

COVID-19 Prevention Program

QUEST FORWARD ACADEMY SANTA ROSA

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COVID-19 PANDEMIC

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The [virus spreads](#) easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. The virus can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious droplet on a surface and then touch their own nose, mouth, or eyes.

Some of the [symptoms](#) of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

COVID-19 PREVENTION PROGRAM

Quest Forward Academy is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. This plan was last reviewed on 03/1/21.

DESIGNATION OF RESPONSIBILITY

Karen Kenkel has the authority and responsibility for implementing this plan in our workplace. All managers and supervisors are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered in a language they understand.

All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could

present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, customers, and members of the public.

Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, and waiting rooms.
- Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
- Existing COVID-19 prevention measures and whether we need different or additional control measures.

Employee Participation: We encourage employees to participate in this evaluation. They can contact **Karen Kenkel** to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

We have maximized the amount of outdoor air entering our indoor spaces and have increased the filtration efficiency to the highest level possible for our ventilation system (MERV 13 filters).

Employees may confidentially inform us if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. They will have priority for lower-exposure job assignments or working from home whenever possible.

The jobs/tasks/activities at Quest Forward Academy have been assessed as follows:

Table 1 – Risk Assessment

Job Title or Task	Description of Exposure Risk
Distance Learning Instruction/Mentors & In-Person Instruction/Targeted Instruction	<p>Distance Learning Instruction has low inherent risks, as mentors are in home spaces and teaching virtually. Mentors on campus may come into contact with other mentors working on campus.</p> <p>During In-Person/Targeted Instruction, the greatest risk exposure for In-Person Instruction/Mentors is from other mentors and teaching indoors. Close interaction with children and other persons for extended periods would create increased exposure risk.</p>

Distance Learning (only) Instruction/Mentor	<p>Distance Learning Instruction has low inherent risks, as mentors are in home spaces and teaching virtually. Mentors are able to be on campus for planning or for instruction. Each mentor has designated works spaces that do not require shared spaces. Staff meetings are also virtual, as are student/mentor conferences.</p> <p>Cleaning and disinfecting materials are available for cleaning surfaces. Handwashing stations are available in the bathrooms and some classrooms, and disinfecting stations are available through the campus.</p>
Onsite Facilities Maintenance	Onsite facilities maintenance does require the individual to be onsite and interact with administration and does expose the employee to students and teaching faculty. Facilities maintenance individuals are required to follow the same safety protocols as staff.
Administrative Onsite	Administrative team members work indoors and interact with mentors, staff, parents, and students from across all three campuses.

CORRECTION OF COVID-19 HAZARDS

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement [feasible control measures](#) to minimize or eliminate employee exposure to COVID-19. We review orders and guidance regarding COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

Table 2 – Controls to Reduce Exposure

Job Title/Task/Work Area	Engineering Controls	Administrative Controls	PPE
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<p>Distance Learning Instruction/Mentors & In Person</p>	<p>Parents do not enter the building. Students are screened at the screening station before entering. Each family conducts a pre-screen to report any symptoms or temperatures. Temps are taken at the door as a double safeguard before entering. Each room has a designated disinfectant station for students and faculty, which is used upon entry and reentry of the classroom.</p> <p>Our mentors and students are in pods/cohorts of no more than 3 mentors and stable student clusters of 5-15 students. Students and mentors wear masks at all times, with the exception of eating. Students are spaced 6 feet apart, and adults are able to remain 6 feet apart. Outside play and works space is available.</p> <p>Additional sanitizing products have been purchased and installed in each room.</p> <p>The building is cleaned nightly in accordance with EPA/CDC recommendations, including use of EPA/CDC compliant disinfectant on high contact surfaces by staff trained in infection control.</p> <p>Faculty complete a daily screening to report any symptoms and temperature to administration.</p> <p>We strongly recommend that all asymptomatic staff be tested once every two weeks</p>	<p>Posters and informational materials are posted across campus to instruct mentors, parents, and students to wear masks and proper placement. Reminders on handwashing and how to handwash are by each sink.</p> <p>Families are provided staggered arrival times to reduce exposure.</p> <p>Contactless check in/out procedures have been implemented</p>	<p>PPE has been made available to all faculty and/or visitors. This includes facemasks and gloves.</p>
<p>Distance Learning (only) Instruction/ Mentor</p>	<p>Faculty complete a daily screening to report any symptoms and temperature to administration.</p>	<p>Printed copies of posters and handwashing have been shared with all personnel. Detailed documents on “What if” and school protocols have been shared.</p>	<p>Required technology for Distance Learning have been provided to faculty who are working from home.</p>
<p>Onsite Facilities Maintenance</p>	<p>The majority of the work is outside and done by a single person. When indoors is required, mentors and students should be out of the room. Onsite Facilities</p>	<p>Posters and informational materials are posted across campus to instruct mentors, students, and</p>	<p>PPE has been made available to all faculty and/or visitors. This includes face masks and gloves.</p>

