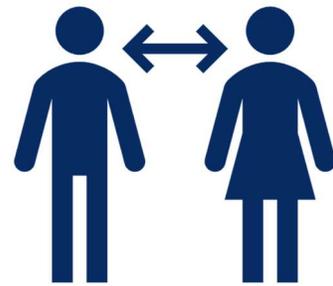


COVID-19 SAFETY PLAN



Revised
03/11/2021

NOVA Academy: Early College High School

COVID-19 Safety Plan

NOVA ACADEMY: EARLY COLLEGE HIGH SCHOOL

KEEPING OUR SCHOOL SAFE

This document has been prepared in accordance with the updated school guidance described within the California Department of Public Health's (CDPH) "COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year," dated January 14, 2021.

Per the updated CDPH guidance, NOVA Academy: Early College High School's COVID-19 Safety Plan (CSP) contains the following two components:

- 1. COVID-19 School Guidance Checklist**
- 2. COVID-19 Prevention Program**

Feedback or questions relating to this plan may be submitted by email to the campus office at santaanainfo@nova-academy.org.

Additional information regarding NOVA Academy's COVID-19 safety procedures can be found at the Coronavirus Update Center page of the school website, linked below.

<https://www.nova-academy.org/santaana/parents/coronavirus-update-center/>

Date: 03/11/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: NOVA Academy: ECHS

Number of schools: 1

Enrollment: 373

Superintendent (or equivalent) Name: Renee Lancaster, CEO

Address: 500 W Santa Ana Blvd

Phone Number: 714-569-0948

Santa Ana, CA 92701-4580

Email: info@nova-academy.org

Date of proposed reopening:
N/A - Previously Open

County: Orange

Grade Level (check all that apply)

Current Tier: Purple

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

Type of LEA: Charter School

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Renee Lancaster, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Stable groups of 2-11 students will be overseen by 1 teacher.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Stable group assignments have been determined by student schedule placements in one of ten different "Family" classes, with all students in a stable group being of the same grade level. Each stable group will be supervised by their Family teacher before school, while in Family class, and during scheduled break times.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

While transition to classes outside of Family class groups, student compliance with 6ft physical distancing, face coverings, and other safety procedures will be monitored and enforced by faculty. Within classrooms where 6ft cannot be maintained between students and/or staff, plexiglass partitions have been installed at all student and teacher desks/work areas, wherein a minimum of 4ft physical distancing will be maintained.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Within specific classrooms of insufficient size to maintain 6ft of physical distancing, plexiglass partitions have been installed as a physical barrier between individuals who will maintain a minimum of 4ft physical distancing. Outside of this specific exception, 6ft of physical distancing will be maintained at all other times while onsite.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Asymptomatic testing of staff will be conducted at intervals directed by the NOVA Academy Board of Directors per the "COVID-19 Infection Control Plan / Modified Health and Safety Policy 2020-2021," unless adherence to specific testing cadences is mandated by state or local health officials

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Asymptomatic testing of students will be conducted at intervals directed by the NOVA Academy Board of Directors per the "COVID-19 Infection Control Plan / Modified Health and Safety Policy 2020-2021," unless adherence to specific testing cadences is mandated by state or local health officials

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

N/A - NOVA Academy: Early College High School reopened for in-person instruction on 10/19/2020, as permitted by Orange County's Red Tier status at that time.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)



COVID-19 Prevention Program (CPP)

This COVID-19 Prevention Program (CPP) is designed to expand upon and clarify existing NOVA Academy policies and safety procedures in accordance with current Cal/OSHA and CDPH guidelines to control exposures to the SARS-CoV-2 virus that may occur in the workplace. All ongoing campus procedures or protocols relating to staff and student COVID-19 safety not addressed in this document, including but not limited to those described in the "Injury and Illness Prevention Plan: COVID-19 Addendum," remain in effect unless otherwise amended. The Chief Executive Officer is authorized to implement changes or additions to this CPP in order to ensure compliance with new or revised orders or guidance from local, county, state or federal authorities ("Agencies") and/or the facts of a specific circumstance, and to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy. The Chief Executive Officer shall provide the Board with regular updates as to actions taken pursuant to this section.

