



COVID-19 PREVENTION PROGRAM (CPP)

This COVID-19 Prevention Program (CPP) has been put in place to control exposures to the SARS-CoV-2 virus that may occur in our campus locations, as well as providing a preparation tool to ensure our responses and efforts are at the highest effectiveness. Westside Waldorf School is dedicated to containing and limiting the spread of COVID-19 arising from our on-campus activities. We are committed to implementing all requirements of the LA County Department of Health as well as those of our CA Department of Social Services for our Early Childhood Centers. We aim to adhere to best practices in the containment of COVID-19.

DATE PREPARED OR MOST RECENTLY UPDATED

January 29, 2021

AUTHORITY AND RESPONSIBILITY

The Westside Waldorf School Leadership Council has overall authority and responsibility for implementing the provisions of this CPP in our workplace. The COVID-19 Response Team is overseen by the Leadership Council (Anjum Mir, Jessica Breakey, Lynne Newton, Mike Quishenberry, Odalmis Molina). The following Faculty and Staff comprise the team:

- Anjum Mir, overseeing protocols for students and parents in Grades 1-8 **designated liaison to DPH in event of outbreak*
- Judy Penrose, overseeing protocols for students and parents in our Early Childhood Centers. **designated liaison to DPH in event of outbreak*
- Franzi Utter, overseeing protocols for visitors and parents **designated liaison to DPH in event of outbreak*
- Mike Quishenberry, overseeing protocols for employees **designated liaison to DPH in event of outbreak*

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

Westside Waldorf School will implement the following on our campuses:

- Conduct campus-specific evaluations using the *Appendix A: Identification of COVID-19 Hazards* form.
- Evaluate employees' potential workplace exposures to all persons.
- Review applicable orders and general and school-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 and the need for different or additional controls.
- Conduct periodic inspections using the *Appendix B: COVID-19 Inspections* form as needed to

identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by modeling appropriate and required protocols, as well as reporting any concerns they may have relative to non-compliance.

Employee screening

All Westside Waldorf School employees will complete a daily health screening prior to coming on campus. This form is completed and stored electronically. A sample of the form is attached to this CPP.

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 hazard(s), as follows:

- The severity of the hazard will be assessed and correction time frames assigned accordingly.
- Individuals will be identified as being responsible for timely correction.
- Follow-up will be done by a designee of the Leadership Council to ensure timely correction.

CONTROL OF COVID-19 HAZARDS

Physical Distancing

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

- Allowing employees whose positions allow it to work remotely.
- Conducting all meetings virtually.
- Designated one-way paths to enter and exit areas of the school.
- Restrooms are designated for employees based on their campus location.
- All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use of face coverings when around others. Signage around campus has been placed.
- All visitors must have scheduled and approved appointments by Franzi Utter and need to wait outside the front gate for directions from the security guard. All visitors must complete COVID-19 visitor health form prior to accessing the facility. Visitors may only use Porta Potty restroom in parking lot.
- Only one employee is allowed to work in any office or shared space to ensure social distancing. Breaks are staggered and rooms and facilities are scheduled to ensure that physical distancing can be maintained in shared spaces, specifically as follows:
 - i. EMPLOYEE LOUNGE
 1. Occupancy is limited to 4 individuals.
 2. Employees agree to move to another space - outside, car, or another area.
 3. Employees will use school provided laptops and minimize use of shared computers and workstations.
 4. Internet is available in all Grades 1-8 classrooms. Wi-Fi is available throughout campus.
 - ii. COPY ROOM
 1. Occupancy is limited to 3 individuals.
 2. A schedule for the use of the copy machine will be available through Franzi.

3. Minimize use of mail slots and use cell phones instead as feasible.
- iii. FACULTY/EMPLOYEE MEETINGS/PARENT MEETINGS/VISITOR MEETINGS/DONOR MEETINGS/PROSPECTIVE PARENT MEETINGS
 1. All in-person meetings of any kind have been suspended, including faculty, department, committee, parent, client, donor, prospective parent meetings etc.. All meetings will occur virtually on Zoom.

