

# Chabad Hebrew Academy COVID-19 Prevention Program (CPP)

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

**Rabbi Josef Fradkin** 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.
- 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.
- A Covid-19 Task Force/Leadership Team was created to ensure proper monitoring and planning. The school's reopening Task Force meets to discuss the updates and guidance from the California Department of Public Health (CDPH), California Department of Education (CDE), San Diego County Health and Human Services Agencies, Public Health Services (PHS) and San Diego County Office of Education (SDCOE). The Task Force is composed of administration and staff. The team plans for a myriad of scenarios that include curriculum, schedules, student life, campus environment, and the health and safety of students and employees.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards.

The school has a COVID-19 Prevention Plan webpage <http://www.chasd.org/safe-reopening-plan/> that provides access to a written, worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks, and designates a leader to implement the plan. If an outbreak occurs among students or staff, the school registrar, Ms. Kim Vega will contact the SDHHS Epidemiology Unit at 619-692-8849

## Employee screening

CHA will conduct daily monitoring of employees. All staff will be required to input their daily temperature and symptom screening responses prior to arrival at school. Any staff member with a temperature above 100.0 degrees will be required to stay home. Additionally, any staff member exhibiting any symptoms of COVID-19 must stay home. If all health signs and symptoms are clear of risk, the user will be allowed on campus. Only community members with daily clearance are allowed to enter the campus. If a staff does not input their information on the screening process prior to school they will be contacted by the health office for follow up and will not be allowed to attend class until the input is completed or a normal temperature and symptom check is completed in the health office. Additionally, visible health screening and optional temperature monitoring will be conducted upon arrival. If an employee reports to school after a negative input on the screening database (indicating they reported symptoms prior to arrival,) they will be contacted by the health office for follow up, placed in a quarantine zone and not be allowed to attend school until further medical evaluation.

Symptoms include:

- Fever of 100 degrees or more
- Chills
- New cough, nasal congestion, or runny nose
- Shortness of breath or difficulty breathing
- Fatigue
- New muscle or body aches
- Headache (if abnormal for you)
- New loss of taste or smell
- Sore throat
- Nausea, vomiting or diarrhea

## 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:

If staff becomes ill during the school day they will be separated from the class and immediately placed in the isolation tent adjacent to the parking lot and/or sent home immediately.

Staff in the isolation tent will be required to wear a face mask and gown while waiting. Additional space has been designated for a secondary isolation area at all times. The school will recommend any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.

In order to prevent the spread of infection, students, teachers and staff with signs/symptoms of COVID-19 (according to CDC, California DPH and local Public Health guidance) must stay home. Decisions about testing and return to school timeline should be guided by CDC and California DPH in consultation with local Public Health protocols. In addition, return to school decisions for those who have had an exposure to SARS-CoV-2 should be in accordance with local Public Health recommendations.

CHA states and implements a strict exclusion policy for symptomatic students and employees. All staff are required to input daily monitoring criteria before entering campus.

If COVID like symptoms are experienced it is strongly recommended to take a PCR Covid Test and

notify the school registrar immediately.

## **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:**

- Physical distancing will be expected in all classrooms, public spaces, and workspaces where possible. CHA employees, students, parents, and visitors should practice staying six feet away from and eliminating contact with others.
- CHA will practice physical distancing throughout its campus. Each classroom is provided an outdoor learning space to properly distance.
- This space is theirs alone and will not be shared by any other cohort. All activities, including recess and lunch will be held in their dedicated space. Individual chair/desks have been purchased to ensure significant
- Schedules have been planned to ensure that two groups should not pass each other or are in the same 6 feet at once. Bathrooms are dedicated to specific cohorts and one way signage is placed around the walkways.
- Drop off/Pickup have been staggered with dedicated times and spaces for each family to ensure maximum physical distancing in excess of 6 feet per person.
- Additional staff work spaces have been designated as well as limits to the amount of staff in any single location at a time.
- Teachers have a dedicated 6 foot space between their desk and students as well as a plexiglass divider at their desk.
- Faculty receive training during Back to School in-service days and families will be informed through email. Large gatherings/assemblies will not take place for the immediate future. Outdoor activities, such as recess, will be conducted by class in their individually assigned play area. Traffic flow lines on the floor mark the walking direction throughout campus in order to maintain the social distancing requirement of six feet and eliminate face-to-face contact. Non-essential visitors, volunteers, and guests will not be permitted on campus.
- 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 clean, undamaged face coverings and 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.