I. Authority and Responsibility

- The CEO or Designee holds overall authority and responsibility for implementing the provisions of this CPP in the 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.
- The Site Administrator for each campus will serve as the primary supervisor and point of contact for campus personnel regarding CPP procedures unless these duties are explicitly reassigned by the CEO or Designee.
- All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

II. Identification and Evaluation of COVID-19 Hazards

- NOVA Academy will implement the following in the workplace:
 - Conduct workplace-specific evaluations using the *Appendix A: Identification of COVID-19 Hazards* form or a similar document.
 - Document the vaccination status of our employees by using *Appendix E: Documentation of Employee COVID-19 Vaccination Status* or a similar document, which is maintained as a confidential medical record.
 - Evaluate employees' potential workplace exposures to all persons at, or who may enter, the 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.





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- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic inspections using the *Appendix B: COVID-19 Inspections* form or a similar document as needed to identify and evaluate 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 and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating in the School Safety Committee.
 - The School Safety Committee consists of Certificated and Non-certificated staff, school administration, and other stakeholders from the school community. The School Safety Committee is currently responsible for implementing, monitoring, and updating the Comprehensive School Safety Plan and ensuring a safe school environment for its students and staff. By extension, the School Safety Committee will assist NOVA Academy in identifying and evaluating potential COVID-19 workplace hazards, assessing the ongoing efficiency of prevention controls, and participating in regular safety inspections.
- Employee screening and testing
 - NOVA Academy may require all staff members to complete a daily self-screening and receive a temperature check confirming they are asymptomatic upon entering campus.
 - Daily self-screenings will be completed through the STOPit Solutions *SafeScreen* web application, or an alternative HIPAA-compliant online tool if transitioning to a new system is necessary. Staff compliance will be overseen by the Human Resources department.
 - If an employee is unable to complete or access the online screening tool, they may contact Human Resources for assistance or to request accommodations.
 - NOVA Academy will provide all necessary equipment for safely conducting mandatory temperature checks using non-contact equipment. This may include handheld temperature readers, infrared thermal imaging devices, or similar alternatives.
 - Consistent with Cal/OSHA regulations, in the event of one (1) COVID-19 case, an outbreak¹, or a major outbreak at on campus, NOVA Academy will offer COVID-19 testing to employees with exposure at no charge, and during working hours.

¹ An outbreak is defined by Cal/OSHA as one that is declared by the local public health department, or where there are three or more cases on campus within a 14-day period. 8 CCR §3205.1(a)(1).





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- In the event of one (1) COVID-19 case in the workplace, COVID-19 testing will be offered to all employees who have had potential COVID-19 exposure.
- In the event of a COVID-19 outbreak pursuant to Cal/OSHA regulations:
 - NOVA Academy will provide testing to all employees who were present in the exposed workplace.
 - Pursuant to Cal/OSHA regulations, “employees in the exposed workplace shall be tested and then tested again a week later.”²
 - After the first two (2) COVID-19 tests, NOVA Academy will provide continuous COVID-19 testing of employees remaining at the workplace once per week, until outbreak criteria are no longer met.
- In the event of a “major COVID-19 outbreak,”³ NOVA Academy will provide COVID-19 testing twice per week to all employees present at the exposed workplace during the thirty (30) day period, and who remain at the workplace. This testing regimen will continue until there are no new COVID-19 cases in the workplace for a fourteen (14) day period.
- Consistent with current Cal/OSHA regulations, NOVA Academy will require certain frequencies of COVID-19 testing before allowing employees with COVID-19 exposure to return to campus.
- In the event that COVID-19 testing is mandated by Cal/OSHA regulations, NOVA Academy will either provide onsite testing to employees or a list of providers where they may procure testing.

III. Correction of COVID-19 Hazards

- Unsafe or unhealthy work conditions, practices or procedures will be documented on the *Appendix B: COVID-19 Inspections* form or a similar form, and corrected in a timely manner based on the severity of the hazards, as follows:
 - During regularly scheduled workplace-specific evaluations, or in response to a perceived hazard reported by staff or the School Safety Committee and determined by site administrators to be a legitimate concern, the Director of Operations or designee will investigate and resolve hazards in a timely manner and in accordance with all applicable CDC, Cal/OSHA, and LHD mandates and recommendations.

² 8 CCR §3205.1(b)(2)A).

³ Cal/OSHA defines a major outbreak as “20 or more COVID-19 cases in an exposed workplace within a 30-day period.”





