California Montessori Project - COVID-19 Safety Plan ~~March 13~~April 17, 2023

Introduction

The California Montessori Project (CMP) is home to approximately 2,800 students and 500 staff members. We are a community that cares deeply about our collective well-being.

This plan outlines how CMP follows public health guidance while also providing the high quality, in-person Montessori education our students and families come to CMP to receive.

The Governor ended the State of Emergency on February 28, 2023. This plan and California's "SMARTER Plan" remain in effect.

Public Health Guidance

Throughout the COVID-19 global pandemic CMP has followed public health requirements and recommendations. Our plan is consistent with the most recent federal, state, and local guidance. The Board has delegated staff with maintaining the plan's alignment with state and local public health guidelines in all instances except for when the Board has previously adopted a higher safety

standard (i.e. volunteer requirements). When updates are made, CMP will communicate those updates to CMP families and staff through ParentSquare and publish an updated plan on the CMP website, if necessary. This plan has been updated to include the most recent [California Department of Public Health Guidance.](#)

What CMP Families can expect when Students are on Campus

Please note this plan is current as of ~~March~~ April 1~~7~~~~3~~, 2023 and subject to change pending further public health guidance.

Mitigation Strategies (Adopted from [CDPH 2022/23 Guidelines](#))

Staying Up to Date on Vaccinations:

Vaccinations prevent illness by working with the body's natural defenses to help safely develop immunity to disease. Not only do vaccinations provide individual-level protection, but high vaccination coverage reduces the burden of disease in schools and communities and may help protect individuals who are not vaccinated or those who may not develop a strong immune response from vaccination. California strongly recommends that all eligible individuals [get vaccinated against COVID-19](#) and [remain up-to-date](#) to protect oneself and reduce transmission of the virus.

Ventilation:

Ventilation has been found to be an important factor in limiting the spread of COVID-19. To ensure sufficient ventilation:
- HVAC systems will be set to maximize circulation of air from outside buildings.
- Windows and doors will be kept open to the extent possible to keep fresh air flowing through indoor spaces.
- CMP has already investigated and upgraded its filters, as needed to the highest allowable MERV rating.
- CMP will utilize outside instruction to the greatest extent possible.

Face Coverings

Masks, particularly [high-quality and well-fitting masks](#) (PDF), remain highly effective, inexpensive, and dynamic tools to protect oneself and mitigate transmission of COVID-19 and other respiratory pathogens. No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard (e.g., watersports). CMP will provide masks to students who inadvertently fail to bring a face covering to school and desire to use one. Unless otherwise directed by local health departments or local educational agencies, students and staff should follow [CDPH masking guidance for the general public](#), as well was masking guidance for specific situations referenced below (e.g., when having symptoms, being infected, or exposed).

CMP COVID-19 Testing Plan:

CMP, in accordance with [Senate Bill 1479](#) and the [CDPH Testing Framework for K-12 Schools](#), will continue offering testing for COVID-19 through December 31, 2025.

Testing remains a key mitigation layer to detect and curb transmission of COVID-19. CDPH recommends that antigen tests be considered the primary option for detecting COVID-19 in schools, compared to PCR tests. CMP will ensure students and staff have access to COVID-19 testing through the use of rapid antigen at-home tests and on-site rapid antigen testing. CMP will work with CDPH to provide at-home rapid antigen tests to students and staff prior to returning to school following major breaks (e.g., summer, winter, spring), after known exposures, and when students or staff may be symptomatic. CMP will continue to utilize on-site rapid antigen testing for ~~mandatory staff testing,~~ on-site testing clinics when at-home tests may not be in sufficient supply~~, volunteer clearance,~~ and for families that would prefer an on-site test be performed at school rather than conducting the test at home themselves.

Maintaining Clean Hands:

Hand hygiene can prevent the spread of infectious diseases, including COVID-19. CMP will teach and reinforce proper [handwashing](#) to lower the risk of spreading viruses, including the virus that

causes COVID-19. CMP will ensure adequate supplies to support hand hygiene behaviors, including soap, tissues, and hand sanitizers with at least 60 percent alcohol for staff and children who can safely use hand sanitizer. CMP will teach and reinforce covering coughs and sneezes to help keep individuals from getting and spreading infectious diseases, including COVID-19.

Managing Individuals with Symptoms:

Staying home when sick can lower the risk of spreading infectious diseases, including COVID-19, to other people. Staff and students must self-screen for symptoms at home daily. If a person is sick or exhibits any symptoms of COVID-19, they may not come to school and must follow County and State isolation and quarantine guidance.

Anyone who develops new, unexplained symptoms should not return to campus until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies). This includes waiting until 24 hours have passed since resolution of fever without the use of fever-reducing medications. Additionally, if symptoms are concerning for COVID-19, it is strongly recommended that symptomatic individuals wear a mask and get tested immediately. Symptomatic individuals should also follow CDPH recommendations for retesting and/or isolating if results are positive.

Managing Students Diagnosed with COVID-19:

Individuals diagnosed with COVID-19 should follow recommendations listed in Table 1 (Persons with COVID-19) of CDPH's guidance for the general public, including staying home for at least 5 days and wearing a well-fitting mask around others for a total of 10 days, especially in indoor settings.

Managing Students Exposed to COVID-19:

Prompt notification to students and families regarding exposure to infectious diseases, including COVID-19, can allow for rapid testing, early treatment, and prevention of further spread. CMP asks that families notify their campus if their child has COVID-19 and was on school grounds

during their infectious period. In turn, CMP will notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their infectious period. Pursuant to CDPH recommendations, CMP will provide a general notification to the entire school community during times of elevated community transmission of COVID-19. This communication can alert all to the increased potential of being exposed to COVID-19 due to a rise in cases among school and community members, and remind all to monitor for symptoms and get tested.

All students with known exposure to persons with COVID-19 should follow recommendations listed in Table 2 (Asymptomatic Persons Who are Exposed to Someone with COVID-19) of CDPH's guidance for the general public. If they remain without symptoms, students may continue to take part in all aspects of K-12 schooling including sports and extracurricular activities. As recommended in Table 2, they should wear a well-fitting mask around others for a total of 10 days and get tested 3-5 days after last exposure.

Managing COVID-19 Outbreaks:

CDPH will continue to support local health and education officials in managing suspected or confirmed outbreaks of COVID-19. Broad disruptions to in-person learning, such as temporary school or classroom closures, due to COVID-19 should remain a last resort and considered only after all available resources have been exhausted, and only after conferring with local health officials.

Cleaning Facilities:

In general, routine cleaning is enough to sufficiently remove the virus that causes COVID-19 from surfaces. If disinfectants are used, use asthma-safer products.

Drinking fountains may be open and used by students and staff. Routine cleaning is recommended.

Considerations for large events at K-12 schools:

Particularly during surges of COVID-19, school dances, large assemblies, and other school-based crowded events, especially those held indoors, all have the potential to cause substantial spread of COVID-19 within and beyond the school community. Prior to hosting large events, CMP will review the Safe and SMART Events Playbook (PDF) for mitigation strategies that should be considered.

Considerations for visitors to K-12 schools:

Schools should not limit access for essential direct service providers who comply with school visitor policies due to a concern about mitigating spread of COVID-19. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

CMP has determined that parents and guardians are essential visitors and are permitted on campus by invitation with certain additional safety measures in place (i.e. limiting group size, masking, etc.).

Parent Volunteers:

CMP is excited to welcome Parent Volunteers back to campus.

CMP allows for volunteers who test negative for COVID-19 within 24 hours of volunteering at all campuses.

CMP volunteers will test at the campus prior to volunteering through CMP's Rapid Antigen Testing program. Please coordinate with your campus and arrive with sufficient time to test and have the tests read prior to volunteering.

CMP classrooms interested in having volunteers will share specific volunteer opportunities with their classroom community. Volunteers will then have the ability to sign up for these specific opportunities and coordinate with the classroom teaching team. Non-classroom-based volunteer

opportunities will be shared by campus administration and interested volunteers are encouraged to coordinate with the campus administration on those opportunities.

CMP campuses will hold, if they have not already, Parent Volunteer training sessions that will include, among other requirements, the "7 Habits of Highly Effective Volunteers," how to submit fingerprints, how to submit TB test results, and how to sign up for volunteer opportunities, and how volunteers can comply with COVID related requirements.

Volunteers are required to follow all of the health and safety protocols expected of all CMP staff while on campus.

Student and Family Resources

Social Emotional Well-Being

- CMP has school counselors and school psychologists ready to lend a hand at every campus.
- CMP has a robust social emotional curriculum for every grade level at every campus.
- CMP has developed a bank of resources for families in need of support.
- CMP has developed a website dedicated to social emotional learning.

Field Trips, Sports, and Student and Family Events on Campus

- CMP will adhere to the existing CMP process for field trip review and approval as well as any local or state public health requirements.
- CMP is supportive of outdoor student and family events that follow public health guidelines.
- CMP has historically offered sports during the school year. CMP will continue to work with their site's respective counties and local sports organizations on sports opportunities throughout the year and will share more information when it is available.

Club M

- CMP will operate Club M during the 2022-23 school year. You should have received information about enrolling in Club M in late July. If you would like to learn more, please reach out to the school office.

Appendix 1:

CMP Face Covering/Mask Guide

Masking Tips for Children

An effective mask has both good fit and filtration. Follow these tips to choose the best mask to protect children from COVID-19.

A good, well-fitting mask helps protect children from COVID-19 and is especially important at school.

An effective mask has both good fit and filtration. It should be snug to the face, cover the nose, and have no gaps around the edges. It should be made with material that filters air well enough to block viruses. Children should be encouraged to wear the best possible mask – one that fits and filters well.

However, the highest quality mask that will be comfortably worn is better than no mask at all.

Most Effective
- **KF94 / KN95**
- **Double Mask (**Cloth mask over a medical mask)
- **N95** for older children

Effective
- **Medical Mask (Surgical)**

Least Effective
- **Cloth Mask** (Choose one with three or more fabric layers)

KF94, KN95 and N95 Respirator Masks

KF94 and **KN95** masks are available in kids' sizes and offer good fit and good filtration. Be sure ear loops are sized for a snug fit. Carefully check reviews before purchasing online, to avoid counterfeit masks on the market.