All employees will be provided with and must wear face coverings in accordance with the CDPH guidelines while at work. Staff will not be allowed on campus without a face covering under CDPH guidelines. A variety of coverings will be available to employees including cloth masks, plastic face shields and clear masks are available for staff use anytime it is necessary for a person's face to be visible during interactions. Employees may also provide their own face covering as long as it meets all guidelines recommended by the CDC. Employers should consider where disposable glove use may be

helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

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

Teachers have a dedicated plexiglass divider at their desk.

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

Ensuring that windows/doors are open and that airflow and natural ventilation are optimal. We utilize air particle sensors to monitor classrooms when in use. Contacting a mechanical engineer, heating, ventilation, and air conditioning (HVAC) design professional, or mechanical contractor in order to evaluate your ventilation system in regards to the ASHRAE guidance. Outdoor singing is permitted, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible. Installed portable high-efficiency air cleaners, upgraded the building's air filters, and made other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.

### **Cleaning and disinfecting**

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

Staff will be provided recommended protective equipment when applying disinfectant including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. Chemicals will be kept out of reach of children.

Cleaning and Disinfecting Areas & Frequency. Trained custodial staff will clean high touch surfaces throughout the day. Classrooms will be cleaned throughout the day by the classroom teachers in the Lower school. Upper grade classrooms will be cleaned after each class period. At the end of each day, trained staff will disinfect and clean the campus prior to the start of a new day. CHA has staff to support additional cleaning.

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

The school has acquired cleaning chemicals that are listed on the EPA's list for safe use of disinfecting. These chemicals are safe and effective against COVID-19 and have a kill claim of 1 minute. Product is from Waxie's and is labeled PURTABS. They are approved and directed for use with Protexus Electrostatic Sprayers; Item Nos. PX200ES & PX300ES PURTABS 334mg. Disinfecting and Sanitizing Tablets are an EPA Registered multipurpose, economical, and safer alternative to bleach optimized for quick dilution as a NSF D2 Certified No Rinse / No Wipe Food Contact Surface Safe Sanitizer. The

products are List N: Disinfectants for Use Against SARS-CoV-2” (“List N”) labeled to be effective against emerging viral pathogens. Use of shared items will be minimized and disinfected between use if absolutely needed for use. CHA will provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

### **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 providing extra supplies to be available if needed. The use of shared equipment will be discouraged as much as is feasible. Belongings will be individually labeled and stored. If sharing cannot be avoided, items will be disinfected between use. CHA is suspending the use of commonly touched areas, such as drinking fountains. Classroom Chromebooks will be assigned to individual students and will be cleaned after each use.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures:

The school has adequate supplies of soap, tissues, no touch trash cans, face coverings for staff, gloves for disinfecting and hand sanitizer. In order to help reduce the spread of all communicable illness including COVID-19 all staff, faculty and students will adhere to the following protocols during the school day:

- Wash Hands and use hand sanitizer often
- Avoid touching the face especially the eyes, nose and mouth
- Cover coughs and sneezes with a disposable tissue or your upper sleeve or elbow, not into your hands
- Stay home if you are sick
- Wear a face covering (as directed by the CDC/local health officials) while in the classroom, when moving between spaces and at any time a 6-foot distance cannot be maintained
  - Hands should be washed/sanitized prior to putting a mask on and after taking it off.
  - Face coverings should be washed regularly.
  - If a staff member is unable to wear a mask due to a medical condition or other reason, face shields are available. Additionally, face shields and clear masks are available for staff to use with students with hearing impairment or the need to see a person’s mouth.

### **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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. **[section 3205(c)(E) for details on required respirator and eye protection use.]**

## Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

- If staff becomes ill during the school day they will be separated from the class and immediately placed in the isolation tent adjacent to the parking lot and/or sent home immediately.
- Staff in the isolation tent will be required to wear a face mask and gown while waiting. Additional space has been designated for a secondary isolation area at all times. Parents must pick up a sick child within 1 hour of being called. The school will recommend any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.
- In order to prevent the spread of infection, teachers and staff with signs/symptoms of COVID-19 (according to CDC, California DPH and local Public Health guidance) must stay home. Decisions about testing and return to school timeline should be guided by CDC and California DPH in consultation with local Public Health protocols. In addition, return to school decisions for those who have had an exposure to SARS-CoV-2 should be in accordance with local Public Health recommendations.
- CHA states and implements a strict exclusion policy for symptomatic students and employees. All staff are required to input daily monitoring criteria before entering campus.
- If COVID like symptoms are experienced it is strongly recommended to take a Covid Test and notify the school registrar immediately.

