



"Do it heartily as to the Lord." Col. 3:23

COVID-19 Employee Preparedness & Prevention Plan

September 30, 2020 (Updated 2/1/21)

Valley Christian Schools (VCS) is committed to providing a safe and healthy workplace for all our employees. To ensure we have a safe and healthy workplace, VCS has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Human Resources, who maintains the overall authority and responsibility for the plan. However, management and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. VCS's managers and supervisors have our full support in enforcing the provisions of this plan.

This is a working document and will be updated and revised and new policies and procedures are put in place.

The latest updates reflect the updated DCPH guidelines dated January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

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Introduction

Our employees are our most important assets. VCS is serious about safety and health and protecting our employees. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our plan is captured in our Reopening Plan for each campus.

Employee suggestions and feedback have been solicited or requested throughout the summer and through faculty meetings and surveys. Concerns have been addressed through providing Q & A responses and feedback has been integrated into developing the plan. Teachers have given feedback on best instructional practices and training/support needs.

VCS's COVID-19 Employee Preparedness Plan follows the industry guidance developed by Santa Clara County Public Health Department [COVID-19 Prepared: Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year – June 30, 2020 - Santa Clara County Public Health Department](#) (Updated December 14, 2020) that addresses the following:

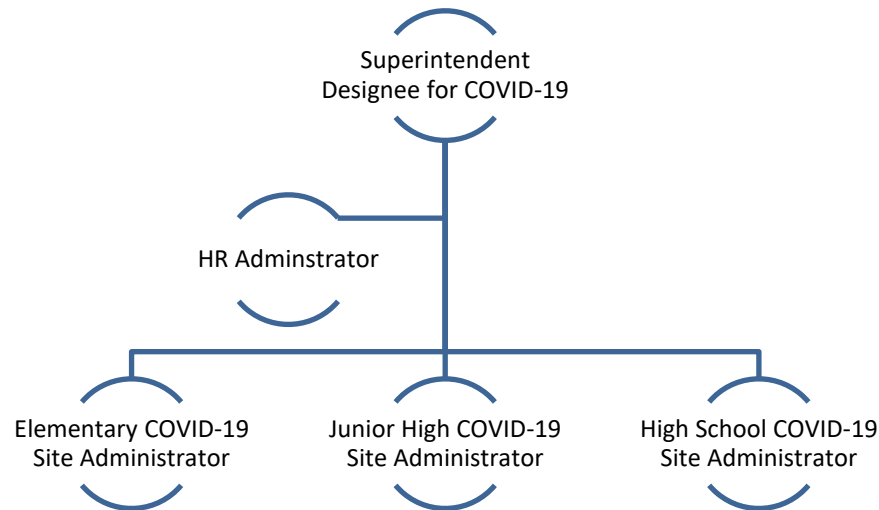
- Common public health strategies to reduce the risk of disease transmission in schools and other community settings include the following:
 - Minimizing the number of people who come to campus with a maximum capacity of 50%.
 - Maximizing the physical distance between people.
 - Reducing the time that people spend in close proximity to others.
 - Measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering coughs and sneezes).

VCS has created campus specific reopening plans to address the mitigation strategies specific to their needs. Protocols are in place at each campus and must be adhered to by all employees to reduce the risk of disease transmission.

Adherence to COVID-19 Policies

Employees are expected to log into Darcy, wear a face covering, be COVID-19 tested as mandated by the California Health department, and practice social distancing. Employees who refuse to abide by the safety policies adopted by VCS may be unable to continue employment. They should speak to HR about any concerns immediately rather than be out of compliance of the rules that are in place to keep us safe. Employees could be written up for disciplinary action if they do not adhere to the rules.

