

# COVID-19 Prevention Program (CPP) for EL SOL SCIENCE AND ARTS ACADEMY

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

**Date: February 1, 2021**

## Authority and Responsibility

**Monique Daviss, 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.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **contacting Sara Flores, [sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)** for a review of the space in question using **Appendix B**.

## Employee screening

Employees must complete a health screening and be symptom-free prior to work. Employees who are symptomatic for COVID-19 must stay at home and contact Human Resources. Symptoms include:

- **Fever or chills**
- **Cough**
- **Shorthess of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore Throat**

- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

## **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: Maintenance and Operations staff conduct monthly evaluations of classrooms, office spaces and other defined work areas. Identified hazards or deficiencies are documented on Appendix B will be submitted by the evaluator into El Sol's work order system. Work orders regarding COVID-19 safety will be given priority. Follow-up measures will be taken to ensure timely correction including periodic reviews of work order completion.

## **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:

- **During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.**
- **Limiting group activities wherever practicable (i.e., assemblies, award ceremonies, etc)**
- **Arranging classroom space to remove non-essential furniture, allowing maximum space for students and staff.**
- **Students desks will be arranged to face the same direction (rather than facing each other) and spaced six feet from one another and teachers to the greatest extent possible.**
- **Routes will be designated for entry and exit to lunch, recess, and other transition times, as feasible.**
- **Staff will be asked to practice social distancing including, but not limited to, the following:**
  - **When working indoors or in outdoor areas**
  - **Before and after the work shift**
  - **Coming and going from vehicles**
  - **Entering, working, and exiting physical building or other structures**
  - **During breaks and lunch periods**

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

El Sol provides 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.

**Staff members are required to wear face coverings including:**

- **Interacting in person with any member of the public.**
- **Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.**

- **Working in any space where food is prepared or packaged for sale or distribution to others.**
- **Working in or walking through shared areas, such as hallways, courtyards, and stairways.**

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.

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.

Cloth face masks for students and staff as well as disposable facemasks will be available at all times.

In the event an employee encounters non-employees that are not wearing face coverings, they will be advised of district protocol and offered a face covering. In the event that non-employee refuses, an administrator will be notified to address the situation with the non-employee, where they will be asked to leave.

### **Engineering controls**

EI Sol makes every effort to reduce scenarios where employees cannot maintain at least six feet between individuals. In the rare circumstance that an activity requires engagement within 6 feet, additional PPE is required and will be provided to impacted individuals. This may include disposable gowns, face shields, gloves, specialized masks, goggles and/or customized barriers/partitions.

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

- **Opening available economizers to allow increased outside air flow into enclosed spaces**
- Providing supplemental air purifiers
- Frequently change air filters to maximize efficiency of existing ventilation systems.
- Evaluating circumstances where the amount of outside air needs to be minimized to other hazards, such as heat and wildfire smoke and responding accordingly by closing economizers as required.
- Maintenance staff will regularly inspect, maintain, and adjust ventilation and filtration systems of all occupied spaces.
- Maintenance staff will evaluate and adjust wherever possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- Conduct a thorough evaluation of the site to determine the number of bottle filling stations present.
- Install directional markings that, where possible, guide students and staff in a single direction to help maintain social distancing. PPE signage indicating the PPE is required have been posted in all ingress locations around the school.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces on a routine basis:

- **High traffic areas are thoroughly cleaned daily**
- **Clean and disinfect frequently touched surfaces on campuses such as doorknobs throughout the school and workday.**
- **Playground equipment and shared objects will be limited.**

- **Shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.**
- **Post signs in the workplace and shared areas emphasizing basic infection-prevention measures including hand-washing signs in restrooms.**
- **Maintain adequate supplies to support healthy hygiene behaviors.**
- **Clean and disinfectant products align with the EPA approved list.**
- **Custodians follow product instructions and Cal/OSHA requirements including proper use.**
- **Classrooms, offices, and restrooms will be sprayed with Electrostatic Handheld Sprayer and cleaning solution at the minimum of once daily.**
- **Adequate volume of cleaning supplies are kept in stock.**
- 

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

- **Contact tracing team will notify maintenance and appropriate locations will be deep cleaned.**
- **Prior to re-occupancy, staff will again wipe down all surfaces including desktops, door handles and casework.**
- **The Handheld Sprayer and solution will be utilized an additional time.**
- **Maintenance staff receive training on the appropriate use of the Handheld Sprayer and solution to mitigate COVID-19 infection.**

### **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 **cleaning with sanitary wipes and alcohol spray and all users are required to wear gloves.**

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- **Evaluating handwashing facilities.**
- **Determining the need for additional facilities and supplying those as necessary.**
- **Encouraging and allowing time for employee handwashing.**
- **Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).**
- **Encouraging employees to wash their hands for at least 20 seconds each time.**
- **Install signage above each hand washing station encouraging employees to follow appropriate hand washing procedures.**

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

EI Sol evaluates 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.

