

KIPP SoCal
Public Schools
COVID-19
Prevention
Program (CPP)

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PURPOSE

The purpose of the KIPP SoCal Public Schools (“KIPP SoCal”) COVID-19 Prevention Program (“CPP”) is to provide team members a healthy and safe workplace as required under the California Occupational Safety and Health Act (Labor Code §§ 6300, *et seq.*) and associated regulations (8 C.C.R. § 3205).

Nothing in this CPP precludes KIPP SoCal from complying with federal, state, or local laws or guidance that recommends or requires measures that are more prescriptive and/or restrictive than are provided herein.

I. SCOPE

This CPP applies to all KIPP SoCal team members except for team members who are working remotely and do not report to a physical worksite.

II. DEFINITIONS

For the purposes of the CPP, the following definitions shall apply:

COVID-19 means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

COVID-19 Case means a person who either: (1) Has a positive “COVID-19 test” as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a “COVID-19 case” when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

Close Contact COVID-19 Exposure means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined here. This definition applies regardless of the use of face coverings.

COVID-19 Hazard means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

COVID-19 Symptoms means one of the following: (1) fever of 100.4°F or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

COVID-19 Test means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

Exposed Workplace means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.

The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

Face Covering means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

High-Risk Exposure Period means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (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; or (2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

III. PROGRAM

A. SYSTEM FOR COMMUNICATING WITH KIPP SoCAL TEAM MEMBERS

1. Reporting COVID-19 Symptoms, Possible COVID-19 Close Contact Exposures, and Possible COVID-19 Hazards at KIPP SoCal Worksites and Facilities

KIPP SoCal requires that team members immediately report to Human Resources any of the following: (1) the team member’s presentation of COVID-19 symptoms; (2) the team member’s possible COVID-19 close contact exposures; (3) possible COVID-19 hazards at KIPP SoCal worksites or facilities.

KIPP SoCal will not discriminate or retaliate against any team member who makes such a report.

2. Accommodations Process for Team Members with Medical or Other Conditions that put them at Increased Risk of Severe COVID-19 Illness

KIPP SoCal policy provides for an accommodation process for team members who have a medical or other condition identified by the Centers for Disease Control and Prevention (“CDC”) or the team member’s health care provider as placing or potentially placing the team member at increased risk of severe COVID-19 illness.

The CDC identifies the following medical conditions and other conditions as placing or potentially placing individuals at an increased risk of severe COVID-19 illness

The CDC guidance provides that adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

1. Cancer
2. Chronic kidney disease
3. COPD (chronic obstructive pulmonary disease)
4. Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
5. Immunocompromised state (weakened immune system) from solid organ transplant
6. Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
7. Severe Obesity (BMI ≥ 40 kg/m²)
8. Pregnancy
9. Sickle cell disease
10. Smoking
11. Type 2 diabetes mellitus

The CDC guidance also provides that adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

1. Asthma (moderate-to-severe)
2. Cerebrovascular disease (affects blood vessels and blood supply to the brain)

3. Cystic fibrosis
4. Hypertension or high blood pressure
5. Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
6. Neurologic conditions, such as dementia
7. Liver disease
8. Overweight (BMI > 25 kg/m², but < 30 kg/m²)
9. Pulmonary fibrosis (having damaged or scarred lung tissues)
10. Thalassemia (a type of blood disorder)
11. Type 1 diabetes mellitus

KIPP SoCal will periodically review the following web address in order to account for any additional medical conditions and other conditions that the CDC has identified as placing or potentially placing individuals at an increased risk of severe COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

KIPP SoCal team members are encouraged to review the list of medical conditions and other conditions provided above in order to determine whether they have such a condition.

To request an accommodation, team members may make a request with their manager AND Human Resources.

2. COVID-19 Testing

Depending on necessity and circumstance, KIPP SoCal may require that team members who report to work at KIPP SoCal worksites or facilities be tested for COVID-19.