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- The severity of the hazard will be assessed by the Director of Operations, designee, or a qualified outside party and correction time frames will be assigned and documented, accordingly.
- If action is required to correct an assessed hazard, the individual(s) responsible for implementing and/or overseeing the correction will be assigned the appropriate duties in a timely manner. The responsible individual(s) will be documented on the *Appendix B: COVID-19 Inspections* form or a similar document.
- The Director of Operations or their designee will regularly follow-up with the individual(s) responsible for correcting hazards and provide additional support as needed.

IV. Control of COVID-19 Hazards

- Physical Distancing
 - Where practicable, NOVA Academy will encourage a minimum of three (3) feet of physical distancing by:
 - Recommending teachers and staff to maintain a minimum of 3 feet of physical distancing between themselves and students while indoors when possible.
 - Encouraging students to maintain a minimum of 3 feet of physical distancing between themselves and other students while indoors when feasible.
 - Adjusting school practices to limit close contact with and among students, such as the assignment of specific faculty to the supervision of a specific student group at designated times, and the continued use of direction-specific “lanes” for foot-traffic between classes.





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- Face Coverings
 - NOVA Academy will provide clean, undamaged face coverings to employees and students upon request.
 - It is strongly recommended that all NOVA Academy students wear face coverings at all times while indoors, except when eating or drinking.
 - NOVA Academy will not prevent any employee from continuing to wear a face covering unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- Engineering controls
 - NOVA Academy will maximize the quantity of outside air with mechanical or natural ventilation systems using the highest filtration efficiency compatible with the existing ventilation system, except when the United States EPA Air Quality Index is greater than one hundred (100) for any pollutant, or if opening windows or doors would cause additional hazards. NOVA Academy will also conduct quarterly inspections of the HVAC system and increase the filtration efficiency of its existing ventilations systems to the highest level that is safely allowable.
 - Further, NOVA Academy will adhere to all applicable orders and guidelines by the State of California and Local Health Departments related to COVID-19 hazards and prevention, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments⁴, and any guidance pertaining evaluating whether the use of High Efficiency Particulate Air (HEPA) filtration units or other air cleaning would reduce the risk of transmission,
- Cleaning and disinfecting
 - NOVA Academy will implement the following routine cleaning and disinfection measures to reduce the risk of exposure to COVID-19:
 - Routinely clean and/or disinfect all frequently touched surfaces in the workplace, such as workstations, tables, desks, keyboards, telephones, handrails, and doorknobs, with daily cleaning of surfaces and objects posing the greatest transmission risk.
 - Utilize cleaning and disinfectant products that are EPA-approved for use against COVID-19.

⁴ CDPH Interim Guidance for Ventilation - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Interim-Guidance-for-Ventilation-Filtration-and-Air-Quality-in-Indoor-Environments.aspx>





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- Adhere to manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time), storing and using them in a responsible and appropriate manner according to the product label.
- Provide disposable cleaning and/or disinfecting wipes or comparable products so that employees can wipe down commonly used surfaces (e.g., keyboards, remote controls, desks, other work tools and equipment) before each use.
- Advise employees on the proper use of gloves or PPE appropriate for the chemicals used when cleaning or disinfecting based on the setting and product.
- In the event of a suspected or confirmed COVID-19 case on campus, NOVA Academy will determine all areas, materials, and equipment used by the case during the high-risk exposure period.
 - Once identified, NOVA Academy will perform enhanced cleaning and disinfection of all pertinent areas in accordance to CDC recommendations.
 - Enhanced cleaning and disinfection may be conducted by either a contracted outside agency or NOVA campus personnel.
 - All NOVA Academy personnel conducting enhanced cleaning and disinfection will receive either in-person or virtual training in the appropriate procedures and proper use of any applicable supplies or safety equipment. The delivery and content of such training will be determined by the Director of Operations or designee in accordance to any applicable statutes and guidelines.
-
- Hand sanitizing
 - In order to implement effective hand sanitizing procedures, NOVA academy will:
 - Provide soap and water to all staff and students.
 - Provide alcohol-based hand sanitizer with least 60% alcohol for use in settings where soap and water are not readily available.
 - Ensure that adequate supplies of sanitizing products are maintained.
 - Dependent on a hazard assessment, and consistent with all applicable school safety policies, consider providing additional handwashing facilities.
 - Place posters or messaging on campus to encourage hand hygiene in areas visible to staff and students.