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.

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

- **Offered COVID-19 testing at no cost during their working hours through the SOS/EI Sol Wellness Center our onsite FQHC.**
- **EI Sol maintains rapid response testing kits on site for additional on demand testing. Testing frequency will increase to weekly as of February 16, 2021. Additional on demand testing is available by local providers including but not limited to the two Orange County Health Care Agency Super Test Sites.**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.**

## 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:

- That employees should report COVID-19 symptoms and possible hazards to Sara Flores or Human Resources. The COVID tracing team will follow the OCHCA guidelines for tracing.
- 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.
- Employees can select to test at any time under an abundance of caution. They may use their own medical provider or access any of the two Super Testing Sites that are offered through the OCHCA.
- 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.
- **Information on benefits described in COVID-19 related Training and Instruction. Employees will also be provided information on the investigative process of contact tracing and Exclusion of those testing positive for COVID-19.**
- **Information will be disseminated in a variety of ways including email, meetings and in offices.**

## 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.
- Provide trainings as often as necessary when new procedures, guidelines, or direction from OCHCA changes as determined by the COVID-19 Response Team.

**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 **using 10 COVID Related Sick Days. These 10 days are in response to the expiration of FFCRA. The intent is to afford all employees with an initial maximum of 10 COVID Related Sick Days may be a combination of FFCRA (prior to 12/31/20) and COVID-19 leave. Once 10 COVID related sick days are exhausted employees will have the ability to access their personal sick time. If an employee is traced as a Close Contact in the workplace, they will be afforded an additional 10 days of administrative leave that will not be deducted from their personal sick time.**
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

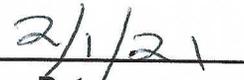
It is our policy to:

- 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.
- **Increase transparency for all stakeholders. El Sol regularly updates our electronic dashboard that can be found on the El Sol Academy website at [www.elsolacademy.org](http://www.elsolacademy.org) The dashboard illustrates the active cases at the school and the percentage of infection according to the population attending in person.**

## 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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Monique Daviss, Executive Director

  
Date



## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection: Tristan Gude

Work location evaluated:

| Exposure Controls  | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| <b>Engineering</b>   |        |                            |                |
| Barriers/partitions including desk shields   |        |                            |                |
| Ventilation (amount of fresh air and filtration maximized)                                   |        |                            |                |
| Additional room air filtration   |        |                            |                |
| <b>Handwashing Stations</b>  |        |                            |                |
| <b>Modification of drinking fountains</b>  |        |                            |                |
| <b>Administrative</b>  |        |                            |                |
| Physical distancing  |        |                            |                |
| Surface cleaning and disinfection (frequently enough and adequate supplies)                  |        |                            |                |
| Hand washing facilities (adequate numbers and supplies)                                      |        |                            |                |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions |        |                            |                |
| <b>Foot Traffic Directional Signs</b>  |        |                            |                |
|  |        |                            |                |
| <b>PPE (not shared, available and being worn)</b>  |        |                            |                |
| Face coverings (cleaned sufficiently often)  |        |                            |                |
| Gloves   |        |                            |                |
| Face shields/goggles   |        |                            |                |
| Respiratory protection   |        |                            |                |
| <b>Disinfecting Supplies (wipes, sprays, hand sanitizers)</b>                                |        |                            |                |

## Appendix B: COVID-19 Inspections

| <b>Exposure Controls</b>   |  | <b>Status</b><br>X = sufficient<br>W = work order needed | <b>Work order submitted</b> | <b>Person Assigned to Correct</b> | <b>Date Corrected</b> |
|--|--|--|-----------------------------|-----------------------------------|-----------------------|
| <b>Engineering</b>   |  |  |                             |                                   |                       |
| Barriers/partitions (including desk shields)   |  |  |                             |                                   |                       |
| Ventilation (opened economizer)  |  |  |                             |                                   |                       |
| Additional room air filtration (air purifiers)   |  |  |                             |                                   |                       |
| Portable Handwashing Stations  |  |  |                             |                                   |                       |
| Adapt water fountains to Hands Free Bottle Filler (adequate number and functioning)          |  |  |                             |                                   |                       |
| Electrostatic Handheld Sprayer and cleaning solution   |  |  |                             |                                   |                       |
| Touchless Digital Thermometer (installed and functioning)                                    |  |  |                             |                                   |                       |
| Supplemental Hand Sanitizer Dispenser (adequate number)                                      |  |  |                             |                                   |                       |
| <b>Administrative</b>  |  |  |                             |                                   |                       |
| Physical distancing  |  |  |                             |                                   |                       |
| Surface cleaning and disinfection (frequency and adequate supplies present)                  |  |  |                             |                                   |                       |
| Hand washing facilities (adequate number of stations and supplies)                           |  |  |                             |                                   |                       |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions |  |  |                             |                                   |                       |
| Foot traffic directional markings are in place   |  |  |                             |                                   |                       |
| <b>PPE</b>   |  |  |                             |                                   |                       |
| Mask, handwashing and PPE protocols signage (prevalent)                                      |  |  |                             |                                   |                       |
| Face coverings/masks (adequate number of disposable and cloth available)                     |  |  |                             |                                   |                       |
| Gloves (adequate number available)   |  |  |                             |                                   |                       |
| Face shields/goggles (available)   |  |  |                             |                                   |                       |
| Disinfecting supplies (alcohol wipes and sprays and hand sanitizer)                          |  |  |                             |                                   |                       |

