



KIRK O' THE VALLEY

- A SCHOOL COMMUNITY SINCE 1961 -

## COVID-19 Prevention Program (CPP) for Kirk O' The Valley School

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

**Date: January 29, 2021**

### Authority and Responsibility

**Hillary Felder, Administrative Director**, 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: **Employees took part in campus inspections when we originally opened and continue to bring issues to administration's attention through emails and texts.**

### Employee screening

We ask employees to do a passive screening at home prior to coming to work each morning. This entails taking their temperature and checking for the following symptoms:

- Sore throat
- Runny nose with discharge
- Chills
- Cough
- Stomach ache or nausea
- Diarrhea

We then screen our employees each morning upon their arrival. We take their temperature and ask the following questions as well as observe if they have any of these symptoms:

- New cough
- Diarrhea, Nausea or vomiting
- Does anyone in their home have/had COVID-19 symptoms?
- Have they been around anyone who has tested positive for COVID?
- Have they been out of state in the last 10 days?
- Have they had visitors from out of state in the last 10 days?
- Did they attend any gatherings with people outside their household in the last 10 days?

## **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 by Hillary Felder and Robert Jolly. Correction time frames will be assigned, accordingly. Severe hazards that could cause immediate harm will be corrected immediately by our facilities team. Minor hazards will be corrected as soon as possible.

The facilities team is responsible for timely correction.

Follow-up measures are taken to ensure timely correction. Corrections will be verified by Hillary Felder

## **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:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements if they cannot be in their own classroom alone.
- 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.
- Plexiglas barriers have been placed in between teachers and students as well as in between staff members work stations where feasible.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

We provide a stipend for all employees to purchase reusable face masks that fit their faces appropriately. Staff are required to bring two face masks each day that can be exchanged if they become too wet or dirty. Staff must wash face coverings each day after use and bring clean ones every day to work. We 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.

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 unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

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

- Keeping all available windows and door open in a room to optimize ventilation
- Cleaning and changing out air filters on a regular basis and installing MERV filter where able
- Installing portable HEPA filters with UV-C lights in every room used on campus

### **Cleaning and disinfecting**

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

- Common areas such as the school office, staff bathrooms and kitchen are wiped down with a disinfecting wipe after each person's use. This includes door handles, light switches, copy machines, time clock computers, microwaves, water dispensers, and sink handles.
- Each playgrounds' high touch surfaces and any picnic benches used will be sprayed with an EPA approved disinfectant between each class' use. All playgrounds will be sanitized at the end of the school day using an EPA approved solution.
- High touch surfaces in the classrooms will be cleaned by teachers throughout the day including desks, tables, bathrooms, light switches, door handles, toys etc. Classrooms will be sprayed and sanitized every evening using an EPA approved solution
- Toys and curriculum materials will be cleaned and disinfected at the end of each day.
- Books are left to sit for a week after used by a student.
- The entire school campus is cleaned and sanitized each evening by our janitorial service.

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

A deep cleaning and sanitizing of any rooms used by a person found to have COVID will occur immediately following notice of the positive case.

### **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 staff using a disinfecting wipe after each use.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Placed signage demonstrating proper handwashing technique for both staff and students
- We placed additional sinks outside on our playground and on our patio area
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol). Hand sanitizer and disinfecting wipes stations are placed in every classroom, bathroom, kitchen, office and in hallways.
- Encouraging employees to wash their hands for at least 20 seconds each time.

### **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 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

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:

- Isolated and asked to go home immediately. If they cannot drive themselves or do not have a ride, a ride will be provided for them.
- The employee will be asked to have a COVID test as soon as possible and provide the results to the administration.
- If the employee is positive, all contacts of the employee will be sent home to quarantine and be tested.
- If the child/staff tests positive for COVID-19, they will need to isolate at home for at least 10 days from the onset of symptoms and until fever free for 24 hours without medication, and improved symptoms.
- Any child or staff member who was within 6ft of the positive person for 15 minutes or more or had direct contact with a positive person's bodily fluid will be considered a contact and will need to isolate at home for a minimum of 10 days from their last contact with the infected person. We will ask contacts to get COVID tested 7-8 days after their exposure and advise Kirk of their results before returning to school. This will also help us determine the extent of the spread of the virus in our school community.
- If the employee is negative, they will need to quarantine at home for at least 10 days from the last date of exposure and have one more COVID test towards the end of their quarantine. The second COVID test must be negative to return to work.
- 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 must report exposures or COVID positive test results to Hillary within two hours of being notified of their test result or exposure.
- Employees can report symptoms and hazards without fear of reprisal.
- Staff who are considered potential exposures for a COVID case will be notified in person immediately and advised what to do as per the information posted in the above section
- We will do our best to accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Kirk provides weekly testing of staff and highly recommends it for students as well. Testing is free and takes place during working hours.
- 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 are listed in our Policies and Procedures document which has been given to each employee and signed.
- Information regarding COVID-19 is posted on signage throughout school and communicated through weekly staff meetings and via email.