Where KIPP SoCal requires that team members be tested, KIPP SoCal will inform team members for the reason that testing is required.

KIPP SoCal will also inform team members of the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that team members not report to any KIPP SoCal worksite or facility during the high-risk exposure period and satisfying the minimum criteria to return to work.

Where KIPP SoCal requires testing, KIPP SoCal has adopted procedures that ensure the confidentiality of team members and comply with the Confidentiality of Medical Information Act ("CMIA"). Specifically, KIPP SoCal will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the team member to disclose such information or as other permitted or required under the law.

3. COVID-19 Hazards

KIPP SoCal will notify team members, subcontracted employees and other partners of any potential COVID-19 exposure at a KIPP SoCal worksite or facility where a COVID-19 case and team members were present on the same day. KIPP SoCal will notify KIPP SoCal team members of such potential exposures within one (1) business day, in a way that does not reveal any personal identifying information of the COVID-19 case.

KIPP SoCal will also notify team members of cleaning and disinfecting measures KIPP SoCal is undertaking in order to ensure the health and safety of KIPP SoCal worksite or facility where the potential exposure occurred.

B. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS AT KIPP SOCAL WORKSITES AND FACILITIES

1. Screening Team Members for COVID-19 Symptoms

KIPP SoCal possesses authority to require that team members self-screen for COVID-19 symptoms.

KIPP SoCal requires that team members will self-screen for COVID-19 symptoms according to CDPH guidelines, each day prior to reporting to any KIPP SoCal worksite or facility as follows:

1. Team Member should self-screen for any of the following symptoms¹:
 - Fever of 100.4°F or higher; or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of smell or taste

¹ Team members may have already diagnosed chronic illnesses that include COVID-like symptoms. Team members should work with their own healthcare provider in these instances to obtain a medical diagnosis and treatment plan.

- Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
2. If the team member has any symptoms described, the team member should not report to work, and should stay home to recover. The team member is required to notify their manager and Human Resources immediately.
 3. Team members should determine if they or anyone they have been in close contact with, has been diagnosed with COVID-19. If the team member has, the team member should notify their manager and Human Resources immediately and should not report to work.
 4. The team member should determine if they have been asked/ordered to self-isolate or quarantine by a medical professional or a local health official (including any Public Health Order). The team member should follow all such orders and should not report to work, and should notify their manager and Human Resources.
 5. All team members will be screened when they arrive at any KIPP SoCal worksite or facility. Each team member signs in electronically, answers a series of health screening questions, and has their temperature taken using a non-contact thermometer.

2. Responding to Team Members with COVID-19 Symptoms

Should a KIPP SoCal team member present COVID-19 symptoms during a self-screen, KIPP SoCal will instruct the team member to remain at or return to their home or place of residence and not report to work until such time as the team member satisfies the minimum criteria to return to work. The team member will also be instructed to consult with a medical provider for further evaluation and possible COVID-19 testing.

KIPP SoCal will advise team members of any leaves to which they may be entitled during this self-quarantine period.

Further, KIPP SoCal ensures the confidentiality of team members and complies with the CMIA, and will not disclose to other team members, except for those who need to know, the fact that the team member presented COVID-19 symptoms.

3. KIPP SoCal's Response to COVID-19 Cases

In the event that KIPP SoCal team members test positive for COVID-19 or are diagnosed with COVID-19 by a healthcare provider, KIPP SoCal will instruct the team members to remain at or return to their home or place of residence and not report to work until such time as they satisfy the minimum criteria to return to work.

KIPP SoCal will advise team members of any leaves to which they may be entitled during this self-isolation period.

KIPP SoCal will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) the local health department; (2) Cal/OSHA; (3) team members who were present at a KIPP SoCal worksite or facility when the COVID-19 case was present; (4) the employers of subcontracted employees who were present at the KIPP SoCal worksite or facility; and (5) KIPP SoCal's workers' compensation plan administrator.

