



COVID-19 Prevention Program (CPP) Gompers Preparatory Academy

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 3/30/2021

Authority and Responsibility

Jeremy Hurlbert, Assistant Director, 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.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** 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 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 and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Attending all staff virtual professional development meetings which will review the components of the COVID-19 prevention program for GPA employees.
- Completing the item request google form to provide input to identify any COVID-19 hazards.

Employee screening

We screen our employees by:

Passive Screening:

All staff members that require access to campus must conduct a pre-screening at home prior to arriving to work (i.e. check to see if they have a fever of 100 degrees Fahrenheit or higher, check to see if they have any one of the symptoms associated with COVID-19) and not come to work if they are sick or feeling sick. According to the [COVID-19 Symptom Decision Tree](#) from the San Diego County of Education (last updated 3/10/2021), if a staff develops any one of the following signs or symptoms (i.e. fever with or without chills/rigors, cough, shortness of breath, nasal congestion/rhinorrhea (runny nose), sore throat, nausea, vomiting, or diarrhea, fatigue, new loss of taste/smell, headache, muscle or body aches, or poor appetite, they will be recommended to reach out to a health care provider for instructions. If a staff member, with a PCR COVID-19 viral test, tests negative, they will provide proof of a negative test to their administrator and may return after 24 hours have passed without fever and symptoms have started improving. If a staff member, with a PCR COVID-19 viral test, tests positive, they will need to identify all close contacts (as defined by the CDC), identify all cohorts (class, groups, etc), would need to quarantine and exclude close contacts for 10 - 14 days from the last day of exposure. A "close contact" is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19's patient's symptoms began, and until the COVID19 patient is no longer required to be isolated, and the contact: 1) were within 6 feet of a COVID-19 patient for a cumulative total of 15 minutes or more over a 24-hour period or 2) had unprotected contact with body fluids and/or secretions of a COVID-19 patient.

SDCOE Decision Tree, 3/10/2021:

<https://covid-19.sdcoe.net/Health-Practices/Guidelines-for-Schools>



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Active Screening:

Staff will be screened using facial imaging cameras. Facial scanning cameras will scan faces at screening station for body temperature readings and the wearing of a face covering prior to entering campus. Face masks will also be available, if needed. The “self-screening” questions will be posted at the entrance. If they do not pass the Active Screening, they will follow the same protocols as above (see passive screening).

Visitors will not be permitted on campus unless they are providing an essential service, which will be determined on a case by case basis. Any visitor allowed on campus will follow the same protocols and guidelines as we do for our staff (from above).

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed by GPA’s Safety Director. The correction of time frames will be assigned by the Safety Director and depending on what the issue is, the issue will be corrected as soon as possible. The Safety Director will be responsible for making sure that the hazard will be corrected in a timely manner.

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:

Physical distancing is being implemented where possible. We are limiting the number of staff that can enter the campus on a daily basis in order to help with the spread of COVID-19, physical distancing, and limiting the number of staff members that can be in classrooms/work areas. Currently, there are no visitors allowed. Entry to any common area (copy center, staff lounge, etc) is limited and scheduled. Restrooms are limited to one person at a time and are sanitized throughout the day. There are physical distancing rules/signage and standing markers scattered throughout campus. The entrances and exits are kept separate and have cues with ground decals indicating where to stand for social distancing. Initially, we will have one grade level at a time on campus with middle school students and high school students being on a separate schedule. Employees, including custodial staff, will have staggered work shifts. Individuals will be kept as far apart as possible when there are situations where six feet of



physical distancing cannot be achieved. Staff meetings (i.e grade level meetings, department meetings, etc.) and professional development are conducted virtually.

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.

Face coverings are required for all staff, students, and permitted visitors. During the Active Screening process, if a staff member or permitted visitor, does not have a mask, a disposable mask will be provided. During the Active Screening process, if a staff member or permitted visitor has a mask that does not fit appropriately covering the nose and mouth, a disposable mask will be provided. Face coverings help to make sure if a person is carrying the virus, it is not being transferred to someone else. Face coverings such as masks or clear face shields are important. Masks help control respiratory droplets transmission. Masks are meant to protect other people in case the person who is wearing the mask carries COVID-19 but does not know it. Staff will be provided information in regards to proper use, removal, and washing of cloth face coverings ([CDPH- Guidance for the use of Face Coverings](#)). Should a GPA employee encounter a non-employee who is not wearing a face covering, they can remind them to wear a face covering. If the non-employee continues to not wear a face covering, then the employee can notify their direct supervisor.

