

COVID-19 Prevention Program (CPP)

River Islands Technology Academy

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

Date: 1/29/2021

Authority and Responsibility

Brenda L. Scholl, 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.

1. Screening River Islands Technology Academy (RiTechA) Employees for COVID-19 Symptoms

RiTechA possesses the authority to screen employees or require that employees self-screen for COVID-19 symptoms. RiTechA policy provides that RiTechA employees will self-screen for COVID-19 symptoms prior to reporting to RiTechA school site.

2. Responding to RiTechA Employees with COVID-19 Symptoms

Should a RiTechA employee present COVID-19 symptoms during a RiTechA administered screening or a self-screen, RiTechA will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

RiTechA will advise employees of any leaves to which they may be entitled during this self-quarantine period. Further, RiTechA has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA, and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

3. RiTechA's Response to COVID-19 Cases

In the event that RiTechA employees test positive for COVID-19 or are diagnosed with COVID-19 by a healthcare provider, RiTechA will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work. RiTechA will advise employees of any leaves to which they may be entitled during this self-isolation period.

RiTechA will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances:

(1) the local health department; (2) Cal/OSHA; (3) employees who were present at the RiTechA school site or facility when the COVID-19 case was present, (3) the employers of subcontracted employees who were present at the RiTechA school site; and (4) RiTechA's workers' compensation plan administrator.

If possible, RiTechA will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If RiTechA determines that there were any close contact COVID-19 exposures, RiTechA will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work.

RiTechA has procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, RiTechA will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, RiTechA will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as otherwise permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

RiTechA conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.

As part of this process, RiTechA identified places and times when employees and individuals congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, including, for example, during meetings or training, in and around entrances, bathrooms, hallways, aisles, walkways, break or eating areas, and waiting areas.

As part of this process, RiTechA identified potential workplace exposure to all persons at the RiTechA school site and including employees, employees of other entities, members of the public, students, and independent contractors. RiTechA considered how employees and other persons enter, leave, and travel through the RiTechA school site, in addition to addressing employees' fixed workspaces or workstations.

As part of this process, RiTechA treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

5. Maximization of Outdoor Air and Air Filtration

For indoor RiTechA worksites and facilities, RiTechA evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency. Staff is instructed to prop open exterior doors to increase outside air flow when possible.

6. RiTechA Compliance with Applicable State and Local Health Orders

RiTechA monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the RiTechA school site location and operations.

RiTechA fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, RiTechA will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls. This includes the evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

8. Periodic Inspections

RiTechA will conduct periodic inspections of worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the RiTechA sites' 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:

River Islands Technology Academy (RiTechA) will notify employees of any potential COVID-19 exposure at the school site when a COVID-19 case is identified, and employees were present on the same day of potential exposure. RiTechA will notify employees and contractors of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case. RiTechA will also notify employees of cleaning and disinfecting measures the school is undertaking in order to ensure the health and safety of the RiTechA's staff.

Employee Screening

We screen our employees by:

As required by California Department of Public Health, to help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, employees are required to complete a daily self-screening survey before reporting to campus. The survey is fully online and asks questions related to COVID-19 exposure, signs, and symptoms. Based on the employee's survey results, he/she will either be directed by the School Nurse to remain home or be approved to come to campus. If the results direct an employee to remain home, he/she will be asked to complete a contact tracing survey to help identify close contacts and recently visited locations.

The employee screening covers the following process:

- 1-Staff Daily Symptom Check Submitted to School Nurse
- 2-Anyone with a fever of 100.4 or higher must not go to a school site
- 3- Employees are not to be at school if they show any symptoms of illness
- 4- Employees who have been in contact with a person with COVID-19 are to stay home
- 5- Employees are asked to take their temperature daily. Thermometers are available in each classroom.

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:

River Islands Technology Academy (RiTechA) will implement effective procedures for correcting unsafe or unhealthy conditions, work practices and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, administrative controls, and personal protective equipment (PPE).

