

COVID-19 Prevention Program (CPP) Aspen Public Schools

Employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

The following document/template has been used to develop the Aspen Public Schools plan. Additional support documents and information specific to COVID-19 Safety Prevention Program are available upon request.



COVID-19 Prevention Program (CPP) Aspen Public Schools

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. Date: December 15, 2020

- Updated and Revised 1/24/21,
- Updated and Revised 3/8/21
- Updated and Revised 1/27/22
- Updated and Revised 5/4/22
- Updated 5/16/22 (pending board approval)

Approved by Aspen Public Schools Board of Directors on 2/17/21, Revision approved by the board on 3/17/21, New Revision 1/27/2022 by Aspen Safety and Wellness Team/Revised and updated on 5/4/22, 5/16/22

Aspen Safety and Wellness Team reviewed

Board approved revisions on 5/18/22

Authority and Responsibility

Ms. Shelly Lether, Chief Executive Officer, and Matt Flores, Chief Operations Officer, Ms. Terri Martin, Chief Business Officer, has the overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers, site directors 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 by the Aspen Public Certificated School Nurse; COVID-19/Contact Tracing Trained 4/2021
- 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.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating in safety meetings at the CMO level as well as the site level with their direct supervisor. In addition, cleaning, hygiene protocols are regularly discussed.

Staff and Family Education

Aspen Public Schools is committed to train staff custodians and provide educational materials, protocols, and resource list for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)
- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Mental health services and supports
- Information regarding COVID-19 leaves for staff (contact Human Resources)

Employee screening

The charter schools have staff and students conduct a voluntary daily attestation. By arriving at work/any Aspen Public Schools campus or facility, staff members affirm they have not had, or been exposed to anyone with, any of the symptoms listed above in the past 14 days. Furthermore, staff agree to wear a face covering. If exposed, staff will get clearance from the school nurse or their direct supervisor prior to resuming their work assignment.

Aspen Public Schools has also elected to conduct an active screening process by checking in with the school nurse to report any symptoms. Aspen Public Schools utilizes non-contact thermometers for SRO and nursing staff--to check students and staff temperatures, if they report symptoms. Staff facilitating these screening processes wear appropriate PPE that will include a mask or face-shield with drape, gloves and goggles if necessary, and other safety equipment if requested.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

- All classrooms, offices and other used facilities at the school site will be cleaned and disinfected daily per CDC guidelines. Cleaning schedules will ensure frequent cleaning/sanitization is occurring frequently throughout the day.
- Aspen shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction.

Control of COVID-19 Hazards

Clear Rules on Classroom Instruction:

- School will continue to offer short term independent study

- Desks and/or workstations will face in the same direction as feasible.
- Aspen Public Schools will utilize the same PPE and safety protocols as advised by the Fresno County Department of Public Health.

Drop Off Procedures (Arrival)

- Gates will open at 6:30 a.m. for staff, for students 7:15 a.m.. To adhere to physical distancing precautions, students will not be allowed to be dropped off earlier.
- Parents and visitors will not be permitted to walk their student(s) to the classroom.
- There will be a minimum of 2 points of entry for each campus.
- Initial screening will take place at home. Additional screening and temperature checks will no longer take place at the designated gates.
- One-way directions/movements will be established in high potential traffic areas.

Dismissal Protocols:

At the end of the day students will be dismissed by class to be picked up by a parent/guardian.

General Guidelines:

- Students will be released with staff supervision.

Office Policies and Procedures:

- Office Hours: 7:30 am to 4:00 p.m.
- Masks and hand-sanitizer will be offered to all visitors who enter the office.
- Offices will have designated areas for visitors. We ask that all visitors remain within the designated areas.
- Public restrooms will not be available for visitors during this time.
- We ask that parents notify the office of dismissal changes by 10:30 a.m. daily.

Visitors on Campus:

- Visitors and volunteers are allowed on campus by checking into the office. This includes, but is not limited to, eating lunch with children, classroom birthdays, awards ceremonies, walking students to their classrooms, etc.

Face Coverings Optional:

Aspen provides clean, undamaged face coverings upon request.

Face coverings are not required, but are optional.

Engineering controls:

Clear partitions are being used in the isolation office to protect students from other students' illnesses.

Air Ventilation and Filtration:

All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

Healthy Hygiene Practices:

Aspen Public Schools aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:

- Soap
- Tissues
- No-touch trash cans
- Face coverings
- Face shields with Drape (student and staff)
- Hand sanitizer
- Medical grade cleaning supplies
- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers have been added to all staff and student restrooms; students will be encouraged to wash hands frequently. Handwashing stations have been added to the playground and cafeteria entrance.