Face Coverings

Face coverings are required on campus. We have instructed employees to ensure they have an adequate supply of undamaged, clean 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. A supply of face coverings is maintained in the school office and available to anyone who may have forgotten or damaged theirs.

If employees encounter non-employees that are not wearing face coverings they are instructed to take the following steps:

- If it is an encounter that is not a scheduled meeting or is an individual unknown to the employee, the employee will do what they can to remove themselves from the proximity.
- If it is an encounter that is a planned meeting or someone with whom the employee will need to interact as part of the job, they are instructed to request the other party utilize a face covering over their nose and mouth, citing that for them it is required of the school. If the other party refuses, the employee is instructed to place themselves in a situation that meets the physical distancing and face covering protocol. If they are unable to do that, they are instructed to leave the location and report to a member of the Leadership Council or COVID-19 Response Team.

The following are exceptions to the use of face coverings:

- When an employee is alone in an office or classroom.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Engineering Controls

Transparent protective shields have been installed in reception areas. Classrooms have been reconfigured to maintain a minimum of six feet physical distancing. Administration and support employees are either in private offices or working from home or both.

Cleaning and Disinfecting

- All facilities being utilized by students, and any facilities being utilized by more than one person are cleaned daily by the school cleaning service at the end of the day. This includes:
 - Classrooms
 - Restrooms

- Offices, lobby, and hallways
- Common areas and items that are shared by more than one person are wiped down between each usage by the adult employees who are using them. This includes:
 - Copier
 - Phones
 - Computers
 - Paper cutter
 - Adult bathroom knobs and faucets
 - Kitchen items - microwave, fridge handle, water kettle, etc.
- Classrooms
 - In addition to the daily cleaning by our cleaning service of all classrooms being utilized by students, teachers will wipe the following at the end of the class with either disinfecting wipes or a spray bottle and paper towels:
 - Door handles
 - Staplers and office supplies in the classroom that were utilized
 - Teacher's desk, chair, and podium
 - Remote controls, faucet, and other frequently touched items in the classroom.
 - All classrooms in which students will be occupying will have air purifier units suitable for the size of the room.
- Hand sanitizer is available at the entrance of all shared office buildings.
- Soap and water are available at all sinks throughout campus:
 - Front office bathroom
 - Upstairs front office
 - Specialty teacher office
 - Employee lounge
 - Outdoor garden sink
 - Outdoor EC bathroom
 - Student bathrooms
 - All classrooms
- Employees are offered frequent opportunities to wash their hands.
- Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible.
- Copies of the Employee Protocols have been distributed to all employees during in-service meetings and orientation.

Shared Tools, Equipment and Face Coverings

All employees have their own computers on which to work and have been advised to only use their personally dedicated office supplies. Large office equipment that must be shared, i.e. copier must be disinfected after each use. All employees are advised that face coverings must not be shared. Extra face coverings, hand sanitizer, disinfecting spray/wipes, and handwashing stations are readily available. This availability has been communicated to all employees.

Hand Sanitizing

All employees are instructed to wash their hands for at least 20 seconds and use hand sanitizer frequently throughout the day.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

Response to notification of a case of COVID-19 among faculty, staff, student, or visitor:

- This response is triggered if we receive notification that a WWS faculty, staff, student, or visitor has tested positive for, or has symptoms consistent with COVID-19.
- Notification of a case among faculty or staff members will be handled by Mike Quishenberry and Terry Atkinson;
- Notification of a case among Grades students will be handled by Anjum Mir.
- Notification of a case among Early Childhood students will be handled by Judy Penrose.
- Notification of a case of a visitor will be handled by Franzi Utter.

If an **employee** is still onsite, they should notify Terry Atkinson and Mike Quishenberry by text and email.

- Terry Atkinson will send *Employee Quarantine Notice* directing employee to immediately leave campus, return home, and self-isolate. The notification will include information about accessing testing.
- The employee will immediately leave campus and return home.
- Terry will inquire of the employee as to where the employee had been during the day, who the potential close contacts are, what buildings and resources the employee utilized, and then implement the Exposure Management plan (see below).
- Arrangements will be made for testing.
- Anjum Mir (Grades)/Judy Penrose (EC) will arrange substitution of faculty responsibilities, as necessary.
- Mike Quishenberry/ Franzi Utter will arrange substitution of administrative responsibilities, as necessary.