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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Engineering controls

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

- Limit the number of people that are allowed to access the area at one time
- Provide visual cues indicating where to stand and direction of travel
- Use of staggered scheduling to limit the amount of people accessing the area at any given point in time

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

- Proper ventilation is to be in place when cleaning and disinfecting the classrooms/rooms throughout the campus. The custodial staff will do a thorough cleaning and disinfecting when the students are not present, either before school, during lunch, or after dismissal. Handheld and backpack sprayers were purchased to efficiently and effectively disinfect all hard and porous surfaces on campus and inside classrooms/offices. Classrooms/offices/workspaces will have enough ventilation and windows will be open (if weather permits), so there is an adequate and increased circulation of outdoor air. GPA cleaned and had the HVAC system inspected.
- Filters were replaced and/or upgraded to HEPA filters or Merv 13 filters. Air exchange was adjusted to maximize the amount of outside air circulating through the system. Air purifiers were ordered to be placed inside classrooms/offices to increase ventilation and the movement of air, removing harmful pathogens that may be circulating indoors.

Cleaning and disinfecting

According to the COVID -19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (published January 14, 2021), Frequently touched surfaces in the school include, but are not limited to:

1. Door handles
2. Sink handles
3. Shared tables, desks, or chairs
4. Shared technology and supplies

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

GPA has a Cleaning & Disinfecting Schedule.

The custodial team has been trained on cleaning, sanitizing and disinfecting protocols as outlined by the CDC and EPA. Each member of the team has their own cleaning cart, supplies, PPE, and electrostatic sprayer. They work staggered shifts beginning at 6:30am until 7:30pm. Sanitizing and disinfecting schedules have been designed by zones for each member of the custodial team to maintain social distancing while performing their cleaning duties. Checklists are placed in



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each restroom and common area indicating date and time of last cleaning and signed off by the custodian when cleaning is performed. The cleaning schedule will include the following:

Cleaning Shift : 6:30am-7:30pm

- Clean and sanitize staff and student restrooms
- Clean and sanitize copy center and any common areas
- Clean and sanitize outdoor equipment and furniture
- Clean and sanitize frequently touched surfaces - door handles, light switches, tables and chairs, hard surfaces, wash stations
- Clean and sanitize lunch and eating areas
- Clean and sanitize all other areas around campus as needed
- Clean and sanitize main office building
- Disinfect nursing station
- Disinfect Isolation area

The custodians are using those disinfecting products that are approved for use against COVID-19. We are making sure that we have adequate supplies to minimize the sharing of high-touch items, limiting the use of these supplies, and cleaning and disinfecting the objects between each use.

The custodial staff is using the “Hard Surface Sanitizer” and the biobased floor cleaner/deodorizer based on the instructions on the containers. Additionally, handheld and backpack sprayers were purchased to efficiently and effectively disinfect all hard and porous surfaces on campus and inside classrooms/offices. The cleaning & disinfecting products are to be safely put away from the view of students.

Drinking fountains have and will remain turned off in order to prevent the spread of illness. Touch-free water bottle fill stations will be available for use.

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

Areas that were used by someone who is ill will be closed off. According to the COVID -19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (published January 14, 2021), if a case has been identified, the spaces where the case spent a large proportion of their time should be disinfected. According to the Guidebook for Safe Reopening of California’s Public Schools, custodial staff will wait 24 hours before cleaning and disinfecting an area. Custodial staff has received training on the proper

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sanitizing and disinfecting protocols through our Safe Schools Training [Coronavirus: Cleaning and Disinfecting Your Workplace](#)

Shared tools, equipment and personal protective equipment (PPE)

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

Custodial staff each has their own cart with supplies and cleaning equipment. Each member has their own electrostatic sprayer. 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 (i.e. pens and no-touch thermometers in the main office), the items will be disinfected between uses in that the pens in the front office will be disinfected and the no-touch thermometers used in the front office will be disinfected using Lysol/Clorox wipes. Some employees will sanitize their work stations daily. Custodians will follow a cleaning and disinfecting schedule.

