

COVID-19 PREVENTION PROGRAM



**THE CLASSICAL
ACADEMIES**

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PURPOSE

In an effort to protect the health and safety of our employees, The Classical Academies (“TCA”) has prepared a COVID-19 Prevention Program (“CPP”), which is intended to provide information related to the prevention of coronavirus, describe TCA’s policies, procedures and practices to keep employees safe and to help prevent the spread of coronavirus in the workplace.

This CPP is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control, state and local public health agencies, and TCA’s operations.

The CPP is intended to comply with state and local law regarding employees’ safety including Cal/OSHA’s Title 8, Division 1, Chapter 4, Subchapter 7 of the General Industry Safety Orders Section 3205, COVID-19 Prevention, and the Labor Code §6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

Russell Grant, Chief Information Officer, has overall responsibility for handling TCA’s COVID-19 Prevention Program. In addition, TCA expects all directors, managers and supervisors to implement and maintain the Program in their departments and assigned areas.

SCOPE

This policy applies to all TCA employees and all places of employment, with the following exceptions:

- Places of employment with one employee who does not have contact with other persons
- Employees working from home
- Employees when covered by Cal/OSHA section [5199, Aerosol Transmissible Diseases](#)

This policy contains general prevention best practices as well as TCA policies and procedures related to COVID-19 in the workplace. This policy, in conjunction with the COVID-19 related documents posted in TCA’s shared Google Drive COVID folder, forms the COVID-19 Prevention Program.

WHAT IS COVID-19?

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Laboratory testing is necessary to confirm an infection.

COVID-19 TRANSMISSION

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary reason why the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching your own mouth, nose, or eyes.

INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS

TCA, **to the extent possible and appropriate**, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

Awareness

- Place posters, notices, signage and/or instructions in common areas to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings
- Send out informational emails, communiques and trainings about relevant COVID-19 prevention topics

Wellness/Prevention

- Encourage and require remote work
- Use of video and/or telephonic meetings
- Establish guidelines for maintaining physical distancing in accordance with applicable health guidelines
- Require sick and symptomatic employees to stay home
- Ask employees symptomatic with COVID-19 while at work, to leave the workplace and recommend they seek medical treatment, depending on the symptoms
- Encourage frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility

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Work Site

- Maximize the quantity of outside air into buildings and workplaces with mechanical or natural ventilation
- Adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing
- Provide access to appropriate hygiene products to the extent supplies are in stock and readily available for distribution
- Provide and require employees to use face coverings
 - Face coverings must be worn in accordance with federal, state and local guidelines, including any time an individual is outside the home, unless an exemption applies
 - The face covering requirement does not apply to employees who have a medical or mental health condition that prevents the use of a face covering, or if there is a pedagogical reason for not wearing one. However, to the extent possible and appropriate, affected employees must wear an alternate form of face covering such as a face shield and/or drape

INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS

TCA takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. TCA, **to the extent possible and appropriate**, will implement the following guidelines and practices to investigate, identify and correct COVID-19 hazards in the workplace:

- Evaluate employee workspaces for potential hazards
 - Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace, without fear of reprisal
 - Please discuss any concerns you may have with your site supervisor, or email the Health and Safety team at healthandsafety@classicalacademy.com
- Conduct periodic inspections of the workplace to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public
- Evaluate TCA's policies and procedures, work practices, and staffing issues to determine whether any processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards
- Conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace
- Conduct an investigation to identify and eliminate COVID-19 hazards
 - In order to protect employees in the workplace, TCA will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee and require all those potentially exposed to quarantine as required by law
- Regularly evaluate the workplace for compliance with this CPP
- Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards
 - Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard

Additional policies and procedures for identifying, controlling and eliminating hazards, are posted in TCA's shared Google Drive COVID folder.

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EMPLOYEE RESPONSIBILITIES

TCA employees have a collective responsibility to ensure the protection of all people in the workplace by complying with this CPP and policies, and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the worksite.

