



Westlake
CHARTER SCHOOL

COVID-19 Prevention Program (2/25/2021)

**2680 Mabry Drive, Sacramento, CA 95835
Phone: (916) 567-5760 Fax: (916) 567-5769
www.westlakecharter.com**

COVID-19 Prevention Program (CPP) Introduction

The health, safety and well-being of Westlake Charter School's staff, students and community is at the forefront of our work. During this unprecedented moment in time - a global pandemic - our mission, vision and values stand resolute. We have, and will continue to dialogue, critique, share best practices and procedures, and push ideas and common-thought, in an effort to develop plans which allow for the safe return of staff and students to in-person instruction. Our staff and families rely upon it, and we truly believe it.

It is with this in mind that Westlake Charter School has developed this COVID-19 Prevention Program (CPP). As with other procedural documents that have changed over time (eg., the State of California's County Monitoring List evolved into the Blueprint for a Safer Economy, and the Center for Disease Control's (CDC) emphasis on general cleaning, rather than constant disinfecting) the CPP is no different. In fact, this CPP will most certainly evolve in the moments, days and weeks just after its submission to local health officials.

As a single-site Local Education Agency (LEA), we believe our plans to-date are specific and thoughtful, and there is real hope that we may be able to return to in person instruction soon. Evenso, there is much we collectively continue to learn about COVID-19, its evolution, transmission and response to vaccines, and the short and long-term effects on young and old alike.

We will also follow all California Department of Public Health (CDPH) guidelines on reopening for in-person instruction, particularly as it relates to reopening certain grade levels at different colored tiers, encouraging staff and our community to take advantage of community testing sites, and complying with any and all HIPPA and FERPA requirements.

To be exceptionally clear: we consulted with staff and our community regarding the potential of reopening of in-person instruction, and this work is likely to continue in the coming months. In the coming weeks we plan to continue to meet with stakeholders including our certificated and classified teams, as well as our parent community. Working through this cycle of stakeholder engagement, and developing a thoughtful and comprehensive reopening plan while monitoring local health data, will be necessary as we prepare to open for in-person instruction.

Westlake Charter School

COVID-19 Prevention Program (CPP) for Westlake Charter School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. This is an Addendum to the Injury and Illness Program in accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7, General Industry Safety Orders Section 3205, COVID-19 Prevention.

Date: January 28th, 2021

Authority and Responsibility

The Executive Director or Designee has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

- (1) This program applies to all employees and all places of employment, with the following exceptions:
- (A) Places of employment with one employee who does not have contact with other persons.
 - (B) Employees working from home.
 - (C) Employees when covered by section 5199, Aerosol Transmissible Diseases.

The CPP may be supplemented with various additional source-documentation including elements found in **Exhibit A**. As of publication, Exhibit A includes the Westlake Charter School Return to School Guidebook, as well as links to the website where we provide information to staff and our community.

Identification and Evaluation of COVID-19 Hazards

We may implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards or similar form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections or similar form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by emailing admin@westlakecharter.com or talking with their direct supervisor. Westlake Charter School believes in a shared-leadership model, where all staff are welcome participants in ensuring employee, student and community safety.

Employee screening

We screen our employees by screening upon entry to the worksite. When the campus once again opens for in-person learning under our Baseline model (more in Exhibit A), staff will prescreen and submit their results via a form. Screening may entail no-touch temperature scanning, and asking appropriate health & safety questions. All staff are asked to wear a mask, wash their hands, and remain socially-distanced.