N95s also provide excellent fit and filtration but will not fit smaller faces. **N95s** in size "small" may fit older children.

Medical Masks (Including Surgical and Disposable Face Masks)

Kid-sized medical masks provide good filtration, but do not provide a tight fit. The fit of a medical mask can be improved with a simple modification by tying a knot on the ear loops to create a snug fit or using a mask brace. To find a high-quality medical mask, search for "ASTM medical masks for kids."

Cloth Masks

A cloth mask is better than no mask at all and can help reduce the spread of COVID-19. However, many cloth masks fit and filter poorly. The best kid-sized fabric masks have:

- Two layers of tightly woven fabric with a third layer of non-woven fabric (such as polypropylene)
- A nose wire to reduce gaps around the nose
- Adjustable ear loops

All masks may be safely reused if the ear loops and nose clip provide a snug fit unless they become damaged or dirty.

Scan the QR code to see to see more information about this flyer.

Warning: Children younger than 2 years old should **NOT** wear masks due to suffocation risk.

Appendix 2:

Sacramento County Public Health COVID-19 Symptom & Quarantine Decision Tree for K-12 School (Updated 08/20/22)

COVID-19 GUIDANCE FOR CHILDREN/STUDENTS AT CHILD CARE, PRE-SCHOOL, AND K-12 SCHOOLS

CHILD/STUDENT WITH NEW SYMPTOMS OF ILLNESS

Children/students with symptoms of illness should stay home and test for COVID-19.

If test is **negative**, may return if at least 24 hours have passed since fever and symptoms have improved.

If test is **positive**, stay home for at least 5 days after start of symptoms (Day 0) or after date of first positive test (Day 0) if no symptoms.

- Isolation can end after Day 5 if:
    - Symptoms are not present, or are mild and improving; **AND**
    - Fever-free for 24 hours (without the use of fever-reducing medication).
- If fever is present, isolation should be continued until 24 hours after fever resolves.
- If symptoms, other than fever, are not improving, continue to isolate until symptoms are improving or until after Day 10.
- If the confirmed case has severe symptoms, or is at high risk of serious disease or has questions concerning care, they should contact their healthcare provider for available treatments.
- Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings. May remove mask sooner than Day 10 with two sequential negative tests at least one day apart
- After isolation has ended, if symptoms return or worsen, get tested again and if positive, restart isolation at Day 0.

CHILD/STUDENT EXPOSED TO PERSON WITH COVID-19 IN ANY SETTING

If potential exposure occurs at a school setting, parents/caregivers should be notified of the potential exposure.

Children/students with exposure to someone with COVID-19 may continue to take part in all aspects of child care or schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19. This includes children/students who have continuous household exposure (live with someone who has COVID-19). It is strongly recommended that exposed children/students wear a well-fitting mask indoors around others for at least 10 days following the date of last exposure, if not already doing so unless they are under age 2. It is recommended that the individual test for COVID-19 5 days after the exposure.

CHILDREN/STUDENTS WHO HAVE TESTED POSITIVE FOR COVID-19 IN THE PAST 30 DAYS

Asymptomatic children/students that have tested positive for COVID-19 within the past **30 days** are not required to quarantine or test for COVID-19 in response to a new COVID-19 exposure.

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However, if a child develops new symptoms after being exposed to COVID-19, they should quarantine and test.

REPORTING OUTBREAKS TO SCPH

Elementary Schools, Pre-Schools, & Child Care (Single Classroom Cohort)

For schools/grades where students are primarily with the same classroom cohort (e.g. elementary school, pre-school, child care), schools should report outbreaks to SCPH using the online outbreak reporting module when:

- At least **3** students in a **classroom cohort** are suspected, probable, or confirmed to have COVID-19 within a 14-day period.
  OR
- At least **10%** of the **school population** are suspected, probable, or confirmed to have COVID-19 within a 14-day period.
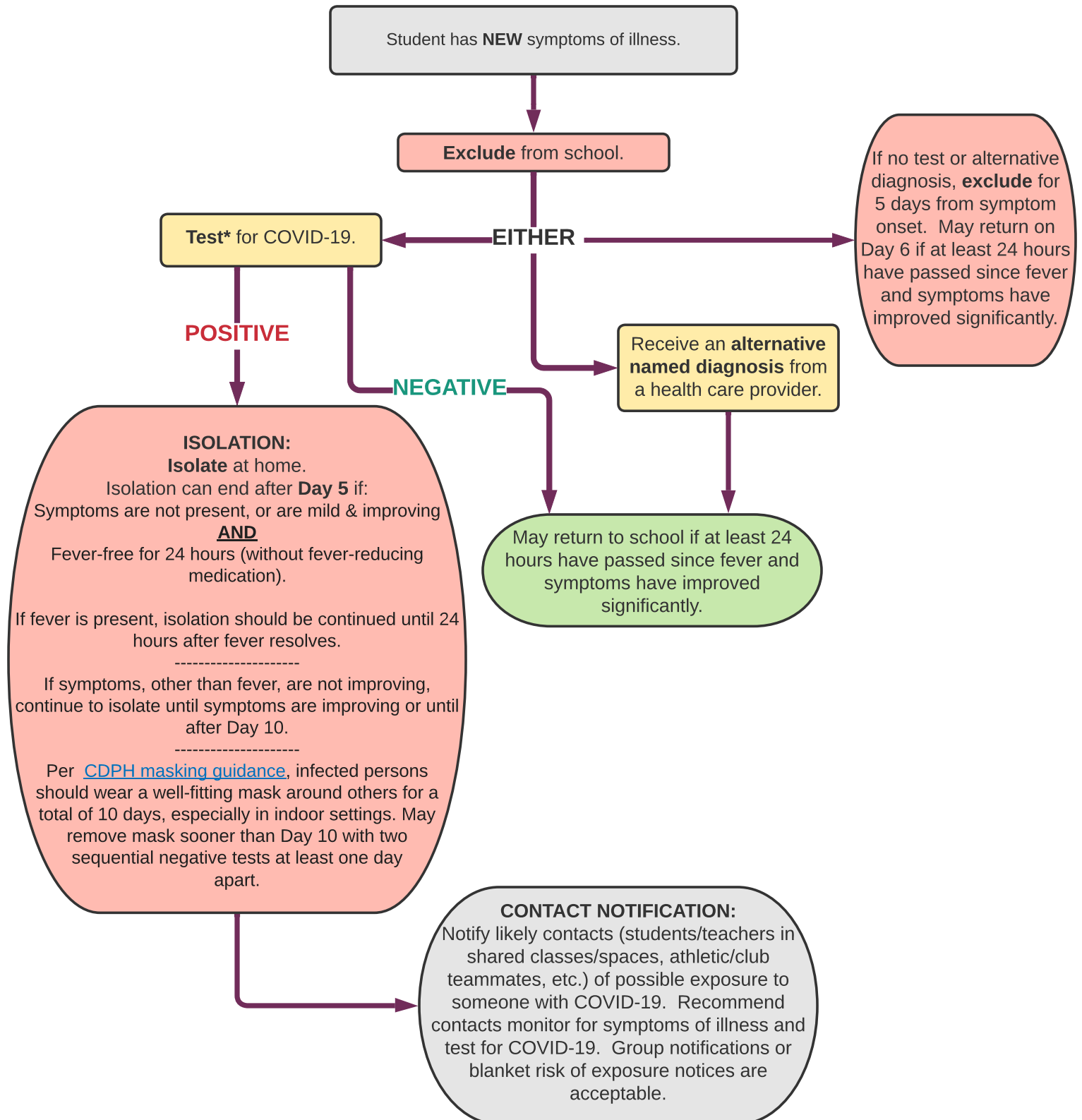
Middle/High Schools (Multiple Classroom Cohorts)

For schools/grades where students are part of numerous classroom cohorts (e.g. middle and high school), schools should report outbreaks to SCPH using the online outbreak reporting module when:

- At least **10%** of a **grade level** is suspected, probable, or confirmed to have COVID-19 within a 14-day period.
  OR
- At least **10%** of the **school population** is suspected, probable, or confirmed to have COVID-19 within a 14-day period.

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COVID-19 Decision Tree for Children/Students at Child Care, Pre-School, & K-12 Schools

NOTE: This tree is for children/students only. For staff, child care facilities and schools are required to follow all isolation and notification requirements outlined in the Cal/OSHA COVID-19 Prevention Non-Emergency Regulations.

Student has **NEW** symptoms of illness.

Exclude from school.

EITHER

Test* for COVID-19.

If no test or alternative diagnosis, **exclude** for 5 days from symptom onset. May return on Day 6 if at least 24 hours have passed since fever and symptoms have improved significantly.

POSITIVE

NEGATIVE

Receive an **alternative named diagnosis** from a health care provider.

ISOLATION:
Isolate at home.
Isolation can end after **Day 5** if:
Symptoms are not present, or are mild & improving
AND
Fever-free for 24 hours (without fever-reducing medication).

If fever is present, isolation should be continued until 24 hours after fever resolves.

If symptoms, other than fever, are not improving, continue to isolate until symptoms are improving or until after Day 10.

Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings. May remove mask sooner than Day 10 with two sequential negative tests at least one day apart.

May return to school if at least 24 hours have passed since fever and symptoms have improved significantly.

CONTACT NOTIFICATION:
Notify likely contacts (students/teachers in shared classes/spaces, athletic/club teammates, etc.) of possible exposure to someone with COVID-19. Recommend contacts monitor for symptoms of illness and test for COVID-19. Group notifications or blanket risk of exposure notices are acceptable.

