

COVID-19 Prevention Program (CPP) for Pacific Academy (Encinitas)

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

Date: 2/01/2021

Authority and Responsibility

Mario Gonzalez 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: **On-Campus staff and teachers (approximately 15 per day) are to report to Mario Gonzalez any potential hazards or concerns.**

Employee screening

We screen our employees by:

- Anyone entering the building, including faculty, staff, students, and visitors, are required to go through either the Safe Space Scan 3S-07T temperature check station when they enter the building or through the morning drop off and/or afternoon pickup stations for temperature and symptoms check.
 - This is administered by using non-contact thermometers, and all staff, teachers, students and parents are to wear face coverings at all times while on campus.
- Per health department guidelines, anyone with a temperature of 100.4 degree F or higher is not permitted to enter the building. Any student, parent, staff member or teacher exhibiting any flulike and/or cold like symptoms are not permitted on campus and are to report to the school (Mario Gonzalez) from home with their symptoms. No person is allowed on campus who is

exhibiting any COVID-19 symptoms. In the event that any individual exhibits any COVID-19 symptoms they are to report directly to Mario Gonzalez from home about their symptoms and from that point Mario can ascertain whether or not they have tested positive for COVID-19.

- While at home parents, students, staff and teachers are required to self-monitor and report to Mario Gonzalez the following symptoms: fever above 100.4 degrees F, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, diarrhea. From that point Mario will assist the individual in how to proceed.
- While at school Staff and teachers are to monitor any parent and/or student for the following symptoms: fever above 100.4 degrees F, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, diarrhea. In the event that any student and/or parent exhibits any of the above symptoms, they are to report it to Mario Gonzalez and ask for the student to please enter an isolated room that has been dedicated for this purpose. If it is a parent who is exhibiting these symptoms, the school is to politely ask the parent to exit the campus.
 - After this step is taken, the staff member or teacher are to report directly to Mario and from that point Mario will assist the individual and direct the school in how to proceed. Records of all incidents involving any cold like, flulike and/or COVID-19 symptoms are digitally kept in a secure file by Mario.
- Sick staff members and/or students are not to return until they have met CDC criteria to discontinue home isolation, including at minimum of 72 hours with no fever or symptoms. Furthermore, all students, staff members and teacher must have at least 10 days since symptoms first appeared in order to return to the classroom. Mario Gonzalez directly assists these individuals or the parent/guardian of these individuals on their safe return date.

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:

The severity of the hazard will be assessed and correction time frames assigned by Mario Gonzalez, accordingly. Individuals are identified as being responsible for timely correction by Mario and all follow-up measures are taken by him in order to ensure timely correction.

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:

- Office staff alternates in-school between 2 part-time employees (the morning to afternoon shift & the afternoon to evening shift).
- Teachers are located in their individual classrooms for grades K-12 and students are further cohorted into groups as follows: K/3 cohort, 6/8 cohort, and 9/12 cohort. It is important to note that the school is small by design (75 students K-12).
- Students and teachers have access when necessary to live virtual learning classrooms and office staff can work from home when applicable in order to reduce the number of staff and students at the school. Each classroom is equipped to host live virtual classes and all teachers have been trained on how to conduct their classrooms either 100% virtually and/or by using a hybrid technique with having a percentage of students in-person simultaneously while having other students virtual.
- Visitors are limited and are by appointment only.

- Parents are asked to not come on campus as much as possible and school currently conducts parent/teacher conferences via Zoom or Google Meets.
- Signs are posted at the entrances and throughout the building instructing individuals to socially distance, to frequently use the wash stations and all employees facilitate the practice of social distancing.
- Plastic barriers are installed in office areas.
- Pacific Academy has staggered arrival, departure and break times and these times are:
 - K-5 enters school between 7:50am and 8:00am
 - 6-12 enter the school from 8:00am and 8:10am.
 - K-5 students depart the school at 2:30pm Monday – Thursday and at 12:30pm on Fridays.
 - 6-12 school departure is at 3:30pm Monday – Thursday and at 12:45pm on Fridays.
 - Students in the K/3 cohort have their recess and lunch breaks at a different time than the 4/5 cohort and both groups are located in two separate areas. 6-12 is spread out into four areas during lunchtime and staff monitors and promotes safe social distancing protocols during these times.
 - All lunch breaks and classroom breaks are hosted outside and during these breaks the school cleaning team wipes down surfaces and airs out classrooms.
- Fridays are half days in order to conduct deep cleaning of the school and staff training.
- Individuals are 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.

