

2020-21

California Montessori Project – Elk Grove COVID-19 Safety Plan – February 1, 2021 Update



Introduction

The California Montessori Project (CMP) is home to approximately 2,700 students and 500 staff members. We are a community that cares deeply about our collective well-being.

Due to the COVID-19 global pandemic, CMP ceased in-person schooling on March 16th and began offering Distance Learning to our students immediately. Nine out of ten CMP students participated regularly in Distance Learning, more than 600 Chromebooks were distributed, and CMP teachers provided a high quality, well rounded education to our students despite the challenges of the COVID-19 closure.

We know that Distance Learning is no replacement for a high quality, in-person Montessori education. Since March of 2020, CMP has been planning how to safely bring students and families back to school.

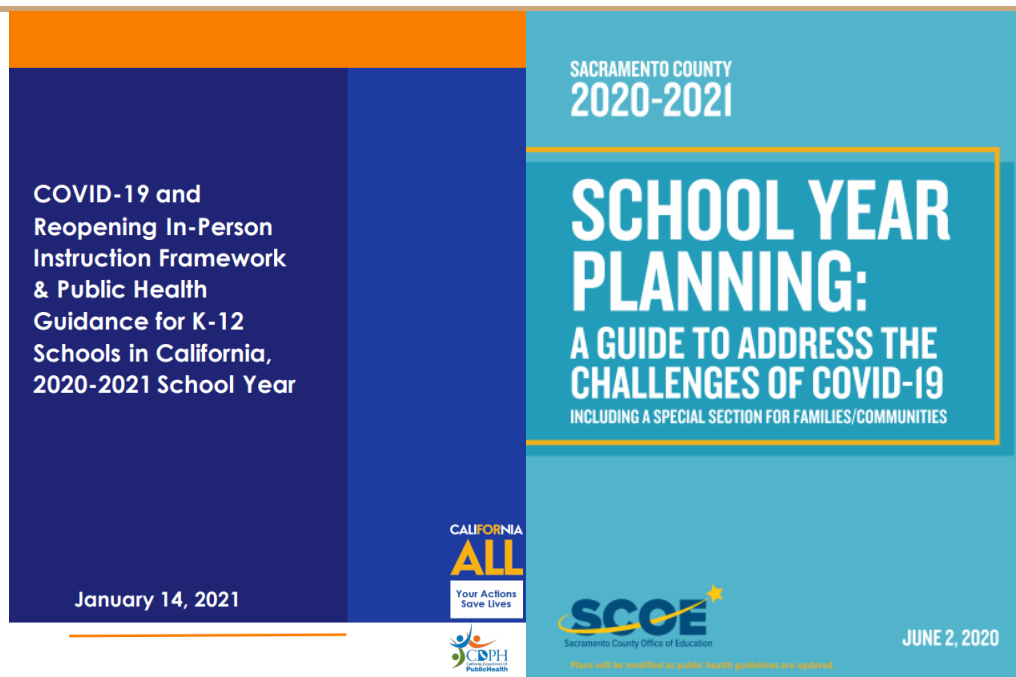


We also know that we must adhere to federal, state, and local guidelines to keep our students and staff safe. This plan outlines how CMP follows public health guidance while also providing the high quality, in-person Montessori education our students and families come to CMP to receive.

This plan also takes into consideration feedback from twelve surveys of CMP families and staff from May 2020, June 2020, July 2020, September 2020, and October 2020. CMP will offer both distance learning and in-person options designed to meet the diverse needs of our students and families.

Public Health Guidance

Throughout the COVID-19 global pandemic CMP has been guided by public health guidelines. Our reopening plans are consistent with the most recent federal, state, and local guidance. This plan has been updated to include the "[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)" guidance that was released on January 14, 2021. It continues to include the guidance from the Sacramento County Office of Education's "[School Year Planning: A Guide to Address the Challenges of COVID-19](#)" document.



Definitions

Stable Groups: A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities

Cohorts: In this document, “cohorts” has a specific meaning, which are groups of students who are meeting for targeted supports and intervention services while the school is closed to in-person instruction and in addition to distance learning. All of the provisions in the [Cohorting Guidance](#) must be followed for such cohorts to meet, as a maximum of 16 individuals (students and staff). In this document, “cohort” does not refer to the more general “stable groups” that are participating in Hybrid Learning.

Cleaning: “Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks.

Disinfection: “Disinfection” kills germs on surfaces using specific agents.

State Compliance

As a school that has not already reopened, CMP-Elk Grove is required to post a COVID-19 Safety Plan (CSP) by February 1, 2021 or prior to reopening for in-person learning. The CSP is intended to consolidate requirements to develop written plans pursuant to CDPH guidance first issued in May 2020 and the Cal/OSHA Emergency Temporary Standards finalized in November 2020.