## 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.

**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:

- 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 10 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.
- 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.

## 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 who had COVID 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.
- 

---

Hillary Felder – Administrative Director- Kirk O' The Valley School

January 29, 2021

## 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: Hillary Felder**

**Date: August 19 2020 & January 29, 2021**

**Name(s) of employee and authorized employee representative that participated: Robert Jolly and David Giles**

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>
School office	Throughout the school day	Multiple people entering the office at the same time and/or using the same equipment	Desks placed more than 6ft apart. Door & windows all open, HEPA filter, limiting occupancy, sanitizing all equipment after each use, mandated mask use, signage placed to indicate all of these measures
School kitchen	Throughout the school day	Multiple people entering the kitchen at the same time and/or using the kitchen appliances	No congregating rule, obligatory mask wearing, all doors & windows open, sanitizing all appliances touched after each use, signage placed in kitchen indicating these measures
Staff bathrooms	Throughout the school day	Multiple people entering the bathroom at the same time and/or using the bathroom sinks	No congregating rule, obligatory mask wearing, keeping windows open, limiting sink usage to one person at a time and sanitizing all touched services after each person's use. Toilets, sinks, soap and towel dispensers are all hands free; signage placed in bathrooms indicating these measures
Copy Room and Resource Center	Throughout the school day	Multiple people entering the copy room and resource room at the same time and/or using the same equipment	No congregating rule, mandatory mask wearing, doors stay open, equipment is sanitized after each person's use; signage places in copy room and resource

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
			room indicating these measures
Hallways	Throughout the day	Multiple people passing through and/or congregating	Hallways are all open spaces, no doors or windows, plenty of space to walk a different direction and keep 6ft of distance, no congregating rules
Classrooms	Throughout the day	Teachers interacting with each other and with students	Cohorting of students to max of 14 students and 2 teachers; Mandatory mask wearing, doors and windows open and HEPA filter on, students' and teachers' desks placed 6ft apart, teachers' and students' desks have Plexiglas partitions, frequent cleaning and sanitizing of frequently touched surfaces throughout the day, teaching materials and curriculum are not shared among teachers or students unless cleaned and sanitized, measures in place to minimize contact between teachers and students. Signage in classroom indicating these measures.



## Appendix B: COVID-19 Inspections

Date: August 19, 2020 and January 29, 2021

Name of person conducting the inspection: Hilary Felder



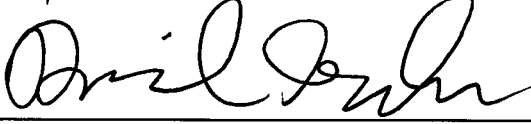



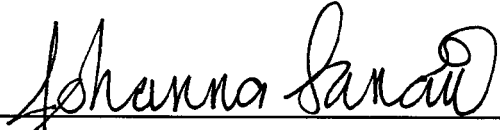
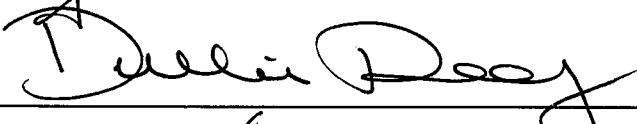
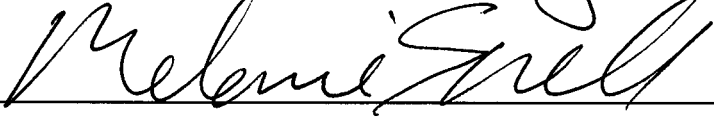


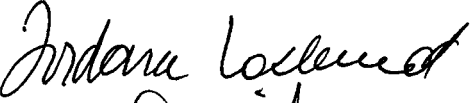

Work location evaluated: Kirk O' The Valley School -19620 Vanowen St. Reseda, CA 91335




Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions/Fences	Complete		
Ventilation (amount of fresh air and filtration maximized)	Complete		
Additional room air filtration- portable HEPA filter with UVC light	Complete		
<b>Administrative</b>			
Physical distancing	Complete		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete		
Hand washing facilities (adequate numbers and supplies)	Complete		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete		
Placement of signs regarding physical distance, mask requirements, and sanitizing	Complete		
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often) Disposable available	Complete		
Gloves	Complete		
Face shields/goggles	Complete		
Respiratory protection	Not applicable		

## Appendix D: COVID-19 Training Roster

Date: August 19, 2020 and January 29, 2021

Person that conducted the training: Hillary Felder and Robert Jolly

Employee Name	Signature
Heather Kayne	
Lorena Gonzalez	
David Giles	
Zinnia Roque	
Nicole Markheim-Giles	
Arpi Huverserian	
Johanna Saraie	
Debbie Riding	
Melanie Snell	
Cheryl Sheaffer	
Becky Jenkins	
Jordana Lockwood	
Diana Kirk	

Employee Name	Signature
Katie Kobrossi	
Wendy Gennaro	
Bonnie Corkran	Bonnie Corkran
Jessica Fahmy	
Shelly Caserta	Shelly Caserta
Andi Sisti	Andreas Sisti