* PCR or rapid antigen test are acceptable. Asymptomatic individuals who have tested positive for COVID-19 are not required to re-test for **30 days** following their initial infection. However, if individuals develop new symptoms following a COVID-19 exposure, they should isolate and test.
Effective March 13, 2023

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Appendix 3:

Sample School Notification Letters: Exposure to a Confirmed COVID-19 Positive Person

Communications template for K-12 Schools

Sacramento County Public Health

To be utilized to inform families when their student may have been a close contact of a student or staff member who tests positive for COVID-19. *Note that every scenario is unique and this template is provided only as a guide. Schools and school districts should tailor their communications for their specific situations.*

Date

Dear [School/Classroom] Parents/Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's [Class, Team, etc.] at [School Name] has tested positive for COVID-19.

The person who tested positive is completing their isolation period at home. The extent of contact between your child and the person who tested positive for COVID-19 is not known. Your child may continue to attend school **AND** should monitor closely for any new symptoms of illness. If they do develop any new symptoms, please keep them home and contact [School Contact] for further guidance.

Please contact your healthcare provider if you have further questions or concerns. Thank you for all that you do to support the learning and success of students at [School Name] and the health and wellbeing of our community.

Sincerely,

[Site Administrator/Teacher]

[School Name]

Appendix 4:

El Dorado County Public Health COVID-19 AB 86 Reporting & Outbreak Guidance Reporting in El Dorado County Schools

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Daniel Del Monte
Interim Director

3057 Briw Road, Suite B
Placerville, CA 95667

AGENCY DIVISIONS

Administration & Finance
Behavioral Health
Community Services
Protective Services
Public Health
Self-Sufficiency

July 27, 2022

RE: AB 86 Reporting & Outbreak Guidance/Reporting in El Dorado County Schools

Dear El Dorado County Superintendents and School Leaders,

As you are aware, AB 86 required COVID-19 case reporting by K-12 schools. This requirement within AB86 has ended as of June 30, 2022. Since this date, El Dorado County Public Health no longer requires individual COVID-19 case reporting from K-12 schools.

However, reporting to El Dorado County Public Health of escalating COVID-19 situations or outbreaks via the Intake Form on the School Portal for Outbreak Tracking (SPOT) is still required. An **outbreak** can be defined as the following per California Department of Public Health Guidance - COVID-19 Outbreak Definitions for Non-Healthcare Settings:

> *At least three suspected, probable, or confirmed COVID-19 cases within a 14-day period among people who are epidemiologically linked* in the setting, and are not known to be close contacts of each other in any other case investigation,*
>
> > **Epidemiologically-linked cases include persons with close contact with a confirmed or probable case of COVID-19 disease; OR a member of a risk cohort as defined by public health authorities during an outbreak. A "risk cohort" includes persons with potential for shared exposure with cases through a shared defined physical space. Examples include but are not limited to persons in the same classroom, school, extracurricular activity, work-shift, physical workspace, or living/sleeping space."*

CDPH's definition also allows local health departments to establish other definitions of outbreaks. El Dorado County uses the following as an additional definition for a reportable COVID-19 outbreak.

> *For school settings with >100 persons present, El Dorado County defines an outbreak to be when 5% or greater of the people in that setting experiencing onset of COVID-19 illness or testing positive for COVID-19 within a 14-day period, regardless of whether epidemiological linkages have been identified.*

This timely reporting of all suspected outbreaks will allow El Dorado County Public Health to determine if further investigation is warranted; and if investigated, to confirm whether the cases constitute an outbreak using the definitions above. Public Health will also determine how to

provide Schools with the necessary consultation and assistance for COVID-19 disease control and to reduce the risk of further transmission.

We would also like to call to your attention to the following CA laws/regulations that remain in effect:

1. *K-12 schools should refer to California Code of Regulations (CCR) Title 17, §2500 and §2508 for reporting guidance. Note that 17 CCR §2500 has been temporarily modified by the State Public Health Officer Order of February 10th, 2022.*

2. *As workplaces, such as schools or other school facilities are subject to COVID-19 workplace outbreak reporting requirements stipulated in AB 685 and Cal/OSHA Emergency Temporary Standards. Below are additional links in regards to AB 685:*

    a. *CDPH: AB 685 Workplace Outbreak Reporting Requirements includes information for LHJs about AB 685-mandated reporting requirements for workplaces.*

        i. *CDPH: AB 685 - Questions and Answers for Employers information for employers about reporting and other requirements under AB 685.*

    b. *CDPH: Responding to COVID-19 in the Workplace - for Employers (06/2022) A resource guide for employers that includes guidance and instructions for managing an outbreak in non-healthcare workplace settings.*

Please let us know if you have any questions or concerns via email - edcschoolscovid19@edcgov.us.

Sincerely,

Nancy J. Williams, MD, MPH
Public Health Officer
El Dorado County Health and Human Services Agency

Appendix 5:

El Dorado County Public Health COVID-19 Response in Schools

EL DORADO COUNTY PUBLIC HEALTH

2022-2023

COVID-19 RESPONSE IN CHILD CARE, PRE-SCHOOL, & K-12 SCHOOLS

INTERIM GUIDANCE
REPORTING OF OUTBREAKS
## USEFUL LINKS & RESOURCES

08/04/2022

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INTERIM GUIDANCE

Children/Students/Staff with symptoms of COVID-like illness should stay home and test for COVID-19.

- Any student who develops new, unexplained symptoms should not return to campus until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies). This includes waiting until 24 hours have passed since resolution of fever without the use of fever-reducing medications.

- Get tested for COVID-19 when symptoms are consistent with COVID-19. If the test is negative, may return if at least 24 hours have passed since fever and symptoms have improved significantly.

- If the test is positive, stay at home for at least 5 days. Isolation can end after Day 5 if symptoms are not present or are resolving **and** a diagnostic specimen (antigen testing preferred) collected on Day 5 or later tests negative. Upon return, consistent use of a well fitted face mask while indoors at school is **strongly recommended** through **Day 10**. If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after Day 10 - CDPH Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public

CHILDREN/ STUDENT/ STAFF WITH NEW SYMPTOMS OF ILLNESS → TEST FOR COVID-19 (ANTIGEN TEST PREFERRED)

IF TEST IS **NEGATIVE**, RETURN IF AT LEAST 24 HOURS HAVE PASSED SINCE FEVER AND SYMPTOMS HAVE IMPROVED

IF TEST IS **POSITIVE**, STAY HOME FOR AT LEAST 5 DAYS. FOLLOW *CDPH GUIDANCE FOR LHJ ON ISOLATION & QUARANTINE OF GENERAL PUBLIC*
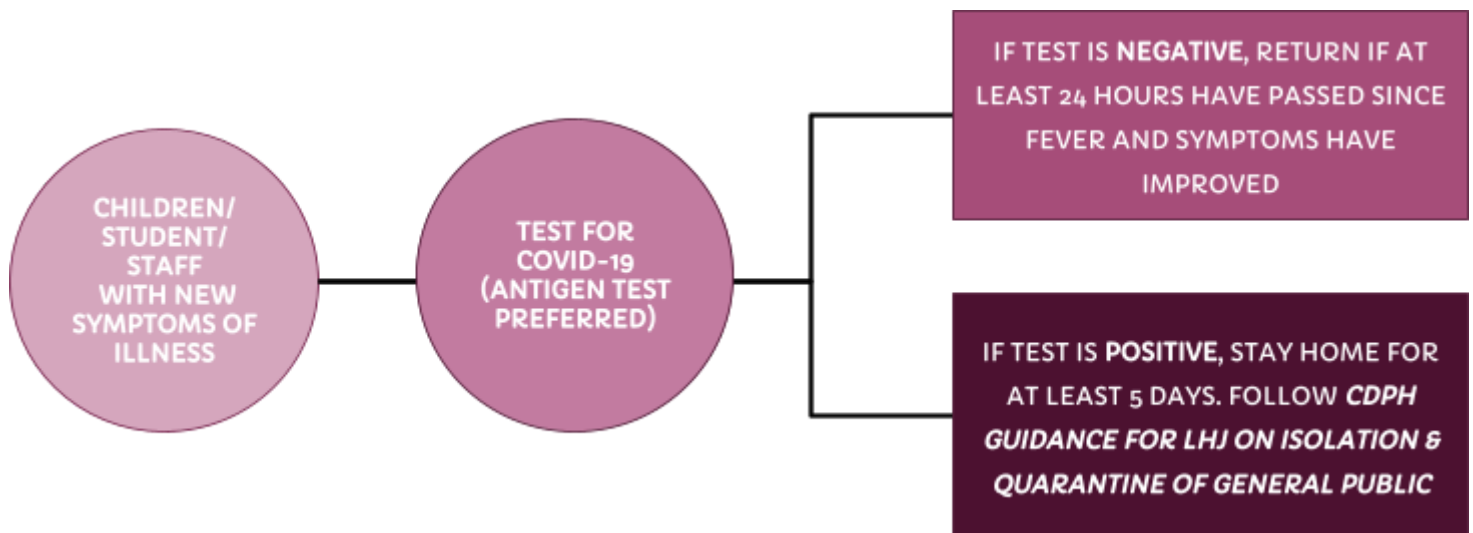
POSITIVE CHILDREN/STUDENT/STAFF IN A SCHOOL SETTING
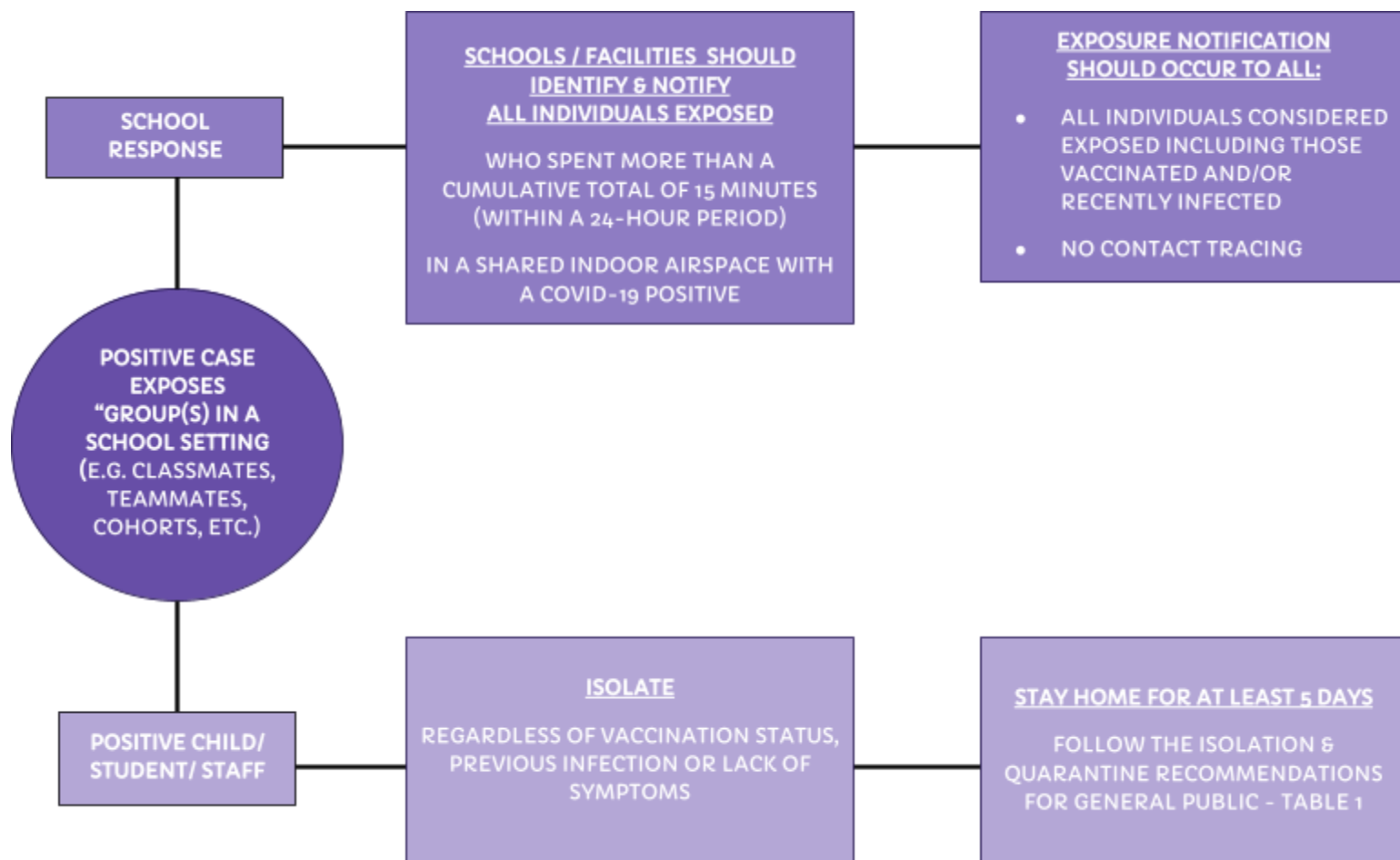
- **CHILDREN/STUDENT/STAFF RESPONSE**
  - All persons with COVID-19 symptoms, regardless of vaccination status or previous infection, follow the recommendations listed including the actions in Table 1 (Isolation) of the [CDPH Guidance on Isolation and Quarantine for the General Public.](#)