## 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:**

**Name of person conducting the investigation:**

COVID-19 Case Investigation Information

|   |  |   |  |
|---|--|---|--|
| <b>Employee (or non-employee*) name:</b>  |  | <b>Occupation (if non-employee, why they were in the workplace):</b>                                      |  |
| <b>Location where employee worked (or non-employee was present in the workplace):</b> |  | <b>Date investigation was initiated:</b>  |  |
| <b>Was COVID-19 test offered?</b>   |  | <b>Name(s) of staff involved in the investigation:</b>  |  |
| <b>Date and time the COVID-19 case was last present in the workplace:</b>             |  | <b>Date of the positive or negative test and/or diagnosis:</b>  |  |
| <b>Date the case first had one or more COVID-19 symptoms:</b>                         |  | <b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b> |  |

**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):**

| <b>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:</b> |   |   |  |
|---|---|---|--|
| <b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>   | <b>Date:</b>                                    |   |  |
|   | <b>Names of employees that were notified:</b>   |   |  |
| <b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>   | <b>Date:</b>                                    |   |  |
|   | <b>Names of individuals that were notified:</b> |   |  |
| <b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>   |   | <b>What could be done to reduce exposure to COVID-19?</b> |  |
| <b>Was local health department notified?</b>  |   | <b>Date:</b>  |  |

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

# Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

| Employee Name | Signature |
|---------------|-----------|
|               |           |
|               |           |
|               |           |
|               |           |
|               |           |
|               |           |
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|               |           |
|               |           |
|               |           |

## **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**

**In the event that our workplace experience 20 or more COVID-19 cases within a 30-day period.**

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**.



## El Sol Science & Arts Academy

*An Excellent Public School*

DATE:

Dear Employee:

This letter is to inform you that a person with novel coronavirus (COVID-19) was present at **El Sol Academy** on **DATES**. The risk of developing coronavirus infection from this exposure is low, but you should monitor yourself for symptoms of infection for 14 days after this exposure, through **DATE** Signs and symptoms may include fever, chills, cough, shortness of breath, sore throat, fatigue, muscle aches, headache, diarrhea or loss of sense of taste or smell. Additional symptoms may occur; see the attached "COVID-19: Know the Symptoms Flyer" for more information.

You do not need to be quarantined or do anything differently, but if you become feverish or develop any of the above symptoms, you should stay home and call your healthcare provider for advice, and arrange to get tested for COVID-19. See testing locations:

<https://occovid19.ochealthinfo.com/covid-19-testing>.

If you need medical care, call the health care provider first so that appropriate precautions can be taken. Please also let **Sara Flores/Jessica Aguilar** know should you become ill as we are monitoring the illnesses from this exposure.

As a reminder, all Orange County residents, unless exempt due to age or underlying health conditions, should be wearing a cloth face-covering while out in public and within 6 feet of others. Additionally, all residents should maintain at least 6 feet physical distance from others not in their household, not gather in groups, avoid mass gatherings, and wash their hands frequently to decrease the risk of transmission of COVID-19.

For more information, please see our website at: <https://occovid19.ochealthinfo.com/>. For questions or concerns about this notice, please contact Sara Flores/Jessica Aguilar

Monique Daviss  
Executive Director



**El Sol Science & Arts Academy**

*An Excellent Public School*

**DATE**

Dear Employee:

You have been identified as a close contact to a person with novel coronavirus (COVID-19) who was present at **El Sol Academy** on **[DATE]**. As a close contact, you are at increased risk of becoming infected with COVID-19 and should take measures to monitor yourself for illness and protect those around you from becoming infected. Starting right away, you should do the following:

- Stay home (quarantine) until 10 days after last exposure, through **[DATE - END OF QUARANTINE 10 DAYS]**. If you do not have symptoms, you may go out for essentials (e.g., to get groceries or medicine, or to go to the doctor) or to exercise.
- For 14 days after last exposure, through **[DATE-14 DAYS]**:
  - Maintain social distance (at least 6 feet) from others, to the extent possible, at all times.
  - Wear a cloth face covering at all times when within 6 feet of others.
  - Self-monitor for symptoms:
    - Check temperature twice a day
    - Watch for fever, cough, shortness of breath, and other signs/symptoms of COVID-19, such as chills, sore throat, muscle aches, diarrhea, or loss of sense of taste or smell. Additional symptoms may occur; see the attached "COVID-19: Know the Symptoms Flyer" for more information.
  - If any of these symptoms develop, stay home and call your health care provider for advice and to arrange testing (see <https://occovid19.ochealthinfo.com/covid-19-testing>)
  - Avoid contact with [people at higher risk for severe illness](#) from COVID-19.
- Notify your supervisor at your workplace should you become ill or test positive as we are monitoring illness from this exposure.

For more information, see the attached flyer on Quarantine, or visit <https://occovid19.ochealthinfo.com/>. For questions or concerns about this notice, please contact Sara Flores – [sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)



## El Sol Science & Arts Academy

*An Excellent Public School*

**[DATE]**

Dear Parents/Guardian of **El Sol Academy** Attendee:

Your child was identified as a close contact to a person with novel coronavirus (COVID-19) that was present at **El Sol Academy** on **[DATES]**. As a close contact, your child is at increased risk of becoming infected with COVID-19 and you should take measures to monitor them for illness and protect those around them from becoming infected. Starting right away, you should do the following:

- Keep your child home until at least 10 days after last exposure (quarantine), through **[DATE-END OF QUARANTINE 10 DAYS]**. If they do not have symptoms, they may go out for essentials (e.g., to go to the doctor) or to exercise, as long as they practice social distancing and wear a face covering as outlined below.
- For 14 days after last exposure, through **[DATE-14 DAYS]**:
  - Have them maintain social distance (at least 6 feet) from others, to the extent possible, at all times.
  - If they are over two years of age and are able to, they should wear a cloth face covering at all times when within 6 feet of others.
  - Monitor them for symptoms
    - Check temperature twice a day.
    - Watch for fever, cough, shortness of breath, and other signs/symptoms of COVID-19, such as chills, sore throat, muscle aches, diarrhea, or loss of sense of taste or smell. Additional symptoms may occur; see the attached "COVID-19: Know the Symptoms Flyer" for more information.
  - If any of these symptoms develop, keep them home, call their health care provider for advice, and arrange for them to get tested (see <https://occovid19.ochealthinfo.com/covid-19-testing>.)
  - Keep your child away from [people at higher risk for severe illness](#) from COVID-19.
- Notify **Sara Flores 714-975-0544** if your child or someone close to you becomes ill as we are monitoring illnesses from this exposure.

For more information, see the attached flyer on Quarantine or visit

<https://occovid19.ochealthinfo.com/>. For questions or concerns about this notice, please contact **Sara Flores 714-975-0544**



## COVID-19 Close Contact List for Education Sector

(Early Care and Education Provider, TK-12 Schools and Institutes of Higher Education)

**Use This List to Document All Persons with Close Contact**

A Close Contact is an individual with the following exposures:

- (1) A household member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case
- (2) Being less than 6 feet of a person with confirmed or suspected COVID-19 for a prolonged period of time (greater than or equal to 15 minutes), cumulative over 24 hrs—regardless of the use of face coverings
- (3) Having unprotected direct contact with infectious secretions or excretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment)

| No. | Last Name | First Name | Date of Birth<br>(MM/DD/YYYY) | Case Gender  | Phone Number<br>(10 digits) | Street Address | City | Zip Code |
|-----|-----------|------------|-------------------------------|--------------|-----------------------------|----------------|------|----------|
| 1.  |           |            |                               | (choose one) |                             |                |      |          |
| 2.  |           |            |                               | (choose one) |                             |                |      |          |
| 3.  |           |            |                               | (choose one) |                             |                |      |          |
| 4.  |           |            |                               | (choose one) |                             |                |      |          |
| 5.  |           |            |                               | (choose one) |                             |                |      |          |
| 6.  |           |            |                               | (choose one) |                             |                |      |          |
| 7.  |           |            |                               | (choose one) |                             |                |      |          |
| 8.  |           |            |                               | (choose one) |                             |                |      |          |
| 9.  |           |            |                               | (choose one) |                             |                |      |          |
| 10. |           |            |                               | (choose one) |                             |                |      |          |
| 11. |           |            |                               | (choose one) |                             |                |      |          |
| 12. |           |            |                               | (choose one) |                             |                |      |          |