	Maintenance employees are required to be masked at all times, indoors and outdoors.	visitors to wear masks and proper placement. Reminders on handwashing and how to handwash are by each sink.	
Administrative Onsite	Administrative team members have designated work spaces. Administrative team members are required to wear masks, use hand sanitizer/wash hands upon entry of work space. Administrative team members work 6' apart.	Posters and informational materials are posted across campus to instruct mentors, parents, and students to wear masks and proper placement. Reminders on handwashing and how to handwash are by each sink.	PPE has been made available to all faculty and/or visitors. This includes face masks and gloves.

We inspect periodically to check that controls are effective, to identify unhealthy work conditions or practices, and to ensure compliance with this plan. Any deficiencies are corrected right away, and we update this plan if needed.

Engineering Controls – Equipment and Building Systems to Minimize Exposures

The airflow rate within the school, both for recirculated air and fresh air, meets or exceeds the state of California's ventilation standard as per Chapter 4 of the California Mechanical Code. The various ventilation zones of the school are equipped with economizers that introduce fresh air into the ventilation systems and are currently set to maximize airflow through the building. The schools filters have been upgraded and changed to Merv 13 filters.

Administrative Controls – Policies, Procedures, and Practices to Minimize Exposure

Our administrative controls for COVID-19 are:

- **Limiting access** to the workplace to only necessary staff and essential visitors. Employees work from home whenever possible.
- **Screening employees and visitors** to our facility through the following methods:
 - ✓ **Home Screening:** Employees self-screen using a symptom screening form prior to leaving for work.

✓ **Onsite Screening:** Face coverings are required during the screening process and non-contact thermometers are used. Hand sanitizer is available and used.

✓ **Screening of Visitors:** We have a symptom screening form posted at the entrances to our worksite and ask visitors to self-screen before entering the worksite; non-contact thermometers are used.

✓ **Providing digital methods** for meetings and instruction.

We prohibit any employee or visitor sick with any potentially contagious from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact **Thalia Becerril, Building Manager**, and leave the worksite.

- **Physical Distancing:** Everyone must keep a six-foot distance from others at all times except where we can show that it is not possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible. Methods for physical distancing include:
 - Reducing the number of persons in an area at one time (including visitors)
 - Visual cues such as signs and floor markings to show employee locations and paths of travel
 - Staggered arrival, departure, work, and break times
 - Adjusted work processes (such as reducing production speed) to allow greater distance between employees
 - Telework or other remote work arrangement
- **Wearing a Face Covering:** We provide face coverings to all employees and require they be worn when indoors, when outdoors if less than six feet from another person, and as required by the local health department or CDPH. The face coverings provided will be cloth or woven material, fit snugly, and completely cover the nose and mouth. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection and do not replace physical distancing requirements.**

Employees are not required to wear a face covering in the following situations:

- When an employee is alone in a room.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective

non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.

- When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

Signs are posted at the entrance to the workplace to communicate the requirement for face coverings by any non employees entering the workplace. We provide face coverings to members of the public if necessary and instruct employees to remain at least six feet away from members of the public who will not wear a face covering.

