



# COVID-19 PREVENTION PROGRAM

**Effective November 30, 2020**

Pursuant to the California Occupational Safety and Health Standards Board (Cal/OSHA) emergency temporary standard, YPI Charter Schools' ("YPICS") COVID-19 Protection Program has been updated, effective immediately.

This program applies to all employees (herein collectively referred to as "employees") working at any of the YPICS school sites or business office. **This program does not apply to employees working from home.**

## Definitions

"**COVID-19**" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"**COVID-19 case**" means a person who:

- (1) Has a positive "COVID-19 test" as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official;  
or
- (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

**“COVID-19 exposure”** means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

**“COVID-19 hazard”** means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**“COVID-19 symptoms”** means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

**“COVID-19 test”** means a viral test for SARS-CoV-2 that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**“Face covering”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

**“High-risk exposure period”** means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

## **Communication**

Our goal is to be clear and transparent. We strive to ensure that our employees remain safe and healthy. In return, it is your obligation to communicate with YPICS honestly and without fear of reprisal. As such, all employees must report possible COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace. Reports of such symptoms,

exposures or hazards must be made at the earliest opportunity. All reports made under this section will be confidentially received, and investigated as outlined in the “Investigating and Responding to COVID-19 Cases” section below. For those assigned to a school site, communicate with the Executive Director or administrative designee. For those assigned to the Learning and Support Center (LSC) the schools business office, communicate with the Payroll/Human Resource Coordinator, Yesenia Zubia.

Employees who have any medical or other conditions that may put them at increased risk of severe COVID-19 illness are encouraged to report such conditions, without fear of reprisal. If not already doing so, such employees may request to work from home or other accommodations to lessen the risk of exposure to COVID-19 hazards. Upon notice, the Payroll/Human Resources Coordinator, Yesenia Zubia, shall communicate any accommodations available to such employees.

In order to keep our employees apprised of any updates pertaining to COVID-19, YPICS will disseminate information as follows:

- Updates on our website page.
- Messages sent out to the YPICS General Slack Channel, Remind system, SMORE Newsletter, or by email. Such communications may come from the Executive Director, Chief Operations Officer, Executive Administrators, Payroll/Human Resource Coordinator, or the Director of Technology,
- Key policies and procedures will be posted as they are developed.
- Various other communication channels such as social media, newsletters etc.

Employees are encouraged to approach their immediate supervisor or School Executive Administrator with any questions they may have. YPICS will also continue to inform employees and the public of key details through various external communications channels.

## **Identification, Evaluation and Screening**

All employees who report to work must first be screened before entering any YPICS site. Screenings will be conducted by undergoing a non-contact temperature check at the workplace and by employees conducting a self-screening for COVID-19 symptoms.

Employees who have a fever (temperature of over 100.4 degrees Fahrenheit) or who have any symptoms of COVID-19 after screening are advised to return home and work remotely. To acquaint all employees with the proper precautions when sick, employees are encouraged to visit the CDC’s website at:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## **Investigating and Responding to COVID-19 Cases**

All employees are encouraged to consult with a licensed health care provider and take recommended COVID-19 tests if they suspect they have been exposed to COVID-19. Employees who receive a positive COVID-19 test shall as soon as practicable notify YPICS if they have been at the workplace during the high-risk exposure period. Those assigned to a school site should contact the School Executive Administrator. Those assigned to the YPICS LSC (Business Office) should contact the Payroll/Human Resources Coordinator.

Reports of COVID-19 cases or exposure to COVID-19 in any of our offices will be investigated in a timely manner. YPICS will take the following steps when there has been any such report in any of our offices:

- (1) Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- (2) Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- (3) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - a. All employees who may have had COVID-19 exposure and their authorized representatives.
  - b. Independent contractors and others present at or who travelled through the workplace during the high-risk exposure period.
- (4) Offer COVID-19 testing at no cost during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits, including COVID-19 specific benefits, as required by law.
- (5) Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

In the investigation of possible COVID-19 cases or exposure at the workplace, we will treat all relevant employees, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by YPICS under this section shall be provided in a manner that ensures the confidentiality of employees' personal

information. However, as required by law, YPICS shall provide unredacted information on COVID-19 cases, or other related information requested, to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or other local, state, or federal authorities.

In the event that an investigation results in the identification of a COVID-19 hazard, YPICS will correct the hazard in a timely manner. All employees, including their authorized representatives, are encouraged to work with YPICS in any investigations so that FCPS can adequately and promptly identify, evaluate, and respond to any COVID-19 hazards.

## **Training and Instruction**

YPICS will offer training and instruction to all employees by email, webinar and Google meetings as new information becomes available. Trainings will focus on:

- (1) YPICS' COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- (2) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, YPICS' own leave policies, and leave guaranteed by contract.
- (3) The facts about COVID-19, including 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.
- (4) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- (5) 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.
- (6) 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.
- (7) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- (8) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

## **Social Distancing, Administrative Controls, Face Coverings, and Personal Protective Equipment (“PPE”)**

We are taking several steps to ensure the health and safety of our employees through adjustments to our facilities. While some office locations are not requiring facemasks, it is our position that all employees wear facemasks when in the building, in common areas in the workplace, or when within six feet of another individual.

PPE and Social Distancing:

All employees are required to wear face coverings that cover the nose and mouth when in the building, in common areas in the workplace, or when within six feet of another individual. YPICS will provide face masks for any employees who do not have face coverings.