If possible, the Human Resources team will interview the COVID-19 cases in order to ascertain the nature and circumstances of any contact that the team member may have had with other team members during the high-risk exposure period. If it is determined that there were any close contact COVID-19 exposures, the Human Resources team will notify and instruct those team members to remain at their home or place of residence and not report to work until such time as the team members satisfy the minimum criteria to return to work.

KIPP SoCal ensures the confidentiality of team members and complies with the CMIA. Specifically, KIPP SoCal will not disclose to other team members, except for those who need to know, the fact that the team members tested positive for or were diagnosed with COVID-19. Further, KIPP SoCal will keep confidential all personal identifying information of COVID-19 cases or persons unless expressly authorized by the team members to disclose such information or as other permitted or required under the law.

4. Workplace-Specific Identification of COVID-19 Hazards

KIPP SoCal conducted a workplace-specific assessment of all interactions, areas, activities, processes, equipment, and materials that could potentially expose team members to COVID-19 hazards.

As part of this process, KIPP SoCal identified places and times when team members and individuals congregate or come in contact with one another, regardless of whether team members are performing an assigned work task or not, including, for example, during

meetings or trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

As part of this process, KIPP SoCal identified potential workplace exposure to all persons at KIPP SoCal worksites and facilities, including team members, employees of other entities, members of the public, and independent contractors. KIPP SoCal considered how team members and other persons enter, leave, and travel through KIPP SoCal worksites and facilities, in addition to addressing team members' fixed workspaces or workstations.

As part of this process, KIPP SoCal treated all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

As part of this process, workplace hazard identification is on-going with KIPP SoCal team members identifying potential exposures.

5. Maximization of Outdoor Air and Air Filtration

For indoor worksites and facilities, KIPP SoCal evaluated how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the worksites and facilities' existing ventilation systems.

Schoolsites have upgraded their central air filtration system to the recommended target filter rating of MERV 13. The filters will be cleaned or replaced every 3 months.

Where possible, doors and windows will be propped open to maximize the quality of outdoor air.

6. KIPP SoCal Compliance with Applicable State and Local Health Orders

KIPP SoCal monitors applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to KIPP SoCal locations and operations.

KIPP SoCal fully and faithfully complies with all applicable orders and guidance from the State of California and the local health department.

7. Evaluation of Existing COVID-19 Prevention Controls and Adoption of Additional Controls

Periodically, KIPP SoCal will evaluate existing COVID-19 prevention controls at the workplace and assess whether there is a need for different and/or additional controls.

This includes evaluation of controls related to the correction of COVID-19 hazards, physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

8. Periodic Inspections

KIPP SoCal will conduct periodic inspections of KIPP SoCal worksites and facilities as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with KIPP SoCal Public Schools COVID-19 policies and procedures.

C. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN KIPP SOCIAL WORKSITES AND FACILITIES

1. Procedure to Investigate COVID-19 Cases

KIPP SoCal has a procedure for investigating COVID-19 cases in the workplace. As provided below, the procedure provides for the following: (1) the verification of COVID-19 case status; (2) receiving information regarding COVID-19 test results; (3) receiving information regarding the presentation of COVID-19 symptoms; and (4) identifying and recording all COVID-19 cases.

2. Response to COVID-19 Cases

As provided above at Section IV.B.3., in the event that KIPP SoCal team members test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, KIPP SoCal will instruct the team members to remain at or return to their home or place of residence and not report to work until such time as the team members satisfy the minimum criteria to return to work.

a. Contact Tracing

If possible, the Human Resources team will interview the COVID-19 cases in order to ascertain the following information: (1) the date on which the team members tested positive, if asymptomatic, or the date on which the team members first presented COVID-19 symptoms, if symptomatic; (2) the COVID-19 cases recent work history, including the day and time they were last present at a KIPP SoCal worksite or facility; and (3) the nature and circumstances of the COVID-19 cases' contact with other team members during the high-risk exposure period, including whether there were any close contact COVID-19 exposure.