TABLE 1 - PERSONS WHO SHOULD ISOLATE

| Persons Who Test Positive for COVID-19 (Isolation)	Recommended Actions
Everyone, regardless of vaccination status, previous infection or lack of symptoms..	**Stay home** (PDF) for at least 5 days after start of symptoms (or after date of first positive test if no symptoms). - Isolation can end after day 5 if symptoms are not present or are resolving **and** a diagnostic specimen* collected on Day 5 or later tests negative. - If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications. - If fever is present, isolation should be continued until 24 hours after fever resolves. - If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. - Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see masking section below for additional information). *Antigen test preferred.

- **SCHOOL'S RESPONSE TO INDIVIDUALS EXPOSED**

  - Prompt notification to students and families regarding exposure to infectious diseases, including COVID-19, can allow for rapid testing, early treatment, and prevention of further spread. Child care/Preschool facilities can take a similar approach to notify those attendees that were exposed while at the facility.
    - Parents/Guardians should be notified of the potential exposure.
    - Notify all individuals (including those who are vaccinated and/or recently infected) who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their infectious period.
    - Schools are recommended to create a notification letter or use CDPH's sample notification letter
      - Additional sample notification letters in other languages can be found on the CA Safe Schools For All Hub

```
SCHOOL
RESPONSE ─────── SCHOOLS / FACILITIES SHOULD ─────── EXPOSURE NOTIFICATION
                 IDENTIFY & NOTIFY                    SHOULD OCCUR TO ALL:
                 ALL INDIVIDUALS EXPOSED
                                                      • ALL INDIVIDUALS CONSIDERED
                 WHO SPENT MORE THAN A                  EXPOSED INCLUDING THOSE
                 CUMULATIVE TOTAL OF 15 MINUTES         VACCINATED AND/OR
                 (WITHIN A 24-HOUR PERIOD)              RECENTLY INFECTED

POSITIVE CASE    IN A SHARED INDOOR AIRSPACE WITH    • NO CONTACT TRACING
EXPOSES          A COVID-19 POSITIVE
"GROUP(S) IN A
SCHOOL SETTING
(E.G. CLASSMATES,
TEAMMATES,
COHORTS, ETC.)


POSITIVE CHILD/ ─────── ISOLATE ─────────────────── STAY HOME FOR AT LEAST 5 DAYS
STUDENT/ STAFF
                        REGARDLESS OF VACCINATION STATUS,   FOLLOW THE ISOLATION &
                        PREVIOUS INFECTION OR LACK OF       QUARANTINE RECOMMENDATIONS
                        SYMPTOMS                            FOR GENERAL PUBLIC - TABLE 1
```

- Regardless of their **COVID-19 vaccination status or location of exposure,** asymptomatic children/students may continue to take part in all aspects of child care or K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19. This includes children/students who have continuous household exposure (live with someone who has COVID-19). It is strongly recommended that exposed children/students wear a well-fitting mask indoors around others for at least 10 days following the date of last exposure, if not already doing so unless they are under age 2.
    - Exposed children/students, regardless of COVID-19 vaccination status, should get tested for COVID-19 with at least one diagnostic test obtained within 3-5 days after last exposure, unless they had COVID-19 within the last 90 days.
        - Exposed children/students who had COVID-19 within the last 90 days do not need to be tested after exposure but should monitor for symptoms. If symptoms develop, they should isolate and get tested with an antigen test.
        - If the exposed children/student has symptoms consistent with COVID-19, they should stay home, get tested and follow the guidance in Section #4 of [CDPH's School Guidance](#).
        - If the exposed children/student tests positive for COVID-19, follow the guidance for isolation in Section #10 of [CDPH's School Guidance](#).
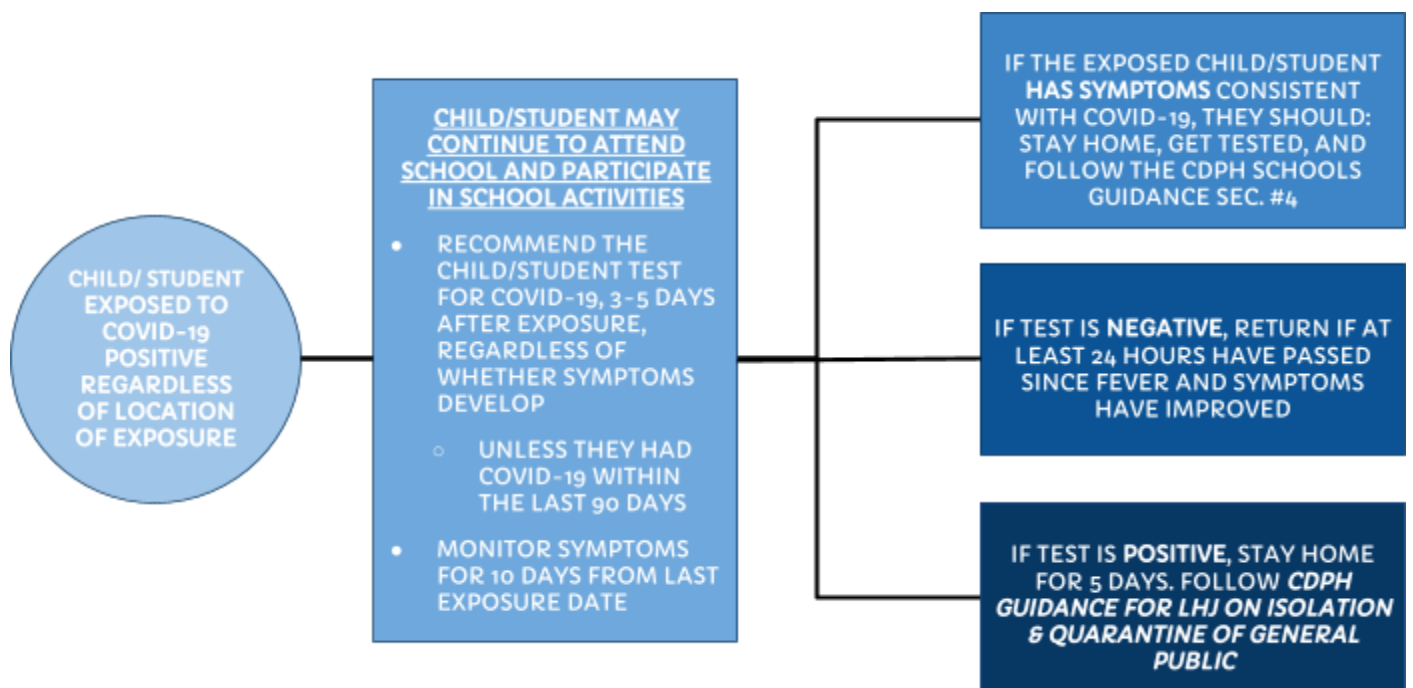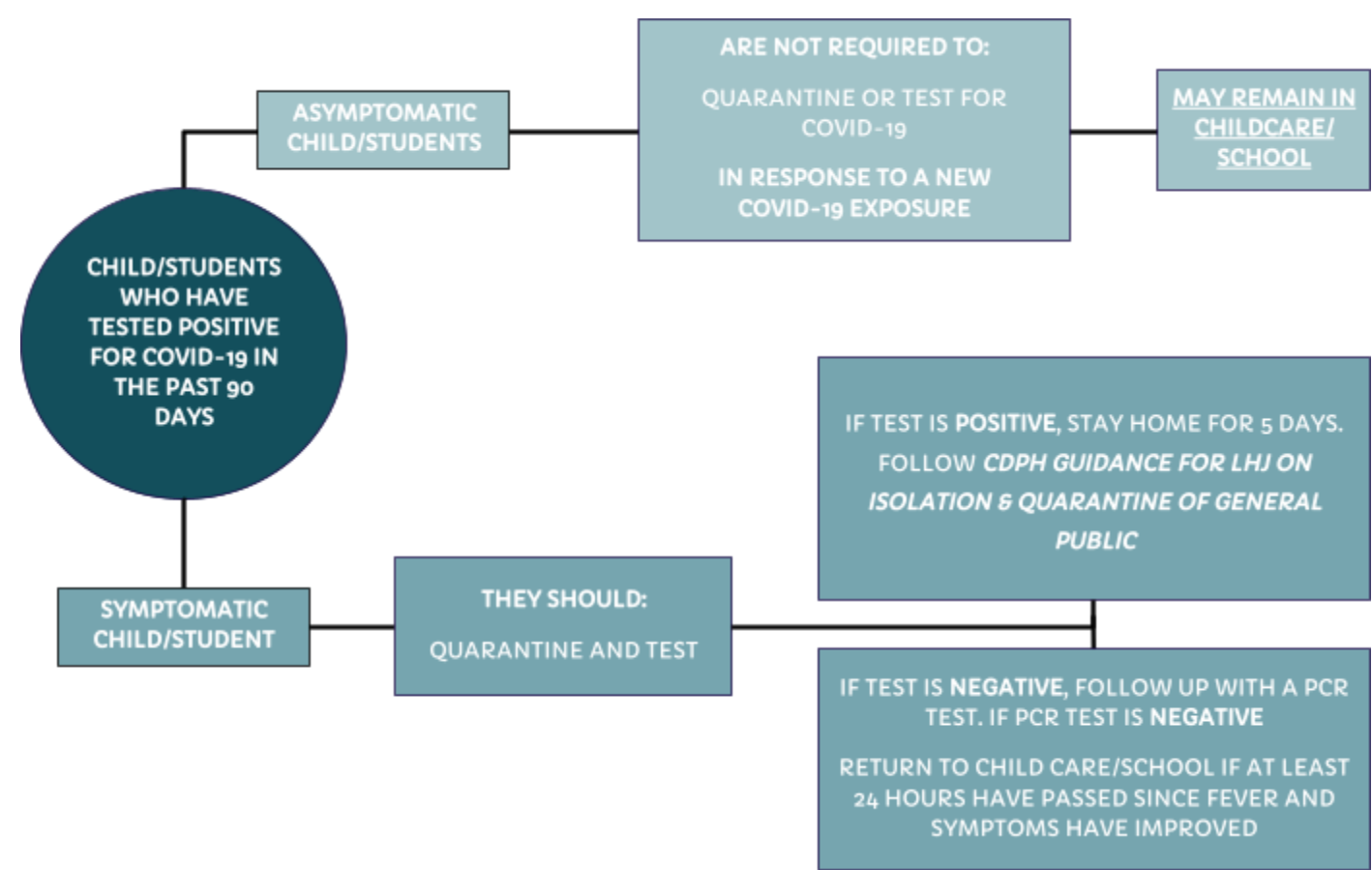
CHILDREN/STUDENTS WHO HAVE TESTED POSITIVE FOR COVID-19 IN THE PAST 90 DAYS

