

# COVID-19 School Guidance Checklist

February 22, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_\_\_\_

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

\_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

(please indicate Purple, Red, Orange or Yellow)

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

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**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 and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).**

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

[K12csp@cdph.ca.gov](mailto: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 Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, \_\_\_\_\_, 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?)

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

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

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**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 \_\_\_\_\_ feet

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

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**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:

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**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:

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**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:*

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

**Date of Submission to Local Health Department:** \_\_\_\_\_.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.



## COVID-19 Prevention Program (CPP)

### **Model COVID-19 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/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

# **COVID-19 Prevention Program (CPP)**

## **for**

## **River Montessori Charter School (RMCS)**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. This applies to employees working in our school building, not those employees working from home.

**Date:** 3/10/21

### **Authority and Responsibility**

Kelly Griffith Mannion, Executive Director, has overall authority and responsibility for implementing the provisions of this CPP at RMCS. 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.
- Limit entrance to campus to employees and students.
- Require all people age 2 and above to wear a mask at all times unless eating or drinking.
- Create spacing guides for areas where lines may form.
- Creating bathroom protocol for students to prevent multiple people from being in the confined space at one time.
- Provide eating areas for students that allow 4-6 feet between students.
- Create policy for adults eating using indoor space.
- Reduce number of students inside of a classroom to 50% or capacity with designated work areas which are distanced based on most recent health guidelines.

### **Employee participation**

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by: discussing any work place hazard issues with Executive Director.

- Notifying Executive Director if masks are not being worn by all staffs/guests/students.
- Notifying Office Manager when hand sanitizer and other PPE is not available.
- Observing 6 foot distance between people at all times and reminding students, employees and visitors to observe appropriate distance as well.
- RMCS encourages employees to participate in the identification and evaluation of COVID-19 hazards by reporting hazards directly to office administration (Office manager, Business Manager and/or Executive Director).
- Employees are asked to identify COVID-19 hazards if they are interviewed for contact tracing.

## Employee screening

RMCS has/will implement the following related to screening our employees/students:

- Employees must conduct a self-check and document this in the log with sign in as they arrive on campus each morning.
- Students' assessments will be submitted daily by parents prior to students' arrival on campus.
- All employees, students and visitors must complete a Daily Assessment Log prior to reporting to any school building for work, school, meeting or visit. Screening includes updated questions in compliance with local health department recommendations
- Employees who are symptomatic may not report in person to work and should seek medical advice.
- All employees are obligated to report immediately if they know or learn that they have had "close contact" or "1st degree" exposure with someone who has tested positive for Covid-19.

## 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:

- Employees not wearing masks will be reminded to do so and upon the second warning will be given a discipline write up.
- PPE will be monitored and replenished as used vs as supply runs out. (Ex: When a box of masks is running low, a replacement will be immediately replaced and stock maintained/ordered as necessary.)
- 6 ft. reminders will be placed as necessary around campus.

Correction of COVID-19 Hazards		
Example:	Responsible Party:	Timeline:
<ul style="list-style-type: none"> <li>● Insufficient PPE/Cleaning Materials</li> </ul>	<ul style="list-style-type: none"> <li>● Office Manager</li> </ul>	<ul style="list-style-type: none"> <li>● Immediately order required supplies</li> </ul>
<ul style="list-style-type: none"> <li>● Non-compliance of staff with mask, social distance, daily symptom screener, testing or other safety mandates</li> </ul>	<ul style="list-style-type: none"> <li>● Report to Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>● Immediate response</li> </ul>
<ul style="list-style-type: none"> <li>● Non-compliance of students with masks, 6 feet distance</li> </ul>	<ul style="list-style-type: none"> <li>● Staff corrects and documents warning</li> <li>● Report to administrative staff if necessary</li> </ul>	<ul style="list-style-type: none"> <li>● Immediate response at time of violation (If student refuses to wear a mask, they will be sent home.)</li> </ul>
<ul style="list-style-type: none"> <li>● Non-compliance of student/family with daily symptom screener</li> </ul>	<ul style="list-style-type: none"> <li>● Administrative staff at car greeting</li> </ul>	<ul style="list-style-type: none"> <li>● Immediate prevention of student being able to enter the school campus</li> </ul>
<ul style="list-style-type: none"> <li>● Irregular/insufficient cleaning</li> </ul>	<ul style="list-style-type: none"> <li>● First report to the office manager and custodial staff. If not resolved, alert the Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li>● Corrected as soon as practicable</li> </ul>

## Control of COVID-19 Hazards

### Physical Distancing

A distance of six feet between people has shown to be effective in mitigating the spread of the Covid-19 virus. Where possible, RMCS ensures at least six feet of physical distancing between employee-employee, between student-student, and between employee-student. When on campus employees and students will be asked to practice social distancing including, but not limited to:

- Working within indoor or outdoor areas



- Coming and going from vehicle
- Entering, working, and exiting physical buildings or walkways
- During breaks and lunch period
- During other work activities including while using various tools and shared equipment
- When using a shared restroom

Additionally RMCS will implement the following strategies:

- Place visual cues such as signs and floor markings to indicate where employees and others should be located.
- Staggered arrival, departure, work, and break times.
- Parents use designated carline drop-off / pick-up loading area
- Parents who walk students into school will stop at the office door as their child proceeds independently to the classroom.
- Reduce the number of persons in an area at one time, including visitors.
- Plexiglass shields are utilized between students and between students and staff where necessary and applicable.
- Two designated entry/exits have been established for Transitional Kindergarten/Kindergarten and Lower Elementary (Grades 1-3) classrooms, and one Upper Elementary Classroom based on the location of classrooms on campus.
- Campus provides ample space for students to maintain physical distance while walking to their classrooms.
- Markings for each classroom to maintain social-distance for students to wait in line, etc.
- Additional staff will be stationed outside to monitor student movement to the classrooms maintaining an adequate physical distance from other cohorts/classes at all times. Teachers will be ready to greet the students to guide them to their classroom/learning area.
- During school, teachers, staff and students will practice physical distancing of six feet when practicable.
- Student tables, desks, and work spaces in each classroom have been placed 6ft. apart with floor markings as needed to give students visual aids when learning physical distance.
- Physical distancing floor stickers are placed throughout each classroom to give students more of an understanding of the 6ft distance practices. (i.e., near the handwashing sink, teacher's desk/area, door, teaching area).
- Physical distancing floor stickers are also placed throughout the school building along with traffic flow signage to help direct and keep the cohorts separate as much as possible.
- Tents will be used outside for drop off/pick up and outdoor learning per stable group. Each stable group will have a tent with additional space for them to use at their discretion.

Per this OSHA template, individual employees will be kept as far apart as possible from each other when there are situations where six feet of physical distancing cannot be achieved. Accompanying additional mitigation strategies include but are not limited to masks, handwashing, hand sanitizing, contact tracing, stable groups, adequate ventilation, and surveillance, etc.

Employees will maintain a 6ft social distance from students at all times.

Students will be directed to maintain a minimum of 6ft distance from faculty, staff, and fellow students at all times.

### **Entrance, Egress, & Movement Within the School**

Strategies to manage and avoid close contact and/or mixing of stable groups, include:

- Dedicated and marked entrances and exits
- Staggered breaks, recess, PE
- Divided and marked hallways
- Divided and dedicated playground/outdoor spaces
- Assigned/dedicated restrooms
- Arrival and dismissal by established car-line and additional personnel to ensure health screening and to guide and direct

students

- Quarantine/Isolation in areas outside of typical movement
- Communication, training, and support of students, staff, and families

### Face Coverings

Face coverings/masks help to mitigate the spread of infectious diseases such as Covid-19 by limiting the amount of aerosolized breath between individuals. RMCS can 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.

- Disposable face masks will be available in the front office on the desk for anyone who might need a replacement or who may forget their mask.
- Disposable face mask supply will be monitored and reordered prior to depletion.
- Face coverings/masks must be clean and undamaged
- Employees who encounter individuals not wearing face coverings should notify the Executive Director immediately. Masks will then be provided to that individual or the individual will be asked to leave the campus.
- RMCS will post visual reminders/signage to wear face coverings/masks will be posted around the campus.
- Face covering/masks exemptions are limited to individuals with documented disabilities or medical conditions.
- Masks must be worn while in the classroom, waiting to enter campus, on school grounds, and when leaving school.
- Teachers can use a clear mask and face-shield during instruction so students can see their mouth to help increase understanding of sounds for reading, speech articulation, etc. Teachers using face-shields must maintain 6-foot distancing at all times.
- Part of classroom management is ensuring all students are taught and trained on proper face coverings. Included but not limited to:
  - Face coverings must be over the nose and mouth areas
  - Face coverings are to be student-specific and never shared
  - Face coverings are to stay on, not to be used as a toy
  - Face coverings are important for everyone's health
  - If a face-covering falls on the floor, is stepped on or thrown across the room; a new face-covering will be provided to the student by the teacher.
- 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.

### Engineering controls

RMCS implemented the following measures for situations where it is not practicable to maintain at least six feet between individuals: Plexiglass barriers and additional PPE.

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

- Installing air filters at a MERV 13 or higher.
- All filters are within CDC standards and guidelines for appropriate air filtration
- Replacing filters according to their service life
- HVAC systems should be run starting as soon as the employee arrives in their assigned space. Doors/windows should be open to the greatest extent possible, unless weather does not permit them being opened.

- HEPA/UV Air purifiers/ Portable filtration systems are located in classrooms, learning spaces, restrooms, and administrative areas.
- Clear Screen Plexiglass Barriers are installed in high-traffic areas including the main office.
- Clear Screen Plexiglass Barriers have been purchased for each classroom and instructional space on campus. These barriers can be used for one-on-one assessments or for group instruction as necessary for classroom instruction and group needs as determined by the teacher. Medical experts' current understanding of the aerosol nature of coronavirus indicates that individual Plexiglass barriers between students in the classroom is not a worthwhile mitigation strategy.
- Essential Protective Equipment (gloves, masks, face shields, tissue, etc.) is available in the school office for teachers, staff, and students.
- RMCS maximizes, to the extent feasible, the quantity of outside air for our building with mechanical or natural ventilation systems by:
  - Addressing circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
  - Increased filtration has been achieved by additional maintenance checks of HVAC ventilation system and installation of MERV-13 filters.
  - HEPA/UV Air purifiers /portable filtration systems have been purchased for mobile needs on campus (e.g., 1:1 testing area, etc.)

### **Cleaning and disinfecting**

Intensified and increased cleaning/disinfecting are in place and will be ready when students arrive back on campus. Janitorial services are 5 days per week Monday-Friday. RMCS will implement the following cleaning and disinfection measures for frequently touched surfaces:

- All classrooms/office spaces/bathrooms are cleaned and disinfected daily and each evening with EPA Registered disinfectant and sanitizer of electrostatic salt water/ hypochlorous acid disinfectant from table salt, vinegar, and electricity.
- Floors will be mopped and vacuumed daily.
- All high touch areas will be cleaned and disinfected throughout the day with approved disinfecting wipes or spray.
- All restrooms will be cleaned and disinfected with added attention on restocking hand soap, and paper towels multiple times per day.
- Check and restock hand sanitizer and other needed supplies in all common areas multiple times per day.
- All trash and recycle bins will be emptied in occupied office space and classrooms multiple times per day.
- Frequently touched surfaces are cleaned and disinfected throughout the day.
- Monitor cleaning supplies and reorder prior to depletion.
- Ensure adequate supplies and adequate time for disinfection and/or cleaning of frequently touched surfaces.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Janitorial staff will be conducting frequent heavy cleaning and regular cleaning and disinfecting of high-touched surfaces throughout the day.
  - In the classrooms, this would be door handles, student desks, chairs, and sink areas.
  - In the office, this would be the front counter, doors, door handles, and staff workspaces.
  - Each classroom is stocked with the following supplies in order to prevent unnecessary movement on campus such as to keep the number of students coming into the school office: Paper Towels, Electrostatic Cleaning and Disinfectant Spray, Gloves, Masks, Tissues, and Band-Aids.

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

- Professional-cleaning service will be retained to provide additional help in disinfecting all common areas.

- Work with the guidance of the Sonoma County Public health Department as needed and as area(s) of exposure are identified
- All surfaces, high touch and other within the area of exposure will be disinfected and sanitized including but not limited to: door handles, faucets, light switches, chairs, tables, counters, etc.
- Floor surfaces will be vacuumed and sanitized.
- Windows and doors will be left open in any space where an infected person has been for a period of at least 3 hours to help alleviate the potential spread of particles.
- Professional custodian is contracted to provide Covid-19 safety cleaning and disinfecting.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE will 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 will also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses.

In order to implement effective hand sanitizing procedures, RMCS will ensure that:

- Classrooms, learning, and play areas are equipped with handwashing stations with dispensers for soap and paper towels. Hand washing is required for each student several times throughout the day. Time to wash hands is built into the transition times inside the classrooms, after outside play, and bathroom breaks. Students will wash hands after entering the classroom, periodically in the classroom and as necessary upon sneezing and/or coughing as practicable.
- Pump bottles of hand sanitizer are available in classrooms, learning, play, and administrative areas on campus.
- Employees will attend training on cleaning and disinfecting, if specific training is available.
- Students will have individual essential tools such as pencils, colored pencils, erasers, clipboards, scissors, etc., which will be kept in their individual cases.
- Items that are used by students will be placed on a “used” shelf to be cleaned and disinfected by staff.
- All staff will use their school assigned devices, including computers, keyboards and mice, and these items will not be shared.
- Employees will be required to disinfect shared equipment, such as desks, copy machine, fax machine, laminator, phones, etc., after each use.
- Office supplies (i.e. pens, pencils, tape, staplers,) will be provided to all employees and these items will not be shared.
- Staff and students will be reminded that PPE such as gloves, goggles, and masks cannot be shared.
- Visual reminders/signage will be posted throughout the campus.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, RMCS will:

- Add additional hand washing facilities to classrooms and outdoor spaces.
- Encourage and allowing time for employee and student handwashing.
- All students entering the classroom must wash their hands prior to working in the classroom.
- Provide classrooms and all office spaces with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol). Hand sanitizer will only be placed in an area with supervision.
- Encourage employees and students to wash their hands for at least 20 seconds each time.

### **Personal protective equipment (PPE) used to control employees’ exposure to COVID-19**

RMCS will implement the following related to PPE:

- Evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and

provides such PPE as needed.

- When it comes to respiratory protection, RMCS evaluates the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.
- Provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## 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.
- Provided with the information on benefits described in *Training and Instruction*, and *Exclusion of COVID-19 Cases*, below.

RMCS will respond to and support employees who have potential COVID-19 exposure in our workplace as follows:

- Administration will follow the reporting requirements for employees who have a potential Covid-19 exposure.
- Countywide COVID-19 testing is available at no cost to the employee and may be scheduled during their working hours.
- Employees who have been exposed may have time off to receive a Covid-19 test. If it is not possible to schedule a test during work hours, they will be given one hour of paid time in order to be tested.
- The information on benefits described in *Training and Instruction*, and *Exclusion of COVID-19 Cases* will be provided to them.
- Quarantine and isolation areas will be provided for both employees and students, located adjacent to the administrative offices for easy pick up of students and/or staff

## System for Communicating

Our goal is to ensure that RMCS has effective two-way communication with employees in a form which is readily understood, and includes the following information:

- Employees should report COVID-19 symptoms and possible hazards as follows:
  - Employees should report Covid-19 symptoms to the Executive Director, Business Manager, and the Office Manager via email. Employees should follow up by filling out an *Absence Request & Documentation Form* at their earliest convenience.
  - Employees should report possible hazards via email to the Executive Director and Office Manager.
  - Employees can report symptoms and hazards without fear of reprisal. All information reported is confidential.
- RMCS procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where employer testing is not required, employees can access COVID-19 testing through their health insurance carrier or the Sonoma County Public Health Department.
- In the event RMCS is required to provide testing because of a workplace exposure or outbreak, RMCS 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.
- If an employee or student tests positive for Covid-19, a “No Contact/Exposure” letter will be emailed to all employees and students who were not deemed to be in direct contact with the individual who tested positive. For employees or students who had direct contact with the individual who tested positive for Covid-19, a “Direct Contact/Exposure” letter will be emailed.
- In the event of a workplace “outbreak”, contact tracing will be completed using a Contact Tracking form. All employees and students deemed present during the high risk exposure period will be notified via email with a “Direct Contact/Exposure” letter. Employees and students who were not in direct contact during the high risk exposure period will receive a “No Direct Contact/Exposure” letter via email.

- Employees or students who are exposed to or those who have tested positive for Covid-19, will be confidential, and their identity will not be made public.

