

Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)
 - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2, Major COVID-19 Outbreaks](#)
 - [3205.3, Prevention in Employer-Provided Housing](#)
 - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
 - The four **Additional Considerations** provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/

COVID-19 Prevention Program (CPP) for **ALMOND ACRES CHARTER ACADEMY**

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

Date: [January 25, 2021](#)

Authority and Responsibility

[Robert Bourgault, Executive Director](#), has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all 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.
- Weekly meeting between Executive Director and Office Staff to address any concerns, issues, or changes.
- Weekly check in between Executive Director and Custodial Staff to address any concerns, issues, or changes.
- Monthly meeting with County Office of Education Superintendent's Council.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

All staff members have access to a [Facilities Assistance Request Form](#) that can be filled out at any time. The completed form is received by the Custodial Staff and Receptionist, who then remedy the situation or communicate with the correct employee (Executive Director, Office Staff) to do so.

Employee screening

We screen our employees by:

Screening (COVID Response & Reopening Plan: Slide 33)

- All students, staff, and visitors are required to self-screen at home to determine if they are symptom free.
- Teachers and staff will perform symptom checks using visual, audible, and temperature monitoring before students enter school buildings. Use of no-touch thermometers to administer temperature checks at key entry points to buildings and the bus will be conducted.
- Symptomatic students will be isolated in a secure space (one person at a time) prior to being picked up by a parent or guardian. This space will be cleaned and disinfected immediately after use.

If a staff member is symptomatic, they reach out to the Office Staff, who then discuss quarantine protocols/timelines and any potential exposure. Office Staff coordinates coverage/change in program for that particular class/group of students.

All staff members check-in at the office once they arrive on campus. Each staff member gets their temperature taken with a non-contact thermometer. Once cleared, each staff member initials a form under the correct date. All employees are masked and maintain proper distancing in the office.

All students are checked by a masked staff member with a non-contact thermometer.

- Students arriving by car, go through the carpool line at the front of campus and are checked

before getting out of the car. Students who walk through the front of the school are checked before entering through the gate. The students are masked. Once cleared, the students use hand sanitizer before walking to their classroom.

- Students who walk or ride their bike from the neighborhood behind the school are stopped and checked by a masked staff member with a non-contact thermometer at the back gate. Again, students are masked, and once cleared use hand sanitizer before walking to their classroom.
- Students who ride the bus are checked by a masked bus driver with a non-contact thermometer before entering the bus. Again, students are masked, and once cleared use hand sanitizer before entering the bus.
- Symptomatic students are sent home with information about quarantine protocols/timelines. Parents are also contacted by Office Staff to discuss details and return to school dates. Teachers are contacted by Office Staff, and students are placed on a Quarantine Program, so that they can continue to receive instruction and communication.

All symptomatic staff/students or positive COVID results are detailed and logged (more information in the Investigating and Responding and Communicating Sections).

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:

Identified hazards are reported using the Facilities Assistance Request form and submitted to administrative personnel. The administrator evaluates the hazard and determines the method of mitigation. If onsite personnel are unable to resolve the hazard and offsite contractor will be hired to do so. The hazard will be noted on the Inspection form (Appendix B) and evaluated regularly.

Control of COVID-19 Hazards

Physical Distancing [Reference section 3205\(c\)\(6\) for details](#)

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

Distancing - In the Classroom (COVID Response & Reopening Plan: Slide 14)

Student Cohorts

- Cohorts are made of half the number of students within a grade level class. The number ranges from 10-15 students.
- Students are only permitted to leave a cohort in order to receive individual support from a support services staff member or directed by a staff member.
- Classroom furniture will be removed and/or relocated within the classroom to maximize social distancing space for students and staff.
- Procedures for receiving and submitting assignments will be developed appropriate for each grade level so as to minimize contact between students and staff. All virtual methods will be incorporated as appropriate to the grade level.