CMP - Elk Grove has submitted a copy of the CSP to the Sacramento County Public Health Department and the State Safe Schools for All Team.

Mickey Slamkowski, CMP-Elk Grove Principal, is the campus lead on implementing the COVID-19 Safety Plan.

What CMP Families can Expect when Students are on Campus

Please note that these plans are current as of February 1, 2021 and subject to change pending further public health guidance.

Layers of Safety: Infection Mitigation Strategies

A key goal for CMP is to reduce or eliminate in-school COVID-19 transmission. A helpful conceptual framing is the layering of mitigation strategies. Each strategy (face coverings, stable groups, physical distancing, etc.) decreases the risk of in-school transmission; but no one layer is 100% effective. It is the combination of layers that are most effective and have been shown to decrease transmissions.

The California Department of Public Health has “ordered the list below such that the interventions known at this time to be more effective in reducing the risk of transmission appear before the ones that are helpful but may have a potentially smaller effect or have

less evidence of efficacy. Of note, though scientific comparative assessments are limited, the top three items are likely of similar importance.”¹

1. Face coverings.
2. Stable groups.
3. Physical distancing.
4. Adequate ventilation.
5. Hand hygiene.
6. Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact.
7. Surveillance or screening testing.

Cleaning and Disinfecting at School

“Frequent disinfection, which was thought at the beginning of the pandemic to be a key safety component, can pose a health risk to children and students due to the chemicals used and has proven to have limited to no impact on COVID-19 transmission. Disinfection with specified products, is recommended for schools after a case has been identified in the school, in the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator).”²

CMP will follow the most recent guidance by employing [approved disinfection products](#) and adhering to a disinfection schedule that is aligned with Public Health recommendations.

- CMP will clean frequently-touched surfaces at school daily.
- Frequently touched surfaces in the school include, but are not limited to:
 - Sink handles.

¹ [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) page 14

² [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) page 15

- Shared tables, desks, or chairs.
- Desks or chairs do not need daily cleaning if only used by one individual during the day.
- Door handles.
- Shared technology and supplies.



The most recent Public Health Guidance states that if students wash their hands before and after using playground equipment, cleaning of outdoor structures between cohorts is not required.³

Face Coverings at School

Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines.

- CMP will teach and reinforce use of [face coverings](#), or in limited instances, [face shields with drapes](#).
- CMP will remind students and staff not to touch the face covering and to [wash their hands frequently](#).
- CMP will provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Students in all grade levels are required to wear face coverings at all times, while at school, unless [exempted](#).
- Students are encouraged to bring their own washable and reusable face covering. If a family does not have access to a face covering CMP will provide one.

³ [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) page 26

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- A cloth face covering or face shield should be removed for meals, snacks, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
 - Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors. Physical education activities will be modified, as necessary, to comply with CDPH face covering requirements.
 - The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons.
 - People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
 - Persons exempted from wearing a face covering due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
 - CMP will provide face coverings to students who inadvertently fail to bring a face covering to school.
 - CMP will comply with the [CDPH guidelines](#) that require schools to exclude students from campus if they are not exempt from wearing a face covering and refuse to wear one provided by the school.
 - CMP will also require staff to use face coverings pursuant to [CDPH guidelines](#).
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- For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings. CMP will provide disposable 3-ply surgical masks to staff upon receipt from the state.

Maintaining Stable Groups at School

Stable groups provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities.

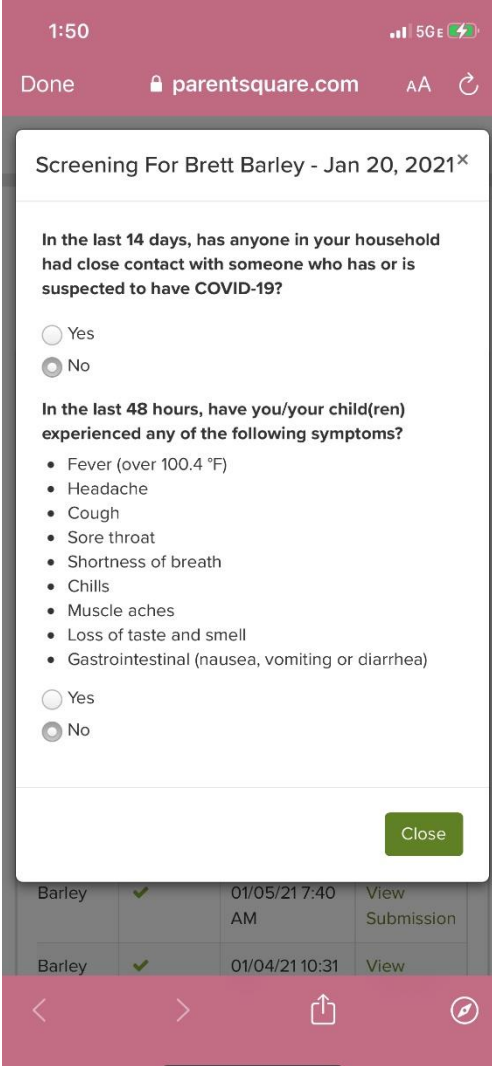
Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group, decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