- **Practicing Good Hygiene**: Wash hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer with at least 70% alcohol. Hand sanitizer stations and hand hygiene signage are placed throughout the workplace. **Thalia Becerril, Building Manager**, is responsible for ensuring hand hygiene stations are readily accessible and stocked with soap and paper towels, or sanitizer.
- **Prohibiting the Sharing of PPE and Other Workplace Equipment** such as phones, computers, and tools. If items must be shared, they are disinfected between uses by different people. Sharing of vehicles is minimized as much as possible.
- **Cleaning and Disinfecting Frequently**: Surfaces, especially frequently touched surfaces, will be disinfected with products that meet the [EPA's criteria for use against coronavirus](#). Disinfectants are used according to the manufacturer's directions. Employees are trained on the hazards of the disinfectants, to use only in well ventilated areas, any PPE that is required, and to never mix chemicals. Surfaces are disinfected according to the following schedule:

Table 3 – Disinfection Practices

Surface/Area	Disinfection Method/Product	Frequency
Classrooms: high touch surfaces, including light switches, door handles, desk tops, classroom sink faucets, shared materials	1. Use EPA approved cleaner to clean surfaces removing any visible dirt or debris 2. Wipe down surfaces with 70% Ethyl alcohol wipes	Between use by different individuals and at the end of each day

<p>Offices: high touch surfaces, including light switches, door handles, desk tops</p>	<ol style="list-style-type: none"> 1. Use EPA approved cleaner to clean surfaces removing any visible dirt or debris 2. Wipe down surfaces with 70% Ethyl alcohol wipes 	<p>Between use by different individuals and at the end of each day</p>
<p>Offices: shared equipment including copy machine, microwave, Keurig Single Cup coffee maker, and water cooler</p>	<ol style="list-style-type: none"> 1. Require hand sanitization before and after each use of equipment. 2. Wipe down surfaces with 70% Ethyl alcohol wipes 	<p>Between uses and at end of the day</p>
<p>Handwashing: All students and staff are required to wash their hands with soap and water or use hand sanitizer at multiple fixed points during the day</p>	<ol style="list-style-type: none"> 1. Wet hands thoroughly 2. Apply soap 3. Scrub entire hand surface for a minimum of 20 seconds 4. Dry hands with a clean paper towel 	<p>Upon arrival each morning</p> <p>After using the bathroom</p> <p>Before eating</p> <p>After eating</p> <p>After outdoor activities</p> <p>Before going home at the end of the day</p>
<p>Bathrooms: Toilet seat (top and bottom), handle and door (both sides where touched), sink, soap container, faucet and stool handles</p>	<ol style="list-style-type: none"> 1. Use EPA approved cleaner to clean surfaces removing any visible dirt or debris 2. Wipe down surfaces with 70% Ethyl alcohol wipes or with 70% Ethyl alcohol spray 	<p>Between uses by different pods and at the end of the day</p> <p>Daily</p>

Personal Protective Equipment (PPE) – Equipment Worn by Employees to Minimize Exposure

Employees are trained when and why PPE is necessary, how to properly put on and take off PPE, and how to clean, maintain, and store reusable PPE. Job hazard assessments are performed by supervisors to identify any PPE required for a specific job. Supervisors are responsible for ensuring that adequate supplies of PPE are available.

INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

Illness at the Workplace

We investigate all COVID-19 cases in the workplace. Our investigation includes verifying COVID-19 case status, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

We maintain a daily log or other method to keep track of all employees and visitors at our workplace. This includes name, contact number, date, time in, time out, person(s) contacted, and area of the workplace accessed. We will use this information to identify individuals to contact following notification of a COVID-19 case at our workplace.

We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law enforcement).

Notification

Employees must alert **Karen Kenkel** if they are having symptoms of COVID-19, had a possible COVID-19 exposure, were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high risk period. The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one day of becoming aware of a positive diagnosis, **Karen Kenkel** will notify in writing all employees and their authorized representatives, independent contractors and other employers onsite who were potentially exposed. Individuals with close contact will be instructed to quarantine at home. **CDC defines [close contact](#) as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period, starting 2 days prior to**

symptom onset until the sick person is isolated. When providing notice under this section, we will not disclose the identity of the infected person(s).

4. We will provide employees with potential COVID-19 exposure information about access to COVID-19 testing, and isolation requirements resulting from a positive test.
5. We will investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.

We will provide information about [COVID-19 related leave benefits](#). **Confidentiality will be maintained at all times.**

We keep a record of and track all COVID-19 cases to include: employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. This information is kept confidential.

Disinfection after Positive Test/Diagnosis

If it has been less than seven days since the sick employee has been in the facility, we will close off any areas used for extended periods of time by the sick individual and allow to air out up to 24 hours. The area will then be thoroughly cleaned and disinfected.