Faculty & Staff

- General education teachers and paraeducators working with students in grades Kindergarten through fifth will only have proximity to grade-level cohorts. Wherever practicable, adults will maintain six to ten-foot distancing from students in cohorts.
- Clear screens will be installed in areas of the campus where 1:1 contact is necessary for communication with teachers and staff.

Distancing - Outdoors (COVID Response & Reopening Plan: Slide 15)

On Campus

- Upon arrival to campus, students will be screened with a temperature gauge by their respective teacher before a parent or guardian leaves campus.
- Upon arrival to campus, students will congregate in their cohort only. Teachers will monitor and manage the distancing between groups while on pathways to and from the classroom and school activities.
- Cohort groups will occupy a reserved space for lunch and recess times. Lunch and recess times will be held outdoors unless inclement weather deems otherwise. Classrooms will be used as an alternative when inclement weather occurs.
- Multiple routes within the school campus will be used and marked to minimize contacts with other cohorts.
- Areas that require students to “line-up” will be “socially distant marked” to manage separation.
- Nonessential visitors, volunteers and activities involving other groups at the same time will be minimized.
- Communal activities between cohorts and the two schools on site will not be permitted. Class activities will be staggered to minimize associations between cohorts and provide ample spacing between groups.

Distancing - Bus & Recreation (COVID Response & Reopening Plan: Slide 16)

Transportation

- Students who are symptomatic of COVID will not be permitted to ride on the bus. Temperature checks will be done prior to entering the bus. Parents are asked to wait to depart the bus zone until their child has been checked and seated on the bus.
- Drivers of the school bus will follow the current [CDC guidelines](#) for distancing and maintaining sanitation and disinfection practices. The bus will be cleaned and sanitized after every trip. Ventilation will be optimized using windows, roof vents and appropriate air circulation systems available.
- Face coverings will be required for all passengers. An ample supply of face coverings and hand sanitizer will be available on the bus. The bus driver will not use a face covering while driving.
- Arrival and departure of students will be structured to minimize clustering of students. Arrival and departure will occur on the north gate of the campus to minimize contact with Lillian Larsen students and staff.
- Maintain social distancing during drop off & pick-up, lines, and bus seating. Seating on the bus will be limited to one student per seat unless the second person is a sibling.

Recreation & Recess

- Field space will be designated for each of the two schools.

- All cohorts will be assigned specified areas on campus to enjoy recess play away from other cohorts.
- Each cohort will be assigned a class supply of play equipment that will be cleaned and sanitized each day.

Athletics

- All athletic programs will be held virtually if appropriate. Team sports will be discontinued until further notice. Competitions will be monitored in accordance with the teachers guidance and will be completely voluntary.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings (COVID Response & Reopening Plan: Slide 10)

- 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 students, staff, and visitors are required to wear facial coverings while on campus in accordance with the most recent [CDPH guidelines](#) and local Public Health guidance for schools. Facial coverings will be included in the AACA uniform policy for the duration of the pandemic crisis. The only exemption to wearing face coverings is while eating.
- An ample supply of various types of [approved face coverings](#) from CDC including cloth, fiber, and plastic shields have been provided through the SLOCOE COVID PPE distribution as well as multiple donations from local businesses and families. In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. If a face shield is used, it should wrap around the sides of the wearer's face and extend below the chin with material attached along the bottom edge, draped onto the wearer. Hooded face shields are another option. Staff must return to wearing a face covering outside of the classroom.
- Information regarding the [proper use, removal, and washing of cloth face coverings](#) is provided to all staff and families.
- With the exception of visiting children under the age of three, all students, staff, and visitors are required to wear a mask while on campus.
- Face coverings will be enforced in the same manner in which other dress code expectations are enforced. Students will be counseled, encouraged, and held accountable to the use of face coverings. Adults who fail to comply will be asked to leave campus.
- Employees working with food, bodily fluids, or commonly touched surfaces are also required to wear protective gloves.

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

- When an employee is alone in an enclosed 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.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

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

There are large, plexiglass partitions placed in the front office (between the receptionist and any staff, students, or visitors), as well as in Support Services, where Special Education minutes are being met with individual staff members and students.

