

COVID-19 Prevention Program (CPP)

Phoenix Charter Academy

Date: 01/28/2021

Authority and Responsibility

Dr. Patricia Dougherty (CEO/Executive Director) and the Governance Board Members have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all Staff Members are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring all stakeholders 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.
- Temperature check daily for everyone entering the building.
- All staff/students wear masks/shields.
- All staff and students use hand sanitizer, wash their hands and clean all surfaces frequently.
- All classrooms have essential cleaner and hand sanitizer for daily use.

Employee Participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards:

- All employees have ready access to free testing.
- All employees have the option to attend all Governance Board meetings and all monthly staff meetings are mandatory.
- We discuss all participation in COVID hazard identification and evaluation. CEO/Executive Director sends weekly updates with county Health Department and State Health Department Guidelines.

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Employee Screening:

- We screen our employees upon entering the building.
- All persons participate in a temperature check daily upon entering the building.
- We encourage monthly COVID Testing.
- All staff members have the opportunity to work from home or to teach virtually if they are not feeling well or healthy.

Correction of COVID-19 Hazards

- We have none at this time. However, 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.

Controls of COVID-19 Hazards

Physical Distancing:

- Where possible, we ensure at least six feet of physical distancing at all times in our workplace.
- PCA has implemental signage to remind everyone of social distancing guidelines.
- All Employees wear masks/shields at all times in the building.
- PCA has reduced student numbers in the building and set-up all classrooms to meet social distancing guidelines.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings:

- PCA provides clean, undamaged face coverings.
- Ensures that they are properly worn by employees over the nose and mouth when indoors, and when outdoors.
- When less than six feet away from another person, including non-employees.
- Where required by orders from the California Department of Public Health (CDPH) or local health department.
- All students in the building (3rd-12th grade) and all adults are required to wear face coverings at all times in the building.

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, have 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 are 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.

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Engineering controls:

- Implemented the following measures for situations where we cannot maintain at least six feet between individuals:
- Diligently practice 6 feet distance and all individuals wear face coverings.
- Throughout the building we have installed floor markers for reminders of social distance guidelines.
- Set up zoom meetings or meet with the 5 feet distance requirement being respected.
- Strictly limit the number of people we have in the building at all times.
- We maximize, to the extent feasible, the quantity of outside air for the buildings with mechanical or natural ventilation.
- We allow fresh air to enter the building whenever possible.
- Air purifiers are in place in various places in the building.

Cleaning and disinfecting

The following cleaning and disinfection measures are implemented for frequently touched surfaces:

- All staff have cleaning supplies in all classrooms.
- All cleaning supplies are student safe.
- Tables are cleaned hourly and students are assigned specific computers.
- Hand sanitizer is readily available, and used frequently.
- All surfaces, floors, and bathrooms are cleaned nightly by a professional cleaner.
- Hand washing is encouraged throughout the day.
- Reminders are posted in bathrooms and throughout the building.

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

- Staff quarantine immediately and disinfect all areas.
- Staff continue to voluntarily test, and we continue to wear masks and observe/practice all safety precautions.
- PCA also quarantines cohorts of students if we have a "suspected exposure".

Shared tools, equipment and personal protective equipment (PPE)

- PCA does not share PPE, e.g., gloves, goggles, facemasks and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools are not shared.

Where there must be sharing, the items are disinfected between uses by:

- PCA disinfects daily.
- All staff has supplies to wipe and clean all phones, computers and desks.
- We do not share work spaces.
- All staff have their own work space, phones and computers.
- We do not share vehicles.

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Hand sanitizing:

- In order to implement effective hand sanitizing procedures we will use guidelines provided
- We have hand sanitizer at all entrances.
- We also have hand sanitizer in all classrooms.
- Hand sanitize is used regularly.
- We also encourage hand washing.

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.
- We evaluate the need for respiratory protection 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.

Investigating and Responding to COVID-19 Cases

- Employees who have potential COVID-19 exposure in our workplace will be:
- Employees are quarantined.
- All areas are disinfected.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees.

- All employees report COVID-19 symptoms and possible hazards
- Staff reports possible COVID symptoms or possible hazards to the Director for further investigation.
- This is confidential for all staff; employees can access COVID-19 testing:
- Employees that can report symptoms and hazards without fear of reprisal.
- All employee's, families and students have access to free testing. All guidelines for testing and quarantine have been made readily available.
- We encourage and support all employees to participate in voluntary testing.
- 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.
- Staff is briefed weekly on COVID updates and mandates. New guidelines are sent to all staff and governance board members.
- Information is posted and updated on our school website.

Training and Instruction

- We will provide effective training and instruction that includes:
- COVID-19 policies and procedures to protect employees from COVID-19 hazards.

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- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- 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, or is not feeling healthy.
- We review all guidelines and requirements at our monthly staff meetings.
- We maintain honest open, truthful, and clear concise communication.