Sharing of golf-carts / vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

We trained employees on the appropriate process for handwashing (i.e. washing hands with soap for 20 seconds). We encourage employees to hand wash and/or use hand sanitizer when entering the campus. There is signage throughout the campus to encourage employees to wash their hands after using the restroom and before using any shared appliances such as a microwave and/or refrigerator. Touch-free hand sanitizers have been provided in every classroom/building. Student restrooms have handwashing and hand sanitizing dispensers placed outside. Restrooms are limited to 1-2 persons at a time (depending on size). The COVID -19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (published January 14, 2021) recommended that portable handwashing stations be placed throughout the campus and near classrooms to minimize movement and potential long lines to use the restroom to wash one's hands. Therefore, portable handwashing stations have been stationed throughout the GPA campus.

Handwashing occurs:

1. After using the restroom
2. Before eating
3. When entering a classroom or office



4. After putting on face mask/face shield
5. If hands are visibly soiled
6. If the staff member has encountered chemicals or other items such as soil in a science lab, art room, or other educational venue
7. If the staff member encountered chemicals during cleaning the school environment

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

We 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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to situations or procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

GPA has sufficient supply of PPE on campus. The custodial staff and Office of Safety has the appropriate PPE (i.e. gloves, masks, face shields) to clean and disinfect an area/classroom in which a staff member/student has a confirmed case of COVID-19. The Health Technician and School Nurse have the appropriate PPE (i.e. gowns, gloves, masks, face shields) when they are in the Isolation Room.

Investigating and Responding to COVID-19 Cases

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

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

Employees who had potential COVID-19 exposure in our workplace will be asked to follow page 2 of the COVID-19 Symptom Decision Tree (recently updated on 3/10/2021 by the San Diego County Office of Education). We follow the COVID-19 Communication for Schools with the San Diego County Epidemiology Branch and the COVID-19 Symptom Decision Tree for guidance. An employee from the Epidemiology Branch provides GPA's Nurse and Leadership with a template to complete (i.e. person infected, birthdate, first day the employee had the symptoms, and the employees that that employee had close contact with).

System for Communicating



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Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, who employees should report COVID-19 symptoms and possible hazards to, and how, that it includes the following information:

- E-mails or phone calls can be made by employees to report COVID-19 symptoms and possible hazards to their supervisor.
- Employees can complete the [Office of Safety COVID Report](#) Google Form to provide any input to identify any COVID-19 hazards to the Office of Safety.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- How employees can access COVID-19 testing.
- We will inform employees where they can get access to COVID-19 testing.
- 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 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.

The Office of Safety reviews information about COVID-19 hazards employees may be exposed to, what is being done to control those hazards, and GPA's COVID-19 policies and procedures. This information is then presented to staff via a virtual Professional Development and/or via e-mail from Leadership. Once the Office of Safety completes Appendix A: Identification of COVID-19 Hazards, this information will be made available to employees as well.

Training and Instruction

We will provide effective training and instruction that includes:

- 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.



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- 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.

Appendix D: COVID-19 Training Roster will be used to document the following trainings:

[CDC - How to Properly Wear a Face Mask](#)

[CDC - Proper Handwashing](#)

[CDC - Slowing the Spread in Schools](#)

[CDC - Spacing and ventilation](#)

[CDC - Student grouping](#)

The following assessment also be used: [COVID-19 Prevention Assessment](#) (results will be used to determine future professional development needs)

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 our 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.
- Providing employees at the time of exclusion with information on available benefits.

Continuing and maintaining an employee's earnings, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:

For employees excluded from work and otherwise able and available to work, GPA will continue and maintain the employee's earnings, and all other employee rights and benefits,

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including the employee's right to their former job status, as if the employee had not been removed from their job. GPA may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public or other sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Please note these provisions do not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission. In addition, these provisions do not apply when GPA determines the COVID-19 exposure is not work related. Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to our workers compensation claims administrator and the local health department as 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).
- Make our 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 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.