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- Provide staff and students with instructions on proper handwashing technique and duration or direct them to publicly available information addressing proper handwashing.
- Personal protective equipment (PPE) used to control employees' exposure to COVID-19
 - NOVA Academy will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.
 - NOVA Academy will evaluate the need for respiratory protection in accordance with CCR Title 8 section 5144 and upon request, provide respirators of the correct size for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employee requests for respirators may be submitted in writing to the Human Resources department. When issuing respirators to employees, NOVA Academy will provide information and instructions pertaining to their use as required by subsection (c)(2) and Appendix D of section 5144.
 - NOVA Academy strictly prohibits the sharing of PPE, including but not limited to gloves, goggles and face shields.
- Investigating and Responding to COVID-19 Cases
 - Effective immediately, upon one (1) "COVID-19 case"⁵ in the workplace, NOVA Academy will:
 - Investigate the COVID-19 case, determine the day and time the COVID-19 case was last present on campus, the date of the positive test and/or diagnosis, and the date the case has one (1) or more COVID-19 symptoms, if any.
 - Investigate whether other NOVA Academy employees, students, or any other third parties may have had a COVID-19 exposure by evaluating the activities of the COVID-19 case at the campus during the "high-risk exposure period"⁶.
 - Give notice of potential exposure, within one (1) business day, and without revealing any personal identifying information⁷ of the COVID-19 case, to:

⁵ Cal/OSHA regulations define a "COVID-19 case" as a person who: 1) Has a positive COVID-19 test, 2) is subject to a COVID-19 related order to isolate issued by a local health department or state health official, or 3) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

⁶ "High-risk exposure period" is defined by Cal/OSHA as: 1) For individuals with COVID-19 symptoms, from two (2) days before the symptoms first develop until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or 2) for asymptomatic individuals who test positive for COVID-19, from two (2) days before until ten (10) days after the first positive COVID-19 test specimen was collected.

⁷ All personally identifying information related to COVID-19 cases or those with COVID-19 symptoms shall be kept confidential. However certain information may be provided to public health authorities, as required by law.





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- All employees and their authorized representatives, if any, and parents or legal guardians of students who may have had COVID-19 exposure, and
- Independent contractors and other employers present at the workplace during the high-risk exposure period.
- Offer testing for COVID-19 to all employees with potential COVID-19 exposure or known close contact in the workplace, at no charge and during working hours, as well as:
 - Information regarding COVID-19-related benefits under all applicable federal, state, and local laws, as well as potential salary continuation rights during any period of exclusion due to the COVID-19 exposure.
 - Investigate the potential that workplace conditions contributed to the risk of COVID-19 exposure, as well as remedial steps that could have been taken to reduce the risk of COVID-19 exposure.
- These actions will be documented using the *Appendix C: Investigating COVID-19 Cases* or a similar form.
- Notifications pertaining to potential exposures will meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), in a form readily understandable by the recipient and can be anticipated to be received by the recipient.
- System for Communicating
 - It is the goal of NOVA Academy to ensure effective two-way communication with all staff and students, in a manner that is readily understood and accessible.
 - Staff members are encouraged to contact the Site Administrator for their campus for all COVID-19 related concerns and the reporting of any possible hazards or close contacts that they have observed. Concerns may be voiced anonymously by utilizing the Site Administrator's mailbox, which is available to all staff. In accordance with NOVA Academy's screening practices, employees are required to report any COVID-19 symptoms they are experiencing to the Human Resources (HR) department as part of their daily self-assessment.
 - Employees with medical or other conditions placing them at greater risk of severe COVID-19 illness may provide HR with a medical certification to request accommodations, including but not limited to telework opportunities where available and reasonable, modified duties reducing contact with students and other employees, and/or additional workplace safety equipment.





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- Consistent with the Employee Handbook and all applicable policies, NOVA Academy will not tolerate discrimination, harassment, or retaliation against any employee who reports COVID-19 symptoms or hazards.
- When required to provide COVID-19 testing to staff or students, NOVA Academy will provide prior notice of scheduled testing via phone, email, or text whenever possible.
 - In the event NOVA Academy is required to provide testing because of a workplace exposure or outbreak, NOVA Academy 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.
 - Where testing is not required under Cal/OSHA regulations, employees may contact the HR department to request a list of local providers offering free or low-cost testing. NOVA Academy is not responsible for costs incurred by employees during voluntary testing.
- Under AB 685 and effective January 1, 2021, employers are required to provide certain notices in response to a “notice of potential exposure to COVID-19,” in accordance with Labor Code section 6409.6. A “notice of potential exposure” means any of the following:
 - Notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite;
 - Notification from an employee, or their emergency contact, that the employee is a qualifying individual;
 - Notification through the school’s testing protocol that the employee is a qualifying individual; or
 - Notification from a subcontracted employer that a qualifying individual was on the school site.
- Upon receipt of a “notice of potential exposure,” NOVA Academy will take the following actions within one (1) business day of the notice:





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- Provide a written notice to all employees who were on the premises in the same worksite⁸ as the qualifying individual⁹ within the infectious period¹⁰ that they may have been exposed to COVID-19.¹¹
- Provide a written notice to the exclusive representative, if any, of the above employees.¹²
- Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
 - Information regarding COVID-19-related benefits includes, but is not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, NOVA Academy sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as antiretaliation and antidiscrimination protections applicable to employees.
- Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.
 - Records of the above notices will be retained for a minimum of three (3) years.

V. Training and Instruction

- NOVA Academy will provide effective training and instruction that includes:
 - COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.

⁸ The “worksites” does not include buildings, or floors within multistory buildings, that a qualifying individual did not enter. If the Charter School operates multiple worksites, the school must only notify employees who worked at the same worksite as the qualified individual. (Labor Code § 6409.6, subd. (d)(5).)

⁹ A “qualifying individual” means (a) a laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health; (b) a positive COVID-19 diagnosis from a licensed health care provider; (c) a COVID-19-related order to isolate provided by a public health official; (d) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. (Labor Code § 6409.6, subd. (d)(4).)

¹⁰ The “infectious period” means the time a COVID-19-positive individual is infectious, as defined by the State Department of Public Health. (Labor Code § 6409.6, subd. (d)(2).)

¹¹ Written notice must be provided in the same manner that the Charter School ordinarily uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending and shall be in both English and the language understood by the majority of the employees.

¹² Written notice to the exclusive representative must contain the same information as required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the school. This requirement does not apply if the school’s employees do not have an exclusive representative.





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- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) 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 a minimum of 3-6 feet when applicable 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, face coverings, and increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination
- The importance of frequent hand washing with soap and water for a minimum of 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.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and the policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements, including how to properly wear them, how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The conditions where face coverings must be worn at the workplace.
- That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
- Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while 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.
- Information pertaining to COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- *Appendix D: COVID-19 Training Roster* or a similar form will be used to document this training.





VI. Exclusion of COVID-19 Cases

- Effective immediately, and pursuant to current Cal/OSHA regulations and CDC guidelines:
 - All employees that had a close contact to a known COVID-19 case shall be excluded from the NOVA Academy until the return-to-work criteria has been met, with the following exceptions: employees who were fully vaccinated before the close contact and do not develop COVID-19 symptoms, COVID-19 cases who returned to work per return-to-work criteria and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms, and COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.
 - NOVA Academy employees with confirmed COVID-19 close contacts must not return to campus as follows¹³:
 - Employees who test positive and have symptoms consistent with COVID-19:
 - A minimum of twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications,
 - COVID-19 symptoms have improved, and
 - A minimum of ten (10) days have passed since COVID-19 symptoms first appeared.
 - Employees who test positive but remain asymptomatic shall not return to the NOVA Academy campus until a minimum of ten (10) days have passed since the date of specimen collection of their last positive COVID-19 test.
 - Employees excluded from work due to COVID-19 exposure may be entitled to salary continuation during the mandatory isolation or quarantine period. NOVA Academy may elect to provide paid sick leave during this period. Salary continuation benefits will be dependent upon current state laws, NOVA Academy Board policy, the availability of public funds during this period, and applicable indemnity benefits pertaining to any workers' compensation claim related to the employee's COVID-19 exposure.
 - If a COVID-19 case is not work-related pursuant to all applicable workers' compensation laws, NOVA Academy employees are not entitled to salary continuation during the exclusion period.
 - If a NOVA Academy employee is unable to work for reasons other than protecting other employees or students at the NOVA Academy campus from possible COVID-19 transmission, the employee is not entitled to salary continuation during this period.

¹³ The Charter School will not require a negative test prior to an employee returning to work. 8 CCR 3505(c)(11)(D).