Employees have the following affirmative responsibilities, and must:

- Be screened for COVID-19 symptoms prior to entering the facility and should stay home, seek medical treatment, and advise their supervisor as soon as possible if they experienced any of the following symptoms in the past 48 hours:
 - fever or chills
 - cough
 - shortness of breath or difficulty breathing
 - fatigue
 - muscle or body aches
 - headache
 - new loss of taste or smell
 - sore throat
 - congestion or runny nose
 - nausea or vomiting
 - diarrhea
- Immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere
- Promptly disclose positive COVID-19 tests
- Stay home if sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions
- Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, are advised to consult with their physician and their manager before physically returning to work
- Cooperate with TCA in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help TCA identify employees who may have been exposed and quarantine them so there is no further workplace exposure
- Employees who test positive for the COVID-19 virus must not return to work until the following occurs:
 - **When Symptomatic** - At least 24 hours have passed since a fever of 100 or higher has resolved without the use of fever and reducing medications; COVID-19 symptoms have improved; and at least 10 days have passed since COVID-19 symptoms first appeared
 - **When Asymptomatic** - Employees who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test

- Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor
- Practice physical distancing and wear face coverings as required.
- Methods of physical distancing include:
 - Telework or other remote work arrangements, to the extent possible and appropriate
 - Using video or telephonic meetings as much as possible
 - Reducing the number of persons in an area at one time, including visitors
 - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
 - Staggered arrival, departure, work, and break times
 - Adjusted work processes or procedures, to allow greater distance between employees
 - Being as far apart as possible and consider additional mitigation when it is not possible to maintain a distance of at least six feet
- Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible
 - If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use
- Avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels)
- Wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects
- Cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands
- Notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or other supplies
- No employee shall bring cleaning products and/or disinfectant into the workplace that have not been approved by TCA

PERSONAL PROTECTIVE EQUIPMENT, ENGINEERING AND ADMINISTRATIVE CONTROLS

Personal protective equipment (PPE) offers some protection to you and is also meant to protect those around you, in case you are unknowingly infected with the virus that causes COVID-19. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

TCA, **to the extent possible and appropriate**, will:

- Comply with all public health orders regarding face coverings
- Supply all necessary, appropriate, and required PPE, including face coverings
 - If employees wish to use additional PPE, they must make the request of the manager or supervisor who will approve usage. Managers and supervisors will approve all reasonable requests.

- Clean or replace any damaged or soiled PPE

TCA, **to the extent possible and appropriate**, will implement the following engineering and administrative controls and practices to mitigate employee exposure to the coronavirus in the workplace:

- Ventilation Systems - For indoor locations, TCA will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible and practicable with the existing ventilation system, 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 employees, for instance from excessive heat or cold.
- Partitions - At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, TCA will install cleanable solid partitions that may reduce aerosol transmission between the employee and other persons
- Social and Physical Distancing - TCA will implement social and physical distancing practices as described in other sections of this CPP
- Administrative Controls - TCA will implement administrative controls such as staggered start, end and break times as described in other sections of this CPP

CLEANING AND DISINFECTION POLICY AND PRACTICE

TCA recognizes that high traffic and high touch common areas in the workplace need, to the extent possible and appropriate, cleaning and disinfecting to limit the spread of the COVID-19 virus.

TCA will assign personnel and/or third party service providers and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, counters, tables, desks, chairs, benches, door handles, knobs, restroom and bathroom surfaces, and elevator buttons. The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES

TCA will consult with state and local public health agencies for mitigation practices and responsible protocols, as required.

TCA will follow the California Health Department strategies, listed below, for returning employees to work.

The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, the local public health department and unique circumstances.

Negative COVID-19 tests are not required in order to return to work.

- **Symptomatic Positive** - Employees with symptoms who are laboratory confirmed to have COVID-19
 - At least 24 hours have passed since resolution of fever without use of fever reducing medications; and
 - At least 10 days have passed since symptom onset; and

- Other symptoms have improved
- **Asymptomatic Positive** - Employees who have never had symptoms and are laboratory confirmed to have COVID-19
 - A minimum of 10 days have passed since the date of their first positive COVID-19 test
 - If symptoms develop then the criteria for Symptomatic Positive cases will apply
- **Symptomatic Negative** - Employees who had symptoms of COVID-19 but test results returned negative
 - Use the same criteria as Symptomatic Positive cases
- **Asymptomatic Negative** - Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative
 - Employees should quarantine at home for 14 days after the last known contact with the case-patient
 - Symptoms can develop even after testing negative within 14 days of exposure
 - The local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety
- **Symptomatic Untested** - Employees who had symptoms of COVID-19 but were not tested
 - Testing is encouraged, however if an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases
- **Asymptomatic Untested** - Employees who had close contact to a laboratory confirmed case at work, home, or in the community and do not have symptoms or employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms.
 - Employees should be quarantined at home for 14 days after the last known contact with the case-patient
 - Testing is highly recommended 5-7 days after exposure
 - If testing hasn't occurred the local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety. If symptoms develop then the criteria for Symptomatic Positive cases will apply