VCS COVID-19 RESPONSE TEAM



COVID-19 Designee (Bev Quinby):

- COVID-19 expert and lead for the district
- Point-of-Contact with Public Health Department for case communication
- Ensures each member of the COVID-19 response team has training on their role and responsibility
- Assures campus responds to identified symptomatic individuals, close contacts, and cases
- Directs actions of Site Administrator: provide appropriate forms/letters, advices on required cleaning, works with Site Administrator to track test results, follows flowchart of action, works with Site Administrator to identify and report school-based close contact to the Education Portal within 4 hours of notification of a student/staff testing positive
- Coordinates with Facilities/Operations to direct necessary cleaning
- Coordinates with HR when positive case or close contact is a staff member
- Attends regular training with Public Health Department

HR Administrator (Diana Stieg):

- Contacts staff members who are positive cases or close contacts to determine isolation/quarantine requirements and leave options
- Ensures that employees have received the training recommended by the county

Site Administrator (Campus Principals):

- Assures PHD guidance is followed, i.e. isolation, quarantine, cleaning protocols
- Provides communication forms/letters to parents/staff as directed by Superintendent Designee for COVID-19
- Notifies Superintendent Designee for COVID-19 immediately when a student/staff tests positive for COVID-19 or is a close contact to case.

Employee Reporting and Monitoring Signs and Symptoms

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Each campus handbook explains how faculty and staff should communicate if they are sick or experiencing symptoms while at home. Employees report if they are sick or experiencing symptoms while at home through the Darcy App. If employees are sick or experiencing symptoms while at work, they should notify their immediate supervisor immediately. Employees will be isolated in the workplace until they can be sent home. VCS has identified isolation locations to protect the campus. The following health screening questions will be asked during the daily Darcy survey: A person who answers "Yes" to any one of these questions must not be allowed to enter the school facility.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?	
Yes – STAY HOME and seek medical care.	
2. Within the past 10 days, have you had close contact with someone who has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.	
Yes – STAY HOME and seek medical care and testing.	
3. a. Have you had any one or more of these symptoms today or within the past 3 days?	
<ul style="list-style-type: none">• Fever or chills• Cough• Loss of taste or smell	<ul style="list-style-type: none">• Shortness of breath or difficulty breathing
Yes – STAY HOME and seek medical care and testing.	
b. Have you had any one or more of these symptoms today or within the past 3 days and that are <u>new or not explained</u> by another reason?	
<ul style="list-style-type: none">• Fatigue• Muscle or body aches• Headache	<ul style="list-style-type: none">• Sore throat• Nausea, vomiting, or diarrhea
Yes – STAY HOME and seek medical care and testing.	

VCS employees will be required to get tested after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

VCS has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. These are located in the *Reopening Plan: Prevention, Monitoring & Response*. If an employee does not see a policy for their specific scenario in the *Reopen Plan*, please notify Human Resources so clarification can be documented.

School Staff Surveillance Testing

At VCS expense, the school is contracted with a professional health service organization, to conduct on-campus COVID-19 testing for all employees. This service is provided at no charge to the employee.

Who will be tested?

- Employees to be tested include: administrators, teachers, office support staff, security, food handlers, day shift janitors, bus drivers, or any other school employee that has frequent contact with students or other staff.
- New employees, Part-time or seasonal staff (e.g. coaches, mentors, substitutes, etc.) will require baseline testing and must provide VCS HR department with negative test results **prior** to engaging in-person with students or staff.
 - After baseline testing is performed, they will be added to the 30-day VCS testing cycle.

How often will surveillance testing occur?

Beginning, September, 2020, all VCS employees will be baseline tested. VCS employees can opt to complete the testing through their own health providers and share the results of that test with HR. All VCS employees or other contracted individuals that may have frequent contact with students or other staff will be tested every 30 days while in the yellow or orange tier and every two weeks in the red or purple tier.

Surveillance testing will be in accordance with CPHD and SCC Public Health authority directives. As explained in the [Framework for K-12 Schools in California](#), school staff should be tested, including teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools should ensure that staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable.

Privacy Rights

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. All communications regarding exposures will be compliant with the Americans with Disabilities Act (ADA) and any other state or federal confidentiality obligations applicable to VCS.