Exclusion from the Workplace

The following employees will be excluded from the workplace:

- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.
- Employees who test positive for COVID-19 until the Return to Work criteria in the next section are met.

Employees excluded from work due to a positive diagnosis from a workplace exposure, or identified as exposed in the workplace, but are otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

Return to Work

Criteria for returning to work after testing positive for COVID-19 are as follows:

- Employees who tested positive and had symptoms can return to work when:
 - At least 10 days have passed since symptoms began, AND

- At least 24 hours have passed with no fever (100.4°F or above) without the use of fever-reducing medications, AND
- Other COVID-19 symptoms have improved.
- Employees who test positive but never have symptoms can return to work:
 - After at least 10 days have passed since the date of positive specimen collection.
- Employees who have completed an order to isolate or quarantine by a local or state health official. If the period of time was not specified, then it is 10 days from the issuance of an order to isolate or an order to quarantine.
- Employees that have approval from Cal/OSHA on the basis that removal of the employee would create undue risk to a community's health and safety. In these instances, effective control measures such as isolation or respiratory protection will be implemented to prevent infection of other employees at the workplace.

REPORTING, RECORDKEEPING, AND ACCESS

Reporting

[Reporting to the Local Health Department \(LHD\)](#) – This requirement also complies with AB 685.

Within 24 hours of knowledge, **Karen Kenkel** will notify the [local health department](#) (LHD), Sonoma County Health Department, 707-565-4667 or 707-565-4700, of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.

Reporting to our Claims Administrator – SB 1159 (This section applies to employers with five or more employees)

Karen Kenkel will report to **Brenda Norton** when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employees' positive test result.

CAL/OSHA Recording/Reporting: We will record all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

Recordkeeping

Quest Forward Academy maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

We keep a record of and track all COVID-19 cases. These records include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

Access

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

COMMUNICATION SYSTEMS

We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to **Karen Kenkel**.

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. An employee can make a confidential report of his/her own high risk condition to **Karen Kenkel** or **Brenda Norton**.

If an employee is suspected of having a workplace exposure to COVID-19, we will provide information about access to COVID-19 testing at no cost. We will inform affected employees of the reason for testing and the potential consequences of a positive test. Local COVID-19 testing is available in our area through the following:

- Personal healthcare provider

- **Free public testing:** The State of California and OptumServe are offering free testing to the general public in Sonoma County by appointment only at various locations. The testing is billed to residents' insurance providers, but those without insurance can receive a test without any out-of-pocket costs. Fill out the patient survey at lhi.care/covidtesting to find a location and schedule an appointment. For more information, call 888-634-1123.
- Additional free testing resources and information are available on the Sonoma County SoCoEmergency [webpage](#).

Note: Additional communication requirements may apply depending upon severity of outbreak. See Appendix A for multiple COVID-19 infections and outbreak procedures. See Appendix B for major outbreak procedures.

We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities that come in contact with our workplace. Other employers must ensure their employees follow our plan or equivalent to ensure protection of both their and our employees. When our employees are at another worksite, we will verify that procedures at the other worksite are protective of our employees, such as mask wearing and social distancing.

EMPLOYEE TRAINING AND INSTRUCTION

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at **Quest Forward Academy** including:

- Information on how COVID-19 spreads and infects people.
- Symptoms of COVID-19
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- Our symptom screening procedures for employees and all other visitors to the workplace
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
 - Requiring employees to stay home when sick.
 - Physical distancing. Employees must maintain at least 6' of separation from other individuals in the workplace. Face covering is required along with physical distancing at all indoor workplaces.
 - Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
 - Proper use of face coverings

- Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.
- Information on COVID-19-related leave benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the Quest Forward Academy's leave policies, and leave guaranteed by contract.
- The contents of this plan.

Training Roster

Training of employees is constant and ongoing.

Additional training through Safe Schools was required of all employees in March 2021.

APPENDIX A: MULTIPLE COVID-19 INFECTIONS AND OUTBREAKS

The following procedures will be followed whenever there are three or more COVID-19 cases in our workplace within a 14-day period or the workplace has been identified by the Local Health Department (LHD) as the location of a COVID-19 outbreak. These procedures can be stopped only after no new COVID-19 cases are detected at our workplace for a 14-day period.

