining the Addendum in their assigned work areas and for ensuring employees receive answers to questions about this document.
- All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification, Evaluation, and Correction of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations and consider prevention controls in our workplace and the need for different or additional controls.
- 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 to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying the site administrator in writing.

In the event hazards are revealed or reported, the Charter will act to remediate those hazards as necessary to reduce the spread of COVID-19.

Measures for Healthy School Operations

1. Employee Screening

- Employees are directed to pre-screen themselves for COVID-19 symptoms prior to coming to work. If the employee does not pass this screening, they are directed to contact their site administrator who will

contact El Roper for further instructions. The Charter works with public health departments for current guidance.

2. *Face Coverings*

- The Charter School provides clean, undamaged face covering and ensure they are properly worn by employees when required by orders from the CDPH *.Engineering Controls*
- To the maximum extent feasible, the Charter will ensure maximize the quantity of outside air in buildings or by natural ventilation systems, except when the United States EPA Air Quality Index is greater than one hundred (100) for any pollutant, or if opening windows or doors would cause additional hazards to employees.
- Working with the owners/landlords of each facility and requesting filtration efficiency.

3. *Cleaning*

The CDPH recommends following a routine cleaning as enough to sufficiently remove the virus that causes COVID-19 from surfaces. Further, if using disinfectants, they recommend the use of asthma-safer products.

4. *Hand Sanitation*

- Provide soap and water in the workplace. All employees are encouraged to wash their hands frequently and will be provided ample time to do so. Employees should wash their hands for at least twenty (20) seconds each time.
- If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. The Charter prohibits hand sanitizer containing methanol (i.e. methyl alcohol). Ensure that adequate supplies are maintained.

5. *Personal Protective Equipment*

- The Charter School evaluates the need for PPE as required and provides and ensures use of such PPE as needed.

6. *Employee Training and Communication*

- Provide periodic training on the policies and procedures related to COVID-19 hazards
- Communicate clearly and frequently; email and Parent Square messages are the primary means of sharing information and updates.
- Employees are encouraged to direct questions to their supervisor or contact El Roper directly.
- Employees can report symptoms, possible close contacts and hazards without fear of reprisal.
- Use of STOP-IT is an acceptable means for making anonymous reports regarding hazards or non-compliance with the Charter's policies.

Actions if an Employee had a Close Contact or is Suspected or Confirmed to have COVID-19 Infection:

Current Cal/OSHA Regulations

- Exclusion of COVID-19 Cases and Employees who had a Close Contact to limit transmission by:
 - Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements in section 3205(c)(10) are met.
 - Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
 - Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
 - Employees excluded from work due to COVID-19 exposure may be entitled to salary continuation during the fourteen (14) day exclusion period. The Charter may elect to provide paid sick leave during this period. Any salary continuation benefits will account for funds received from public sources during this period, as well as any indemnity benefits as part of any workers' compensation claim related to the employee's COVID-19 exposure.
- Return-to-Work Criteria
 - **COVID-19 cases, regardless of vaccination status or previous infection and who do not**

develop symptoms or symptoms are resolving, cannot return to work until we can demonstrate that all of the following criteria have been met:

- At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;
 - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
 - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- **COVID-19 cases, regardless of vaccination status or previous infection, whose COVID19 symptoms are not resolving**, may not return to work until:
- At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; and
 - 10 days have passed from when the symptoms began.
- COVID-19 tests may be self-administered and self-read only if the following independent verification of the results can be provided either by a proctored test (by Charter liaison) or time-stamped photograph of the results.
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- The return to work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee’s close contact or membership in an exposed group.
- If an order to isolate, quarantine, or exclude 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.

AB 685 Notification Requirements

Effective January 1, 2021, employers are required to provide certain notices in response to a “notice of potential exposure to COVID-19,” in accordance with Labor Code section 6409.6. A “notice of potential exposure” means any of the following:

- (a) Notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite.
- (b) Notification from an employee, or their emergency contact, that the employee is a qualifying individual.
- (c) Notification through the school’s testing protocol that the employee is a qualifying individual.
- (d) Notification from a subcontracted employer that a qualifying individual was on the school site.

Upon receipt of a “notice of potential exposure,” the Charter must take the following actions within one (1) business day of the notice:

- (a) Provide a written notice to all employees who were on the premises in the same worksite¹ as the qualifying individual² within the infectious period³ that they may have been exposed to COVID-19.

¹ The “worksites” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the Charter operates multiple worksites, the school must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

² A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

³ The “infectious period” means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

- (b) Provide all employees who may have been exposed with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
- (c) Notify all employees and the employers of subcontracted employees on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.

Records of the above notices must be retained for a minimum of three (3) years.

Effective January 1, 2021 the school must also take the following responses in the event of a COVID-19 “outbreak,” as defined by CDPH:

- Within forty-eight (48) hours, the Executive Director/ Superintendent or designee shall notify the county public health department of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.⁴ Reporting also includes the address and NAICS code of the worksite where the qualifying individuals work.

COVID-19 Testing:

- In the event of a COVID-19 outbreak pursuant to Cal/OSHA regulations:
 - The Charter must provide testing to all employees who were present in the exposed workplace.
 - Pursuant to Cal/OSHA regulations, “employees in the exposed workplace shall be tested and then tested again one week later.”⁵
 - After the first two (2) COVID-19 tests, the Charter must provide continuous COVID-19 testing of employees remaining at the workplace at least once per week, until outbreak criteria are no longer met.
- In the event of a “major COVID-19 outbreak,”⁶ the Charter will provide COVID-19 testing at least twice per week to all employees present at the exposed workplace during the thirty (30) day period, and who remain at the workplace. This testing regimen will continue until there are no new COVID-19 cases in the workplace for a fourteen (14) day period.
- Consistent with current Cal/OSHA regulations, the Charter will require certain frequencies of COVID-19 testing before allowing employees with COVID-19 exposure to return to campus.
- In the event that COVID-19 testing is mandated by Cal/OSHA regulations or for routine surveillance testing, Charter employees may procure testing for COVID-19 at the school, at public health agencies, or their health provider.
- The school complies with the CDPH required weekly COVID-19 testing for employees not documented as fully vaccinated.

Record Keeping and Availability of Plan

- The Charter will maintain records of the steps taken to implement this Plan for at least one (1) year or as otherwise noted, consistent with 8 CCR §3202(b).
- This Plan shall be made available at the workplace to all Charter employees and Cal/OSHA representatives immediately upon request.
- The Charter will track all COVID-19 cases, by keeping a record of the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees or as otherwise required by law, with personal identifying information removed.

The Executive Director/Superintendent is authorized to implement changes or additions to this addendum in order

⁴ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

⁵ 8 CCR §3205.1(b)(2)A).

⁶ Cal/OSHA defines a major outbreak as “20 or more COVID-19 cases in an exposed workplace within a 30-day period.”

to ensure compliance with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”) and/or the facts of a specific circumstance, and to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy. The Executive Director/Superintendent shall provide the Board with regular updates as to actions taken pursuant to this section.