- Face coverings are required to be worn for anyone entering the building, including students from Kindergarten to 12th Grade. Students, staff, teachers and any individual who enters Pacific Academy is required to wear a mask at all times while on site.
- Students, parents and visitors should provide their own masks/face coverings, but in the event that they arrive without a mask, the school is equipped to provide a brand new mask for them to use. In the event that they do not want to receive a new mask from the school, the school politely informs them they are not permitted to enter the campus until they have a mask on.
- The school has provided masks for all employees and has extra masks on hand in order to distribute masks to an employee in the event that they arrive to school without a mask.
- Masks are stocked at the front desk, storage room, and the administrative office.
- Staff remind students to wear face coverings throughout the day.
- Staff members, students and parents are welcome to furnish their own masks, but all masks must be designed and worn within the guidelines set forth by the CDC.
- Face shields may be worn in combination with masks.
- Teachers are provided with face shields and may wear it with the mask when teaching.
- Visitors are instructed to wear a face mask by reception area staff.

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

- When an employee is alone in an isolated 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.
- While Pacific Academy does not currently have 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 we are equipped to explore and/or implement alternatives on a case-by-case basis.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: **Six feet distance is maintained at all times in all situations where it is physically possible. Our small number of students allow all staff and students to social distance by at least six feet as we maintain a 10/1 student/teacher ratio and cap our school at a 12/1 student/teacher ratio. Plastic barriers have been installed in the reception area and the office staff area. Outdoor classrooms have also been created using student desks, whiteboards and canopies. Wifi reaches our outdoor classrooms as well.**

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

- Filters have been updated to the highest extent possible.
- Rooms with outside doors are left open, unless weather or other conditions are not appropriate.
- All classrooms are aired out and cleaned between each class.
- The ventilation system is inspected and maintained annually.
- Certain rooms and/or classrooms have air purifier located in the rooms.

Cleaning and disinfecting

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

- Pacific Academy has contracted a day porter through Jani King to disinfect high traffic areas throughout the school daily.
- Pacific Academy has also contracted a separate cleaning crew to clean the school each night through Jani King.
- Teachers clean their classrooms and common areas after each use.
- 6-12 Students clean their own workspace in between each class period.

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

- If a student or faculty staff member is COVID-19 positive, we are prepared to immediately close the facility and switch to remote learning for a minimum of 14 days.
- Jani King will conduct a terminal cleaning procedure of all spaces, including the use of PH7Q disinfectant and H2Orange virucide/sanitizer.
- Procedures are in place to contact each parent and staff member while maintaining HIPA as well as FERPA guidelines.
- Procedures to contact and inform County and State departments are also intact.

Bellow are the following procedures:

1. Mario Gonzalez would receive confirmation from the individual that they have indeed tested positive for COVID-19.
2. Mario would then advise the individual to contact their doctor immediately.
3. After Individual has contacted their doctor and received medical advice, Mario will interview individual in order to conduct a contact tracing roadmap.

4. Mario will ascertain whether or not the individual has had possible contact with school, teachers, staff members, students and/or parents of our school.

In the event that they have not had contact with any other individual at our school nor have they stepped foot on our campus after point of contact with COVID,

1. Records are kept accordingly in a private COVID-19 digital file by Mario.
2. Mario would report the case to the State of California and then contact the County of San Diego Health & Human Services Agency through our direct COVID-19 Case Investigator, Darlin Rosses.

In the event that an individual has tested positive for COVID-19 and they have had contact with another individual(s) at our school (contact constitutes as being within 6ft of someone who has tested positive for COVID-19 for more than 15 minutes without wearing a mask) and school is currently in session.

1. The COVID positive individual will be isolated in a private waiting room and parent(s)/guardian(s) will be prompted to pick up their student immediately.
2. Parent(s) or Guardian(s) would be prompted to contact their doctor immediately and then report directly to Mario Gonzalez for further instructions from the school (Mario).
3. Records would be kept in a private COVID-19 file.

In the event that it was a staff member and they were on campus, they would be asked to remove themselves from the campus immediately and report to Mario for further directions after confirming that they have spoken to their doctor.

1. Records would be kept accordingly in a private COVID-19 digital file by Mario.
2. Mario would report the case to the State of California and then contact the County of San Diego Health & Human Services Agency through our direct COVID-19 Case Investigator, Darlin Rosses.

In the event that a COVID positive case should arise while students are on campus, the school would close immediately while:

- a. Mario organizes the office team to conduct an all student pickup.
- b. Mario organizes the cleaning crew to conduct their cleaning services
- c. Mario organizes the office staff and leadership team to conduct personal phone calls to each parent and/or guardian informing them that the school will need to shift into live virtual classrooms for a minimum of 4-days while Mario conducts a contact tracing map and works with our school contact at the County of San Diego Health & Human Services Agency in order to determine when we as a school can reopen.
- d. Simultaneously Mario would organize an email to be sent out by the office team to each parent, guardian and staff member letting them know that a COVID-19 positive case has been reported to have occurred on campus.
- e. Above protocols for each individual who has tested positive for COVID would then occur.