Controls of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

RiTechA requires that all employees be separated from other persons by at least six (6) feet, except where RiTechA can demonstrate that six (6) feet of separation are not possible and where there is momentary exposure while persons are in movement.

RiTechA has adopted several methods by which it increases physical distancing including, but not limited to, the following: (1) providing RiTechA employees the opportunity to remote work arrangements when possible; (2) reducing the number of persons in an area at one time, including visitors; (3) posting visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; and (4) adopting staggered arrival, departure, work, and break times.

When it is not possible for employees to maintain a distance of at least six (6) feet, RiTechA requires individuals to be as far apart as possible.

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

Face Coverings

We provide 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.

River Islands Technology Academy (RiTechA) provided 5 face coverings (masks), to RiTechA employees and requires that face coverings are worn by employees and individuals at the school. (Employees may request additional masks as needed.)

RiTechA practices and procedures adhere to orders and guidance provided by the California Department of Public Health and the San Joaquin County Health department.

RiTechA's procedure on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or San Joaquin County Health department.

RiTechA's procedure requires that face coverings are clean and undamaged. RiTechA allows for face shields to be used to supplement, and not supplant face coverings.

RiTechA provides for the following exceptions to the face coverings requirement:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Employees wearing respiratory protection.
4. 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.
5. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six (6) feet away from all other persons.

6. Required Use of Effective Non-Restrictive Alternative for Employees Exempted from Face Covering Requirement

RiTechA requires that employees who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom if their condition or disability permits it.

Physical Distancing Required If Employee Is Not Wearing Face Covering or Non-Restrictive Alternative

RiTechA requires that 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 (6) feet apart from all other persons.

Prohibition on Preventing Employees from Wearing Face Covering

RiTechA does not prevent any employee from wearing a face-covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.

- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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.

Engineering controls

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

Office spaces will have plastic screening as a safety precaution at reception windows and countertops to protect both the employee and campus visitor. Fixed partitions have been installed between workstations. A rotation of workspaces has been established to space out staff to lessen the time spent in common spaces. In classrooms, fixed partitions have been installed at each teacher podium to provide protection between the Teacher and students. Each classroom is equipped with moveable plexiglass partitions for teachers to use in individual or small group instruction.

Signage will be posted to limit staff foot traffic in the office areas and to prevent congregating in shared staff areas

- Interior doors in office areas will remain propped open to decrease the use of handles by multiple parties
- Signs posted on door of workroom and staff lounge with reminders to social distance
- Portable plexiglass dividers provided to each classroom for one-on-one assessment or support.

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

RiTechA classrooms, office and common space doors will be propped open, whenever possible, to increase the circulation of outside air within buildings.

RiTechA will replace/monitor air filters to ensure optimal air quality throughout the school year as part of on-going monitoring.

Air quality notifications will be followed to ensure safety when outdoor air is increased by opening of doors and/or windows.

Air purifying units were purchased for each classroom on RiTechA's campus.

Cleaning and disinfecting

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

Employees are encouraged to clean their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers have been distributed throughout the workplace and in common areas. Cleaning sprays and/or wipes are also available to clean frequently touched objects and surfaces such as telephones and keyboards. The custodial staff will clean all workspaces at their designated cleaning time.

Proper equipment and PPE should be used when cleaning individual workspaces.

Employees, in partnership with custodial, will maintain safety standards by continually cleaning and disinfecting as indicated below:

- Classroom and Offices - the end of each day of use

- Charter Owned Appliances - (refrigerators, microwaves, coffee machines) - Daily (personal appliances not allowed on campus)
- Electronic Equipment - computers, telephones, keyboards - employees should clean at end of each day or between use
- General Use Objects - handles, light switches, sinks, restrooms, copy machines - once in the evening
- Common Areas - will be cleaned at the end of each day, between groups as deemed essential
- Restrooms cleaned - daily
- Sanitizing spray/wipes will be placed next to each copy machine.

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

Extensive cleaning and disinfecting is triggered when an active employee or student has been identified with a confirmed or assessed likely case of COVID-19. After a 24-hour vacancy (when possible) disinfecting of the area will begin as per public health guidelines. While the scope of disinfecting will be based on the circumstances surrounding the extent the individual has been in specific areas of campus, the area will be shut down until disinfection has been completed.