Close Contact to a Confirmed COVID-19 Case Response and How to Return to Campus after COVID-19 Testing

The [California Department of Health](#) states that individuals who test positive for COVID-19, and

who have had symptoms, may return to work or school when:

Close Contact(s) to a Confirmed COVID-19 Case Response

- Close contacts should be sent home immediately and instructed to quarantine at home for 10 days from the last exposure and be tested in accordance with Public Health Department recommendations (see Appendix A).

Return to Campus after Testing:

Positive test results

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 24 hours with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result was collected

Negative test results

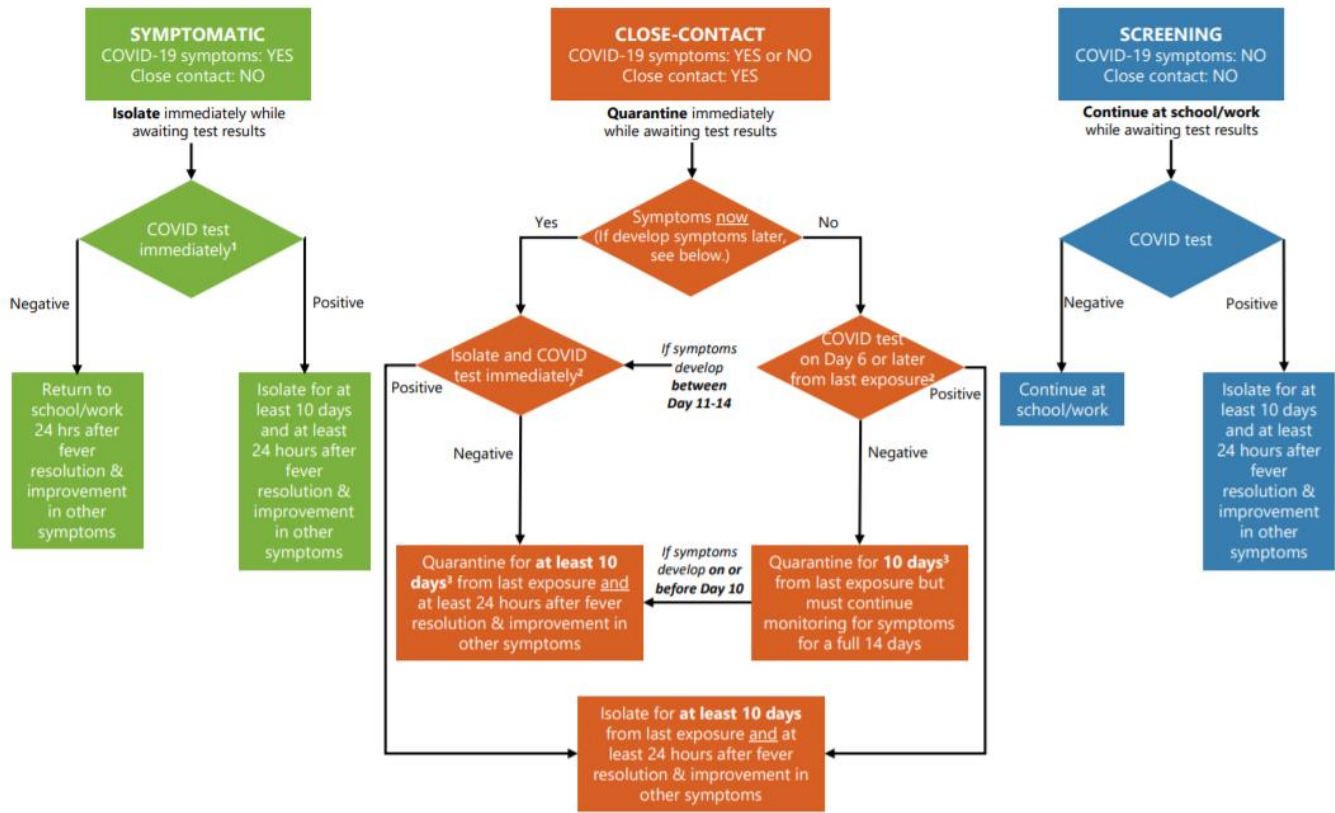
- Symptomatic individuals, who are not close contacts and who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Asymptomatic close contacts may end quarantine after Day 10 from last exposure but must continue monitoring for symptoms for a full 14 days. Close contacts who develop symptoms between Days 11-14 should get retested.
- Symptomatic close contacts who test negative may end quarantine after Day 10 from last exposure. However, anyone experiencing COVID-19 symptoms, including those who test negative for COVID-19, must stay home until 24 hours after fever resolution and improvement in other symptoms.
- Household close contacts to confirmed COVID-19 cases who cannot isolate from their household members must quarantine until at least 10 days after the case completes their isolation period. This may be 20 days or more. For purposes of applying the quarantine guidance above to household close contacts, Day 10 shall refer to the 10th day after the case completes their isolation.