Sample Email Template:

Dear Pacific Academy Families,

Our school has been informed as of 1/08/2021 that one of our students at our _____ campus has tested positive for COVID-19 and therefore we will need to close the campus to all students grades K-12 while we conduct a proper contact tracing map.

Please be advised that:

- School is closed to all students grades K-12 this _____ in order for the school to determine what areas of the campus need to be closed.
- Classes will resume virtually for grades _____ on _____ morning, more details to follow.
- _____ on campus learning will be determined after a complete contact tracing map is completed by the school and confirmed by the county health department, more details to follow. Please be prepared to possibly attend virtual classes until the school can determine to what extent contact with any of the _____ classes took place.

The last potential exposure date took place on _____. This individual is currently in isolation and due to privacy laws, information regarding this individual's identity cannot be released. Please respect this individual's privacy during this difficult time.

Upon learning the news, we contacted the local health department, which will determine who was a "close contact" with this individual. The Centers for Disease Control and Prevention (CDC) defines close contact as being within 6 feet of an individual who has COVID-19 for a total of 15 minutes during a 24-hour period.

Our school is assisting the local health department with the process of identifying close contacts. If you do not hear from our local health department or from our school, you are not considered a "close contact," and there is nothing more for you to do at this time.

To ensure everyone's safety moving forward, our cleaning staff at the school will clean and disinfect the areas of exposure, per CDC guidelines, using only Environmental Protection Agency-approved cleaning solutions.

If you have any questions and/or concerns, please feel free to contact me at any time.

Thank you,
Mario Gonzalez

Three more emails would be sent out after all of this has been organized and completed. One email to parents, guardians.

Dear Pacific Academy Parent,

Pacific Academy learned today that a student in one of your child's classes has tested positive for the virus that causes COVID-19. The potential exposure dates are _____.

This individual is currently in isolation. Due to privacy laws, information regarding this individual's identity cannot be released. Please respect this individual's privacy during this difficult time. Upon learning the news, we contacted the local health department, which will determine who was a "close contact" with this individual.

The Centers for Disease Control and Prevention (CDC) defines close contact as being within 6 feet of an individual who has COVID-19 for a total of 15 minutes during a 24-hour period. Our school is assisting the local health department with the process of identifying close contacts.

If you are receiving this notice your student is considered to have possibly been in “close contact” with the individual who tested positive for COVID-19 because they share one or more classes together and/or your child spent time outside of class with the individual.

To ensure everyone’s safety moving forward, the cleaning staff will clean and disinfect the areas of exposure, per CDC guidelines, using only Environmental Protection Agency-approved cleaning solutions. We as a school recommend that you monitor your student’s symptoms and take the proper recommended precautions of self quarantining according to the CDC.

The CDC recommends a self quarantine for 14 days while watching for symptoms to arise. Using the January 4th date would present January 18th as the 14th day. In the event that no symptoms arise within the next 10 days, according to the CDC, your student has not conducted COVID-19 from this individual. You are also more than welcome to have a COVID-19 test conducted and in the event that you do have your student tested, please send your test results directly to me for recording purposes.

In the event that your student shows symptoms of COVID, please first contact your doctor and then me at 760-566-9129. If you have any questions or if you would like to speak directly with me at any time, please do not hesitate to reach out.

Sincerely,
Mario Gonzalez

A separate email would indicate to the parents, guardians

Dear Pacific Academy Parent &/or Guardian,

As you know, Pacific Academy learned today that a student at the _____ campus tested positive for the virus that causes COVID-19. The potential exposure dates are _____.

This individual is currently in isolation. Due to privacy laws, information regarding this individual’s identity cannot be released. Please respect this individual’s privacy during this difficult time. Upon learning the news, we contacted the local health department, which will determine who was a “close contact” with this individual.

The Centers for Disease Control and Prevention (CDC) defines close contact as being within 6 feet of an individual who has COVID-19 for a total of 15 minutes during a 24-hour period. Our school is assisting the local health department with the process of identifying close contacts.

If you are receiving this notice it is because according to the contact tracing map, your student in the _____ program is Not Considered to have possibly been in “close contact” with the individual who tested positive for COVID-19 because they do not share any classes and/or did not spend any time outside of class with the individual).

To ensure everyone’s safety moving forward, the cleaning staff will clean and disinfect the areas of exposure, per CDC guidelines, using only Environmental Protection Agency-approved cleaning solutions. We as a school recommend that you monitor your student’s symptoms and take the proper recommended precautions of self quarantining according to the CDC.