Asymptomatic exposed children/students who have tested positive for COVID-19 within the past 90 days are:

- not required to quarantine or test for COVID-19 in response to a new COVID-19 exposure

However, if a child/student develops new symptoms after being exposed to COVID-19, they should isolate, test and follow the guidance for children/students with new symptoms of illness, above.

CONTINUOUS HOUSEHOLD EXPOSURE (LIVES WITH SOMEONE WITH COVID-19)

If a child/student lives with someone who has tested positive for COVID-19:

- Asymptomatic exposed children/students, regardless of their COVID-19 vaccination status or location of exposure, may continue to take part in all aspects of child care/K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19. It is strongly recommended that exposed children/students wear a well-fitting mask indoors around others for at least 10 days following the date of last exposure, if not already doing so.

    - Exposed children/students, regardless of COVID-19 vaccination status, should get tested for COVID-19 with at least one diagnostic test (e.g., an FDA-authorized antigen diagnostic test, PCR diagnostic test, or pooled PCR test) obtained within 3-5 days after last exposure, unless they had COVID-19 within the last 90 days.

        - Exposed children/students who had COVID-19 within the last 90 days do not need to be tested after exposure but should monitor for symptoms. If symptoms develop, they should isolate and get tested with an antigen test.

        - If the exposed children/student has symptoms consistent with COVID-19, they should stay home, get tested and follow the guidance in Section #4 of [CDPH's School guidance](#).

        - If the exposed children/student tests positive for COVID-19, follow the guidance for isolation in Section #10 of [CDPH's School guidance](#).

STAFF IS EXPOSED TO COVID-19 POSITIVE IN CHILD CARE/SCHOOL SETTING

If a staff member tests COVID-19 positive, they must follow the [CDPH Isolation Guidance](#) as required by [Cal/OSHA COVID-19 Emergency Temporary Standards FAQs](#).

- ### TABLE 1: EMPLOYEES WHO TEST POSITIVE FOR COVID-19 (ISOLATION)

Requirements apply to **all** employees, regardless of vaccination status, previous infection, or lack of symptoms.	- Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms. - Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, **and** a diagnostic specimen* collected on day 5 or later tests negative. - If an employee's test on day 5 (or later) is positive, isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications. - If an employee is unable or choosing not to test[1], isolation can end and the employee may return to the workplace after day 10 if they are fever-free for 24 hours without the use of fever-reducing medications. - If an employee has a fever[2], isolation must continue and the employee may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications[3]. - If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10. - Employees must wear face coverings around others for a total of 10 days. Please refer to the section in this FAQ on [face coverings](#) for additional face covering requirements. ***** Antigen test preferred.

1. Employers may require employees submit to viral testing for COVID-19. Please refer to the [FAQ from DFEH](#) for further information.
2. A fever is a measured body temperature of 100.4 degrees Fahrenheit or higher.
3. A fever resolves when 24 hours have passed with no fever, without the use of fever-reducing medications.

STAFF IS EXPOSED TO COVID-19 POSITIVE IN CHILD CARE/SCHOOL SETTING

If a staff member is exposed to a COVID-19 positive, they must follow the CDPH Quarantine Guidance as required by Cal/OSHA COVID-19 Emergency Temporary Standards FAQs.

- **TABLE 1: ASYMPTOMATIC EMPLOYEES EXPOSED TO SOMEONE WITH COVID-19**

For employees who are **asymptomatic.** Applies to all employees, regardless of vaccination status.	- Exposed employees must test within three to five days after their last close contact. Persons infected within the prior 90 days do not need to be tested unless symptoms develop. - Employees must wear face coverings around others for a total of 10 days after exposure. Please refer to the section in this FAQ on face coverings for additional face covering requirements. - If an exposed employee develops symptoms, they must be excluded pending the results of a test. - If an exposed employee who develops symptoms is unable to test or choosing not to test, they must be excluded until 10 days after the date of symptom onset. - If an exposed employee tests positive for COVID- 19, they must follow the isolation requirements above in the previous section. - Employees are strongly encouraged to get vaccinated and boosted.

- **TABLE 2: SYMPTOMATIC EMPLOYEES EXPOSED TO SOMEONE WITH COVID-19**

For employees who are **symptomatic.** Applies to all employees, regardless of vaccination status.	- Symptomatic employees must be excluded and test as soon as possible. Exclusion must continue until test results are obtained. - If the employee is unable to test or choosing not to test, exclusion must continue for 10 days. - If the employee tests negative and returns to work earlier than 10 days after the close contact, the employee must wear a face covering around others for 10 days following the close contact. - CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms. - For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.

- The above table doesn't apply to specified high-risk settings which do not apply to Child Care Facilities, Pre-Schools or K-12 Schools. For additional information, refer to the [Cal/OSHA COVID-19 Emergency Temporary Standards FAQs](#).

- Other FAQs regarding Isolation & Quarantine for Staff can be found in the [Cal/OSHA COVID-19 Emergency Temporary Standards Frequently Asked Questions](#)

REPORTING OUTBREAKS & CASES

REPORTING REQUIREMENT

- As of June 30, 2022 - AB 86 (2021) has ended the requirement for schools to report individual COVID-19 cases to the local public health department.

- Child care centers are required to report epidemic outbreaks and individual COVID-19 cases or deaths to CCL through their local Regional Office (PDF) as required pursuant to Title 22 CCR section 101212(d).

- See next section for Outbreak reporting requirements.

OUTBREAK REPORTING REQUIREMENT & DEFINITION IN SCHOOLS

- Reporting to El Dorado County Public Health of escalating COVID-19 situations or outbreaks via the Intake Form on the School Portal for Outbreak Tracking (SPOT) is still required.

- An *outbreak* can be defined as the following per California Department of Public Health Guidance - COVID-19 Outbreak Definitions for Non-Healthcare Settings.
    - At least three suspected, probable, or confirmed COVID-19 cases within a 14-day period among people who are epidemiologically linked* in the setting, and are not known to be close contacts of each other in any other case investigation,
        - *Epidemiologically-linked cases include persons with close contact with a confirmed or probable case of COVID-19 disease; OR a member of a risk cohort as defined by public health authorities during an outbreak. A "risk cohort" includes persons with potential for shared exposure with cases through a shared defined physical space. Examples include but are not limited to persons in the same classroom, school, extracurricular activity, work-shift, physical workspace, or living/sleeping space."