If an employee tests positive for COVID-19, TCA will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). TCA will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

Confidentiality of Personally Identifying Information

All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees, unless an exception applies under the law.

Confidentiality of Employee Medical Records

All Employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, unless an exception applies under the law.

Cleaning and Disinfecting Following a Confirmed COVID-19 Case

TCA, **to the extent possible and appropriate**, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

- Temporarily close the general area where the infected employee or guest worked/visited until cleaning has been completed
- Open outside doors and windows and use ventilating fans to increase air circulation in the area
- Wait 24 hours or as long as practical before cleaning and disinfecting the area
- Conduct deep cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus
- Custodial personnel cleaning the area will be equipped with a proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required)

SYSTEM FOR COMMUNICATION

Communication between employees and TCA on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, TCA has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers, without fear of reprisal, with regard to:

- **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
- **Possible COVID-19 exposures:** If any employee has been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19
- **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19

Employees may also reach out to the Health and Safety team by email at healthandsafety@classcialacademy.com

All TCA employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.

Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Health and Safety team, who will triage the report and notify essential personnel for an appropriate response.

If an employee has a disability, medical or other condition that puts them at increased risk of severe COVID-19 illness and an accommodation is needed they are encouraged to report it to Human Resources. TCA will evaluate the request and determine, with input from the employee, their supervisor, and their health care provider, whether the employee can be accommodated.

When required by law, TCA will provide COVID-19 testing to potentially exposed employees. Additional information about TCA's testing policy and procedure is available in the COVID Testing Guidance and posted in TCA's shared Google Drive COVID folder.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This section of the CPP will stay in effect until there are no new COVID-19 cases detected at the worksite for a 14-day period.

A **COVID-19 outbreak** is defined as 3 or more cases of COVID-19 in a 14-day period.

COVID-19 Testing

TCA will provide COVID-19 testing opportunities to employees in the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period.

COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- All employees in the exposed workplace will be immediately provided testing and then provided testing again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department
- After the first two COVID-19 tests, TCA will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period
- TCA will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 Cases

TCA will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the criteria described in this CPP, and local health officer orders if applicable.

Investigation of Workplace COVID-19 Illness

TCA will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak

COVID-19 Investigation, Review and Hazard Correction

In addition to investigating workplace-related factors, TCA will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Leave policies and practices and whether employees are discouraged from remaining home when sick
 - COVID-19 testing policies
 - Sufficiency of outdoor air
 - Sufficiency of air filtration
 - Physical distancing policies

Updating the Review

- Every thirty days that the outbreak continues
- In response to new information or to new or previously unrecognized COVID-19 hazards
- When otherwise necessary

Implementing Changes

To reduce the transmission of COVID-19 based on the investigation and review, TCA will consider:

- Moving indoor tasks outdoors or having them performed remotely
- Increasing outdoor air supply when work is done indoors
- Improving air filtration
- Increasing physical distancing as much as possible
- Respiratory protection

Notifications to the Local Health Department

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, TCA will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

TCA will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and any other information requested by the local health department.

TCA will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

MAJOR COVID-19 OUTBREAKS

A **major COVID-19 outbreak** is defined as 20 or more cases of COVID-19 in a 30 day period.

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 Testing

TCA will provide opportunity for employees to be tested twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 Cases

TCA will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the criteria described in this CPP, and any relevant local health department orders.