As mentioned in the Return to School guidebook:

All staff members are asked to prescreen at home. If a staff member has a temperature of 100.4 or higher and/or any of the symptoms listed below, they are asked to stay home. Staff and students may return to school when:

- 1) At least 72 hours have passed since symptom resolution; and
- 2) Other symptoms have improved; and
- 3) They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures may be documented on the **Appendix B: COVID-19 Inspections** form or shared with the Admin team by emailing admin@westlakecharter.com, and corrected in a timely manner based on the severity of the hazard. The severity of the hazard and potential risk will be reviewed by the Executive Director or Designee. The Executive Director or Designee will ensure that that hazard is addressed, as needed.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Regularly communicating with staff (Westlake Weekly, Front signage, etc.)
- Allowing staff to have flexible work schedules, as approved by their Supervisors
- Visual clues, including dots on the ground, directional arrows, etc.
- Spacing tables, desks and other furniture at appropriate intervals
- Staggering arrival time, dismissal time, class loads, lunch periods and separating other potentially-congregate gathering areas
- Creating training videos, as needed, to help provide visual clues on appropriate physical distancing standards.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. All staff were provided with a Westlake-branded mask, a bottle of hand sanitizer and face shield in the Fall of 2020. Face masks are provided to staff and students who do not have them upon coming onto campus.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

- Westlake Charter School has published an internal memo (WCS_K8_0017 Use of Face Shields) to provide additional guidance to employees who may have a medically-diagnosed condition that prohibits them from wearing a face mask.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, will be instructed to be at least six feet apart from all other persons.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Staff may be temporarily assigned to a more physically-distanced working space
- Staff may have the option from working at home
- Staff are encouraged to communicate with their supervisor if they believe physical distancing standards cannot be met.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Westlake Charter School's K-8 campus was constructed in 2017 using high-grade HVAC systems, including MERV 13 air filters. MERV 13 air filters are regularly maintained (replaced), by the Natomas Unified School District.
- Air flow into learning spaces is mandated by the State of California, including Title 24. Outside air is drawn into learning and office spaces per these guidelines.
- On occasions where outside air is at unhealthy levels (smoke, etc.), we work with our Natomas Unified School District partners to modify the intake.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Our facility is maintained by custodial staff and an outside vendor. Collectively, our custodial team regularly cleans and disinfects our campus. In addition to general cleaning, most high-touch/high-use surfaces (door handles, restrooms, countertops, copy machines, etc.) are cleaned multiple times a day.
- Staff are encouraged to call for support if they find restrooms are out or low on supplies. Supplies are regularly monitored by custodial staff. Each restroom is equipped with a supply of paper towels and cleaning-products, should a staff member want to self-clean the space prior to use.
- The site is cleaned nightly by the custodial team. This team provides general custodial and site cleaning, as you might expect on a school campus during a regular day.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Depending on the exposure to staff and students, the date of the exposure, the spaces occupied by the positive case, and other likely elements, the space would likely be deep cleaned.
- Custodial staff have been trained in the use of appropriate cleaning techniques, materials and products.
- If a larger outbreak occurs on campus, we would likely quarantine areas of the campus per local health guidelines.

Shared tools, equipment and personal protective equipment (PPE)

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses by:

- Our facility is maintained by custodial staff and an outside vendor. Collectively, our custodial team regularly cleans and disinfects our campus. In addition to general cleaning, most high-touch/high-use surfaces (door handles, restrooms, countertops, copy machines, etc.) are cleaned multiple times a day.
- Staff and students are instructed to use their own PPE.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encourage staff and students to regularly wash their hands
- Produced a video for staff and students that demonstrates appropriate hand-washing techniques (length of time, etc.)
- Provided a bottle of hand sanitizer to all staff in the Fall of 2020
- Provide/apply hand sanitizer to students who enter campus (as of January, 2021)
- Have non-contact hand sanitizer stations, and pump-bottles available in stations throughout the campus.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We provided all staff with a face mask, face shield and bottle of hand sanitizer. Internal memos as well as communications prepared for external (outside the organization) use are provided to staff through multiple means, including staff meetings and our internal Westlake Weekly.