Further, RiTechA requires that cleaning and disinfecting will be done in a manner that does not create a hazard to RiTechA employees or subcontracted employees.

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:

River Islands Technology Academy prohibits the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people.

Employees are encouraged to clean their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers have been distributed throughout the workplace and in common areas. Cleaning sprays and/or wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The custodial staff will clean all workspaces at their designated cleaning time. Proper equipment such as acceptable disinfectant and PPE is used when cleaning individual workspaces.

Employees, in partnership with custodial, will maintain safety standards by continually cleaning and disinfecting as indicated below:

- o Classroom and Offices - at minimum, the end of each day of use

- o Charter Owned Appliances - (refrigerators, microwaves, coffee machines) - Daily (personal appliances not allowed on campus)

- o Electronic Equipment - computers, telephones, keyboards - employees should clean at end of each day or between use

- o General Use Objects - handles, light switches, sinks, restrooms, copy machines: once in the evening
- o Common Areas - at the end of each day, between groups as deemed essential
- o Restrooms cleaned daily

Sanitizing spray/wipes will be placed next to each copy machine.

Staff will ensure that only EPA “N” Label-Approved Sanitizing Products are used and exclude sodium hypochlorite (bleach) based products as they can be asthma inducing.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

In order to protect River Islands Technology Academy (RiTechA) employees, we have evaluated its hand-washing facilities in order to determine the need for additional facilities, encourage and allow time for employee hand-washing, and provide employees with an effective hand sanitizer.

RiTechA will implement the following:

- Multiple hand-sanitizing stations and/or portable hand washing stations will be placed around campus
- Hand sanitizer or access to a sink with water and soap and sanitizing spray will be provided to each teacher. Hand soap will be provided to classrooms that have sinks.
- Staff will continue to teach students appropriate hygiene, including coughing and sneezing inside the elbow or a tissue.
- Students and staff should wash their hands before sharing equipment and also after eating, coughing, sneezing, or using the restroom.

RiTechA encourages employees to wash their hands for at least 20 seconds each time. RiTechA does not provide hand sanitizers with methyl alcohol.

Personal protective equipment (PPE) used to control employees’ exposure to COVID-19

We evaluate 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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

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.

River Islands Technology Academy (RiTechA) provides for PPE. RiTechA evaluates the need for PPE, such as gloves, masks, and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

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:

Screening River Islands Technology Academy Employees for COVID-19 Symptoms

River Islands Technology Academy (RiTechA) possesses authority to screen employees or require that employee self-screen for COVID-19 symptoms. RiTechA employees will self-screen for COVID-19 symptoms prior to reporting to any RiTechA worksite or facility. Public Health Department. The self-screening of staff is reviewed daily by the school nurse.

Responding to River Islands Technology Academy with COVID-19 Symptoms

Should a RiTechA employee present COVID-19 symptoms during an administered screening or a self-screen, RiTechA will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work.

RiTechA will advise employees of any leaves to which they may be entitled during this self-quarantine period.

Further, RiTechA follows procedures that ensure the confidentiality of employees and comply with the CMIA and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

River Islands Technology Academy's Response to COVID-19 Cases

In the event that RiTechA employees test positive for COVID-19 or are diagnosed with COVID-19 by a healthcare provider, RiTechA will instruct the employees to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work. RiTechA will advise employees of any leaves to which they may be entitled during this self-isolation period.

RiTechA will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances:

(1) the local health department; (2) Cal/OSHA; (3) employees who were present at a RiTechA worksite or facility when the COVID-19 case was present; (4) the employers of subcontracted employees who were present at the RiTechA worksite or facility; and (5) the RiTechA's workers' compensation plan administrator.