In addition, there are tri-fold partitions with clear, plastic film that are available for any individual staff member to use with students.

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

Ventilation and Use of Spaces (COVID Response & Reopening Plan: Slide 13)

Indoor spaces

- Outdoor air ventilation using windows and doors to circulate air (except in inclement weather conditions) within buildings will be maximized during the school day.
- Circulation systems will be activated two hours prior to the occupancy of staff or students.
- Demand-controlled ventilation (DCV) will be disabled.
- Ventilation systems and filters will be checked monthly to ensure they are operating properly and provide acceptable indoor air quality for the current occupancy level for each space. The highest MREV rating filter available will be used.

Outdoor Spaces

- Physical distancing guidelines and use of facial coverings will be maintained at all times.
- Hand sanitizing stations will be provided throughout the campus.
- Communal activities will be limited by staggering use of facilities and properly spacing occupants.
- Multiple routes within school campus are designated with signage on the sidewalks or on signs to minimize contacts with other cohorts. Alternate routes will be used for each cohort during concurrent movement times.
- Meals will be served outdoors unless inclement weather prohibits and the classrooms must be used.

Cleaning and Disinfection (COVID Response & Reopening Plan: Slide 11)

- Sanitation and site disinfection will be administered every day and after the transition of any one class into another building. Frequently touched surfaces such as: door handles, light switches, sink handles, bathroom surfaces, tables, student desks, and chairs will be sanitized after each use. Cleaning & Disinfecting Classrooms Teachers Guide
- Outdoor facilities including the lunch area and playground will be sanitized and disinfected after use by each cohort.

- Disinfecting products are those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” and follow product instructions.
- The school bus will be sanitized and disinfected after each trip in the morning and afternoon and after any field trip.
- Communal restrooms on campus typically have space for four students. During the pandemic, only two students will be admitted into the restrooms at one time. Students will be instructed to wait on social distanced markers. Teachers, campus supervisors, and aids will monitor restroom use. The site has fourteen toilets/urinals available for approximately 150 students. Kindergarten classrooms have their own bathrooms within their building.
- In the instance of a confirmed case by a student or staff member, the classroom/building will be closed and a deep cleaning/disinfecting will be done (wait 24 hours if possible). Additional areas of the campus may also require cleaning if the student/staff used that building.
- Shared use of materials and equipment (Slide #17)
- All grades will be instructed in proper techniques for hand washing during Shared Start/Morning Meetings and throughout the day as needed. Teaching and reinforcing washing hands.

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

Sharing of Objects (COVID Response & Reopening Plan: Slide 6)

Electronic/Computer Devices

- Each student is assigned a personal computer device that may not be shared with other students.
- Students will be instructed and directed to clean surfaces of electronic devices on a daily basis using prescribed cleaning and sanitation methods.

School Supplies

- Each student will have a personal supply of learning tools including books and manipulatives. These supplies may be brought back and forth between school and home if necessary. They may not be shared with other students. Teachers will have extra supplies available in the classroom.
- Any supplies that must be shared such as manipulatives, materials, and equipment will be confined to groups within cohorts and sanitized between use.
- Each student is assigned a personal library of books and when swapped out, are sanitized.
- Student’s belongings will be separated from others’ and stored in individually labeled containers, cubbies, lockers or areas within the classroom.

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 Hand sanitizing & Hygiene (COVID Response & Reopening Plan: Slide 9)

In order to implement effective hand sanitizing procedures, we:

- All students, staff, and visitors are asked to self-screen at home to determine if they are symptom

free.