Investigation of Workplace COVID-19 Illnesses

TCA will comply with the requirements described in this CPP. In addition to the requirements of this CPP, TCA will take the following actions:

- Use the highest MERV rated filtration supported by the existing mechanical systems
- Evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA

Notifications to the Local Health Department

TCA will comply with the requirements of the **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.**

TCA, **to the extent possible and appropriate**, will implement the following guidelines and practices should the workplace experience a COVID-19 outbreak or major outbreak:

- Provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak
 - The testing will be provided at no cost to the employees and will occur during working hours
- All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA
- Quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in the Responding to Confirmed or Suspected COVID-19 Cases in the Workplace section
- Immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with the Investigation, Identification, and Correction of COVID-19 Hazards and Responding to Confirmed or Suspected COVID-19 Cases in the Workplace sections above

- Perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
 - Leave policies and practices to insure employees are encouraged to remain home when sick
 - COVID-19 testing process
 - Sufficiency of outdoor air
 - Physical distancing, face coverings and use of other PPE
 - Use the highest MERV rated filtration supported by the existing mechanical systems
 - Evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible
 - Determine the need for additional respiratory protection
 - Determine whether to halt some or all operations until the COVID-19 hazard has been corrected
 - Implement any other control measures as required by Cal/OSHA
- Notify the local health department as required by law
- Ongoing monitoring and review of orders and guidance
- Monitor and review 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 TCA's industry, location, and operations

POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE

Employees may be entitled to the following COVID-19 benefits under applicable federal, state, or local laws, including, but not limited to, COVID-19 related leave, company sick leave, state-mandated leave, supplemental sick leave and workers compensation:

- Families First Coronavirus Response Act Leave (through 3/31/2021)
- Family Medical Leave Act/California Family Rights Act Leave
- TCA's Sick Leave Policy
- TCA's Personal Time Policy and/or Vacation Policy
- Workers' Compensation Benefits. If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including full hospital, surgical, and medical treatment, disability indemnity, and death benefits. To file a workers' compensation claim, please notify Human Resources that you believe your COVID-19-related illness is work-related and file a DWC 1
- Earnings Continuation. If the COVID-19 exposure is work related, the employee is required to quarantine, is able to work, and work from home or temporary work is unavailable, the employee may be entitled to earnings and benefit continuation

REPORTING, RECORDKEEPING, AND ACCESS

TCA is committed to following all local and state laws requiring reporting, recordkeeping, and access to records. It is our policy to:

- Record and track all COVID-19 cases, including the date of a positive test, as required by law

- Report information about COVID-19 cases to the local health department when required by law and provide the local health department all requested information
- Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace
- Keep and maintain records of TCA efforts to implement the written CPP
- Make the CPP available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request

EMPLOYEE TRAINING

TCA has developed a training program for all employees with instruction to employees including, but not limited to, the following:

- COVID-19 symptoms
- When to seek medical attention
- How to prevent the spread of COVID-19
- TCA's procedures for preventing its spread at the workplace
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws

The training may consist of reviewing written documentation, in-person presentation, online video training, and/or weekly emails.

Employees will be notified of the training and all employees are required to participate.

TCA-PROVIDED TRANSPORTATION TO AND FROM WORK

This section applies to TCA-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved.

This section does not apply where an exception exists under the law, such as if the driver and all passengers are from the same household outside of work, such as family members, or when transportation is necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.

TCA, **to the extent possible and appropriate**, will implement the following guidelines and practices when providing transportation:

- Physical distancing and face covering requirements of the CPP are followed for employees waiting for transportation
- The vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity
- The vehicle operator and any passengers are provided and wear a face covering in the vehicle

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- The vehicle operator and riders are screened before boarding and are excluded if presenting with COVID-19 symptoms
- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, shall be cleaned and disinfected between different drivers
- Provide sanitizing materials and ensure they are kept in adequate supply
- Vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air
- Windows do not have to be kept open if one or more of the following conditions exist:
 - The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit
 - The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit
 - Protection is needed from weather conditions, such as rain or snow
- Provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle.

TCA-PROVIDED HOUSING

This section applies to TCA-provided housing, which is defined as any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations.

TCA does not provide housing to its employees. In the event that housing is provided, Cal/OSHA's regulations on this will govern and TCA will comply with all applicable federal, state and local laws on this matter.

UPDATING, CHANGING, AND MODIFYING THIS COVID-19 PREVENTION PROGRAM

This document is reviewed often, new regulations and guidelines are folded in, and this plan is updated to ensure compliance for the safety and health standards of The Classical Academies.