If you take a COVID-19 Related Leave that is related to a possible COVID-19 exposure, you will need to provide HR with a normal (negative) COVID-19 test. Please scan a copy (or create a PDF) and email that verification to Human Resources (hrcovid19@vcs.net).

In lieu of a negative test result, staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

TEST RESULT DECISION TREE

Isolation and Quarantine Recommendations While Awaiting and After Receiving COVID-19 Test Results



Instructions for Substitute Teachers

Substitute Teachers will be provided the following information:

1. Substitute teachers cannot be used if they have worked at another school in the past 14 days. If a substitute teacher wants to commit to working at VCS, please notify the sub coordinator and we will prioritize employing you as a substitute.
2. Substitute teachers will need to provide a normal (negative) COVID-19 test. Please scan a copy (or create a PDF) and email that verification to Human Resources (dstieg@vcs.net). The date of the test should be within the month of September or later. Substitute teachers may be reimbursed for the test fee and can send the receipt of the test along with the test. Once tested, the substitute teacher will be added to the VCS employee pool that will be tested every 60 days.
3. Substitute teachers will need to create an account with Darcy: <https://meetdarcy.app>. Darcy is a check-in system that identifies whether individuals are wearing a face mask, tracks self-reported symptoms and delivers a quick, comfortable screening experience ideal for high-traffic environments.
4. Substitute teachers must attend training prior to working in the classroom. They will be paid for attending these trainings. Questions regarding the trainings should be directed to the campus

sub coordinator. The sub coordinator can redirect as needed. If a substitute is unable to attend these two trainings, the sub coordinator will provide access to a series of videos to cover training essentials such as cleaning processes, wearing cloth face coverings, and hand washing.

Communications and Training Practices

This COVID-19 Preparedness & Prevention Plan was communicated in writing to all employees prior to on-campus teaching with students present. Necessary training was provided during staff in-service day.

Additional communication and training will be ongoing by email reminders and signage in highly visible areas around campus. Training will be provided to all employees who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all employees, including temporary employees, staffing and sub and proctor pools, coaches, mentors, independent contractors, subcontractors, vendors and outside technicians, families, guests and visitors about protections and protocols, including:

- 1) social distancing protocols and practices;
- 2) drop-off, pick-up, delivery and general in-store shopping;
- 3) practices for hygiene and respiratory etiquette;
- 4) requirements regarding the use of face-coverings by employees, students, guests, and visitors.

All employees, students, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

All management and employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

Training Process

VCS believes that it is prudent to offer our employees specific COVID-19 training. Each employee will be required to complete the Zywave online course; *COVID-19: Staying Safe at Work for Employees*. This course covers employees' general responsibilities when returning to the workplace during the COVID-19 pandemic. Topics include physical distancing, hand washing, putting on and taking off PPE, personal and workspace cleaning, etc. New employees will need to complete the course before their first day of work.

Communication from Teacher to Office on COVID-19 Related Issues

- If a student shares with a teacher that a family member has COVID-19, the teacher should report that information to the office for follow up.
 - For the high school, please notify Lisa Samuelson via email (in writing).

- If a student seems unwell, the teacher should send the student with another student (who can stay six feet away) up to the office. The office will then put the student in our isolation room.
- If a student is defiant about wearing a mask or is creating a safety violation. Teachers should handle first time violations/minor violations before escalating to the office. Teacher should escalate if a student is defiant or is violating the safety standards frequently.