## 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:

- If an employee begins to experience symptoms once on campus, employees will go home if they experience any symptoms.  
During the school day, any staff with COVID-19 symptoms should immediately be relocated to the isolation room in the health office and given a mask if they are not wearing one. The nurse will conduct a quick assessment of the sick individual. All sick students and staff, especially those with a fever of 100 degrees or above or who are exhibiting any COVID-19 symptoms, will be sent home immediately. These individuals will be asked to contact their health care provider. These individuals must have a health care provider's note to return to work/school. If serious symptoms develop and it is determined that the staff or student is in unstable condition or in need of a higher level of care, the school nurse will call 911 immediately.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, staff can access COVID-19 testing through the County of San Diego sites (211) or via UCSD/CHA collaboration. School employees in rural areas will be tested at rotating sites in the backcountry, in partnership with CAL FIRE. School employees may also be tested at any of the county's public testing sites.

- 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.
- 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.

CHA front office manager will act as the staff liaison responsible for responding to COVID-19 concerns by contacting the 858-566-1996. The liaison is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

In accordance with CDPH guidance, when a staff member or a member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be taken:

- Local health officials will be notified, along with staff and all families of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws
- In consultation with the local public health officials, the head of school may consider whether school closure is warranted and length of time based on the risk level within the surrounding community as determined by the local public health officer
- In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual resided will need to be closed temporarily as staff isolate
- Additional close contacts at school outside of the classroom should also isolate at home
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Communication Plans. Using our current communication systems, we will promptly notify families and employees of exposure at school and potential school closures to include outreach to the community while maintaining privacy. Parents, teachers, staff, and students will be reminded of the importance of community physical distancing measures while a school is closed, including discouraging staff from gathering elsewhere.

## **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.
- Clear, age-appropriate communication about COVID-19 and what to expect when children and youth return to school occurred in advance of school campus reopening. In addition, regular updates will be provided to children and their parents/caregivers throughout the school year. Families have received a copy of our plan, and covid-19 resource material.
- Classes may include COVID-19 Safety Training, Bloodborne Pathogens, Mandated Reporter, and Harassment Prevention. Training will be conducted by video assigned to each staff member and family in advance of the school year and as new protocols arise. Any additional training will be conducted in spaces where six-foot distancing can be observed. Employees may receive training virtually or in person to ensure all are educated regarding COVID safety guidelines. Additionally, signage will be placed across campus and in classrooms as reminders. Training topics may include: face covering usage, removal and washing, COVID-19 symptom prevention, identification, and minimizing spread, physical distancing, procedures on campus to protect children and adults from contracting the virus, protocol in the case of a positive COVID-19 test, and policies for students and employees when sick. Training will occur in the language most appropriate for the trainee. Training will be documented.

## **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 14 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. This will be accomplished by:  
The school will have flexible staff leave policies during the pandemic.  
COVID-19 positive staff will be notified regarding when it is safe to return to school/work.  
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.
- 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.

CHA front office manager will act as the staff liaison responsible for responding to COVID-19 concerns by contacting the 858-566-1996. The liaison is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

In accordance with CDPH guidance, when a staff member or a member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be taken:

Local health officials will be notified, along with staff and all families of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws

In consultation with the local public health officials, the head of schools may consider whether school closure is warranted and length of time based on the risk level within the surrounding community as determined by the local public health officer.

In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual resides will need to be closed temporarily as staff isolate.

Additional close contacts at school outside of the classroom should also isolate at home

Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.

Communication Plans. Using our current communication systems, we will promptly notify families and employees of exposure at school and potential school closures to include outreach to the community while maintaining privacy. Parents, teachers, staff, and students will be reminded of the importance of community physical distancing measures while a school is closed, including discouraging staff from gathering elsewhere.

## **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 14 days from the time the order to quarantine was effective.
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Rabbi Josef Fradkin, Head of School