If KIPP SoCal determines that there were any close contact COVID-19 exposures, the Human Resources team will instruct those team members to remain at their home or place of residence and not report to work until such time as the team members satisfy the minimum criteria to return to work.

b. Reporting the Potential Exposure to Other Individuals

KIPP SoCal will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) team members who were present at a KIPP SoCal worksite or facility when the COVID-19 case was present; and (2) subcontracted employees who were present at the KIPP SoCal worksite or facility.

c. Free COVID-19 Testing for Close Contact Exposures

KIPP SoCal will provide COVID-19 testing at no cost to team members during their working hours to all team members who had potential close contact COVID-19 exposure at a KIPP SoCal worksite or facility.

d. Leave and Compensation Benefits for Close Contact Exposures

KIPP SoCal will provide these team members with information regarding COVID-19-related benefits to which the team members may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, KIPP SoCal's own leave policies, and leave guaranteed by contract.

KIPP SoCal will continue to provide and will maintain these team members' earnings, seniority, and all other team member rights and benefits, including the team members; right to their former job status, as if the team members had not been removed from their jobs.

KIPP SoCal may require that these team members use KIPP SoCal-provided employee sick leave/PTO benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

e. Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

KIPP SoCal will conduct an investigation in order to determine whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

3. Confidential Medical Information

KIPP SoCal will protect the confidentiality of the COVID-19 cases and will not disclose to other team members the fact that the team members tested positive for or were diagnosed with COVID-19.

KIPP SoCal will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the team members to disclose such information or as other permitted or required under the law.

D. CORRECTION OF COVID-19 HAZARDS AT KIPP SOCAL WORKSITES AND FACILITIES

KIPP SoCal will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases in the workplace. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

E. TRAINING AND INSTRUCTION OF KIPP SOCAL TEAM MEMBERS

1. COVID-19 Symptoms

KIPP SoCal will provide ongoing training and instructions to team members on the COVID-19 symptoms, including advising team members of COVID-19 symptoms, and will provide training on same, which include the following: (1) fever of 100.4°F or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

KIPP SoCal monitors and adheres to guidance by the CDC concerning COVID-19 symptoms, including guidance provided at the following web address:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

KIPP SoCal will advise team members in the event that the CDC makes any changes to its guidance concerning such symptoms.

KIPP SoCal provided team members instruction on the importance of not coming to work and obtaining a COVID-19 test if the team members have COVID-19 symptoms.

2. KIPP SoCal's COVID-19 Policies and Procedures

KIPP SoCal provides regular updates to team members on its policies and procedures to prevent COVID-19 hazards at KIPP SoCal worksites and facilities and to protect team members, which include KIPP SoCal's Health and Safety Guidelines.

3. COVID-19 Related Benefits

KIPP SoCal advised team members of the leaves to which the team members may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, KIPP SoCal's own leave policies, and leave guaranteed by contract.

Further, when team members require leave or are directed not to report to work by KIPP SoCal, KIPP SoCal will advise the team members of the leaves to which the team members may be entitled for that specific reason.

4. Spread and Transmission of the Virus that Causes COVID-19

KIPP SoCal advised team members that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

KIPP SoCal further advised team members of the fact that particles containing the virus can travel more than six (6) feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, including hand washing, in order to be effective.

5. Methods and Importance of Physical Distancing, Face Coverings, and Hand Hygiene

KIPP SoCal advised team members of the methods and importance of physical distancing, face coverings, and hand hygiene, including hand washing.

Specifically, KIPP SoCal trained and instructed team members on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when team members do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

Further, KIPP SoCal trained and instructed team members on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

F. PHYSICAL DISTANCING

KIPP SoCal requires that all team members be separated from other persons by at least six (6) feet, except where KIPP SoCal can demonstrate that six (6) feet of separation is not possible and/or where there is momentary exposure while persons are in movement.