Individuals in private offices are not required to wear face coverings while alone in their offices. Although face shields may be worn together with face coverings for additional protection, face shields are not a replacement for face coverings and their use shall not be an excuse for not wearing face coverings.

Face coverings may be removed when eating or drinking, provided employees are at least six feet apart. YPICS will, where practical, work with the responsible individuals and entities to ensure that outside air supply into the building, has been maximized.

Exception: 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 need not do so. However, such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. YPICS will provide face shields with a drape on the bottom for any such employees.

Any employees who cannot wear facemasks or the required face shields shall report such conditions to the School Executive Administrator or Payroll/Human Resources Coordinator so that YPICS can accommodate their condition or disability.

Notwithstanding any other policy, employees may wear face coverings even when not required to unless it would create a safety hazard to them or other employees or individuals.

Sharing of personal protective equipment is prohibited.

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 shall be minimized and such items and equipment shall be disinfected between uses by different people.

All employees shall be separated from other persons by at least six feet, except where such separation is not possible, and except for momentary exposure while persons are in movement. Methods of implementing social distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, solid, cleanable partitions that effectively reduce aerosol transmission between the employee and other persons have been installed.

#### Cleaning and Disinfecting Procedures:

Sanitation: Enhanced practices of disinfection and cleaning of our offices have been implemented. Wipes and sanitizer shall be available for individuals to wipe down surfaces and objects in their individual areas such as phones, door handles etc. In addition, thorough cleaning and disinfection will occur in and around the areas, material, and equipment used by a COVID-19 case during the high-risk exposure period. To protect employees from COVID-19 hazards, we have evaluated our handwashing facilities and supplemented the handwashing facilities with effective hand sanitizer distribution stations. We encourage employees to wash their hands for at least 20 seconds each time, and to frequently use the hand sanitizer distribution stations.

Lunch rooms: Congregating in lunch rooms and break areas is not permitted. Employees should eat their meals at their desks or in their offices. Gloves and wipes will be available in lunch rooms and break areas. Employees who use the lunch room and break areas are required to wipe down any surface they touch during their meal or rest period.

Drinking cups: Employees must use the disposable drinking cups for water and coffee machines. Reusable cups, canteens, and mugs are not permitted for refill in the common break rooms and lunch rooms.

Common surfaces: Frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, and microwaves are cleaned and disinfected with increased frequency.

Ice Machines: For sanitary reasons, the ice machines will be unavailable for use until further notice.

Offices/Cubicles: Individuals with single offices or glass cubicles will need to keep social distancing in mind when others enter their workspace. Employees who sit in open workstations must wear a face covering at all times. Employees who have private offices or enclosed cubicles may remove their mask only when alone in their office/glass cubicle.

Locked doorways: Tables with disinfectant wipes will be located near locked doors for use before entry.

## **Reporting, Recordkeeping, and Access**

We shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. In addition, we shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment. We maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

The written COVID-19 Prevention Program is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

We keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential as required by law. The information shall where permissible, be made available to employees, their authorized employee representatives, or as required by law, with personal identifying information removed.

Note: The above provisions do not alter the right of employees or their representatives to request and obtain YPICS' Log of Work-Related Injuries and Illnesses, without redaction, or to request and obtain other information as otherwise allowed by law.

### **Exclusion of COVID-19 cases. *The purpose of this section is to limit transmission of COVID-19 in the workplace***

Employees who are diagnosed as COVID-19 cases shall be excluded from the workplace, and shall NOT be permitted in any YPICS offices until Return to Work requirements are met (see page 9). In addition, employees with COVID-19 exposure from the workplace will also be excluded from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case. At the time of exclusion, YPICS will provide the employee the information on benefits.

Exception: Employees who have not been excluded or isolated by the local health department may not be excluded, if they are temporarily reassigned to work where they are do not have contact with other persons.

For employees excluded from the workplace and otherwise able and available to work, their earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, will be maintained as if the employee had not been removed from their job. However, if remote work is not possible during the exclusion period, YPICS may



require that the excluded employee use YPICS-provided employee sick leave benefits and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Exception: The plan to maintain earnings, seniority, and other employee rights and benefits of excluded employees does not apply: (1) to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission; and (2) where the COVID-19 exposure is not work related.

This plan does not limit any other applicable law or YPICS policy that provides for greater protections.

## **Return to Work Criteria**

In order to ensure that transmission of known or suspected COVID-19 cases are reduced, YPICS has instituted the following policies:

**Symptomatic COVID-19 Cases:** Any known COVID-19 cases with COVID-19 symptoms shall not return to work until:

- (1) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- (2) COVID-19 symptoms have improved; and
- (3) At least 10 days have passed since COVID-19 symptoms first appeared.

**Asymptomatic COVID-19 Cases:** COVID-19 cases who tested positive but never developed COVID-19 symptoms shall 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.

**Individuals Subject to Isolation or Quarantine Orders:** If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall 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 shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

A negative COVID-19 test shall not be required for any employee to return to work.

## **Conclusion**

This is an unprecedented time for YPICS and for all of us as individuals. We are inspired by the spirit and determination demonstrated by everyone as we continue to serve our students and

their families, and focus on the future. Together we will continue to advance YPICS' mission while keeping each other safe and healthy.