COVID-19 Prevention Program (CPP)
Bayhill High School

This CPP is designed to control exposures to the viruses that may occur in our workplace.

Description of Workplace

Bayhill High School (School) occupies the school and annex building of the Calvary Presbyterian Church at 1940 Virginia Street, Berkeley, CA. The building is heated by radiant heat from the floors. There is no air conditioning. Every room has windows that open to the outside. The facility receives an annual fire inspection and elevator inspection. Internally we inspect our facility monthly. Any identified safety issues are corrected immediately, whether it is the responsibility of the School or the church. The Facilities Manager is employed full time by the School.

Bayhill follows the directives from the City of Berkeley, the Alameda County Department of public health and the California State Departments of Education, Public Health, and CAL OSHA.

Authority and Responsibility

The Executive Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all faculty are responsible for implementing and maintaining the CPP in their assigned work areas. The Executive Director and Facilities Manager are responsible for ensuring employees receive answers to questions about the program in a language/format 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
- Responsible persons are the Executive Director and Facilities Manager
- The Facilities manager will conduct evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- These evaluations include but are not limited to;
    - Potential workplace exposures.

- Review applicable orders and general and school 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 control at our school 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

At weekly staff meeting, employees are asked to evaluate and share concerns of COVID-19 hazards. Via email, employees may notify the Executive Director and Facilities Manager about a safety concern. There is a cleaning company nightly however in the event supplies have not been replaced, teachers will be responsible for reporting any empty supplies in their classrooms; hand sanitizer, hand soap and disinfecting wipes.

All Employees must be vaccinated and submit proof of such or medical exemption.

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.

The Facilities Manager (FM) and Executive Director (ED) are responsible for correcting Covid 19 hazards. Reports of the hazard will be reviewed by both the FM and ED. Hazards will be reported on the BAYHILL Facility Safety Concerns form. These forms will be kept in a google file that can be accessed by the FM, ED and Administrative Assistance.

Control of COVID-19 Hazards

Control of environment

- Visitors will not be allowed on campus during Covid 19, except for those visiting for educational purposes.
- Masks will be worn when an individual is inside a school building

Physical Distancing

Students and staff will attempt to physical distance as much as feasible when unmasked and eating.

Face Coverings

Pursuant to the CDPH Schools Guidance regarding face coverings, face coverings must be worn at ALL times when indoors.

* Face shields may be worn with cloth draped across the bottom and secured (i.e. tucked into a shirt, tied around the back of the neck).

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 staff and students are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

Engineering Controls

We implement the following measures:

- A plexi-glass barrier on the Administrative Assistant's desk in the main office
- Faculty may request a plexiglass barrier at the front of the classroom
- Exhaust fans will be installed in windows of classrooms and will be on a timer for continued ventilation after the end of the school day,
- Windows will be left open when the room is occupied.

Cleaning and Disinfecting

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

- There is a nightly janitor company that cleans and disinfects the building. They will be using the supplies ordered as well as an electrostatic sprayer on occasion. Specifically: Evaclean Protexus Electrostatic Cordless Sprayer.

- Disinfecting wipes will be in each room to be used by staff as needed.

- Hand Sanitizer stations are in each classroom and common areas of the building.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- There is a minimum of one wall mounted hand sanitizer in each room, the main office and main lobby.
- Individual bottles of hand sanitizer are available on request.
- Disinfecting hand soap.

Investigating and Responding to COVID-19 Cases

Should we have a COVID-19 case in our workplace, we will:
- Notification will be made to staff and parents
- Quarantine procedures will be followed as per California Department of Health guidance.

The room/area will be thoroughly cleaned and ventilated. 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:

- If exposure was unmasked, they will be sent home for quarantine and medical attention.

- If exposure was masked, they can continue to work as normal, but will be advised to obtain a COVID 19 test.
- Confirmed cases of Covid will be reported to the City of Berkeley Health Department and the State of California. Contact information will be given to the COB for tracing.

System for Communicating

Our goal is to ensure that we have effective two-way communication with employees, in a form they can readily understand, and that it includes the following information:

- Employees will report Covid 19 symptoms and concerns to the Executive Director. Being a small school, communication is easily handled via phone intercom or in person. Employees should report COVID-19 symptoms and possible hazards. They can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing kits are available on the school site if needed.
- 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.
- Bayhill staff communicate with each other via slack, email, phone or in person. If there is a confirmed case of Covid 19, it will be posted on the schools SLACK account and via email.

The communication procedures to parents and students are described in our Reopening Plan. Bayhill subscribes to "one Call Now"--employees and parents will be notified via this system if there is an outbreak or change in school status

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.
  - An infectious person may have no symptoms.
  - The wearing of face coverings is required and the most effective mitigation tool.
  - 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.
  - The importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

 Appendix D: COVID-19 Training Roster will be used to document this training.
Exclusion of COVID-19 Cases

If 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 while unmasked from the workplace for 5-7 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.
- 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 will be reported to the City of Berkeley Department of Public Health and reported on the website reporting forms as required in Health Directives. Any requested information by the local health department will be released if permitted by law.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.

  - COVID-19 symptoms have improved.

  - At least 10 days have passed since COVID-19 symptoms first appeared.

- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the

period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Submitted by Shelley Lobell, Consultant; reviewed by the Strategic Planning Committee of the Board of Trustees.

Appendixes
Identification of Covid Hazards
Inspection of Covid Hazards
Investigating Covid 19 Cases
Covid Training Log