Cleaning and Disinfecting:

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

- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff and contracted Commercial Cleaning Systems CCS, Fresno, CA
- Regularly monitoring will take place at the school sites to ensure that both frequency and scope of cleaning and disinfection is taking place.

Aspen Public Schools will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment.
- Aspen Public Schools maximizes custodial staff with daily schedules for practicable cleaning and disinfecting at school sites.
- Restrooms will be disinfected regularly (custodians have radios.) Calls go out to custodians after restroom use).
- All classrooms have hand sanitizer dispensers by the entry door and other locations in the classroom.
- Elementary classrooms will have students wash their hands using the classroom sink. Classroom drinking fountains will not be accessible (water bottles can be filled).
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable.

- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access).
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible.
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization.
- Should we have a COVID-19 case in our workplace those areas trafficked by infected students, or staff will be cleared and thoroughly cleaned as per CDC guidance. Fogging will be used as needed.

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.

Hand Sanitizing

Aspen Public Schools is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers are in all staff and student restrooms; students will be encouraged to wash hands frequently.
- Employees and students are encouraged to wash their hands for at least 20 second each time.
- Every classroom and common space shall be provided with a sanitizer with Alcohol levels and types selected by the District will be based on the recommendation of the CDC, California Department of Public Health and Fresno County Department of Public Health.
- All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom is entered.

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.

Personal Protective Equipment – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly

referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, face shields, face shields with drapes, barriers, gloves, goggles, etc.

- The District shall provide PPE to all unit members and students, if needed, for every day that unit members or students are required to report to school sites.
- In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

Investigating and Responding to COVID-19 Cases

Students or staff who present with symptoms while at school:

- Students will go to a designated isolation room until they can be picked up by a parent or guardian.
- Staff members must leave APS campuses or facilities and inform their supervisor prior to leaving.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID 19 test. Staff members will be directed to the Fresno County Public Health Testing Site or to our health office if staff are available.

Students or staff* who have had **close contact** with a confirmed COVID-19 case:

- Students and Staff should not come to campus if they knowingly had close contact. Centers for Disease Control defines close contact as anyone who has been within 6 feet of an infected individual for at least 15 minutes, 2 days before illness onset with a confirmed COVID-19 case. If they come to campus, staff will be asked to go home and students will be kept in isolation, in a designated isolation room until they can be picked up by a parent or guardian.
 - Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to the Fresno County Testing Site. Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>. The school has also contracted with Valencia Labs (Color)
 - Quarantine for 6 days from last exposure/ symptom onset. School work will be provided to students to complete during this time.
 - School/classroom may remain open in consultation with public health officials.
- Staff should contact their supervisor immediately.

Students or staff who have a **confirmed** COVID-19 case:

- Individuals cannot come onto campus for 10 days from symptom onset and/or test date, are at least 24 hours with no fever without fever-reducing medication, and free of symptoms.
- Site administrators will identify school site contacts, quarantine and exclude exposed contacts for 5 days after the last date the case was present at school while infectious. School work will be provided to students during this time.
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the 5-day quarantine.
- Disinfection of classroom and primary spaces where the case spent significant time will be conducted.
- Schools may remain open in consultation with public health officials.
- Families and staff will receive notification if there is a known **positive case** that occurs at their school site.

The schools will offer COVID-19 testing at no cost during their working hours when

possible.

System for Communicating

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

- All employees and families of the school should report COVID-19 symptoms and possible hazards to their direct supervisor. Employees can report symptoms and hazards without fear of reprisal.

Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to the health office at one of our schools or a Fresno County Testing Site. Students may also be referred to our health office for COVID testing.

If a school or the District Office (DO) of the Aspen Public Schools or Fresno County Department of Public Health (FCDPH) is notified of a positive COVID-19 case Aspen Public Schools, or a person within the school develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contact tracing will be implemented.

Step One: Notification of Aspen Public Schools

BASIC TRAINING ELEMENTS

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 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.

Exclusion of COVID-19 Cases

Should 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 5 days after the last known COVID-19 exposure to an Index.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace 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 A: Covid Tracing 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. Appendix A will be available upon request.

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 10 days from the time the order to quarantine was effective.

Appendix A: Identification of COVID-19 Hazards / Contact Tracing

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.

Safe Schools For All Hub

<https://schools.covid19.ca.gov>