- CDPH's definition also allows local health departments to establish other definitions of outbreaks. El Dorado County uses the following as an additional definition for a reportable COVID-19 outbreak.
    - For school settings with >100 persons present, El Dorado County defines an outbreak to be when **5%** or greater of the people in that setting experiencing onset of COVID-19 illness or testing positive for COVID-19 within a 14-day period, regardless of whether epidemiological linkages have been identified.

- This timely reporting of all suspected outbreaks will allow El Dorado County Public Health to determine if further investigation is warranted; and if investigated, to confirm whether the cases constitute an outbreak using the definitions above. Public Health will also determine how to provide Schools with the necessary consultation and assistance for COVID-19 disease control and to reduce the risk of further transmission.

USEFUL LINKS & RESOURCES

EDC - COVID WEBPAGE
- **SCHOOLS**
  - edcgov.us/Government/hhsa/Pages/EDCCOVID-19-Schools.aspx

- **ISOLATION & QUARANTINE**
  - www.edcgov.us/Government/hhsa/Pages/EDCCOVID-19-Orders-Directives.aspx

- **TESTING**
  - edcgov.us/Government/hhsa/Pages/EDCCOVID-19-Get-A-Test.aspx

- **VACCINES**
  - edcgov.us/Government/hhsa/Pages/EDCCOVID-19-clinics.aspx

CDPH - COVID
- **SAFE SCHOOLS FOR ALL HUB**
  - schools.covid19.ca.gov/

- **2022/23 K-12 GUIDANCE | CHILD CARE**
  - https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2022-23-School-Year.aspx

  - cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Guidance.aspx#How%20to%20Respond%20to%20Exposure%20or%20Outbreaks%2c%20Including%20Quarantine

- **SCHOOL TESTING FAQ DOCUMENT**
  - https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Frequently-Asked-Questions-Preliminary-K-12-Testing-Framework--2022--23-School-Year.aspx

- **SHARE: SCHOOL HEALTH REPOSITORY OF EXPERIENCES**
  - schools.covid19.ca.gov/pages/share

CALOSHA
- **COVID-19 EMERGENCY TEMPORARY STANDARDS**
  - dir.ca.gov/oshsb/documents/Apr212022-COVID-19-Prevention-Emergency-txtbrdconsider-3rd-Readoption.pdf

- **COVID-19 EMERGENCY TEMPORARY STANDARDS FAQs**
  - dir.ca.gov/dosh/coronavirus/covid19faqs.html

SPOT
- **SPOT INTAKE FORM**
  - spot.cdph.ca.gov/s/IntakeForm?language=en_US

- **SPOT PORTAL LOG IN**
  - spot.cdph.ca.gov/s/login/?language=en_US

Appendix 6:

CMP IIPP Section 11: Infection Prevention Program Addendum specific to COVID-19 Prevention Program

Section 11
Injury and Illness Prevention Program Addendum
Infection Prevention Program
Specific to
COVID-19 Prevention Program

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)).

The following is an Addendum to California Montessori Project's IIPP. California Montessori Project (CMP) is committed to preventing workplace hazards and is adopting this document which has been designed to control exposures in the workplace to COVID-19 which is caused by a novel coronavirus known as SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

Workplace, or "worksite," for the limited purposed of COVID-19 prevention regulations only, means the building, or facility where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter, locations where the worker worked by themselves without exposure to other employees, or to a worker's personal residence or alternative work location chosen by the worker when working remotely.

The following document has been designed to conform to Cal/OSHA's requirements, follows the California Department of Public Health guidelines (https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf) and mirror the general safety elements found within the IIPP.

Company Policy

CMP is committed to preventing workplace hazards that could result in employee injury and/or illness; and to complying with all applicable state and local occupational health and safety regulations. The following Infection Prevention Program (IPP), specific to COVID-19 has been established and remains effective until withdrawn. This document is designed to ensure affected employees understand COVID-19 in regards to the following:

- Authority and Responsibility
- Employer's Responsibilities
    - COVID-19 Testing
        - Definition of a COVID-19 Test
        - COVID Testing at CMP
    - Vaccination and Documentation
        - Definition of Fully Vaccinated
- Employee Training
- Procedures to Help Prevent the Spread of COVID-19 in the workplace:
    - Health Screening
    - Health Monitoring
    - Good Sanitation Practices
    - Hand Sanitizing
    - Cleaning and Disinfecting
    - Limit Non-Essential Visits and Travel
    - Engineering Controls
    - Face Coverings
        - Definition – Face Covering
        - Face Covering Requirements at Work
    - Physical Distancing
- Identification and Evaluation of COVID-19 Hazards (Safety Audit)
- Correction of COVID-19 Hazards
- System for Communicating
- Symptomatic and Sick Employees
- Employees who had potential COVID-19 exposure in the workplace
- Return-to-Work Criteria
- Exclusion of COVID-19 Cases-Exceptions
- IPP Disease Investigation
- Investigating and Responding to COVID-19 Cases
- Reporting, Recordkeeping, and Access specific to COVID-19
- IPP Policy Enforcement / Disciplinary Procedures
- Resources
- Additional Considerations

The CPP applies to all locations where CMP operates and is available for review by any employee.

The current changes provide more flexibility moving forward in the event the California Department of Public Health (CDPH) issues updated recommendations. Additionally, the readopted ETS remove the different requirements for vaccinated and unvaccinated employees in order to provide all employees with the same protections, regardless of their vaccination status.

These changes/updates go into effect upon approval and remain in place through December 31, 2022. Additionally, as more information disseminates about COVID-19 and workplace practices, this Addendum is subject to sudden change. This living document allows CMP to continue to provide ever-improving safety measures per Center for Disease Control and Prevention (CDC), California Department of Public Heath (CDPH), the Sacramento County Department of Health Services, and El Dorado County of Health Department recommendations.

Authority and Responsibility

The Superintendent, Director of Human Resources, Network Safety Coordinator, and Site Administrators have overall authority and responsibility for implementing the provisions of this CPP. 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.

Employer Responsibilities

CMP follows the measures below while *Shelter in Place*, *Stay at Home,* and/or *Employee Health Monitoring* orders are in effect, as outlined by the federal, state, and local public health department officials. (For California, *Shelter in Place, Stay at Home*, and *Employee Health Monitoring* are broad terms encompassing all CDC, state, and local health recommendations and specific state legislative measures including California Senate Bill 1159 and Assembly Bill 685).

CMP has developed a COVID-19 Safety Committee, comprised of representatives from Central Administration and each school site. The Committee has been tasked with maintaining the infectious disease prevention response by providing or coordinating the following policies, procedures, and trainings. They are also tasked with enforcing these policies and staying current with federal, state, and local directives.

CMP:

- Provides employee training on COVID-19 signs, symptoms, and prevention.
- Frequently cleans and disinfects used work surfaces based on current CDC, state, and local health recommendations.
- Provides spacing of employees to support safe social distancing per government guidelines.
- If a mandate exists, requires the use of a face covering per CDC, state, and local health recommendations.
- If a mandate does not exist, encourages face covering per CDC, state, and local health recommendations.
- Considers and, when possible, implements increased workplace ventilation, barriers, and employee work practices that reduce risk.
- Monitors employee symptoms at the beginning of the shift and throughout the work day.
- Identifies, evaluates and corrects COVID-19 Hazards.
- In accordance with California SB 1159, reports positive employee COVID-19 PCR (Polymerase Chain Reaction) tests to their workers' compensation insurance carrier. Documents all COVID-19 related employee training. (See Appendix A: COVID-19 Training Roster Template, as one possible tool to track the trainings provided).

COVID-19 Testing

Definition of a COVID-19 Test

'COVID-19 test' means a test for SARS-CoV-2 that is:

a) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
b) Administered in accordance with the authorized instructions; and
c) To meet CMP's return to work criteria, a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).

COVID-19 Testing at CMP

CMP will continue to make COVID-19 testing available, on site, at no cost to employees during employees' paid time as follows:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
- All employees regardless of vaccination status, who have had a close contact with a COVID-19 case, except for recently recovered employees.
- All employees except for recently recovered employees, regardless of vaccination status, in an outbreak or a major outbreak
- When following CDPH's Isolation and Quarantine Guidance to keep employees working or return them sooner, if tested.

CMP will provide training on COVID-19 Testing if performed onsite, by a CMP Employee. CMP will continue to provide testing on site that complies with all of the Cal/OSHA guidelines.

Vaccination and Documentation

Per the Cal/OSHA revised Emergency Temporary Standards (ETS) "…employers have to document that the employees received U.S. Food and Drug Administration-approved vaccines or, for people fully vaccinated outside the U.S., vaccines listed for emergency use by the World Health Organization. This record must be kept confidential." See Appendix B for a template to document employee COVID-19 Vaccination status.

CMP will accept the following as proof of vaccination:
- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy. Note, employees have the right to decline to state if they are vaccinated or not and CMP must treat those employees as unvaccinated and cannot take disciplinary/discriminatory action against them.

CMP will continue to provide updates to the staff community regarding vaccine opportunities in and around the community.