### Communication Scenarios

Scenario 1: Symptoms Related to COVID-19					
Situation	Action/Plan	Contact	Communication	Action	Learning Model/Plan
A student or staff member either exhibits COVID-19 symptoms, answers "yes" to a health screening question or has a temperature of 10.4 or above.	Student or Staff send home	Healthcare Provider/Public Health for testing	Household/Open Communication	None Needed	Stable Groups/Hybrid Learning

Scenario 2: Close Contact with Positive COVID-19 Case (CDC defines close contact as interaction within 6 feet for a total of 15 minutes or more.)					
Situation	Action/Plan	Contact	Communication	Action	Learning Model/Plan
Family member or someone close in close contact with a student or staff member tests positive for COVID-19	Student or Staff report information to School Office  Student or Staff sent home to quarantine for 14-days from exposure	Healthcare Provider/Public Health for testing	Household/Open Communication	Scenario 2 letter sent via email to household families and staff	Stable Groups/Hybrid Learning

Scenario 3: Student/Staff Member Test Positive for COVID-19					
Situation	Action/Plan	Contact	Communication	Action	Learning Model/Plan
Student or Staff Member test positive for COVID-19	Student or Staff report information to School Office  Families connected to positive case (student or staff member) quarantine for 14-days	Healthcare Provider/Public Health for testing	Household/Closed Communication	Scenario 3 letter information communicated by phone and email to student families and staff	Stable Groups/Classrooms connected to positive case shift to Distance Learning

Scenario 4: Student/Staff Member Tests Negative for COVID-19 (Scenarios 1-2-3)					
Situation	Action/Plan	Contact	Communication	Action	Learning Model/Plan
Student or Staff Member tests negative for COVID-19 after any of the reasons in scenarios 1-2-3	Student or Staff may return to household 3-days after symptoms resolve; however, must continue isolation if in contact with positive COVID-19 family member		Household/Open Communication	Scenario #4 letter sent via email to student families and staff	Stable Groups/Hybrid Learning

### Training and Instruction

RMCS 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.
- 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.
- RMCS will utilize the resources available by county health and other providers to provide safety related training related to COVID-19
- Students will be given lessons on how to disinfect materials.
- Students will be provided with training on washing their hands for 20 seconds.

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

## Exclusion of COVID-19 Cases

Where RMCS has 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
  - Employees who have been excluded from work due to a work related exposure or who have a work related positive case of Covid-19, will be given the option of working remotely, if possible.
  - If the employee is unable to work remotely or is symptomatic with Covid-19, the employee may use any available Sick Leave during the required quarantine period.
  - Upon expending personal sick leave, employees may access state disability insurance.
- 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 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. We are using an electronic version of this on google docs.

## 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, AND
- 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.
- If a licensed healthcare professional determines the person is not/is no longer a COVID-19 case, in accordance with California Department of Public Health (CDPH) or local health department recommendations, then the employee may return.
- With the recommendation of a healthcare provider, an employee, who had severe illness from COVID-19 (admitted to hospital and needed oxygen), may stay in isolation for up to 20 days after symptoms first appeared.
- An employee who does not test positive for COVID-19 but who has been in close contact/first degree contact with a COVID-19 positive case, can return to work after a full 10 days from the date of last known exposure as long as the person remains asymptomatic (with or without testing).
- 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.

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Kelly Griffith Mannion, Executive Director

Date





Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
HEPA/UV fans in all Classrooms, Learning, Administrative Areas and where there is little or no outside ventilation			
HVAC running when rooms are occupied			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Adequate signage for spacing, physical distancing and wearing face masks.			
Student bathroom protocols being adhered to			
PPE (not shared, available and being worn)			
Face coverings (undamaged and clean, disposable masks available in office)			
Gloves (available for use in the classrooms and office)			
Face shields (available for use in the office)			
Respiratory protection			

**Appendix C: Investigating COVID-19 Cases**

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

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

Date: **[enter date]**

Name of person conducting the investigation: **[enter name(s)]**

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

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.

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

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

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

#### **Investigation of workplace COVID-19 illness**

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

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [Describe other applicable controls].

#### **Notifications to the local health department**

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

- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.

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

#### **COVID-19 testing**

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

#### **Exclusion of COVID-19 cases**

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

#### **Investigation of workplace COVID-19 illnesses**

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

#### **COVID-19 hazard correction**

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

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

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