Prevention Protocols

Table 1 – Controls to Reduce Exposure

Work Area	Engineering Controls	Administrative Controls	PPE
Entering workplace	Merv-13 filtration system throughout all buildings.	Stagger work shift start times when possible; provide visual cues and enforce physical distancing; face coverings required	Face coverings required at all times.
Office Areas	Solid partitions between employees and public where 6' distance cannot be maintained.	Rotating shifts (on campus) to allow for physical distancing.	Face coverings required at all times. Gloves, gowns, face shields are available as needed.
Common Areas/Conference/Breakrooms	All breakrooms are closed for gathering/eating/drinking.	Breakrooms are used for teacher prep areas only while maintaining physical distancing.	Face coverings required at all times.
Lunch Areas	Limit maximum number of employees at a table.	Eating and drinking is allowed outside only (unless in a stable classroom cohort) while maintaining physical distancing.	Face coverings may be removed only while actively eating and drinking.
Classrooms	Minimum 6' clearance between teacher, students, and each other in non-cohort environment. Minimum 4' clearance between student seats in stable cohort Grades K-5 environment.	A/B scheduling used where necessary to provide proper physical distancing in classrooms.	Face coverings required for all grades K-12 and all employees while in the classroom.
Hallways	Signage posted for single directional flow.	Staggered release times to reduce congestion in	Face coverings required at all

		hallways/stairwells to provide for appropriate physical distancing.	times.
Restrooms	Touchless faucets	Limit occupancy to provide for physical distancing.	
Locker Rooms	Closed until further notice	Closed until further notice	Closed until further notice.
Sports Fields	According to CIF state and LPH guidelines	According to CIF state and LPH guidelines.	According to CIF state and LPH guidelines.
Co-Curricular		Physical distancing. No singing, cheering or wind instruments until further notice. Stable groups assigned. Limit number of after-school in-person activities to 1 per season/semester or designated time period.	Face coverings required at all times.

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

Our engineering controls for COVID-19 include:

- Evaluating if we can increase filtration efficiency to the highest level compatible with the existing ventilation system.
- Maximizing outdoor air for ventilation as much as feasible except when EPA's Air Quality Index is greater than 100-or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.
- Installing cleanable, solid partitions between coworkers or between workers and customers when 6 feet of distance cannot be maintained.

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. Employees work from home whenever possible.

- **Screening Employees and Visitors** to our facility through the following methods:
 - ☐ Home Screening - Employees self-screen using the Darcy Fast Pass symptom screening form prior to leaving for work or prior to entering our facilities.

- Onsite Screening - Face coverings are required during the screening process and non-contact thermometers are used.
- Only essential visitors are allowed until further notice. Visitors are recorded at time of arrival and departure and screened using a symptom screening form and checked-in using our Darcy system.

We prohibit any employee or visitor sick with any potentially contagious symptoms from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact the COVID-19 designee by submitting an illness form 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
 - Telework or other remote work arrangement
- **Wearing a Face Covering:** We provide face coverings to all employees and require they be worn at all times unless eating or drinking. We will not prevent any employee from wearing a face covering when required unless it would create a safety hazard, such as interfering with the safe operation of equipment. 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 while in stable cohorts while outside air supply to the area has been maximized to the extent possible. If not in a stable cohort, eating and drinking must be done outside while maintaining physical distancing measures.
- When employees wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
- 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.

Employees not wearing a face covering, face shield with drape, or respirator, for any reason, will stay at least six feet away from all other people in the workplace unless they are tested twice a week 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 visitors 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 60% alcohol. Hand sanitizer stations and hand hygiene signage are placed throughout the workplace. The COVID-19 designee is responsible for ensuring hand hygiene stations are readily accessible and stocked with soap and paper towels, or sanitizer.

Workplace Cleaning and Disinfection Protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, check-in stations. Frequent cleaning and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Disinfecting wipes will be placed under each high school student's desk. These will be used to wipe down their desk and chair before they leave the room. Teachers will wipe down their podium/table that they were using if another individual will be sharing the classroom after them. If there is only one teacher in the room for the entire day, the janitorial staff will conduct thorough disinfecting each night.

