COVID-19 Prevention Program (CPP) for Harbor Light Church/Fremont Christian School

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

Date: 9/13/2022

Authority and Responsibility

Tom Bean, Chief Operating Officer 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.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **Reporting to Supervisor, HR, or covid19@fremontchristian.com.**

Employee screening

All employees have been provided with a self-screening procedure and may self-screen at home. Please review the HL/FCS Self Screening Verification document.

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:

● Work orders will be submitted via WorkTrakker, and Maintenance/Custodial Department will remedy any hazards.

Control of COVID-19 Hazards

Face Coverings

Employees shall use face coverings and ensure they are properly worn over the nose and mouth when indoors, 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.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
● **HEPA filters in all HVAC units.**
● **All HVAC units circulate 50% outside air.**

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:
● Break rooms: cleaned twice daily by Facilities.
● Facilities Dept. has provided spray bottles to all 6 break rooms and have posted signs reminding of social distancing and max number of people at a time in a break room.
● Bathrooms: Cleaned 4 times a day by Facilities
● Handrails/door handles/counters/shelving/buttons (elevator/door): Cleaned 3 times a day by Facilities
● Radios: wiped down after use and one person keeps the radio their whole shift. No shared radios.
● Telephones: Each employee wipes down their own phone after being used.
● Custom equipment and tools (e.g. - pallet jacks, ladders, supply carts): Cleaned after each use by Facilities
● Doorknobs and handles: wiped down each night by Facilities staff.
● When safe to do so, doors should be propped open to avoid touching.
● Any internal office doors that are not being propped open are wiped down after every use by office staff. Exterior doors need to be wiped down regularly by office staff.

Shared tools, equipment, and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Cleaning products are available for cleaning and sanitizing all shared equipment (Copiers, postage machines, mail room equipment) and touchable surfaces between each use by office staff. Signs are posted.

Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.

Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19.

Business hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.

Employees are provided adequate time to implement cleaning practices before and after shifts.[SEP]

Hands-free devices have been installed, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.

All office staff are responsible for additional sanitizing in the office as needed for the benefit of other employees and students.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we provide:
● Hand washing facilities that are stocked at all times with additional soap, paper towels, and hand sanitizer are supplied when needed.
● Hand sanitizer will be provided where businesses do not have indoor plumbing.
● Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trashcans, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, disinfectants, and disposable towels.

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.

Responding to COVID-19 Cases

● If you have symptoms of illness, you need to stay home and notify your supervisor.

● If an employee tests positive for COVID-19, they must stay home, and are required to notify the Covid Liaison by emailing covid19@fremontchristian.com.

System for Communicating

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

● Employees should report COVID-19 symptoms and possible hazards to covid19@fremontchristian.com, direct Supervisor and/or HR Department.
● Employees should contact the Covid Liaison or their medical provider to determine what steps are required for COVID treatment and/or testing.
● If an employee is diagnosed with COVID-19, the Covid Liaison will provide assistance in the assessment of potential worksite exposures, and any recommended testing, or isolation instructions.

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, if required by state or local health agencies, 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 combining physical distancing with other controls, including face coverings and hand hygiene, can be effective in stopping the spread of Covid-19.
- 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, when state and local health agencies require them, 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.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 positive cases are excluded from the workplace until health agency and our return-to-work requirements are met.
- 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.

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 5 days have passed since COVID-19 symptoms first appeared, and the employee has tested negative on day 5 or later, with an antigen test.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test, and the employee has tested negative on day 5 or later with an antigen test.
- A negative COVID-19 test will not be required for an employee to return to work if they have completed 10-full days of isolation.

- 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.

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Tom Bean, Chief Operating Officer   **Date**