RiTechA will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the employees may have had with other employees during the high-risk exposure period. If RiTechA determines that there were any close contact COVID-19 exposures, RiTechA will instruct those employees to remain at their home or place of residence and not report to work until such time as the employees satisfy the minimum criteria to return to work. RiTechA follows procedures that ensure the confidentiality of employees and comply with the CMIA. Specifically, RiTechA will not disclose to other employees, except for those who need to know, the fact that the employees tested positive for or were diagnosed with COVID-19. Further, RiTechA will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

Free COVID-19 Testing for Close Contact Exposures

The following places provide free COVID testing at no cost to employees during their working hours to all employees who have had a potential close contact COVID-19 exposure at a RiTechA worksite or facility:

Free testing sites:

Stockton and surrounding areas: http://www.stocktongov.com/files/COVIDTestingFlyer_2020_10_09.pdf

The Generations Center in Lathrop: <https://www.ci.lathrop.ca.us/city-manager/page/covid-19-testing>

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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

River Islands Technology Academy (RiTechA) procedure requires that employees immediately report to the school nurse or administration any of the following: (1) the employee's presentation of COVID-19 symptoms; (2) the employee's possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at RiTechA. RiTechA will not discriminate or retaliate against any school employee who makes such a report.

- 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.
- Where testing is not required, how employees can access COVID-19 testing:

Employees have been notified that they may acquire a COVID-19 test and have the cost covered by our health insurance. Those who are covered under Blue Cross plans may go to any facility that provides testing and have the cost covered for the insured. Those employees who are covered by Kaiser plans must contact their primary physician to schedule a test within their organizational system. Employees are given a list of local places that perform COVID-19 tests in our local area.

River Islands Technology Academy (RiTechA) procedures provide for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness at:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

RiTechA will periodically review the web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19.

RiTechA employees are encouraged to review the list of medical conditions and other conditions on the website provided above in order to determine whether they have such a condition.

To request an accommodation for health related issues, employees may meet with the Administration.

- 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 the event that River Islands Technology Academy is required to provide testing for employee due to exposure, we will coordinate with our Insurance JPA, SISC, to arrange for testing. All employees are covered by insurance to provide COVID testing. Our Nurse has compiled a list of local testing locations to provide staff when they report COVID 19 symptoms or a possible exposure, and to anyone who should inquire about testing options.

Procedures that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act ("CMIA") will be followed. Specifically, the River Islands Technology Academy will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

- 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.

River Islands Technology Academy will continuously communicate and encourage proper safety practices. Multiple methods of communication will be utilized including signage on campus, email, app notifications and website.

If a staff member or student should become infected with COVID-19, communication may vary depending on the specific circumstances of a case in the school or community.

River Islands Technology Academy will notify RiTechA employees and subcontracted employees of any potential COVID-19 exposure at the RiTechA worksite where a COVID-19 case and RiTechA employees were present on the same day. RiTechA will notify RiTechA employees of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

Employees will also be notified of the cleaning and disinfecting measures undertaken in order to ensure the health and safety of the RiTechA worksite/facility where the potential exposure occurred.

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.

Staff will be trained utilizing virtual training through Keenan (and other on-line) modules and meetings including health and safety actions such as:

- Enhanced sanitation practices
- Physical distancing and its importance
- Proper use of face coverings, removal and washing of cloth face coverings
- Screening practices
- COVID-19 specific symptom identification

The School Nurse will provide training and education for staff during Professional Development, on an ongoing basis, as needed.

Educational information will be provided to families from the School Nurse in the monthly newsletter, as appropriate.

The following areas were covered with River Islands Academy employees:

1. COVID-19 Symptoms

River Islands Technology Academy (RiTechA) provided employees training and instruction on the COVID-19 symptoms, including advising employees of COVID-19 symptoms, which include the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) nausea or vomiting; or (10) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

RiTechA monitors and adheres to guidance by the CDC and Public Health concerning COVID-19 symptoms. RiTechA will advise employees in the event that the CDC or Public Health makes any changes to its guidance concerning such symptoms. RiTechA provided employees instruction on the importance of not coming to work and obtaining a COVID-19 test if the employees have COVID-19 symptoms.

2. River Islands Technology Academy's COVID-19 Policies and Procedures

RiTechA provides regular updates to employees on policies and procedures to prevent COVID-19 hazards at the RiTechA school site and to protect employees.

3. COVID-19 Related Benefits

RiTechA advised employees of the leaves to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1

and 248.5, Labor Code sections 3212.86 through 3212.88, RiTechA's own leave policies, and leave guaranteed by contract.

Further, when employees require leave or are directed not to report to work by Administration, RiTechA will advise the employees of the leaves to which the employees may be entitled for that specific reason.

4. Spread and Transmission of the Virus that Causes COVID-19

RiTechA advised employees that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

RiTechA further advised employees of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including handwashing, in order to be effective.

5. Methods and Importance of Physical Distancing, Face Coverings and Hand Hygiene

RiTechA advised employees of the methods and importance of physical distancing, face coverings, and hand hygiene, including handwashing. Specifically, RiTechA trained and instructed employees on the importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.

Further, employees were trained and instructed on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

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 14 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

1. Exclusion of COVID-19 Cases from River Islands Technology Academy (RiTechA) School Site

RiTechA will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria following Public Health and State requirements.

2. Exclusion of Employees with Close Contact COVID-19 Exposures from River Islands Technology Academy School site

RiTechA will exclude employees with close contact COVID-19 exposure from the workplace for 10 days after the last known close contact COVID-19 exposure as long as the employee remains asymptomatic during the 10 days.

3. Provision of Benefits to River Islands Technology Academy Employees Excluded from Work as a result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure:

a. Employees Who Are Able to Work Remotely During Isolation or Quarantine Period

RiTechA will allow employees who are able to work remotely and are able and available to work, to do so during the isolation or quarantine period. RiTechA will provide these employees with their normal compensation for the work that they perform during the isolation or quarantine period.

b. Employees Who Are Unable to Work Remotely During Isolation or Quarantine Period

River Islands Technology Academy will require that employees who are unable to work remotely but are otherwise able and available to work, to use paid sick leave in order to receive compensation during the isolation or quarantine period.

For all employees who are subject to isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, RiTechA will maintain the employees' position and all other employee rights and benefits, including the employees' right to their former job status, during the isolation or quarantine period.

RiTechA may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020, or longer, if FFCRA leaves and/or Labor Code section 248.1 leave, is extended), in determining how to maintain earnings, rights, and benefits, where permitted by law and when not covered by workers' compensation.

4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Employees Greater Protections

The obligations set forth in this section do not limit any other applicable law, or River Islands Technology Academy policy that provides RiTechA employees with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Employees

At the time of exclusion, River Islands Technology Academy will provide the excluded employees the information on benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, RiTechA's own leave policies, and leave guaranteed by contract.

- 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.

1. Reporting COVID-19 Cases to the Local Health Department

In accordance with applicable law, the River Islands Technology Academy will report information about COVID-19 cases at the workplace to the local health department. Further, the RiTechA will provide any related information requested by the local health department.

2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, River Islands Technology Academy will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of RiTechA employees occurring at a RiTechA worksite or facility or in connection with any employment. Further, in accordance with applicable law, RiTechA will record any serious work-related COVID-19-related illnesses or deaths.

3. Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, the River Islands Technology Academy will maintain records of the steps taken to implement this CPP.

4. Availability of the CPP for Inspection

River Islands Technology Academy will make this written CPP available to employees at the RiTechA school site. Further, RiTechA will make this written CPP available to Cal/OSHA representatives immediately upon request.

5. Records Related to COVID-19 Cases

River Islands Technology Academy will keep a record of and track all COVID-19 cases with the following information: (1) employee's name; (2) contact information; (3) occupation; (4) location where the employee worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the CMIA and applicable law, River Islands Technology Academy will make this information available to employees and employee organizations with personal identifying information removed. RiTechA will also make this information available as otherwise required by law.

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.

Brenda L. Scholl, Executive Director

1.20.2021

Title of Owner or Top Management Representative

Signature

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person Conducting the Evaluation: Brenda L. Scholl

Date: 1.20.2021

Name(s) of Employees and Authorized Employee Representative that Participated:

Kristen W. Condit, HR & Compliance Coordinator

Dawn Donaldson, Business Operations Manager

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
School office	Any time	When members of the public and staff come in to the office, exposure to the office staff and administration	Barriers have been put into place in the front office counter. Entry points have been limited to direct traffic. Office staff has been reassigned work places to separate employees and limited their interaction
Classrooms	When school is in session before/after school	Teachers and staff have exposure to one another	Barriers have been provided to teachers, PPE has been provided, staff is encouraged to leave doors open to circulate outside air, reduced class sizes with students spread out. Individual air filtration systems have been purchased for each classroom.
Teacher Work room	Throughout the work day	exposure between staff members	Staff has been advised to practice social distancing

			within the area, and limit the number of people in the copy room, sanitizer is available to wipe down machines between uses. The area is cleaned twice daily
Gymnasium	When school is in session	Teachers and staff have exposure to one another	
Cafeteria	When school is in session	Student to student, exposure to supervising staff	Students are eating within their classrooms to maintain cohorts and limit access between other classes.
Playground common areas	When school is in session	Student to student, exposure to supervising staff	Students are assigned areas around campus specific to their classrooms to maintain cohorts and limit access between other classes during recess times.
Staff Lounge	Throughout the day	Exposure to other employees	Teachers have been asked to eat in their rooms, eat out side, and/ or limit their time in the lunch room.

Appendix B: COVID-19 Inspections

Date: 1.20.2021

Name of Person Conducting the Inspection: Brenda L. Scholl

Work Location Evaluated: River Islands Technology Academy

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions	Plexi- glass partitions are in place in the front office between work stations, and at the front counter. Each classroom was provided with both stationary partitions as well as portable versions to use as needed with students.	Brenda Scholl	
Ventilation (amount of fresh air and filtration maximized)	Staff is instructed to prop open outside doors to let in additional fresh air as possible. Classrooms air filters were replaced at the start of the school year.	Brenda Scholl	
Additional room air filtration	Each classroom and common space is provided with an individual air purifier	Brenda Scholl	

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing	Signage is in place, desks are located within set parameters, staff has been advised to follow social distancing guidelines	Brenda Scholl	
Surface cleaning and disinfection (frequently enough and adequate supplies)	Classrooms done daily, common work spaces done twice a day	Angel Mendoza	
Hand washing facilities (adequate numbers and supplies)	Checked daily for soap, hand towels and proper function	Angel Mendoza	
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Checked and cleaned daily, dispensers refilled as needed.	Angel Mendoza	

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)	Disposable masks are provided to staff as needed, all were given 5 to begin each term.	Dawn Donaldson	
Gloves	classrooms are equip with gloves in emergency kits, office and health area has gloves available as needed	Veronica Silvia	
Face shields/goggles	1 face shield was provided to each staff member, replacements can be provided if needed.	Dawn Donaldson	
Respiratory protection	n/a		

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: on-going

Name of Person Conducting the Investigation: Jessica Red, RN

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

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

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

Appendix D: COVID-19 Training Roster**Date:** on-going**Name of Person Conducting the Training:** see on-site records

Employee Name	Signature

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 01/29/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: River Islands Academies

Number of schools: 2

Enrollment: 1672

Superintendent (or equivalent) Name: Brenda Scholl

Address: 1175 Marina Dr

Phone Number: 209-229-4700

Lathrop, CA 95330

Email: rainfo@riacademies.net

Date of proposed reopening:
11/02/2020

County: San Joaquin County

Grade Level (check all that apply)

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☒ 7th ☐ 10th

Type of LEA: Charter

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, River Islands Academies, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Maximum students per stable group 16. Maximum staff 5.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Middle school class consists of a stable group, teachers rotate.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Electives will be held online only.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

If classrooms reach 16 per classroom, spacing could be 4 feet.

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Asymptomatic testing available for staff, not required.

☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Asymptomatic testing is encouraged, not provided or required.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: n/a

Date: _____

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: School Site Council/Advisory

Date: 01/29/2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Consultation with staff included staff meetings, grade span meetings,
committee meetings, and staff surveys.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)