KIPP SoCal has adopted several methods by which it increases physical distancing including, but not limited to, the following: (1) providing team members the opportunity to telework or engage in other remote work arrangements; (2) reducing the number of persons in an area at one time, including visitors; (3) posting visual cues such as signs and floor markings to indicate where team members and others should be located or their direction and path of travel; (4) adopting staggered arrival, departure, work, and break times; (5) adjusting work processes or procedures, such as reducing production speed, to allow greater distance between team members; and (6) workspaces have been re-arranged to allow for physical distancing: depending on the size of school offices, desks have been re-arranged to allow for six (6) feet of distance between individuals or alternate spaces are utilized as individual workspaces or if spaces does not allow for physical distancing, plexiglass dividers are installed to separate workspace and front offices have also installed partitions at reception desks.

When it is not possible for team members to maintain a distance of at least six (6) feet, KIPP SoCal requires individuals to be as far apart as possible.

G. FACE COVERINGS

1. Face Covering Requirement

KIPP SoCal provides face coverings to team members and requires that such face coverings are worn by team members and individuals at KIPP SoCal worksites and facilities. If a team member or non team member arrives to a worksite or facility without a face covering, a disposable mask will be provided for use.

KIPP SoCal policy adheres to orders and guidance provided by the CDPH and the local health department, including as provided at the following web address:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

KIPP SoCal's policy on the use of face coverings ensures that they are worn over the nose and mouth when indoors, when outdoors and less than six (6) feet away from another person, and where required by orders from the CDPH or local health department.

KIPP SoCal's policy requires that face coverings are clean and undamaged. KIPP SoCal's policy allows for face shields to be used to supplement, and not supplant face coverings.

KIPP SoCal's policy provides for the following exceptions to the face coverings requirement:

1. When a team member is alone in a room.
2. While eating and drinking at the workplace, provided team members are at least six (6) feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
3. Team members 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.
4. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked team members shall be at least six (6) feet away from all other persons.

2. Required Use of Effective Non-Restrictive Alternative for Team Members Exempted from Face Covering Requirement

KIPP SoCal policy requires that team members who are exempted from wearing face coverings due to a medical condition, mental health condition, or disability wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

3. Physical Distancing Required If Team Member Is Not Wearing Face Covering or Non-Restrictive Alternative

KIPP SoCal's policy requires that any team members 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 (6) feet apart from all other persons unless the unmasked team members are tested at least twice (2x) weekly for COVID-19.

However, KIPP SoCal does not use COVID-19 testing as an alternative to face coverings when face coverings are otherwise required by this section.

4. Prohibition on Preventing Team Members from Wearing Face Covering

KIPP SoCal does not prevent any team member from wearing a face covering when wearing a face covering is not required by this section, unless not wearing a face covering would create a safety hazard, such as interfering with the safe operation of equipment.

5. Communication to Non-Team Members Regarding Face Covering Requirement

KIPP SoCal posts signage to inform non-team members that KIPP SoCal requires the use of face coverings at KIPP SoCal worksites and facilities.

6. Policies to Reduce COVID-19 Hazards Originating from Persons Not Wearing Face Coverings

KIPP SoCal has developed COVID-19 policies and procedures to minimize team members' exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public.

These policies include requiring that team members and non-team members wear face coverings at KIPP SoCal worksites and facilities, that team members wear face coverings at other times, maintain physical distance from a person not wearing a face covering, and observe proper hand hygiene.

H. OTHER ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Installation of Solid Partitions Between Workstations Where Physical Distancing is Not Possible

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between team members and other persons.

2. Maximization of Outdoor Air

As provided above at Section IV.B.5., for indoor KIPP SoCal worksites and facilities, KIPP SoCal evaluated how to maximize the quantity of outdoor air.

Further, for KIPP SoCal worksites and facilities with mechanical or natural ventilation, or both, KIPP SoCal has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency ("EPA") Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to team members, for instance from excessive heat or cold.