Testing

Quest Forward Academy will provide testing to all employees at no cost during working hours except for those not present during the outbreak period defined above. This testing will be done immediately after determination of an outbreak, and then again one week later; negative test results will not change the quarantine or health order status of any individual. Following these two tests, we will provide continuous testing to employees in the workplace during the defined outbreak period at least once a week, or more frequently if recommended by the LHD. We will provide additional testing as required by the Division in accordance with any special order from Cal/OSHA.

Exclusion from the Workplace

The following employees will be excluded from the workplace during an outbreak:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.

Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

Workplace Investigation, Review, and Hazard Correction

We will investigate all workplace illness to determine potential factors in the workplace that could have contributed to the COVID-19 outbreak. Additionally, we will review our relevant COVID-19 policies, procedures, and controls and we will implement changes needed to prevent further virus spread.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of our leave policies and practices, including whether employees are discouraged from staying home when sick.
- Review of our COVID-19 testing policies.
- Investigation of the sufficiency of outdoor air.

- Investigation of the sufficiency of air filtration.
- Investigation into feasibility of physical distancing.

These reviews will be updated every 30 days that an outbreak continues with new information, new or previously unrecognized COVID-19 hazards, or as necessary. We will make changes based on investigations and reviews to reduce the spread of COVID-19 and consider such actions as moving work tasks outdoors, allowing employees to work remotely, increasing outdoor air supply to our indoor workplaces, increasing physical distancing as much as possible, or other possible control measures.

Notifications to the Local Health Department (LHD)

As soon as possible but at least within 24 hours of knowledge, **Karen Kenkel** will notify our LHD, Sonoma County Health Department, whenever there are three or more COVID-19 cases. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised. We will provide the LHD the total number of cases and for each case the following:

- Name
- Contact information
- Occupation
- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace
- Any other information requested

We will continue to update the LHD with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.

APPENDIX B: MAJOR COVID-19 OUTBREAKS

The following procedures will be followed whenever there are 20 or more COVID-19 cases in our workplace within a 30- day period. These procedures can be discontinued only after no new COVID-19 cases are detected at our workplace for a 14-day period.

Testing

Quest Forward Academy will provide testing to all employees present at the workplace during the relevant 30-day period and who remain at the workplace at no cost during working hours. Testing will be provided twice a week or more frequently if recommended by the Local Health Department (LHD).

Exclusion from the Workplace

The following employees will be excluded from the workplace:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.
- Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

Investigation of Workplace COVID-19 Illnesses

We will implement effective procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases. Upon notification of a COVID-19 case, we will do the following:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high risk period.
 - a. The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
 - b. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.

3. Within one day of becoming aware of a positive diagnosis, Karen Kenkel will notify in writing all employees, and subcontracted employees, who were potentially exposed and instruct individuals with close contact to quarantine at home.
 - a. CDC defines [close contact](#) as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period starting 2 days prior to symptom onset until the sick person is isolated.
4. Employees with potential COVID-19 exposure will be provided with information about access to COVID-19 testing, which will be offered at no cost during working hours, and the possible consequences of a positive test.
5. Investigate whether any workplace factors contributed to the risk infection and how to further reduce that potential exposure.

We will ensure that all personal identifying information and employee medical records are kept confidential and that testing and medical services will be provided in a manner that ensures confidentiality of our employees. Non-redacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

COVID-19 Hazard Correction

In addition to the engineering controls, administrative controls, and PPE provisions of our COVID-19 Prevention Program, we will do the following:

- Filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 filters.
- Evaluate the benefits that portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, may offer in reducing the risk of transmission and implementing wherever possible.
- Evaluate the need for respiratory protection or changes to current respiratory protection in use.
- Implement any other control measures necessary.

Notifications to the Local Health Department (LHD)

As soon as possible but at least within 24 hours of knowledge, **Karen Kenkel** will notify our LHD, Sonoma County Health Department, whenever there are three or more COVID-19 cases. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised. We will provide the LHD the total number of cases and for each case the following:

- Name
- Contact information
- Occupation

- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace
- Any other information requested

We will continue to update the LHD with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.

Quest Forward Academy thanks and acknowledges The Spring Hill School, whose state approved *COVID-19 Prevention Program for The Spring Hill School* provided the template and framework for Quest Forward Academy's COVID-19 Prevention Program.