



Woodland Christian School's COVID-19 Prevention Plan ("CPP")

Mission Statement

Woodland Christian School ("WCS") exists by God's grace and for His glory to educate and prepare students for college and Christian life. By faith in Christ, our students, parents, and staff can change the world.

Purpose

The purpose of this COVID Prevention Plan is to provide information related to the control and prevention of COVID in the workplace and within our school. This document may be changed as necessary to comply with various state regulations (e.g., Cal OSHA guidance).

COVID-19 Disclaimer

There is no way for WCS to completely eliminate the risk of anyone contracting C19 while working or participating in school activities. WCS will strive to reduce risk as much as practical while still being able to accomplish our mission.

Any plans or services provided by WCS are subject to change depending on local, state, and federal guidelines. Current guidelines will be posted on our school app.

Authority and Responsibility

The School Administrator has overall authority and responsibility for implementing the provisions of this CPP/CSP in our workplace/school. In addition, all site principals/managers and supervisors are responsible for implementing and maintaining the CPP/CSP in their assigned work areas and for ensuring employees' questions regarding this plan are answered.

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

WCS will implement the following in our workplace:

- Conduct workplace-specific evaluations.
- 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 inspections 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 and Screening

WCS promotes personal responsibility when it comes to health and safety. Those with a pre-existing medical condition that makes them particularly vulnerable to COVID-19 should not be physically present at school.

Our safety requirements and guidelines may change based on changes recommended or required by local, state, and federal health agencies.

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying their direct supervisor. This can be done in person, by phone, or via email.

Employees must follow the following safety guidelines to participate in or attend WCS activities:

- Conduct a daily health assessment prior to coming to campus. The CDC has a self-assessment tool (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). Employees and volunteers should NOT come to school if they are sick or have any COVID-19 symptoms.
- Employees who believe they have COVID-19 may return only when:
 - They have had no fever for 24 hours without the use of fever reducing medication and
 - 10 days have passed since the COVID-19 symptoms first appeared and
 - Other symptoms of COVID-19 are improving.
- Employees/volunteers should use a reusable water bottle. Drinking from water fountains on campus will not be permitted until further notice.
- Employees are required to notify their supervisor whenever they, or anyone in their household, tests positive for COVID-19 or whenever they have COVID-19 symptoms while at work.

Correction of COVID-19 Hazards

Any unsafe or hazardous situation will be reported immediately to the School Administrator and Director of Infrastructure. They will assess the situation and correct the problem in a timely manner based upon the severity of the situation.

Control of COVID-19 Hazards

Physical Distancing

Whenever possible and practical, employees should keep at least six feet of distance between themselves and other individuals.

Face Coverings

Employees are required to wear a face covering in accordance with the [California Department of Public Health \(CDPH\) guidelines](#). Masks will be worn according to CDC standards. WCS will provide masks to any employee, visitor, or student upon request.

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

- When an employee is alone in a room;
- While eating or drinking at the workplace;
- In situations where a face covering cannot be used for pedagogical or developmental reasons (e.g., communicating or assisting young children or those with special needs), a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others;
- When an employee is outside and can maintain at least 6 feet of distance from others.

Engineering controls

WCS has implemented the following measures for situations where we cannot maintain at least six feet between individuals:

- Plexiglass partitions have been installed in the main school offices
- Plastic curtains have been installed in office spaces where 6 feet of distance cannot be achieved

WCS encourages the use of outdoor air to ventilate interior rooms. Heating and HVAC systems, including air filters, will be maintained appropriately.

Cleaning and disinfecting

WCS has taken the following measures have been implemented with regard to cleaning and disinfecting work sites:

- Installation of hand sanitizing dispensers in every classroom and office area
- Disinfectant wipes in each classroom
- Outdoor hand-washing stations
- Nightly use of disinfectant spray in every office/room

Should we have a COVID-19 case in our workplace, WCS will do the following for the affected areas:

- Wipe down all high-touch surfaces with disinfectant, and
- Apply additional disinfectant spray.

Shared Tools, Equipment, and Personal Protective Equipment (“PPE”)

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items with which employees come in regular physical contact – e.g., phones, headsets, desks, keyboards, writing materials, instruments, and tools – should not be shared. Where there must be sharing, the items will be disinfected by the employee using a disinfectant wipe.

Whenever practicable, employees should not share vehicles.

Hand Sanitizing and Hand Washing

Employees are encouraged to sanitize and/or wash their hands often based on CDC guidelines. This is especially true when they touch surfaces that have been used by others.

Investigating and Responding to COVID-19 Cases

Employees who have potential COVID-19 exposure in our workplace may do the following:

- Access COVID-19 testing at no cost to the employee and during their work hours. Free testing is available through the Yolo County Department of Health or UC Davis. Employees would be required to coordinate testing with their supervisor to ensure there is coverage while the employee is away.
- Contact WCS Human Resources to learn more about benefits that may be available to employees who have been exposed to COVID-19.

Communication Plan

WCS strives to have effective two-way communication between administration and staff. The communication plan related to COVID-19 is described as follows:

- Employees are required to notify a supervisor if they have COVID-19 symptoms, are subject to quarantine because of a close contact, or have tested positive for COVID-19. They are also responsible for reporting any possible hazards to their immediate supervisor.
- Employees should report symptoms and hazards without fear of reprisal.
- Employees may access COVID-19 testing, even if not required, as described above.
- 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.

- WCS will communicate when employees have been exposed to someone who has tested positive for COVID-19.

Training and Instruction

The following information has been shared with our employees as part of their training and instruction:

- This plan will be available on our school website for review and has been emailed to all employees.
- All benefits related to COVID-19 are available through Human Resources and our employee portal for benefits.
- It is important that our employees know the following:
 - 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.
 - Physical distancing of six feet and wearing face coverings are important.
 - 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.
 - 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 will help prevent the spread of COVID-19.
- Employees have been provided with information about COVID-19 symptoms and have been informed that they are not to come to work if they are sick or have COVID-19 symptoms.
- Testing for COVID-19 is voluntary unless required under law.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by doing the following:

- 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 exposure to a COVID-19 case.

WCS will continue to maintain an employee's earnings and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work-related. For additional information about COVID-19 related benefits, please contact Human Resources.

Reporting, Recordkeeping, and Access

It is our policy to do the following:

- 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 and to representatives of Cal/OSHA immediately upon request.
- Maintain records related to COVID-19 cases.

Return-to-Work Criteria

Employees who are suspected of having COVID-19 (symptoms but no confirmed test) will not return to work until all of 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.

Employees who have tested positive for COVID-19 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 10 days from the time the order to quarantine was effective.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section only applies in the event WCS is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in our workplace within a 14-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 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 the 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 of new or unabated COVID-19 hazards will include the following:

- WCS leave policies and practices and whether employees are discouraged from remaining home when sick.
- WCS COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.

WCS will update the review as follows:

- Every 30 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 practicable.
- Respiratory protection.

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.

Major COVID-19 Outbreaks

This section only applies in the event we experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

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 would take the following actions:

- 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.
- Assess 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.
- 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.
- Notify the local health department.