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Washing stations are in every building and in the lunch area. Upon entry and exit of a classroom, students will be directed to wash or sanitize hands.
- Hand sanitation will be performed regularly, especially after use of any shared surfaces. Handwashing stations are available in every building, in the lunch courtyard, and each bathroom.
- Hand sanitizing solutions are available at the entrance of every building, in the lunch courtyard, and in each bathroom. An abundant supply of approved hygiene solutions have been provided through the SLOCOE COVID PPE distribution as well as multiple donations from local business and families.
- Healthy hygiene practices will be promoted with school-wide signage, daily shared start/morning meeting announcements, ParentSquare posts to families, and use of demonstration videos during classroom instruction.
- Drinking fountain use will be suspended. Staff and students will be encouraged to bring personal water bottles to campus. Reusable or disposable water bottles will be available upon request.

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.

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 offered COVID-19 testing at no cost during their working hours.

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:

Who employees should report COVID-19 symptoms and possible hazards to, and how

Employees need to report any symptoms to the Administrative/Office Staff via phone call, text, or email as soon as possible. The Administrative Assistants will then communicate with the employee and conduct the investigation using the attached form. The Administrative Team will then work with the employee.

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.

Where testing is not required, how employees can access 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. **[If you are required to provide testing because of an employee exposure, have a plan for how this will be accomplished at no cost to the employee during working hours, including when the testing is in**

response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.

Testing (COVID Reopening and Response Plan: Slide 38)

- Surveillance testing will be required from all school staff every two months. The school will monitor testing every two months by expecting at least 25% of staff be tested every two weeks. These screening tests are made available free of charge to all staff members through Self Insured Schools of California (SISC) and our County Public Health Department. Frequency may change depending on local epidemiological data.
- All records of surveillance testing will be kept by administration and maintained as confidential records unless requested by the County Public Health Department. Flu vaccination notices will be publicized to families through ParentSquare and to employees via staff notifications.
- In addition, there are free pop testing sites around the county. All staff members have been provided the information if they would like to get tested there.

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.

Communication Plans (COVID Response and Reopening Plan: Slide 47)

Family Educational Rights and Privacy Act (FERPA) compliance will be followed with all notifications regarding cases of the Coronavirus

General Updates on School Closure & Reopening

- Weekly administrative updates are sent to all families and staff through ParentSquare to provide current numbers of COVID cases and grade level quarantines.
- The current COVID Response & Reopening Plan is available on the school website.

Alerts

- When a case of the virus is confirmed by a medical professional:
 - A school administrator will immediately notify the County Public Health Department and begin recommended tracing protocols.
 - School families within the cohort and all staff will be notified within twenty-four hours using the ParentSquare platform.
 - All school families will be updated weekly on COVID related status using the ParentSquare platform.

Training and Instruction

We 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.
- 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.

Training Staff and Educating Families (COVID Response and Reopening Plan: Slide 32)

- All staff are provided training (CharterSafe webinars) and materials for the following safety concerns:
 - Enhanced sanitization practices
 - Physical distancing guidance
 - Proper use, removal, and washing of face coverings
 - Screening practices
 - How COVID is spread
 - COVID symptom identification and how to seek medical attention
 - Prevention if they become ill and diagnosed with COVID
 - Employer plan and procedures when children or adults become sick
 - Employers plan and procedures to protect workers from COVID
- Families will be provided opportunities for training, direct instruction, and materials to reduce the spread of illness. These opportunities are provided through our Shared Start, Growing Great Parents, and Weekly Update programs.
- All trainings will be conducted virtually and archived for later use.
- All faculty and staff will complete COVID-19 related webinars recommended by CharterSafe.
- Signage providing mandates and guidelines will be added at all entry points of the school and strategically located in points throughout campus.

All employees have completed the **Coronavirus Awareness Webinar and Assessment** via Charter Safe (AACCA's insurance provider).

All employees have access to the COVID Response & Reopening Plan

Employees have been trained and continue to be apprised of updates via:

- Weekly morning staff meeting
- Monthly afternoon staff meeting

Appendix D: COVID-19 Training Roster will be used to document this training.

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.