Elementary classrooms will not need to clean furniture during the day due to stable cohorts. Disinfecting wipes may be used to clean high-touch surfaces throughout the day. The janitorial staff will conduct thorough disinfecting each night.

Disinfection Process if a Person in the workplace is symptomatic or is

diagnosed with COVID-19

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.

Communication of COVID-19 Exposure Notification

Notification

Employees must alert the COVID-19 designee 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, the COVID-19 designee or HR administrator will notify in writing all employees 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](#), which will be offered at no cost during working hours, and isolation requirements resulting from a positive test.
5. 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.

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.

Reporting

Within 4 hours of knowledge, the COVID-19 designee will notify the local health department (LHD), [Santa Clara County Public Health Emergency Operations Center](#), of any workplace outbreak of COVID-19.

An outbreak reportable to our LHD is defined as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting) 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

The COVID-19 *designee* will report to the CFO (workers' compensation claims administrator) 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 on our log 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

Valley Christian Schools 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
- Employee type (Faculty/Staff)
- Location where the employee worked (Campus)
- 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.

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 (100.0°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.

A negative test result is not required for an employee to return to work.

Access

The VCS COVID-19 dashboard is available on our website for 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 the COVID-19 designee or HR administrator.

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 the HR administrator at hrcovid19@vcs.net.

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.

Work Accommodations for COVID-19

Teachers are essential workers and are required to be in the classroom to provide instruction and supervision of students in the class. With students on campus, an essential part of a teacher's job functions is to staff the classrooms and supervise students. Eligible teachers who are at high risk for severe illness or who cannot safely distance from household contacts at high risk, shall be provided options such as telework, where appropriate and per administration approval. VCS will consider on-campus modifications accommodations for high-risk employees. All other eligible individuals can

receive accommodations, such as protective barriers, outdoor space for instruction, where it is determined to be appropriate and/or necessary to perform the essential job functions. If an eligible teacher is ill or in isolation for a limited time and not allowed on campus per the health wellness survey, appropriate accommodations will similarly be provided. Due to the changing nature of local, state, and federal recommendations and guidelines, VCS reserves the right to update and amend these policies.

You may have a situation that qualifies accommodating you working from home. For situations that have not been approved for working from home, it is important that VCS employees understand the various forms of leave VCS and state benefits for which an eligible employee may be eligible to qualify during the pandemic. These leaves and benefits may include California Family Rights Act leave, Family Medical Leave Act leave, paid sick leave, paid family leave, state disability insurance, unemployment benefits, and workers' compensation. Please contact our Human Resources to explore these various options.

If you are approved to work from home, remote work policies for faculty and staff are located in the campus-specific handbooks. Please refer to those for additional information.

Medical Leave due to COVID-19: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act

Resource: <https://www.dol.gov/agencies/whd>

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through June 30, 2021.

Generally, employers covered under the Act must provide employees up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Eligible Employees

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for

COVID-19 related reasons (see below).

Qualifying Reasons for Leave Related To Covid-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee meets one or more of the following:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5.
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

For more details from the California Labor and Workforce agency, please reference this [helpful chart](#) (scroll to bottom of page).

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

A copy of this document has been posted in each campuses' lunchroom.

How to Request COVID-19 Related Leave

VCS employees should email HR (hrcovid19@vcs.net) with a formal request for COVID-19 related leave, referencing one of the above six reasons listed above.

Resources

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) –

www.cdc.gov/coronavirus/2019-nCoV

Businesses

CDC: Resources for employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Federal OSHA – www.osha.gov

Handwashing

Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing-sneezing.html

Surface Cleaning plus handwashing:

<https://www.usatoday.com/videos/tech/problemsolved/2020/03/16/coronavirus-how-clean-and-disinfect-surfaces-your-home/5058370002/>

Follow up this process with the Handwashing instructions referenced above.

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-

[use-against- sars-cov-2](#)

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

State of California: <https://mn.gov/covid19/for-Californians/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf