

Date: 1/22/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Nea Community Learning Center

Number of schools:

1

Enrollment:

595

Superintendent (or equivalent) Name:

Annalisa Moore

Address:

1900 Third st

Phone Number:

5107484008

City

Alameda

Email:

Samantha.jeandebien@clcschools.org

Date of proposed reopening:

3/25/21, 4/19/21, 4/22/21

County:

Alameda

Current Tier:

Red

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Charter

Grade Level (check all that apply)

TK

X 2<sup>nd</sup>

X 5<sup>th</sup>

X 8<sup>th</sup>

X 11<sup>th</sup>

X K

X 3<sup>rd</sup>

X 6<sup>th</sup>

X 9<sup>th</sup>

X 12<sup>th</sup>

X 1<sup>st</sup>

X 4<sup>th</sup>

X 7<sup>th</sup>

X 10<sup>t</sup>

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

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is [K12csp@cdph.ca.gov](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 5 consecutive days.**

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

X I, Samantha Jeandebien, 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:

Alameda Public Health Department

X **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.

In grades K-2 there will be a max of 15 learners in a stable group with 2 staff. Learners will maintain their stable group structure throughout the day including recess, electives, as well as lunch. Each stable group will stay in the same classroom all day, with the exception of eating outside at their assigned location, weather permitting. Learners from other stable groups are not allowed to be mixed into the stable group. The staff will be consistent in order to support the stable group.

In grades 3-5 there will be a max of 15 learners in a stable group with 2 staff. Learners will maintain their stable group structure throughout the day including recess, electives, as well as lunch. Each stable group will stay in the same classroom all day, with the exception of eating outside at their assigned location, weather permitting. Learners from other stable groups are not allowed to be mixed into the stable group. The staff will be consistent in order to support 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?)

Maximum amount of learners in a class will be 15 and the maximum adults in the class will be 2.

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

Not Applicable

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

For elective such as PE, the learners will stay as a stable group. The PE facilitator, if different from the current staff in the stable group, will maintain a physical distance of at least 6ft.

X **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.

Nea will restrict personnel permitted on campus to limit unauthorized personnel from entering campus and to allow for health checks for all personnel. Only personnel who are authorized (Learners, Staff, and occasional Visitors) are permitted on campus beyond the front office area.

The following personnel are permitted on campus after following all entrance protocols:

All Nea and CLCS Staff

Learners

SPED vendors, including the Occupational Therapist and Psychologists

AUSD Staff

Repair vendors, including Xerox and facilities' contractors

Alameda Police Department

Attendees at SPED and 504 meetings, if necessary

Note: Meetings to discuss schoolwork, behavior, etc. shall be held via Zoom, Google Hangouts, Google Meets, etc.

Parents are permitted to pick up their children for appointments in the front office and directly from the isolation area due to illness.

All children will be dropped off and picked up from outside the perimeter of the school. There will be a drive thru option, as well as a walk up drop off option. At the biking and walking drop off locations, there will be markers on the ground to indicate 6ft and reminders about physical distancing. Campus supervisors will be rotating around the campus to make sure that learners are going directly to class to avoid mixing of stable groups.

Eliminating those personnel who are not part of the Learner or Staff population is an important element in keeping risk of exposure low. In order to close our campus, entry points will be open at certain times and will be restricted access. Nea and CLCS Staff will provide entry control at all areas open in the morning and throughout the day.

Nea has eight entry/exit points to the campus. Four are controlled through lockable gates or doors. Four are open with no structural control that will be blocked off by temporary barriers. Campus supervisors will monitor all unmanned and unlocked areas on a rotating basis.

Hallways will be marked with "Keep to the right" signs so that learners, staff, and visitors can provide maximum physical distance when passing in the hallway. The structure of the school schedule and stable groups, provide little opportunity for groups to mix due to learners staying in the same classes all day. In regards to bathroom usage and or when a learner needs to leave the class, a support staff will go with them to ensure that they are not mixing with learners from other stable groups.

There will be staggered start and end times for different grade levels to avoid the mingling that occurs between learners normally. When entering campus, learners will go directly to their class. Upon dismissal, learners will leave campus immediately. If a learner has a sibling, he or she will wait in a designated area maintaining the 6ft distance from other learners.

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

All staff and learners will be required to wear face masks at all times, except when actively eating or drinking. When eating or drinking, physical distance will be increased. If a learner or staff member can not wear face coverings, then they will be issued a face shield and a drape for underneath. Learners who will not follow the face covering policy, are not exempt under the CDPH guidelines, will be enrolled into the remote Hyflex learning program.

All personnel will be issued appropriate personal protective equipment for their use while on campus if needed.

All Nea and CLCS staff will be issued the following as needed:

- Face masks (Surgical)
- Face shields, if desired
- Gloves
- Hand sanitizer
- Disinfecting materials

All classroom Staff will be issued the following:

- Face masks (surgical)
- Face shields, if desired
- Gloves
- Hand sanitizer
- Disinfecting materials

Learners will be issued the following, as needed:

- Face masks

Entry point personnel will be issued and mandated to use the following:

- Face masks
- Face shields
- Gloves if desired
- Hand sanitizer
- Disinfecting materials

Front office main desks and School Manager desk at Nea will have plexiglass barriers placed on counters.

Visitors will be issued and mandated to use the following:

- Face masks (Surgical)
- Gloves, as necessary

**X 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.

All staff and learners will be screened before coming onto campus. CLCS and Nea have utilized the CrisisGo app that will expedite the screening process. Learners and staff will self-screen before coming to campus and receive a green QR code, which indicates that staff and learners have passed the health screening questions that are aligned with the county health questions. This code will be scanned in by the health screeners and temperature will be taken, which must indicate a temperature below 100.4. If learners or staff do not pass the health screening, they will be given isolation instructions, and sent home. To return before the 10 day isolation period is over, staff or learners will be asked to provide a doctor's note that indicates the symptoms are not related to COVID along with a decrease in symptoms and be fever free without medication for 24hrs or a

negative COVID test. If staff or learners can not provide this, they will be required to complete the 10 day isolation period.

If a staff begins to feel ill while at the school site, the staff will be immediately sent home and given isolation instructions. To return before the 10 day isolation period is over, staff or learners will be asked to provide a doctor's note that indicates the symptoms are not related to COVID along with a decrease in symptoms and be fever free without medication for 24hrs or a negative COVID test. If staff or learners can not provide this, they will be required to complete the 10 day isolation period.

If a learner begins to feel ill at the school site, they will be immediately isolated and must be picked up by an authorized person within two hours. Learners will be given isolation instructions. To return before the 10 day isolation period is over, staff or learners will be asked to provide a doctor's note that indicates the symptoms are not related to COVID along with a decrease in symptoms and be fever free without medication for 24hrs or a negative COVID test. If staff or learners can not provide this, they will be required to complete the 10 day isolation period.

Learners that are isolated for the 10 day period will continue to receive instruction through additional Distance Learning activities and lessons.

The individual that is required to isolate is able to return to campus after the 10 day isolation period, will adhere strictly to all recommended non-pharmaceutical interventions, including wearing face coverings at all times, maintaining a distance of at least 6ft from others through day 14.

**X** **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.

Learners and Staff shall be trained and reminded to:  
use tissue to wipe their nose,  
cough/sneeze inside a tissue or their elbow,  
sanitize or wash their hands before and after eating,  
sanitize their hands after using a shared resource,  
sanitize or wash their hands after blowing nose, coughing or sneezing, and  
sanitize their hands before and wash their hands after using the restroom.

Learners and Staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.

Staff shall model and practice hand washing for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper hand washing.

Learners and Staff shall hand sanitize or wash hands several times throughout the day.

Learners and Staff should use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands and allowed to dry.

Hand sanitizer shall be available in each classroom and at various outdoor places on campus, including the entrances to all bathrooms.

Learners and Staff shall be reminded to keep their hands away from their faces and masks.

Hand wash stations shall be available on campus as soon as they can be shipped from the vendor (arrival is expected the first week in August).

Signage shall be placed throughout campus to remind Learners and Staff of proper hygiene.

- X **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.

When dealing with medical situations, confidentiality is of the utmost importance. CLCS is committed to ensuring that we follow all confidentiality practices aligned with FERPA and HIPAA and ensure that staff and families feel safe to disclose potential COVID diagnosis. All names will remain confidential and only discussed with the COVID Liaison, Executive Director, and key staff.

If a staff or learner is diagnosed positive with COVID, the following will take place:

Crisis Service Manager, Samantha Jeandebien, will interview with the positive individual or individuals guardian for contact tracing

Exposure letters will go out to direct contacts

AB685 Notification will go out to all staff on campus

Quarantine and isolation guidelines will be followed

APHD Report will be filled out and submitted

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

Nea will require all personnel to maintain a social distancing area of six feet whenever possible. No group loitering will occur on campus.

#### Campus

Under the hybrid model, no more than half of each school's students shall be on campus at any time, ½ of Nea on each day.

Learners who enter campus will go directly to their classrooms. They will not line up in front of a classroom.

Hallways will be marked with "Keep to the right" signs, allowing for proper physical distance when walking.

No group loitering will occur on campus.

No use of common areas will be permitted, except as supervised lunch areas with strict social distancing.

#### Classrooms

Classes shall be maintained at 15 learners or below to ensure appropriate social distancing.

The same group of Learners shall remain in each classroom throughout the day. Facilitators shall rotate classrooms.

Class seating shall be moved as far away as possible from the Facilitator's space and Learners must be a minimum of 6 ft. from the Facilitator in cohorts that are not stable. Learners shall be a minimum of 4 ft apart from each other. Short term exposure of less than 6ft between staff members and learners shall be permitted (e.g. a teacher assisting a student one on one) but the duration shall be minimized and mask must be worn.

Tape shall be placed, as necessary, to show spacing requirements.

Assignments shall be completed and accepted via electronic methods whenever possible. Assignments may be turned in via a box in the classroom that is a minimum of 6 ft. from the Facilitator. The Facilitator may use

gloves to handle and grade the assignments or may allow the assignments to sit for a minimum of 24 hours prior to grading.

Learners and Facilitators shall not share items with one another. Facilitators shall keep their items in a separate storage container that shall be moved with them from class to class.

Signage shall be used for social distancing

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

Maximum: 6 feet

Minimum 4 feet

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

In classrooms where 6ft between learners desk are not possible due to limited space, partitions will be used and well as the desk will all be faced one way. The Hvac systems have been upgraded to meet the minimum requirement in the portables on campus. Rooms that did have their Hvac system upgraded due to limitations of the system, fans will be installed in the upper windows, one for incoming air and one for outgoing air. This will create the cross ventilation that is recommended.

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

Training will be required before school opens, during school opening and on a continual basis. Families, Learners and Staff will receive training. Nea will train all Staff and Learners on the following:

Entry protocols including temperature checks

Hand washing and hand sanitizing

Proper use of Personal Protective Equipment including facemasks, gloves and face shields for Staff

Cleaning of face masks and face shields

Purpose of ground tape, table tape, ground decals and signage

Procedures to go from entrance to classroom; from classroom to office; from classroom to bathroom and from classroom to exit

Procedures in classroom to ensure social distancing (3-6 feet) from Facilitators

Procedures for bathroom use

Permissible lunch and recess activities

Process for reporting possible illness during school time and isolating on campus

COVID-19 symptoms

Enforcement of protocols

Training will occur via the following:

Newsletter

Email

Video Conference

Start of every school day in classroom and through distance learning for a minimum of first week of school

Videos for Learners

- X **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 who demonstrate symptoms of COVID-19 will receive a test before they leave the campus. Test are at no cost to staff. If exposure happens, testing will be offered to staff within the time the infection will show up (i.e. 4-5 days after exposure).

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

All staff will be tested on a weekly basis through a local vendor while the county is in the purple, bi weekly when the county is in the red. Results ready within a 24-48 hour period. All results will be shared with the COVID Liaison and the Chief Operating Officer. The Crisis Service Manager will be responsible for informing staff, if a positive result is received.

- X **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.

Learners will be offered to be tested when they are symptomatic. If a learners guardian denies testing by the school, instructions will be given outlining testing as well as local testing sites. Test are at no cost to the learners.

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

All Learners will be tested on a weekly basis through a local vendor while the county is in the purple, bi weekly when the county is in the red. Results ready within a 24-48 hour period. All results will be shared with the COVID Liaison and the Chief Operating Officer. The Crisis Service Manager will be responsible for informing families, if a positive result is received.

- X **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](#).

Samantha Jeandebien, Crisis Service Manager, is also the COVID Liaison. When there is a confirmed case of COVID, the Crisis Service Manager will do the following:

Interview with the positive individual or individuals guardian for contact tracing  
Exposure letters will go out to close contacts  
AB685 Notification will go out to all staff on campus  
Quarantine and isolation guidelines will be followed  
APHD Report will be filled out and submitted

- X **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.

When dealing with medical situations, confidentiality is of the utmost importance. CLCS is committed to ensuring that we follow all confidentiality practices aligned with FERPA and HIPAA and ensure that staff and families feel safe to disclose potential COVID diagnosis. All names will remain confidential and only discussed with the COVID Liaison, Executive Director, and key staff. Community notifications will not contain the name, grade, pod, and any other identifying information.

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



Labor Organization

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

Name: Nea and ACLC United

Date: 1/26/21

Parent and Community Organizations

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

Name: All Parents

Date: 1/15/21

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

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Alameda. County has certified and approved the CRP on this date: 2/8/21. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# *CLCS COVID PREVENTION PLAN*

Nea and ACLC CPP

*Elizabeth Leonard*

*State Compensation Insurance Fund | [Company Address]*

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# COVID-19 Prevention Program for CLCS

## COVID-19 PANDEMIC

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The [virus spreads](#) easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. The virus can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious droplet on a surface and then touch their own nose, mouth, or eyes.

Some of the [symptoms](#) of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

## COVID-19 PREVENTION PROGRAM

CLCS is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. This plan was last reviewed on 1/20/21

## DESIGNATION OF RESPONSIBILITY

*Samantha Jeandebien, the Crisis Service Manager* has the authority and responsibility for implementing this plan in our workplace. All managers and supervisors are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered in a language they understand.

All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

## IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, customers, and members of the public. Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
- Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
- Existing COVID-19 prevention measures and whether we need different or additional control measures.

**Employee Participation** - We encourage employees to participate in this evaluation. They can contact Samantha Jeandebien to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

We will evaluate how to maximize the amount of outdoor air entering our indoor spaces and if it is possible to increase the filtration efficiency to the highest level possible for our ventilation system.

**Employees may confidentially inform us if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. They will have priority for lower exposure job assignments or working from home whenever possible.**

The jobs/tasks/activities at CLCS have been assessed as follows:

**Table 1 – Risk Assessment**

<b>Job Title or Task</b>	<b>Description of Exposure Risk</b>
Entering workplace	Numerous employees in close proximity to each other
Front office	Close interaction with another person for extended period of time
Facilitators	Close interaction with another person for extended period of time
Learner Support Staff	Close interaction with another person for extended period of time
Psychologist	Close interaction with another person for extended period of time
Learner Specialty Support Services	Close interaction with another person for extended period of time
Making Copies	Numerous employees using the same equipment
Staff Meetings/Professional Development	Numerous employees in close proximity to each other
Staff breaks and lunch	Numerous employees in close proximity to each other
Staff Mail boxes	Numerous employees in close proximity to each other
Lead Facilitators	Close interaction with another person for extended period of time

**CORRECTION OF COVID-19 HAZARDS**

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement [feasible control measures](#) to minimize or eliminate employee exposure to COVID-19. We review orders and guidance COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.

Table 2 – Controls to Reduce Exposure

<b>Job Title/Task/Work Area</b>	<b>Engineering Controls</b>	<b>Administrative Controls</b>	<b>PPE</b>
Entering workplace	Use natural ventilation; have screening station set up in immediate breezeway. Staff self screen and home, scan in their QR code and receive a temperature check	Staff self-screen and home, scan in their QR code and receive a temperature check before entering, enforce physical distancing; face coverings required	Provide face shield for screener, handwash station, hand sanitizer
Front office	Plexiglas barriers between employee and other people entering the office, use of natural ventilation and air filter	Face coverings required, parents and visitors need to call and make an appointment, no more than one other staff member in the office at a time, visual cues and signage about symptoms	Provide face mask if need, handwash station, hand sanitizer
Facilitators	Specialized area taped off indicated 6ft between facilitator and learners, use of natural ventilation and air filter, stable cohort of learners	Face coverings required, physical distancing is followed strictly for nonstable cohorts, physical distance can be relaxed in stable cohorts, encourage handwashing and use of hand sanitizer	Provide face mask for staff if they need, provide a PPE tub that has gloves, hand sanitizer, extra mask for learners, face shield (upon request)
Learner Support Staff	use of natural ventilation and air filter,	Face coverings required, physical distancing is followed strictly for nonstable cohorts, physical distance can be relaxed in stable cohorts, encourage handwashing and use of hand sanitizer	Provide face mask for staff if they need, provide a PPE tub that has gloves, hand sanitizer, extra mask for learners, face shield (upon request)
Psychologist	Use of natural ventilation and air filter, Plexiglas barrier between Psychologist and learner, virtual meetings when possible, desk wiped down in between learners	Face coverings required, Plexiglas barrier between Psychologist and learner, physical distancing strictly followed	Provide face mask for staff if they need, provide a PPE tub that has gloves, hand sanitizer, extra mask for learners, face shield (upon request)
Learner Specialty Support Services	Use of natural ventilation and air filter, Plexiglas barrier between support services provider and learner, virtual meetings when possible, desk wiped down in between learners	Face coverings required, Plexiglas barrier between support services provider and learner, physical distancing strictly followed, tables wiped down between learners	Provide face mask for staff if they need, provide a PPE tub that has gloves, hand sanitizer, extra mask for learners, face shield (upon request)
Making Copies	Use of natural ventilation and air filter, six ft apart stickers to form a line while waiting, sanitizer wipes by machine, standing hand sanitizer by machine	Enforced physical distancing	Hand sanitizer, disinfectant wipes,
Staff Meetings/Professional Development	Virtual meetings when possible, strict physical distancing when not possible, use of natural ventilation and air filter, outdoor meetings encouraged	Enforced physical distancing, virtual meetings when possible, enforce mask wearing	Provide face mask for staff if they need
Staff breaks and lunch	Use of natural ventilation and air filter, tables set up more than 6ft apart,	Staggered lunch schedules when possible, enforce physical distance greater than 6ft since mask are off,	

		while eating, encourage outdoor lunches, disinfect nightly	
Staff Mail boxes	Use of natural ventilation and air filter, six ft apart stickers to form a line while waiting, encourage use of digital messages/information,	Enforced physical distancing, enforce mask wearing, disinfect nightly	
Lead Facilitators	Use of natural ventilation and air filter strict physical distancing when entering cohorts, being mindful of the 15 mins,	Virtual observations when possible, strict physical distancing when entering cohorts, being mindful of the 15 mins,	Face mask or face shield (when requested)

We inspect periodically to check that controls are effective, to identify unhealthy work conditions or practices, and to ensure compliance with this plan. Any deficiencies are corrected right away, and we update this plan if needed.

### Engineering Controls – Equipment and Building Systems to Minimize Exposures

Our engineering controls for COVID-19 include: (Add or delete bullets below as applicable to your business.)

- Maximizing outdoor air for ventilation as much as feasible except when EPA’s Air Quality Index is greater than 100-or when increasing outdoor air would cause harm to employees, such as excessive heat or cold.
- Installing cleanable, solid partitions between coworkers or between workers and customers when 6 feet of distance cannot be maintained.

### Administrative Controls – Policies, Procedures, and Practices to Minimize Exposure

Our administrative controls for COVID-19 are:

- **Encouraging working from home** whenever possible.
- **Bi-weekly surveillance testing.** Staff that are regularly on campus, or staff that work directly with learners are tested bi-weekly using a PCR test.
- **Screening Employees and Visitors** to our facility through the following methods:
  - Home Screening - Employees self-screen using a [symptom screening form](#) prior to leaving for work.
  - Onsite Screening - Face coverings are required during the screening process and non-contact thermometers are used.
  - Self-Screening of Visitors - We have a symptom screening form posted at the entrances to our worksite and ask visitors to self-screen before entering the worksite.
  - Visitors are required to call the office to make appointments before coming to campus.

We prohibit any employee or visitor sick with any potentially contagious from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact *Samantha Jeandebien* and leave the worksite.

- **Physical Distancing:** Everyone must keep a six-foot distance from others at all times except where we can show that it is not possible or for brief times during the movement of people in the workplace. When six feet of distance cannot be maintained, people will be as far apart as possible. Methods for physical distancing include:
  - Reducing the number of persons in an area at one time (including visitors)
  - Visual cues such as signs and floor markings to show employee locations and paths of travel
  - Staggered arrival, departure, work, and break times
  - Adjusted work processes (such as reducing production speed) to allow greater distance between employees

- Telework or other remote work arrangement
- ***Wearing a Face Covering:*** We can provide face coverings to all employees who do not have them and require they be worn when indoors, when outdoors if less than six feet from another person, and as required by the local health department or CDPH. We will not prevent any employee from wearing a face covering when required unless it would create a safety hazard, such as interfering with the safe operation of equipment. The face coverings provided will be cloth or woven material, fit snugly, and completely cover the nose and mouth. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection and do not replace physical distancing requirements.**

Employees are not required to wear a face covering in the following situations:

- When an employee is alone in a room.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- When employees wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
- When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.
- ***Practicing Good Hygiene.*** Wash hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer stations and hand hygiene signage are placed throughout the workplace. Samantha Jeandebien is responsible for ensuring hand hygiene stations are readily accessible and stocked with soap and paper towels, or sanitizer.
- ***Prohibiting the Sharing of PPE and Other Workplace Equipment*** such as phones, computers, and tools. If items must be shared, they are disinfected between uses by different people.
- ***Cleaning and Disinfecting Frequently.*** Surfaces, especially frequently touched surfaces, will be disinfected with products that meet the [EPA's criteria for use against coronavirus](#). Disinfectants are used according to manufacturer's directions. Employees that are responsible for disinfecting are trained on the hazards of the disinfectants, to use only in well-ventilated areas, any PPE that is required, and to never mix chemicals. Surfaces are disinfected according to the following schedule:

**Table 3 – Disinfection Practices**

Surface/Area	Disinfection Method/Product	Frequency
Bathrooms - sinks, soap and paper towel dispensers, door handles, stall locks, toilet seat and flush, toilet paper dispensers	Bathrooms will be disinfected using the fogging gun that uses EPA approved disinfectants	Every two hours
Classrooms- desk, doorhandles,	Classrooms will be disinfected using the fogging gun that uses EPA approved disinfectants	Every night
Staff workrooms/lunch areas- tables, sinks, copiers, mailboxes	Staff workrooms/lunch areas- will be disinfected using the fogging gun that uses EPA approved disinfectants	Every night



Front Office- desk, Plexiglas, countertops,	Front office will be disinfected using the fogging gun that uses EPA approved disinfectants	Every night

**Personal Protective Equipment (PPE) – Equipment Worn by Employees to Minimize Exposure**

In general, employees WILL NOT use respirators at CLCS for protection from COVID-19. If a hazard assessment determines respirators are needed, they will be used in accordance with [Title 8, Section 5144](#). Any PPE used to protect from COVID-19, such as gowns, face masks, and gloves, is selected based on function, fit, and availability. Supervisors are responsible for informing Samantha Jeandebien when supplies of PPE are are needed.

**INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**

**Illness at the Workplace**

We investigate all COVID-19 cases in the workplace. Our investigation includes verifying COVID-19 case status, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

We will utilize an app based health screening process that will help maintain a daily log to keep track of all employees and visitors at our workplace. This includes name, health screening status, date, and area of the workplace accessed. We will use this information to identify individuals to contact following notification of a COVID-19 case at our workplace.

We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law enforcement).

**Notification**

Employees must alert Samantha Jeandebien if they are having symptoms of COVID-19, had a possible COVID-19 exposure, were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had exposure to the COVID-19 case by reviewing the case’s activities during the high-risk period. The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one business day of becoming aware of a positive diagnosis, *Samantha Jeandebien* will notify in writing all employees and their authorized representatives, independent contractors and other employers onsite who were potentially exposed. Individuals with close contact will be instructed to quarantine at home. **CDC defines close contact as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period, starting 2 days prior to symptom onset until the sick person is isolated.** When providing notice under this section, we will not disclose the identity of the infected person(s).

4. We will provide employees with potential COVID-19 exposure information about access to COVID-19 testing, which will be offered at no cost during working hours, and isolation requirements resulting from a positive test.
5. Investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.

We will provide information about [COVID-19 related leave benefits](#). **Confidentiality will be maintained at all times.**

We keep a record of and track all COVID-19 cases to include: employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. This information is kept confidential.

### **Disinfection after Positive Test/Diagnosis**

If it has been less than seven days since the sick employee has been in the facility, we will close off any areas used for extended periods of time by the sick individual and allow to air out up to 24 hours. The area will then be thoroughly cleaned and disinfected.

### **Exclusion from the Workplace**

The following employees will be excluded from the workplace:

- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.
- Employees who test positive for COVID-19 until the Return to Work criteria in the next section are met.

Employees excluded from work due to a positive diagnosis from a workplace exposure, or identified as exposed in the workplace, but are otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

### **Return to Work**

Criteria for returning to work after testing positive for COVID-19 are as follows:

- Employees who tested positive and had symptoms can return to work when:
  - At least 10 days have passed since symptoms began, **AND**
  - At least 24 hours have passed with no fever (100.4°F or above) without the use of fever-reducing medications, **AND**
  - Other COVID-19 symptoms have improved.
- Employees who test positive but never have symptoms can return to work:
  - After at least 10 days have passed since the date of positive specimen collection.
- Employees who have completed an order to isolate or quarantine by a local or state health official. If the period of time was not specified, then it is 10 days from the issuance of an order to isolate or an order to quarantine.
- Employees that have approval from Cal/OSHA on the basis that removal of the employee would create undue risk to a community's health and safety. In these instances, effective control measures such as isolation or respiratory protection will be implemented to prevent infection of other employees at the workplace.

A negative test result is not required for an employee to return to work.

## **REPORTING, RECORDKEEPING, AND ACCESS**

### **Reporting**

[Reporting to the Local Health Department \(LHD\)](#) – This requirement also complies with AB 685.

Within 48-hours of knowledge, *Samantha Jeandebien* will notify the [local health department](#) ( LHD), Alameda Public Heath Department, of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.

[Reporting to our Claims Administrator – SB 1159](#) (This section applies to employers with five or more employees)

Theresa Quigley will report to our Workers Comp broker when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employees’ positive test result.

[CAL/OSHA Recording/Reporting](#) - We will record on our log all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

### **Recordkeeping**

CLCS maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

We keep a record of and track all COVID-19 cases. These records include the employee’s:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

### **Access**

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

## **COMMUNICATION SYSTEMS**

We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to Samantha Jeandebien.

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. An employee can make a confidential report of his/her own high risk condition to Samantha Jeandebien.

If an employee is suspected of having a workplace exposure to COVID-19, we will provide COVID-19 testing at no cost. We will inform affected employees of the reason for testing and the potential consequences of a positive test.

Note: Additional communication requirements may apply depending upon severity of outbreak. See Appendix A for multiple COVID-19 infections and outbreak procedures. See Appendix B for major outbreak procedures.

We communicate information about COVID-19 hazards and our COVID-19 policies and procedures to employees and other employers, persons, and entities that come in contact with our workplace. Other employers must ensure their

employees follow our plan or equivalent to ensure protection of both their and our employees. When our employees are at another worksite, we will verify that procedures at the other worksite are protective of our employees, such as mask wearing and social distancing.

## **EMPLOYEE TRAINING AND INSTRUCTION**

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at CLCS including:

- Information on how COVID-19 spreads and infects people.
- Symptoms of COVID-19
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- Our symptom screening procedures for employees and all other visitors to the workplace
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
  - Requiring employees to stay home when sick.
  - Physical distancing. Employees must maintain at least 6' of separation from other individuals in the workplace. Since infectious aerosols can travel further than 6', face covering are required along with physical distancing at all indoor workplaces.
  - Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
  - Proper use of a face coverings and the fact that a face covering is NOT respiratory protection.
  - Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.
- Information on COVID-19-related leave benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the CLCS leave policies, and leave guaranteed by contract.
- The contents of this plan.

## **APPENDIX A - MULTIPLE COVID-19 INFECTIONS AND OUTBREAKS**

The following procedures will be followed whenever there are three or more COVID-19 cases in our workplace within a 14-day period or the workplace has been identified by the Local Health Department (LHD) as the location of a COVID-19 outbreak. These procedures can be stopped only after no new COVID-19 cases are detected at our workplace for a 14-day period.

### **Testing**

CLCS will provide testing to all employees at no cost during working hours except for those not present during the outbreak period defined above. This testing will be done immediately after determination of an outbreak, and then again one week later; negative test results will not change the quarantine or health order status of any individual. Following these two tests, we will provide continuous testing to employees in the workplace during the defined outbreak period at least once a week, or more frequently if recommended by the LHD. We will provide additional testing as required by the Division in accordance with any special order from Cal/OSHA.

### **Exclusion from the Workplace**

The following employees will be excluded from the workplace during an outbreak:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.

Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

### **Workplace Investigation, Review, and Hazard Correction**

We will investigate all workplace illness to determine potential factors in the workplace that could have contributed to the COVID-19 outbreak. Additionally, we will review our relevant COVID-19 policies, procedures, and controls and we will implement changes needed to prevent further virus spread.