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

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

Managing Cases (COVID Reopening & Response Plan: Slide 37)

- Sick staff members and students who are symptomatic may not return to campus until symptoms have significantly improved, have no fever for 24 hours (without using fever-reducing medicine), and submit a negative test for COVID.
- Sick staff members and students who test positive for COVID-19 or do not get tested for COVID-19 must not return to campus until they have met CDC criteria to discontinue home quarantine, including at least 24 hours with no fever (without using fever-reducing medicine), symptoms have significantly improved, AND it has been at least 10 days since symptoms first appeared.
- A **tracking system** will be implemented in the administration office to monitor symptomatic students and staff. It will record onset symptoms, staff guidance, follow up communications, and medical documentation regarding testing.

Reporting, Recordkeeping, and Access

It is our policy 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).
- 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.

The Office Staff has a shared Google Sheet that is used for tracking and all information is kept confidential.

The sheet is called: Tracking for Illnesses and includes the following tabs and headings:

Quarantined Students

Date	Last Name	First Name	Grade	Date of Symptom Onset	Action Taken (Isolate, Test, Seek Medical Attention)	Date of test results	Test Result	Alert (contacts, cohort, all staff)	School actions	Soonest Return to campus date
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Students Who Called In Sick

Date	Last Name	First Name	Grade	Date of Symptom Onset	Symptoms reported or Reason for Staying home	Action Taken (Isolate, Test, Seek Medical Attention)
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Staff

Last Name	First Name	Date of Symptom Onset	Action Taken (Isolate, Test, Seek Medical Attention)	Date of test results	Test Result	Alert (contacts, cohort, all staff)	School Actions	Soonest return to campus date
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Archived Quarantine

All information for past quarantines is provided here.

Triggers to Switch to Distance Learning (COVID Response & Reopening Plan: Slides 41 & 42)

- **Criteria for closing the school from the California Department of Public Health**
 - a. Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of student/faculty/staff are cases within a 14-day period, depending on the size and physical layout of the school.
 - b. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- **Reopening**
 - a. Schools may typically reopen after 14 days and the following have occurred:
 - i. Cleaning and disinfection
 - ii. Public health investigation
 - iii. Consultation with the local public health department

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (eg. fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3. If negative see #4) • School/classroom remain open. 	No Action Needed
2	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • A Quarantine for 14 days from the date following the last exposure or comply with any directives from CPHD. Those who do not experience symptoms and do not live or work in high risk settings may discontinue quarantine after 10 days. • Recommend testing (but will not shorten 14-day quarantine). • School/ classroom remain open. 	Consider school community notification of a known contact.
3	Confirmed COVID-19 case infection (†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors. (††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude the person from school for 10 days from symptom onset or test date, symptoms have significantly improved, and no fever (w/o medication) for the last 24 hours • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort († †) for 14 days after the last date the case was present at school while infectious. • Recommend testing of contacts, prioritize symptomatic contacts (but will not shortened 14-day quarantine). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School/Classrooms remains open 	School community notification of a known case.
4	Tests negative after symptoms	<ul style="list-style-type: none"> • See slide #43 - Pathway #1 from CPHD. • School/Classrooms remains open 	Consider school community notification if prior awareness of testing.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 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.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- 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.

Robert Bourgault, Executive Director

Date

FORMS

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, leave, and travel through the workplace, in addition to addressing fixed work locations.

Provided form by Cal/OSHA available to the Executive Director, Office and Custodial Staff in Google Sheets ([COVID Forms---Hazards](#)), as well as hard copies on campus.

Appendix B: COVID-19 Inspections

Provided form by Cal/OSHA available to the Executive Director, Office and Custodial Staff in Google Sheets ([COVID Forms---Inspections](#)), as well as hard copies on campus.

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.

Provided form by Cal/OSHA available to Executive Director, Office and Custodial Staff in Google Sheets ([COVID Forms---Investigations](#)), as well as hard copies on campus.

Appendix D: COVID-19 Training Roster

Provided form by Cal/OSHA available to the Executive Director, Office and Custodial Staff in Google Sheets ([COVID Forms---Training](#)), as well as a completed hard copy on campus.