The CDC recommends a self quarantine for 14 days while watching for symptoms to arise. Using the _____ date would present _____ as the 14th day. In the event that no symptoms arise within the next 10 days, according to the CDC, your student has not contacted COVID-19 from this individual.

You are also more than welcome to have a COVID-19 test conducted and in the event that you do have your student tested, please send your test results directly to Mario Gonzalez for recording purposes. In regards to your _____ school student it is advised that you isolate the kids the best that you possibly can and monitor their symptoms for the next 10 days.

In the event that your student shows symptoms of COVID, please first contact your doctor and then me at 760-566-9129. If you have any questions or if you would like to speak directly with me at any time, please do not hesitate to reach out.

Sincerely,
Mario Gonzalez

A third email would be sent out to families after the investigation has proven that their child has not come in contact with the individual who tested positive for COVID:

Dear Pacific Academy Parent &/or Guardian,

Thank you for your patience and understanding while Pacific Academy works with the San Diego County Health Department and determines whether or not your student is to be considered someone who was in “close contact” with the individual who has tested positive for COVID-19.

After completing our case study with the School Response Team from the County of San Diego Health & Human Services Agency, your student Is Not Considered to have been in “close contact” with the individual who tested positive for COVID-19.

The Centers for Disease Control and Prevention (CDC) defines close contact as being within 6 feet of an individual who has COVID-19 for a total of 15 minutes during a 24-hour period while not wearing a mask. Furthermore, it has been determined that your student at all times during class was wearing their mask. It was also determined that the individual who has tested positive was also wearing a face mask at all times during class instruction.

If you have any questions and/or concerns, please feel free to contact me at anytime: 760-566-9129.

Thank you,
Mario Gonzalez

5. More communication with parents, guardians and staff about return dates for each campus (K-5 6-8, & 9-12) would then follow.
6. In the event that the investigation proved that the K-5 students, the 6-8 students, the 9-12 students, or all three groups could return to school, the date of return would follow (School would still do a minimum of 10 days quarantine for the campus that the positive COVID case was found and the other campuses could return after doing a minimum of 4 days quarantine. Mario would organize this return to in-person learning.
7. For the group(s) that could not return to in-person learning, live virtual classes would resume immediately for that group(s).

8. Mario would record all details in a secure COVID digital file and stay in communication with the State and County.
9. All staff members would be required to retest for COVID between 4-6 days after the COVID case was reported to the school.
10. For the COVID positive individual(s) Mario would work with the families and indicate with them using CDC and School guidelines their return to in-person learning.

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

- Pacific Academy has contracted a day porter through Jani King to disinfect high traffic areas and work spaces throughout the school daily.
- Employees use disinfectant wipes and disinfectant spray cleaner to clean spaces as needed.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Teachers and staff have established a hand-washing routine. Students wash hands after entering the classroom, before and after each break time and lunch time, after sneezing or coughing, and before and after using the restroom.
- There are 3 hand washing stations outside of the school and there are 9 sinks located within the school.
- Hand-washing should last 20 seconds with soap, rinse with water thoroughly, then dry with paper towels. Each station and sink is furnished with soap, disposal towels and a trashcan.
- Hand sanitizer dispensers are located in every classroom and in every common room.
- Hand-sanitizers are at least 60% ethyl alcohol-based.
- Staff is responsible for letting front office know when they are running low so that the school can restock their hand-sanitizer.

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.

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.
- 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:

- Employees report symptoms and hazards to Mario Gonzalez, Principal. In his absence, reports are made to Teresa Tseng, HR Director.
- 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 are provided information and links on access to testing, including information on free City of Irvine testing, San Deigo County testing super sites, other free sources (such as LHI.care), and free home test kits provided by San Diego County.
- 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.
- In accordance with state and local laws and regulations, Mario will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Anyone who is exposed should monitor themselves for symptoms.
- Mario will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

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.
- Faculty and staff are trained on the reopening plans and protocols through online meetings, email notifications, and in-person inservice meetings, when permitted.

- Faculty and staff are provided all reopening plan documents, procedures, and policies.
- Families are educated on the plan through email notifications and online meetings, including K-12 parent orientation. Since we are small, we have frequent communication with our families.

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:

- If a student or faculty staff member is COVID-19 positive, we are prepared to close the facility and switch to remote learning for 14 days.
- 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
- 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 implementing Families First Coronavirus Response Act (FFCRA) leave in addition to the regular paid sick leave, and by staying abreast of the updates in labor laws, such as FMLA and CFRA.
- 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.
- Mr. Gonzalez will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

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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**Mario Gonzalez, Principal
Pacific Academy (Encinitas)**