All investigations and reviews will be documented to include:

- Investigation of new or continuing COVID-19 hazards.
- Review of our leave policies and practices, including whether employees are discouraged from staying home when sick.
- Review of our COVID-19 testing policies.
- Investigation of the sufficiency of outdoor air.
- Investigation of the sufficiency of air filtration.
- Investigation into feasibility of physical distancing.

These reviews will be updated every 30 days that an outbreak continues with new information, new or previously unrecognized COVID-19 hazards, or as necessary. We will make changes based on investigations and reviews to reduce the spread of COVID-19 and consider such actions as moving work tasks outdoors, allowing employees to work remotely, increasing outdoor air supply to our indoor workplaces, improving air filtration to the highest MERV rating compatible with our air handling system, increasing physical distancing as much as possible, providing respiratory protection, or other possible control measures.

## **Notifications to the Local Health Department (LHD)**

As soon as possible but at least within 48-hours of knowledge, *Samantha Jeandebien* will notify our LHD, Alameda Public Health Department whenever there are three or more COVID-19 cases. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised. We will provide the LHD the total number of cases and for each case the following:

- Name
- Contact information
- Occupation
- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace
- Any other information requested

We will continue to update the LHD with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.

## APPENDIX B – MAJOR COVID-19 OUTBREAKS

The following procedures will be followed whenever there are 20 or more COVID-19 cases in our workplace within a 30-day period. These procedures can be discontinued only after no new COVID-19 cases are detected at our workplace for a 14-day period.

### Testing

CLCS will provide testing to all employees present at the workplace during the relevant 30-day period and who remain at the workplace at no cost during working hours. Testing will be provided twice a week or more frequently if recommended by the Local Health Department (LHD).

### Exclusion from the Workplace

The following employees will be excluded from the workplace:

- Positive cases until return to work requirements are met.
- Employees that have been exposed to COVID-19 until 10 days after the last known exposure.
- Employees excluded from work due to positive diagnosis or exposure but otherwise able and available to work will maintain their earnings, seniority, and all other rights and benefits. Information on available benefits will be provided at the time of exclusion.

### Investigation of Workplace COVID-19 Illnesses

We will implement effective procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases. Upon notification of a COVID-19 case, we will do the following:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had exposure to the COVID-19 case by reviewing the case's activities during the high risk period.
  - The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
  - The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one day of becoming aware of a positive diagnosis, Samantha Jeandebien will notify in writing all employees, and subcontracted employees, who were potentially exposed and instruct individuals with close contact to quarantine at home.
  - **CDC defines [close contact](#) as being within six feet of an infected person for 15 cumulative minutes or more over a 24-hour period starting 2 days prior to symptom onset until the sick person is isolated.**
4. Employees with potential COVID-19 exposure will be provided with information about access to COVID-19 testing, which will be offered at no cost during working hours, and the possible consequences of a positive test.
5. Investigate whether any workplace factors contributed to the risk infection and how to further reduce that potential exposure.

We will ensure that all personal identifying information and employee medical records are kept confidential and that testing and medical services will be provided in a manner that ensures confidentiality of our employees. Non-redacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

## COVID-19 Hazard Correction

In addition to the engineering controls, administrative controls, and PPE provisions of our COVID-19 Prevention Program, we will do the following:

- Filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with our ventilation system. If MERV 13 or higher efficiency filters are not compatible with our system, we will use the highest MERV rated filter possible.
- Evaluate the benefits that portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, may offer in reducing the risk of transmission and implementing wherever possible.
- Evaluate the need for respiratory protection or changes to current respiratory protection in use. Any respiratory use will be in accordance with [8CCR5144](#).
- Implement any other control measures necessary by the issuance of an Order to Take Special Action by the Division in accordance with [8CCR332.3](#).

## Notifications to the Local Health Department (LHD)

As soon as possible but at least within 48-hours of knowledge, Samantha Jeandebien will notify our LHD, Alameda Public Health Department, whenever there are three or more COVID-19 cases. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised. We will provide the LHD the total number of cases and for each case the following:

- Name
- Contact information
- Occupation
- Workplace location
- Business address
- Hospitalization and/or fatality status
- North American Industry Classification System (NAICS) code of the workplace
- Any other information requested

We will continue to update the LHD with additional case information during the outbreak period until there have been no detected COVID-19 cases for 14 days.