An employee from the Epidemiology Branch provides GPA Administration with a template to complete (i.e person infected, birthdate, first day the employee had the symptoms, and the employees that that employee had close contact with).

Return-to-Work Criteria

- If an employee has had symptoms consistent with COVID-19 or has tested positive for COVID-19, they will not physically return to work until they have completed their quarantine or isolation per public health guidance.



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- If an employee is waiting on the results of a COVID-19 test, they will not return to the workplace until they have received a negative test result and have completed any necessary quarantine or isolation per public health guidance.
- If an employee has been in close contact with someone with COVID-19 they are to stay home and self-quarantine for 10-14 days before returning to work in accordance with public health guidelines.
- 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.

Title of Owner or Top Management Representative

Signature

Date

3/30/21

Jeremy Hurlbert, Assistant Director

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: entrances, bathrooms, hallways, aisles, walkways, 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, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Jeremy Hurlbert

Date: 3/8/2021

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Name(s) of employee and authorized employee representative that participated: Peter Chodzko, Julio Renteria, Juan Mendez

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, including barriers, partitions and ventilation
Entrances/Exits Active Screening stations	Side Gate and Main office: M-Sat, various times of the day	All employees	Campus closed to non-essential visitors. All essential visitors, students, and staff are required to wear face coverings.
Main Office: mail carriers, parcel deliveries, essential visitors, district employees	Various times of the day	All employees and members of the public	Active screening stations placed at entrances.
Copy Center: copy machines, mail room	Various times (only one person at a time -Authorized personnel only)	All employees	Hand sanitizing dispensers available at entrances and throughout the facility
Nurses Station -	Various times	Nurse, Health office assistant, anyone needing medical care or attention	Barriers/Partitions used to guide traffic and keep social distancing where needed.
Hallways - traveling through campus	All hours of operations	All employees	Staff lounge is closed to prevent staff from gathering.
Restrooms	All hours of operations	All employees	Social distancing markers and signage



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<p>Shared classroom/work area -some employees utilizing same area for work</p>	<p>All hours of operations</p>	<p>All employees who share classroom / work areas</p>	<p>reminding people to maintain physical distancing.</p> <p>Tents/Canopies erected to promote outdoor learning spaces with social distancing.</p> <p>Portable hand washing stations located throughout the facility.</p> <p>Air Purifiers will be used in indoor spaces and classrooms. HVAC systems have been serviced and filters have been upgraded.</p>
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Appendix B: COVID-19 Inspections

Date: 3/8/2021

Name of person conducting the inspection: Peter Chodzko

Work location evaluated: GPA Campus

ENGINEERING

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Barriers/Partitions	Approved		



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Ventilation (amount of fresh air and filtration maximized)	Approved		
Additional room air filtration- air purifiers	Approved		

ADMINISTRATIVE

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Physical Distancing	Approved		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Approved		
Hand washing facilities (adequate numbers and supplies)	Approved		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions.	Approved		

PPE

(Not shared, available and being worn)

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Face coverings -disposable masks -cloth masks	Approved		



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Gloves	Approved		
Face Shields	Approved		
Respiratory protection	N/A		

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:	



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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:	



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	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 the local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date: 4/5/2021

Person that conducted the training: Jeremy Hurlbert

Employee Name	Trainings	Signature
Juan Carlos Acosta		
Anna Ahuna		
Sarah Alfano		
Linda Alva		
Cynthia Amador		
Bryan Andersen		
Sarai Arellano		



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Marcos Arguelles		
Christina Avila		
Veronica Baez		
Allison Baher		
Miguel Baltierra		
Eunice Beltran		
Sean Bentz		
Brandy Berrun		
Michelle Buono		
Ambria Bursey		
Robert Caliguiri		
Vallery Campos		
Michelle Canto-Flores		
Cheryl Carr		
Elizabeth Carrazco		
Jessica Chapman		
Kristine Chiscano		
Peter Chodzko		
Caitlyn Clark		
Sally Cohenour		
Cristina Contreras		
Somora Davidson		



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Mary Davis		
Erin Eickhorst		
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