



COVID-19 Prevention Program (CPP)

Anova Center for Education, Sonoma

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

Date: 02/26/2021 (Latest update: 08/20/2023)

Authority and Responsibility

The Anova CEO 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 periodic workplace-specific evaluations to identify any COVID-19 hazards.
- 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.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying the School Director or their supervisor of any condition they deem as being a potential hazard.

Employee screening

We screen our employees by:

Having employees self-screen before reporting to work according to CDPH guidelines. All staff are instructed to self-screen at home daily to ensure they are free of all COVID-19 symptoms and risk factors by following the COVID-19 Symptom Screening / Self-Assessment (Appendix D) below:

Employees and visitors to Anova Center for Education at 50 Mark West Springs Rd. must complete a self-assessment of their health before entering our facility. Employees must complete this assessment before leaving for work and their arrival at the workplace will certify they have completed the self-assessment.

Self-Assessment

Review the list of COVID-19 symptoms and risk factors below. Indicate any symptoms you are experiencing that are not explained by another medical condition.

- Fever of chills (fever = 100.4°F/38°C or above)
- Cough
- Shortness of breath or difficulty breathing
- Unusual fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Unusual congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Within the past 5 days, have you tested positive for COVID-19?
- Have you been instructed by a public health official or healthcare professional to quarantine or isolate due to a potential COVID-19 exposure?

If there is a positive response to any of the questions above, please DO NOT ENTER the worksite.

- Employees should contact their supervisor for additional guidance and instructions.
- Visitors should contact Anova at 707-527-0183 for additional instructions.

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, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees when required by orders from the [California Department of Public Health \(CDPH\)](#). Face coverings are recommended for all students and staff while indoors, regardless of vaccination status, including non-employees, at school sites and where required by orders from the California Department of Public Health (CDPH) or local health department.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering controls

For indoor locations, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

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

- Increasing filtration efficiency through the installation of MERV 13 filters to accordance with ASHRE updated standards for Reopening of Schools and Universities.
- Maximizing fresh airflow through external doors and windows when possible and safe to do so.
- The use of air filtration systems using HEPA (H13) filters to remove 99.99% of airborne contaminants down to 0.1 microns, including allergens and aerosolized viruses.
- Adjusting ventilation to increase outside air brought indoors through HVAC systems.
- Ensuring maintenance staff maintain and adjust HVAC systems.
- Anova will utilize reliable web-based data for monitoring outdoor air pollution if outside air needs to be minimized due to other hazards, such as wildfire smoke.

Cleaning and disinfecting

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

Anova ensures adequate supplies and adequate time for cleaning and disinfecting to be done properly throughout the school daily.

- Cleaning and disinfecting schedules and protocols are based on Public Health and CDC guidelines.
- Custodial services are 5 days per week Monday-Friday using EPA approved List N: Disinfectants for Use Against SARS-CoV-2 and recommended by the CDC.
- Custodial staff will disinfect high touch areas on a nightly basis.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Promote healthy hand hygiene practices through training to teach and reinforce; proper hand washing, to avoid contact with one's eyes, nose, and mouth, and to cover coughs and sneezes among staff and students.
- Students and staff are reminded to wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, and before and after using the restroom.
- Anova has installed portable handwashing stations throughout the campus and ensures adequate supplies to support healthy hygiene behaviors, including soap and no-touch paper towel dispensers.
- Hand sanitizers with at least 60 percent ethyl alcohol is provided for staff and students who can safely use hand sanitizer.
- Staff are instructed to model frequent handwashing for 20 seconds and reinforce proper technique.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

Anova evaluates the need for PPE (such as gloves, goggles, and face shields) and provides such PPE as needed.

Anova has ample supply of PPE (e.g., gloves, goggles, face shields, N95 masks etc.) for unshared use by all staff as needed.

Testing of employees

We make COVID-19 testing available at no cost, during paid time, to all employees:

- Who had close contact in the workplace; or
- Who have COVID-19 symptoms, and
- During outbreaks and major outbreaks (see below for further details).

Investigating and Responding to COVID-19 Cases

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms.

We also ensure the following is implemented:

If there is a confirmed case of COVID-19 among staff or students, Anova will follow protocols in accordance with CDPH:

- 1) Advise individual to isolate and stay out of school for a minimum of 5 days from symptom onset date AND at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, AND other COVID-19 symptoms have improved.
- A. Identify close contacts (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period or shared indoor space for more than 15 minutes within a 24-hour period) of a confirmed case. In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a COVID-19 case's infectious period. **(classrooms are roughly 11,000 cubic feet)**
- 2) Contact Families/Students and Staff who have been exposed. COVID-19 Point of Contact sends email: *Exposure Letter* to the identified close contacts.
 - 3) COVID-19 Point of Contact notifies the district of residence for any students excluded from attending school on campus due to COVID-19.

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 includes the following information:

- Employees must report COVID-19 symptoms or exposures to their supervisor and/or the School Director, who is designated as the school's COVID-19 Point of Contact.
- Employees may participate in COVID-19 hazard identification and evaluation by reporting any COVID-19 hazard concerns to their supervisor and/or the School Director.
- All COVID-19 hazard concerns will be investigated for unsafe or unhealthy work conditions and will be corrected in a timely manner based on the severity of the hazards.
- Employees can report symptoms and hazards without fear of reprisal.

- 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.

Training and Instruction

We provide mandatory employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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.
 - An infectious person may have no symptoms.
- 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.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing serious illness or death.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits will be accomplished by providing employees at the time of exclusion with information on available benefits.

Return-to-Work Criteria

We will meet the following return to work criteria for COVID-19 cases and employees excluded from work:

COVID-19 cases, regardless of vaccination status or previous infection and who do not develop symptoms or symptoms are resolving, may return to work when all of the following criteria have been met:

- At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test; AND
- At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; AND
- Symptoms are not present, or are mild and improving.

COVID-19 cases, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:

- At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication; AND
- Symptoms are not present, or are mild and improving.
- COVID-19 tests may be self-administered and self-read only if verification of the results can be provided through a photograph of the test result.
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- The return-to-work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- If an order to isolate, quarantine, or exclude 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.

This program formally approved by: Andrew Bailey
Andrew Bailey, CEO

08/06/2021
Date

***Signature on file at school office*

Appendix D: COVID-19 Symptom Screening / Self-Assessment

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- 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
- Diarrhea
- Within the past 14 days, have you had close contact (been within 6 feet for more than 15 minutes) with anyone that had COVID-19 or COVID-19 symptoms?
- Within the past 10 days, have you tested positive for COVID-19?
- Have you been instructed by a public health official or healthcare professional to quarantine or isolate due to a potential COVID-19 exposure?

If there is a positive response to any of the questions above, please **DO NOT ENTER** this worksite.

- Employees should contact their supervisor for additional guidance and instructions.
- Visitors should contact Anova at 707-527-7032 for additional instructions.