3. Cleaning and Disinfecting Procedures

KIPP SoCal's cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, etc. KIPP SoCal will inform team members, families and other partners of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that team members come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized, and such items and equipment shall be disinfected between uses by different people.
3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period. Per California state guidance, when choosing disinfection products after an in-school COVID-19 case has been identified, use those products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions:<https://www.epa.gov/pesticide-registration/list-n-disinfectants-corona-virus-covid-19>

Further, KIPP SoCal requires that cleaning and disinfecting must be done in a manner that does not create a hazard to team members or subcontracted employees.

4. Evaluation of Handwashing Facilities

In order to protect team members, KIPP SoCal evaluated its handwashing facilities in order to determine the need for additional facilities, encourage and allow time for team member handwashing, and provide team members with an effective hand sanitizer.

Automatic hand sanitizing dispensers have been installed in every classroom, office space, common area, and hallway at all schools.

KIPP SoCal encourages team members to wash their hands for at least 20 seconds each time.

KIPP SoCal Public Schools does not provide hand sanitizers with methyl alcohol.

5. Personal Protective Equipment (PPE)

KIPP SoCal policy provides for PPE.

KIPP SoCal evaluates the need for PPE and provides such PPE as needed. Examples of PPE include, but are not limited to the following: gloves and face shields, to prevent exposure to COVID-19 hazards and provide such PPE as needed.

In accordance with applicable law, KIPP SoCal evaluates the need for respiratory protection when the physical distancing requirements, as provided herein, are not feasible or are not maintained.

In accordance with applicable law, KIPP SoCal will provide and ensure use of respirators in accordance when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action.

I. REPORTING, RECORDKEEPING AND ACCESS

1. Reporting COVID-19 Cases to the Local Health Department

In accordance with applicable law, KIPP SoCal will report information about COVID-19 cases at the workplace to the local health department.

Further, KIPP SoCal will provide any related information requested by the local health department.

2. Reporting Serious COVID-19 Illnesses and Deaths to Cal/OSHA

In accordance with applicable law, KIPP SoCal will immediately report to Cal/OSHA any serious COVID-19-related illnesses or deaths of team members occurring at a KIPP SoCal worksite or facility or in connection with any employment.

Further, in accordance with applicable law, KIPP SoCal will record any serious work-related COVID-19-related illnesses or deaths.

3. Maintenance of Records Related to the Adoption of the CPP

In accordance with applicable law, KIPP SoCal will maintain records of the steps taken to implement this CPP.

4. Availability of the CPP for Inspection

KIPP SoCal will make this written CPP available to team members at KIPP SoCal worksites or facilities.

Further, KIPP SoCal will make this written CPP available to Cal/OSHA representatives immediately upon request.

5. Records Related to COVID-19 Cases

KIPP SoCal will keep a record of and track all COVID-19 cases with the following information: (1) team member’s name; (2) contact information; (3) occupation; (4) location where the team member worked; (5) the date of the last day at the workplace; and (6) the date of a positive COVID-19 test.

In accordance with the Confidentiality of Medical Information Act (CMIA) and applicable law, KIPP SoCal will keep the team member’s medical information confidential.

In accordance with the CMIA and applicable law, KIPP SoCal will make this information available to team members with personal identifying information removed. KIPP SoCal will also make this information available as otherwise required by law.

J. EXCLUSION OF COVID-19 CASES

1. Exclusion of COVID-19 Cases from KIPP SoCal Worksites and Facilities

KIPP SoCal will ensure that COVID-19 cases are excluded from the workplace until the individual satisfies the minimum return to work criteria provided for in Section IV.K.

2. Exclusion of Team Members with Close Contact COVID-19 Exposures from KIPP SoCal Worksites and Facilities

KIPP SoCal will exclude team members with close contact COVID-19 exposure from the workplace in accordance to CDC’s guidelines.