CMP will employ the following strategies to maintain stable groups:

- Students will be placed into stable groups that stay together all day with their core teacher (and any aide who is present).
- Counselors or teachers of electives, will conduct their classes / counseling virtually.
- Students will eat lunch and go to recess with their group at times that are staggered and separated from other groups.

Screening at Home and School

- Families are recommended to take temperatures daily before going to school. Anyone with a fever of 100.4 degrees F or higher should not go to school.
- Fever screening will also occur prior to the start of school by staff via touchless thermometers.
- Students and adults should also screen themselves for respiratory symptoms such as cough or shortness of breath or other COVID-19 related symptoms prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.
- Staff and families will complete a ParentSquare Health Screening Survey prior to being allowed on campus. CMP staff will check for completion of the screener in carline every morning.
- The ParentSquare screener will include a list of COVID-19 symptoms. Parents will be instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19 or anyone else in the household is exhibiting symptoms, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2 if recommended by their physician or County Public Health. Staff will also be instructed to stay home if they have symptoms of COVID-19.



1:50 5G

Done parentsquare.com AA

Screening For Brett Barley - Jan 20, 2021^x

In the last 14 days, has anyone in your household had close contact with someone who has or is suspected to have COVID-19?

☐ Yes
☒ No

In the last 48 hours, have you/your child(ren) experienced any of the following symptoms?

- Fever (over 100.4 °F)
- Headache
- Cough
- Sore throat
- Shortness of breath
- Chills
- Muscle aches
- Loss of taste and smell
- Gastrointestinal (nausea, vomiting or diarrhea)

☐ Yes
☒ No

Close

Barley	✓	01/05/21 7:40 AM	View Submission
Barley	✓	01/04/21 10:31	View

Student Drop Off and Pick Up at School

- Staff will be wearing face coverings.
- Parents, volunteers, and visitors will have limited access to the school campus (i.e. access only to the front office and pre-scheduled, essential meetings). Virtual meetings will be scheduled whenever possible.
- Arrival and dismissal times may vary depending on grade level to limit group size at car loops.
- Arrival procedures will include fever screening.
- CMP will designate routes for entry and exit, using as many entrances and exits as feasible.
- CMP will put in place other protocols to limit direct contact between people as much as practicable during pick up and drop off.



Classroom Space



Local public health departments are requiring that schools maintain six feet of physical distancing between students and/or staff. To do so they recommend modifying schedules, limiting visitors, keeping students in smaller groups, serving meals in small groups, spacing desks or student work spaces further apart, keeping student cohorts from mixing, staggering lunch/recess/transition times, not holding large assemblies and dances, and identifying a designated sick area for students who are not feeling well to minimize contact.

CMP will redesign activities for smaller groups and rearrange furniture and play spaces to maintain separation. CMP will prioritize the use and maximization of outdoor space for activities where possible.

Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.



Non-Classroom Space

- CMP will limit nonessential visitors, volunteers and activities involving other groups at the same time.
- School tours are considered a non-essential activity and increase the risk of in-school transmission. As a result, CMP will conduct virtual tours this school year for any interested families. Information on school tours can be found on the CMP [website](#).
- CMP will utilize non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- CMP will not conduct meal time in cafeterias with large groups of students and will instead utilize classroom and outdoor space for meal time, weather permitting.
- CMP will have designated outside areas for stable group recess activities.
- CMP will minimize congregate movement through walkways as much as practicable and use visual reminders on the floor that students can follow to enable physical distancing while passing and waiting in line.
- Physical barriers will be installed in each school's front office.

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.

Promote Healthy Hand Hygiene Practices

CMP staff will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. In addition, CMP will:

- Provide handwashing stations with soap and/or hand sanitizer will be made available in all classrooms.
- CMP staff will teach students how to wash their hands for 20 seconds with soap and water, rubbing thoroughly.
- CMP staff will develop a handwashing routine that will allow students and staff to wash their hands at staggered intervals.
- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow.



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- Have students and staff wash their hands frequently throughout the day, including anytime entering a classroom, before and after eating; after coughing or sneezing; after classes where they handle shared items, and before and after using the restroom.
 - Students and staff are provided hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
 - 60% ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. CMP will not use isopropyl alcohol-based hand sanitizers or hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.

Checking for Signs, Symptoms, and Exposures

CMP will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.

