

COVID-19 Prevention Program (CPP) for Oakland School for the Arts

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

Date: January 27, 2021

Authority and Responsibility

Lori Cheatham, Director of Operations, Marti Cooper, Operations Coordinator, Walter Harris, Facilities Manager, and Katy Zaugg, Assistant Principal have 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 (note: This plan will be updated based on ongoing changes to state and local guidance):

- 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 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:

- Reporting any concerns about workplace COVID-19 safety conditions to the COVID Liaison, Marti Cooper.
- Advising their COSATS representative.
- Participating in focus groups.

Employee screening

- Employee complete the COVID-19 Health Screening form at 18th Street before being allowed access.
- We will follow all state and local guidelines.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented and corrected in a

timely manner based on the severity of the hazards.

Control of COVID-19 Hazards

Physical Distancing

- We will follow, wherever possible, all state and local guidelines regarding physical distancing.
- Capacity shall be reduced within all classrooms, common areas and offices to accommodate safe social distancing requirements as set forth by CAL OSHA and the CDC.
- Signage will be installed within all hallways, classrooms, common areas and office spaces.

Face Coverings

OSA will follow all state and local guidelines.

Employees are encouraged to bring their own PPE.

If an employee or visitor does not have proper PPE upon entrance, it will be provided at all points of access for OSA Campuses. There will be an additional stock of face masks located at the 2nd floor main office if a replacement is needed for persons already within the building.

The California Department of Public Health (CDPH) and/or the Alameda County Public Health Department requires PPE be 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.

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 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.

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.

Engineering controls

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

- A plexiglass barrier has been installed at the 18th Street entrance at the Campus Supervisor desk. Barriers will be installed at points of access and the reception desk.
- Plexiglass barriers will be available for teachers in classrooms.

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

- Our current HVAC contractor has been contacted with a request to update all filtration systems. An updated maintenance and system wide changes to remain OSHA compliant have also been requested.
- Additional preventative maintenance procedures, which include but not limited to assessing air duct cleaning and cleaning protocol are being assessed.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we will be adding hand sanitizer stations.

Will be adding signage which will include detailed instructions on proper handwashing procedures. This signage will be installed within all classrooms, common areas and office spaces within campus facilities

Investigating and Responding to COVID-19 Cases

The COVID Liaison will investigate and respond to all cases.

All information will remain confidential.

Employees who had potential COVID-19 exposure in our workplace will be offered COVID-19 testing at no cost during their working hours.

System for Communicating

- Employees should report COVID-19 symptoms to the COVID Liaison via email.
- Employees should report to the COVID Liaison if a household member or a close contact tests positive for COVID 19.
- Employees should report possible hazards to the Facilities Manager using the Facilities ticketing system.
- Employees can report symptoms and hazards without fear of reprisal.
- Whenever possible accommodations will be considered for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- 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.
- Emails will be sent to appropriate individuals and/or groups of employees when communication of an exposure or hazard is necessary.
- We will follow all state and local guidelines.

Training and Instruction

We will provide 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.

Training will be documented by one of the following methods:

- Employees signing in if training is in person.
- Attendance noted by COVID Liaison on the employee roster if training is remote.

Addressing COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by following all state and local guidelines.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the Alameda County Public Health Department whenever required by law, and provide any related information requested by them.
- Comply with Cal/OSHA's reporting requirements of any COVID-19-related serious illnesses or death, 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.
- 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.

Return to-Work Criteria

Following state and local guidelines:

- 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 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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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: Walter Harris, Marti Cooper, Lori Cheatham

Date: 12/29/20

Name(s) of employee and authorized employee representative that participated: Walter Harris, Marti Cooper, Lori Cheatham

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
Entering the building - Lobby	All day	Low	<ol style="list-style-type: none">1) Plexi screen in place at Campus Supervisor station on 18th the only entrance currently being used2) Touch free hand sanitizer station3) COVID risk assessment must be completed4) Require people to bring own pens or pencils (if they don't OSA's are put in a used cup and sanitized before next use5) Masks and gloves available

Faculty Lounge	All day	Not in use except for copying	Hand sanitizer
Reception Area	Not currently in use		Hand Sanitizer
Student Center	All day	Low - move students through quickly	When students picking up books and electronics, one way in and one way out
All common areas	All day	Low	
Elevators	When used (use is infrequent)	Low	
Classrooms	Currently not in use	NA	