Definition of Fully Vaccinated

'Fully Vaccinated' means the employer has documented:
a) A person's status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
    1) Approved or authorized for emergency use by the FDA;
    2) Listed for emergency use by the World Health Organization (WHO);
    3) Administered as part of a clinical trial at the U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
b) A person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

Employee Training

CMP will provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- CMP's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- What is COVID-19 and how is it spread:
    - 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.
        - Infectious Period:
            - Symptomatic: 2 days before infected person has symptoms until day 10 (or days 5-10 if testing negative on day 5) and 24 hours without fever, without use of medication.
            - Asymptomatic: 2 days before positive test through day 10 (or days 5-10 after testing negative on day 5).
- Prevention of the spread of COVID-19 if you are sick:
    - Signs and symptoms of COVID-19;
    - When to seek medical attention if not feeling well;
    - The importance of obtaining a COVID-19 test;
    - Not coming to work if the employee has COVID-19 symptoms.
- Physical distancing guidelines and requirements.
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
    - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- What is Personal Protective Equipment (PPE); when is it necessary; how to use, handle, and dispose of PPE. (Note, PPE must not be shared, e.g. gloves, goggles and face shields.)
- Methods to avoid touching eyes, nose and mouth;
- Coughing and sneezing etiquette;
- Proper use of face coverings;
- Avoiding sharing personal items with co-workers;
- Safely using cleansers and disinfectants;
    - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

Procedures to Help Prevent the Spread of COVID-19 in the Workplace

Health Screening

CMP screens employees daily. Each CMP Campus monitors employee attendance and watches for employees showing COVID-19 symptoms. The procedures for health monitoring include:

- Employees are required to fill out a daily Self-Screening Form via the online ParentSquare portal which asks the following questions:
    - Have you (staff) had close contact with someone who has tested positive for COVID-19 in the last 10 days (if you are partially vaccinated/unvaccinated), 5 days (if you are fully vaccinated)? Yes /No
    - In the last 24 hours, have you (staff) experienced any of the following NEW symptoms? Yes/No
        - Fever (over 100.4 °F) and/or chills
        - Headache
        - Cough
        - Sore throat
        - Shortness of breath or difficulty breathing
        - Fatigue
        - Chills
        - Muscle or body aches
        - New loss of taste and smell
        - Congestion or runny nose
        - Gastrointestinal (nausea, vomiting or diarrhea)

    If an employee answers 'yes' to any of the above, CMP will follow the latest CDPH guidelines on quarantine and isolation.

Note, if the health screening is conducted indoors at the workplace in response to an employee with COVIED-19 symptoms, CMP will ensure that face coverings are used during screening by both screeners and employees. If temperatures are measured, non-contact thermometers will be used.

Health Monitoring

- CMP will monitor employees throughout the day. If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, CMP will do the following:
    - Send the employee home and instruct them to follow CDPH guidelines and local public health department recommendations.
    - Provide resources including how to seek medical care information.
    - Explain that the Human Resources Department will reach out to them concerning compensation for the time off through paid sick leave or another vehicle.
- If informed that an employee tests positive for COVID-19, CMP will provide notice to health officials in the county in which they are working to thus provide CMP with further

guidance. Information includes but is not limited to:

- o The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.

Good Sanitation Practices

CMP will practice good sanitation practices including, but not limited to the following:

- Check restroom facilities frequently and make sure they are clean, sanitary, and appropriately stocked with necessary supplies (i.e. toilet paper, soap, paper towels, etc.).
- Make sure handwashing supplies are re-stocked regularly.
- Make sure staff have access to effective hand sanitizer, and prohibits hand sanitizers that contain methanol (i.e. methyl alcohol).
- Assign an employee to provide appropriate PPE, including but not limited to, gloves and masks.
- Sanitize common spaces and equipment at least once daily.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, CMP:

- Encourages frequent hand washing and posts signs on how to properly hand wash.
- Evaluates handwashing stations and ensures they are stocked.
- Provides employees with an effective hand sanitizer, and prohibits hand sanitizers that contain methanol (i.e. methyl alcohol).

Cleaning and Disinfecting

CMP will establish a once a day routine in regards to cleaning and disinfecting common surfaces and objects in the workplace. This includes but is not limited to:

- Benches, chairs, containers, copy machines, counters, doorbells, door handles, knobs, office supplies, tables, refrigerators, other kitchen appliances, vending machines, restroom and bathroom surfaces.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.
- Make cleaning products available at all times for staff members.
- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees of the frequency and scope of cleaning and disinfection.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by either the employee themselves, or the janitorial staff/service.

Engineering Controls

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

- Opening windows or doors;
- Increasing filtration efficiency to the highest level compatible with the existing ventilation system, if possible.

The following will be taken into consideration:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke;
- How the ventilation system will be properly maintained and adjusted, whether CMP owns and operates the building, or not.

Face Coverings

Definition – Face Covering

"Face covering" means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or tightly woven fabric or non-woven material of at least two layers (i.e., fabrics that do not let light pass through when held up to a light source) that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

The definition includes an exception for clear face coverings or cloth face coverings with a clear plastic panel that meet the definition of Face Covering that may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language.

Face Covering Requirements at Work

Currently, employees are not required to wear a face covering in indoor spaces but are encouraged to do so if they prefer.

CMP will provide face coverings and ensure they are worn by employees when required by CDPH orders.

When face coverings are required by CDPH, CMP will ensure masks are properly work by employees over the nose and mouth.

The following exceptions to the use of face coverings will apply at CMP if masks are required:

- When an employee is alone in a room, their individual workspace, or a vehicle.

- While eating or drinking provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
  - 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition or disability does not permit a non-restrictive alternative, the employee shall be tested at least weekly for COVID-19 during paid time and at no cost to the employee.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

For CMP Employees who are working with students please see the COVID Safety Plan (CSP) for guidance.

CMP will provide clean, undamaged face coverings, including an N95, to any employee who requests one. CMP will provide training on the use of N95 respirators.

Employees who need a face covering may ask their site Administrator, Office Manager, or Site Safety Coordinator for one.

Physical Distancing
Physical distancing requirements have been eliminated except where an employer determines there is a hazard and for certain employees during major outbreaks.

Identification and Evaluation of COVID-19 Hazards (Safety Audit)
CMP will conduct periodic safety audits to identify and evaluate potential COVID-19 hazards. Site Safety Coordinators and Site Administrators will participate in the identification and evaluation of COVID-19 hazards by utilizing the Appendix C: Identification of COVID-19 Hazards form, or something similar.

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by engaging in group discussions regarding COVID-19 and potential hazards, self-identifying hazards and informing their administrator, and participating in CMP surveys.

CMP will implement the following in regards to their safety audit:
- 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.
- Conduct Network / Site Specific evaluations using the Appendix C: Identification of COVID-19 Hazards form.
- Conduct periodic inspections using the Appendix D: COVID-19 Inspections form, or

something similar, as needed to identify work conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the COVID-19 policies and procedures.

- Evaluate existing COVID-19 prevention controls at CMP and the need for different or additional controls.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, the workplace.
- Consult with the local County Health Departments and work in partnership with their nurses for site visits for further identification and mitigation of exposure.

Correction of COVID-19 Hazards

Potentially unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix D: COVID-19 Inspections form, or something similar, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

System for Communicating

The goal of CMP during this pandemic is to ensure effective two-way communication with employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- That employees can report symptoms and hazards without fear of reprisal.
- Procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- How employees can access COVID-19 testing, though not required.
- In the event CMP is required to provide testing because of a workplace exposure or outbreak, CMP 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 individuals in contact with the CMP workplace) may be exposed to, what is being done to control those hazards, and COVID-19 policies and procedures.

Symptomatic and Sick Employees

CMP stresses the importance of employees **<u>staying home</u>** if either they, anyone they live with, or anyone they have recently been in contact with is sick or is recently confirmed to have tested positive for COVID-19. If an employee has any question on whether their contact counts as a potential exposure, please contact your supervisor, manager, or IPP Coordinator as soon as possible.

Should CMP have a COVID-19 case at a site, CMP will follow the guidelines below:
- Clean and disinfect applicable work areas immediately, following CDC guidelines using proper disinfection procedures and appropriate personal protective equipment.
    - CMP is implementing the use of electrostatic sprayers.
- **Per SB 1159**, document infected employee's work location, work hours, and general and specific work duties. If the employee recently traveled to multiple worksites, document their travel times and last day worked. Report non-identifying information regarding the positive test to the above listed workers' compensation insurance carrier.
- **Per AB 685,** will advise, in writing, affected employees or subcontracted employees within one business day.
- When SB 1159 and AB 685 do not apply, identify and confidentially contact anyone who had contact with a symptomatic employee.
- Contact the local public health department and follow their recommended protocols.

In addition, where CMP has a COVID-19 case in the workplace, CMP will limit transmission by:
- Ensuring that employees with a confirmed COVID-19 case are excluded from the workplace until the return-to-work requirements are met.
- Ensuring that employees with a COVID-19 exposure follow the return-to-work requirements.
- Continuing and maintaining an employee's earnings, and all other employee rights and benefits whenever it's been demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave benefits. If the employee isn't covered by worker's compensation, they may be eligible for FMLA and SDI if they have worked for their employer for at least 12 months; have at least 1,250 hours of service over the previous 12 months.
- Providing employees at the time of exclusion with information on available benefits.

Employees who had potential COVID-19 exposure in the workplace will be:
- Notified within one business day of potential exposure, in a way that does not reveal any personal identifying information to the COVID-19 case, and in a manner that CMP normally uses to communicate employment-related information.
    - The notice shall include the cleaning and disinfection plan required by Labor Code section 6409.6(a)(4). The notice will be sent to all employees and independent

contractors who were on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.

- As essential employees our staff are covered by their insurance and CMP will allow staff to receive free testing through their personal insurance carrier. CMP also participates in free community testing for school employees offered by the local county public health department.
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Return-to-Work Criteria

- Employees, regardless of vaccination status or previous infection, who do not develop COVID-19 symptoms or whose COVID-19 symptoms are resolving, shall not return to work until:
    - At least five (5) days have passed from the date that COVID-19 symptoms began, or if no symptoms develop, from the date of first positive COVID-19 test;
    - At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and
    - A negative COVID-19 test from a specimen collected on the fifth day or later is obtained; or, if unable to test or the employer chooses not to require a test, 10 days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test.
- Employees, regardless of vaccination status or previous infection, whose COVID-19 symptoms are not resolving, may not return to work until:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - Symptoms are resolving or 10 days have passed since COVID-19 symptoms first began.
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- If an employee is ordered to isolate or quarantine 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.

Exclusion of COVID-19 Cases and employees who had a close contact

1. CMP will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements are met.
2. CMP will review, and follow, current CPDH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
3. For employees excluded from work CMP will continue and maintain an employee's earnings, wages, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. CMP may use employer provided employee sick leave for this purpose to the extent permitted by law.

IPP Disease Investigation

If an infectious disease case is reported, an investigation will be completed to determine if the case is deemed work-related. The assigned investigator will interview the injured worker and, if warranted, submit a claim to CMPs workers' compensation insurance carrier for further investigation.