Investigating and Responding to COVID-19 Cases

This may be accomplished by using the **Appendix C: Investigating COVID-19 Cases** or similar form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours. All staff have been provided access to local testing sites and information on how to access no-cost testing. As an example, in the Westlake Weekly, we have communicated that free testing is available at the Natomas Unified School District, as well as at several other sites throughout Sacramento County.
 - [Click HERE](#) to view the flyer that was distributed to all staff; the flyer contains more information on the testing sites, including testing dates, times and FAQs.
- Staff have been provided information on contact tracing, and leave that might be available through the FFCRA if they have a qualifying absence.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- All staff are encouraged to communicate with their immediate supervisor or the Business Office if they are experiencing flu-like symptoms or if they see a hazard that needs to be addressed. Staff can email their supervisor, admin@westlakecharter.com, or support@westlakecharterschool.zendesk.com.
- Employees can report symptoms and hazards without fear of reprisal. Per the Westlake Charter Employee Handbook: 'WCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation.'
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. In addition to our Employee Handbook, staff were asked to complete a form if they believe that they, or someone in their household, was at increased risk for COVID-19. Staff who completed this form and acknowledged potential,

higher-risk, were contacted by a supervisor. A two-way dialogue took place to discuss accommodations and options, and were implemented according to a joint understanding of the employee's needs.

- Where testing is not required, how employees can access COVID-19 testing. As mentioned in the plan above, all staff have been provided access to local testing sites and information on how to access no-cost testing. As an example, in the Westlake Weekly, we have communicated that free testing is available at the Natomas Unified School District, as well as at several other sites throughout Sacramento County.
- [Click HERE](#) to view the flyer that was distributed to all staff; the flyer contains more information on the testing sites, including testing dates, times and FAQs.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information has been shared about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- We communicate regularly with staff and our community regarding updated health and safety protocols and information that has been provided to the school from the California Department of Public Health, Sacramento County Health Department and other local agencies.

Testing

Rapid Response and Symptomatic Testing

We are partners with the Natomas Unified School District, a local public entity that has been identified as a rapid testing site. This new testing program provides a pathway for testing staff and students in a quick and efficient manner. When suspected cases of COVID-19 appear on campus, we will contact NUSD and ask for support in conducting a rapid response test. Upon identification of a possible case, the employee will be isolated while we await the test/test results.

Asymptomatic and Surveillance Testing

We have partnered with the [Valencia Lab](#), a state- and county-recognized testing facility. Testing is scheduled to be done in accordance with local public health guidelines and at regular intervals, depending on local health conditions (tier, outbreak, major outbreak, etc.). Staff are referred to the Natomas Unified School District for asymptomatic and surveillance testing. Although not required, staff are encouraged to be tested every two weeks. Staff are also encouraged to seek out testing sites in Sacramento County; a list of available testing sites can be found [here](#).

Training and Instruction

We have provided effective training, instruction or information that included topics such as:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until Health Department return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits per our Employee Handbook
- Providing all employees with information on the Families First Coronavirus Response Act, and leave options that might be available to them. Optionally, Westlake Charter School has extended FFCRA related leave through March 31, 2021.

Reporting, Recordkeeping, and Access

It is our practice to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b). Records of scheduled and periodic inspections required to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices may be qualitative or quantitative, or formally or informally documented. These records shall be maintained for at least one (1) year;
- Make our written COVID-19 Prevention Program available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** or a similar form to keep a record of and track reported cases of COVID-19 that occurred at the worksite. Westlake Charter School will follow the law and provide appropriate information to our staff and community

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 72 hours have passed since symptom resolution; and
 - Other symptoms have improved; and
 - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will 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.

- A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
-

Printed Name

Signature

Title

Date

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

If a qualified outbreak is identified at the worksite, in coordination with local public health officials, we will follow a plan similar to the one outlined below.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our 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 our exposed workplace will be immediately tested and then tested 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, we 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 our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we 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:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- 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. We 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.
- [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We 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 North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

If a qualified major outbreak is identified at the worksite, in coordination with local public health officials, we will follow a plan similar to the one outlined below.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our 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

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also 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.
- We will 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.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

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

Exhibit A

The CPP may be supplemented with various additional source-documentation including elements found in this Exhibit. As of publication, this Exhibit includes the Westlake Charter School Return to School Guidebook, as well as links to the website where we provide information to staff and our community.

Return to School website: [Click Here](#).