If a **student** is still onsite:

- Students exhibiting symptoms of illness should be reported to their class teacher. Class teacher/assistant will escort the child to the designated isolation/quarantine room.
- WWS will provide surgical mask and additional PPE if needed to the student and employee to ensure adequate protection.
- Personnel will wear PPE when working with any individual who is presenting COVID-19 symptoms.
- Personnel will take temperature and record results in Health Screening Form
 - Assigned employee will telephone guardian (and emergency contacts) and inform them to pick up their child immediately. Child should be picked up within 20-30 min but no longer than 1 hour.
 - Weather permitting, child will be made comfortable on separate seating placed outdoors. If weather is not comfortable outside, the child will be isolated in one of the following locations: Daisy Class Isolation Room (EC only), Conference Room, or Educational Support Room, depending upon the presence of other students or employees in these areas.
 - *Student Quarantine Notice* will be sent to advise parent that child must stay at home and not to return until they have met LA County criteria, including 3 days with

temperature below 100.4 F and 10 days since symptoms first appeared. Notice will include fact sheets, cover regulations governing self-isolation and links to sites with further information, including how to access testing.

- Staff will disinfect surfaces and ventilate any indoor space after child leaves.

SYSTEM FOR COMMUNICATING

Our goal is to ensure that we have effective two-way communication with our employees in a simple, straightforward manner.

- Employees are advised to report COVID-19 symptoms and possible hazards to Mike Quishenberry and Terry Atkinson via email and text.
- Employees can report symptoms and hazards without fear of reprisal.
- The school's procedures and policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness have been communicated and are consistently reinforced.

TRAINING AND INSTRUCTION

Westside Waldorf School has and will continue to 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.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to school if an employee has COVID-19 symptoms.

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

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case within our school community, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from returning to campus until our return-to-school requirements are met.
- Excluding employees with COVID-19 exposure from coming on campus for 14 days after the last known 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.
- Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORDKEEPING, AND ACCESS

It is our policy to:

- Report information about Westside Waldorf School COVID-19 cases to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
- 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 to employees 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 or as otherwise required by law, with personal identifying information removed.

RETURN-TO-WORK CRITERIA

- COVID-19 positive employees with symptoms will not return to work until all of the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 14 days, or as stated in the most current LA County protocols, have passed since COVID-19 symptoms first appeared.
- Employees who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 14 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 14 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

FOR THE WESTSIDE WALDORF SCHOOL LEADERSHIP COUNCIL:

Mike Quishenberry
Printed Name

Business Manager
Title


Signature

January 29, 2021
Date

APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious.

Evaluation of potential workplace exposure will be for persons who need to work on campus. We will consider how employees need to accomplish their work and what that means relative to contact with others. We encourage all employees to bring attention to any situations in which they believe they may have exposure outside of protocol so that mitigation can be put in place.

Person conducting the evaluation: _____ **Date:** _____

Name(s) of employee and authorized employee representative(s) that participated:

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

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

APPENDIX B: COVID-19 INSPECTIONS

Person conducting the inspection: _____ Date: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Campus Facilities			
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			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Other (note specifics below)			

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 LA County 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 school, with the following exceptions: (1) Unredacted medical records provided to the LA County 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.

Person(s) conducting the investigation: _____ **Date:** _____

Employee name:		Occupation:	
Location:		Was COVID-19 test offered?	
Date/time the COVID-19 positive employee was last present at the work location:		Date of the positive or negative test and/or diagnosis:	
Date the employee 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 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 (names of individuals notified and date notified):			
What were the work conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was LA County Public Health notified?		Date:	

APPENDIX D: COVID-19 TRAINING ROSTER

Person conducting the training: _____ Date: _____

Training Format: _____

Employees Participating	Signature (not required if virtual)