VII. Reporting, Recordkeeping, and Access

- As required by AB 685 and effective January 1, 2021 NOVA Academy will also take the following responses in the event of a COVID-19 “outbreak,” as defined by CDPH:
 - Within forty-eight (48) hours, the Chief Executive Officer or designee shall notify the county public health department of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.
 - The Chief Executive Officer or designee shall also report the address and NAICS code of the worksite where the qualifying individuals work.
 - Additional notice will be provided of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.
- It is the policy of NOVA Academy to:
 - Report information about COVID-19 cases at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
 - Upon notice of any COVID-19-related serious illnesses or death of an employee occurring in a place of employment or in connection with any employment, report such information to Cal/OSHA.
 - Make the written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
 - Use the *Appendix C: Investigating COVID-19 Cases* form or similar document to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
 - Retain all records pertaining to a “notice of exposure” for a minimum of three (3) years.

VIII. Return-to-Work Criteria

- COVID-19 cases with symptoms will not return to work until all the following have occurred:
 - A minimum of 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - A minimum of 10 days have passed since COVID-19 symptoms first appeared.



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- A minimum of ten (10) days have passed since the date of specimen collection of their last positive test.
- COVID-19 cases who tested positive but never developed symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their last positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true: the person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms, at least 10 days have passed since the last known close contact, and the person has been symptom-free for at least 24 hours without using fever-reducing medications.
- If an order to isolate or quarantine¹⁴ 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.
- Following isolation or quarantine, medical documentation confirming that an employee is no longer an exposure risk may be required before they are permitted to return to the worksite.

¹⁴ As stated by the CDC, “isolation” and “quarantine” are used to help protect the public by preventing exposure to people who have or may have a contagious disease. “Isolation” separates sick people with a contagious disease from people who are not sick. “Quarantine” separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Additional information may be found on the CDC website at www.cdc.gov/quarantine.



Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, exit, and travel through the workplace, in addition to addressing fixed work locations.

Person Conducting Evaluation: _____ **Date:** _____

Name(s) of Employee/Authorized Representative that Participated: _____

	Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls
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Appendix B: COVID-19 Inspections

Campus Evaluated:	Person Conducting the Inspection:	Date:
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Exposure Controls	Assessment Criteria	Status	Assigned To	Date Corrected
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Engineering

1	Ventilation	Amount of fresh air and filtration maximized			
2	Additional Room Air Filtration	Indoor air quality sufficient to not require additional filtration units/ air cleaning			

Administrative

3	Physical distancing	Observed by students and staff			
4	Surface cleaning and disinfection	Adequate frequency and supplies			
5	Handwashing Facilities (adequate numbers and supplies)	Adequate facilities and supplies			
6	Disinfecting and Hand Sanitizing	Supplies adequate and used per manufacturer instructions			

PPE

7	Face coverings (cleaned sufficiently often)	Highly recommended for all staff and students, provided upon request			
8	Gloves	Not shared, available/being worn where needed			
9	Face shields/goggles	Not shared, available/being worn where needed			
10	Respiratory protection	Not shared, available/being worn where needed			

Other (Concerns/hazards not listed)

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Notes

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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.

Name of Person Conducting Investigation:

Date:

COVID-19 Case Investigation Information

Employee (or non-employee*) name:	
Occupation (if non-employee, why they were in the workplace):	
Location where employee worked or was present:	
Date investigation was initiated:	
Date COVID-19 test was 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):	

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period:

Names and vaccination status of close contacts:	Name:	Vaccination Status:
Names of those exempt from testing and/or exclusion criteria due to either (1) being fully vaccinated before close contact and remaining asymptomatic afterwards, OR (2) meeting return-to-work criteria after remaining asymptomatic for 90 days following initial positive test:		

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 were close contacts 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:
<i>*Should NOVA be made aware of a non-employee infection source COVID-19 status.</i>	

Appendix D: COVID-19 Training Roster

Training Topic:

Date:

Person(s) Conducting Training:

Employee Name	Signature
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Appendix E: Documentation of COVID-19 Vaccination Status - CONFIDENTIAL

Employee Name	Partially Vaccinated*	Fully Vaccinated*	Method of Documentation**
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**Update, accordingly and maintain as confidential medical record*

***Acceptable options include:*

- *Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.*
- *Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.*
- *Employees self-attest to vaccination status and employer maintains a record of who self-attests.*