In accordance with California SB 1159, CMP will report positive employee COVID-19 PCR (Polymerase Chain Reaction) tests to their workers' compensation insurance carrier listed above with personal information redacted.

In accordance with California AB 685, CMP will advise, in writing, affected employees or subcontracted employees within one business day should a COVID-19 exposure event occur.

Positive cases, found to be work-related, must be posted on the OSHA-300 log with employee name redacted for privacy.

Investigating and Responding to 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 CMP 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.

CMP schools in Sacramento County utilize the Sacramento County Public Health on-line system for COVID-19 Reporting & Contact Tracing for Schools, and is located at the following link: https://saccountyct.sjc1.qualtrics.com/jfe/form/SV_bC6AmScjZXKnGMB. For CMP-Shingle Springs will use the California Department of Public Health Shared Portal for Outbreak Tracking: https://cdph.force.com/SPOT/s/IntakeForm?language=en_US pursuant to direction from El Dorado County Public Health.

Reporting, Recordkeeping, and Access specific to COVID-19

In regards to reporting, recordkeeping and access, specific to COVID-19, CMP will:

- Report information about COVID-19 cases at the 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 the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program available at the workplace to employees and to representatives of Cal/OSHA immediately upon request.
- For CMP schools in Sacramento County (American River, Capitol, Carmichael, Elk Grove, and Orangevale), CMP will use the Sacramento County Public Health link (https://saccountyct.sjc1.qualtrics.com/jfe/form/SV_bC6AmScjZXKnGMB) to report a case (a case is a person who has tested positive for COVID-19) or a close contact (a close contact is defined as someone sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a clinical diagnosis) infectious period). The information will be made available to employees, or as otherwise required by law, with personal identifying information removed.
- For CMP School in El Dorado County (Shingle Springs) CMP will use the California Department of Public Health Shared Portal for Outbreak Tracking: https://cdph.force.com/SPOT/s/IntakeForm?language=en_US.

IPP Policy Enforcement/Disciplinary Procedures
As with general safety orders within the Injury and Illness Prevention Program (IIPP), compliance with pandemic controls is mandatory and shall be considered a condition of employment.

The failure to adhere to safety policies and procedures established by CMP can have a severe impact on everyone involved. Unsafe acts cannot only threaten the health of the individual involved, but also of their co-workers.

Additional Considerations

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section will go into effect if CMP is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases at a CMP location within a 14-day period. Reference section 3205.1 for details.

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

COVID-19 Testing

- CMP provides COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:
  - Employees who were not present during the relevant 14-day period.
  - Returned cases who did not develop COVID-19 symptoms after returning to work pursuant to our return-to-work criteria, no testing is required.
- COVID-19 testing consists of the following:
  - CMP will make testing available to all employees in our exposed group, regardless of vaccination status, and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, CMP will continue to make available COVID-19 testing once a week to all employees in the exposed group who remain at the workplace, 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.

Employees who had close contacts shall have a negative COVID-19 test taken within three and five days after the close contact or shall be excluded and follow the return to work requirements starting from the date of the last known close contact.

CMP continues to comply with the applicable elements of our CPP, as well as the following:
- Employees in the exposed group wear face coverings when indoors, or when outdoors and lessthan six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
- CMP will give notice to employees in the exposed group of their right to request a respirator for voluntaryuse.

  CMP will evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, as much distance between persons as feasible.

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

In addition to the CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, CMP 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:
  - Leave policies and practices and whether employees are discouraged from remaining home when sick.
  - 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. CMP 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.
  - Requiring respiratory protection in compliance with current guidelines (Section 5144)

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, we will usefilters 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 oftransmission and, if so, implement their use to the degree feasible.

Resources

- **Centers for Disease Control and Prevention**
    - Businesses and Workplaces: Plan, Prepare, and Respond
    - Cleaning and Disinfecting: Plan, Prepare, and Respond
    - General Business Frequently Asked Questions
    - Investigating and responding to COVID-19 cases in non-healthcare work settings
    - Prevent Getting Sick
- **Federal OSHA**
    - US Department of Labor - OSHA COVID-19 Landing Page
    - US DOL OSHA PDF on COVID-19 Workplace Prep (EN) and (Spa.)
- **National Institute for Occupational Safety and Health**
    - NIOSH COVID-19 Information Landing Page
- **Cal OSHA**
    - Cal OSHA Title 8 - Aerosol Transmissible Diseases
    - Model Exposure Control Plan for Aerosol Transmissible Diseases
    - COVID-19 Emergency Temporary Standards Frequently Asked Questions
- **California Department of Public Health**
    - CA Department of Public Health COVID-19 Landing Page
    - CA Department of Public Health
    - https://cdph.force.com/SPOT/s/IntakeForm?language=en_US
- **California Department of Fair Employment and Housing**
    - DFEH Employment Information on COVID-19

Appendix A: COVID-19 Training Roster Template

Date:

Person that conducted the training:

Topic Discussed [provide a brief description of the topic covered in this training]:

Employee Name	Signature

Appendix B: Documentation of Employee COVID-19 Vaccination Status

Confidential

Employee Name	Fully or Partially Vaccinated[1]	Method of Documentation[2]

IIPP Addendum IPP Specific to COVID-19 Prevention Program
Board Approved 02/14/22; Updated 08/02/22 per State Guidance

Appendix C: Identification of COVID-19 Hazards

CMP, in alignment with our Safety Operations Plan, will identify COVID-19 Hazards using our established Risk Assessment process.

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

The infectious period is defined as follows:

- Symptomatic: 2 days before infected person has symptoms until day 10 (or days 5-10 if testing negative on day 5) and 24 hours without fever, without use of medication.
- Asymptomatic: 2 days before positive test through day 10 (or days 5-10 after testing negative on day 5).

Per previous school guidance, CMP had to:

(1) Establish a written, worksite-specific COVID-19 prevention plan at every facility. CMP is currently following the California Department of Public Health guidance. Please see the CDPH Document for full details: https://files.covid19.ca.gov/pdf/guidance-schools.pdf.

(2) Perform a comprehensive risk assessment of all work areas and work tasks. Per CMPs SOP, the Network conducted COVID-19 Risk Assessments.

> The first step of the Site Emergency Response Plan is to conduct a risk assessment. The assessment identifies situations and/or hazards which have the potential for disrupting a school, causing casualties or damaging school facilities and/or property.
>
> **The identified hazard is COVID-19, please Remember CMP's Risk Assessment Components:**
> **Preparedness, Prevention and Mitigation Overview**
>
> **Preparedness** is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. CMP fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills, etc.
>
> **Prevention** includes actions to avoid an incident or to intervene to stop an incident from occurring. CMP is committed to taking proactive prevention measures whenever possible to protect the safety and security of our stakeholders.
>
> **Mitigation** includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. CMP has acted to reduce or eliminate the adverse effects of natural, technological, chemical and human-caused hazards on people and property, and in this case, COVID-19.

Hazard Analysis Summary

The Site Safety Committee will utilize the Risk Assessment Template below and assess the interior and exterior portions of all school building and school grounds for potential hazards which COVID-19 may impact the site and stakeholders (staff, volunteers, parents, contractors, and students). The results of the assessment will be used by the site to address further mitigation or preparedness steps needed to take to improve the state of preparedness.

Identify and characterize the hazard.	Evaluate each hazard for the severity and frequency.	Estimate the risk.	Determine the potential societal and economic effects and indirect effects.	Determine the acceptable level of risk.	Identify risk-reduction opportunities.
• What are the characteristics of the hazard? • What causes the event? • How does it trigger or relate to other hazards?	• What is the probability of the hazard/event happening annually, every 10 years or once a century? • What factors enhance or deter the probabilities? • What measurements or scales can be applied to determine severity? • Could other factors influence severity and frequency?	• Identify and quantify what will be affected by the event/hazard. This step imposes the human and built environment that could be affected, damaged, and/or disrupted. • Include in the analysis the general building stock, inventories of lifelines and essentials. Population and developmental concentration need to also be included.	• Consider direct economic loss. • Consider indirect losses as well. (Replenishing supplies, or relocation, etc.)	Use steps 1 – 4 to establish acceptable loss of risk. • What level of damage or impact will be tolerated? • Consider societal effects. • Assess public perception. (Political consequences of taking or not taking action to address the risks.)	• What cost effective actions will reduce or mitigate unacceptable risks? • Identify and implement outcome.

and,

(3) Designate a person/people at each school site to implement the plan.

Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, break or eating areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Identification of COVID-19 Hazards Template

Person/s conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative 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 members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix D: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
See www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to the CMP Network.			
Engineering			
Barriers/partitions			
In classrooms			
In offices			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Front Office			
Barriers and partitions			
Desks of Staff Members			
Front Desks / Reception			
Sign in Sheets			
Community Pens			
Six Feet of Distance			
Hand Sanitizer			
Cleaning Supplies			
Masks to provide to staff if one is left at home.			
Thermometer			

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Board Approved 02/14/22; Updated 08/03/22 per state guidance

Signage			
Directional signs			
Face Covering			
Wash your hands frequently			
Six Feet of Distance			
Cover your cough			
Maximum Occupancy			
Community Supplies			
Copy Machine			
Pens/Tape/Staplers			
Cups/Plates/Silverware			
Tables / Work Spaces			
HVAC			
HVAC to settings that bring in outside air,			
MERV 13 or high air filters			
Cleaning			
Bathroom Surfaces (toilet and sink handles; soap/towel dispensers)			
Community spaces			
Door Handles / Light Switches			
Staff Room/s (counters, tables, chairs, etc.)			
Water Dispensing Stations			
Safety Data Sheets			
Portable Hand Washing Stations			
Do you have them at your site?			
Classrooms			
Montessori Materials			
Has a cleaning schedule been put together for the Hybrid model			
Club M			
Montessori Materials			
Toys/Games			
PE Equipment			
Playground Equipment			
Arrival and Departure			
Minimize distance between students			
Stagger drop off/pick up times			