3. Provision of Benefits to KIPP SoCal Team Members Excluded from Work as a Result of a Positive COVID-19 Test or Diagnosis or a Close Contact COVID-19 Exposure

a. Team Members Who Are Able to Telework During Isolation or Quarantine Period

KIPP SoCal will allow team members who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. KIPP SoCal will provide these team members their normal compensation for the work that they perform for the organization during the isolation or quarantine period.

b. Team Members Who Are Unable to Telework During Isolation or Quarantine Period

The provision of benefits described below do not apply to either: (1) Team members who the organization can demonstrate that the close contact COVID-19 exposure was not work-related; and (2) Team members who are unable to work for reasons other than protecting team members and non-team members at KIPP SoCal worksites and facilities from possible COVID-19 transmission. Such team members may still use paid sick leave/PTO for the purpose of receiving compensation during the isolation or quarantine period if they elect to do so.

For other team members, KIPP SoCal will require that team members who are unable to telework, but are otherwise able and available to work, to use paid sick leave/PTO in order to receive compensation during the isolation or quarantine period. Team members retain their entitlement to elect not to use other earned or accrued paid leave during this time. The organization may provide such team members who are unable to telework, but who do not have any paid sick leave/PTO available, paid administrative leave (exclusion pay) in order to receive compensation during the isolation or quarantine period.

For all team members who are subject to an isolation or quarantine because of a COVID-19 case or a close contact COVID-19 exposure, KIPP SoCal will maintain the team members' seniority and all other team member rights and benefits, including the team members' right to their former job status, during the isolation or quarantine period.

KIPP SoCal may consider benefit payments from public sources, including under the FFCRA and Labor Code section 248.1 (until December 31, 2020 or longer if FFCRA leave and/or Labor Code section 248.1 leave is extended), in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

4. Adherence with Laws, Policies, and/or Agreements Providing Excluded Team Member Greater Protections

The obligations set forth in this section do not limit any other applicable law, KIPP SoCal policy that provides team members with greater protections or benefits.

5. Provision of Information Concerning Benefits to Excluded Team Members

At the time of exclusion, KIPP SoCal will provide the excluded team members the information on benefits to which the team members may be entitled under applicable federal, state, or local laws.

This includes any benefits available under workers' compensation law, the FFCRA, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, KIPP SoCal's own leave policies, and leave guaranteed by contract.

K. RETURN TO WORK CRITERIA

1. Minimum Criteria to Return to Work for Symptomatic COVID-19 Cases

KIPP SoCal policy requires that COVID-19 cases with COVID-19 symptoms remain at their home or place of residence and not report to any KIPP SoCal worksite or facility until they satisfy each of the following conditions:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; and
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

2. Minimum Criteria to Return to Work for Asymptomatic COVID-19 Cases

KIPP SoCal policy requires that COVID-19 cases who tested positive but never developed COVID-19 symptoms not report to any KIPP SoCal worksite or facility until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

3. COVID-19 Testing Not Required in Order to Return to Work

In accordance with CDC guidance concerning symptom-based strategies for the discontinuation of isolation, KIPP SoCal does not require team members submit to a COVID-19 test, or produce a negative COVID-19 test result, in order to return to work.

4. Minimum Criteria to Return to Work for Team Members Directed to Self-Quarantine or Isolate by a State or Local Health Official

If team members are subject to an isolation or quarantine order issued by a state or local health official, KIPP SoCal policy requires that the team members not report to any KIPP SoCal worksite or facility until the period of isolation or quarantine is completed or the order is lifted.

If the order did not specify a definite isolation or quarantine period, then the period shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

5. Allowance by Cal/OSHA for a Team Member to Return to Work

If there are no violations of state or local health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow team members to return to work on the basis that the removal of team members would create undue risk to a community's health and safety.

In such cases, KIPP SoCal will develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the team members at the KIPP SoCal worksite or facility and, if isolation is not possible, the use of respiratory protection in the workplace.

II. CONTACTS AND REFERENCES

Human Resources: hr@kippsocal.org

Requests for additional PPE and cleaning supplies: helpdesk@kippsocal.org