Students or staff exhibiting symptoms of COVID-19 at school (fever of 100.4 degrees F or higher, cough, difficulty breathing, or other COVID-19 symptoms) will be isolated in a private area until they can be picked up by a parent or guardian. Ill students and staff will be recommended to reach out to their physician or County Public Health to determine whether COVID-19 testing is recommended.

CMP will advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to discontinue home isolation for those with symptoms:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset, OR the student or staff member has been provided a return to school form from County Public Health.

Staff to Staff Interactions

“Ensuring staff maintain physical distancing of six feet from each other is critical to reducing transmission between adults.”⁴ CMP will conduct all staff meetings, professional

⁴ [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) page 29

development training and education, and other activities involving staff with physical distancing measures in place, outside, or virtually, where physical distancing is a challenge. CMP will minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.

General Safety Precautions Throughout the Day

- CMP will limit sharing of supplies and disinfect between uses when sharing is unavoidable.
- All drinking fountains will be turned off, and students will be encouraged to bring a water bottle that can be filled at a classroom sink or water bottle filling station.
- All members of the public entering school offices are required to wear a face covering.
- Classroom community snack will no longer be provided and birthday circles will be celebrated without food.



CMP Actions if There is A Confirmed Case on Campus

The CDPH has released guidelines for responding to potential scenarios on school sites. CMP will follow the actions as outlined by CDPH.

For purposes of the action steps in Table 2, a contact is defined as a person who is within 6 feet from a COVID-19 positive person for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings.

In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

Table 2. Actions to take if there is a confirmed or suspected case of COVID-19 in a school			
	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19 .	<ul style="list-style-type: none"> Send home if at school. Recommend testing (If positive, see #3, if negative, see #4). School/classroom remain open. 	<ul style="list-style-type: none"> No action needed.
2.	Close contact (†) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> Send home if at school. Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). School/classroom remain open. 	<ul style="list-style-type: none"> Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> Notify the LHD. Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. Identify school contacts (†), inform the LHD of identified contacts, and exclude 	<ul style="list-style-type: none"> School community notification of a known case. Notification of persons with
		contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious. <ul style="list-style-type: none"> Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). Disinfection and cleaning of classroom and primary spaces where case spent significant time. School remains open. 	potential exposure if case was present in school while infectious
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> May return to school after 24 hours have passed without fever and symptoms have started improving. School/classroom remain open. 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing.

If there is a positive case on campus CMP will:

- Report the case to County Public Health
- The individual will be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
- Send a notice, developed in collaboration with Public Health, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with Public Health to notify exposed people.
- Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time. Pursuant to CDPH, cleaning and disinfection does not need to be done until students and staff in the area have left for the day.
- Implement online/distance learning for student cases if they are well enough to participate.

School Closure Determinations

School closure determinations will be made in consultation with Public Health. A school with confirmed cases and even a small cluster of COVID-19 cases can remain open for in-person education as long as contact tracing identifies all school contacts for exclusion and testing in a timely manner, any small cluster is investigated and controlled rapidly, and the Local Health Officer agrees that the school can remain open.

CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

The objectives of a school outbreak investigation are to identify and isolate all cases and to identify, quarantine, and test contacts to prevent further transmission of COVID-19 at the school. In addition, the investigation will attempt to ascertain whether the cases had a

common exposure at school (e.g., a common class or teacher or other common exposures in the school setting). The investigation may also reveal common exposures outside of the school setting.

What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure decisions will be made in consultation with Public Health. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- Public Health may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure:

14 days, or according to a decision made in consultation with Public Health.

If a school is closed, when may it reopen?

Schools may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with local Public Health

California Department of Public Health Travel Advisory for Non-Essential Travel

In November, the state announced a [Travel Advisory for Californians](#) who travel out of state and updated that Advisory in January.

All persons arriving in or returning to California from other states or countries, should self-quarantine for 10 days after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response. Additionally, this recommendation does not apply to individuals who routinely cross state or country borders for essential travel.

CMP will require all staff and families who travel out of state to comply with California's travel advisory quarantine requirements.

COVID-19 Testing

Surveillance Testing for CMP Staff

According to the CDPH Reopening In-Person Learning Framework for K-12 Schools, once schools reopen it is recommended that surveillance testing be implemented based on the local disease trends.

CMP has been working closely with Sacramento County Public Health and is participating in Sacramento County's Surveillance Testing Program for school employees.

Sacramento County is providing all teachers and school site staff access to dedicated, no-cost COVID-19 testing. This program is an important factor in being able to help to ensure COVID-19 cases are isolated to prevent outbreaks

The purpose of surveillance testing is to monitor the current state of the epidemic. Surveillance testing is used to monitor whether the COVID-19 virus is moving into new

areas, whether COVID-19 is affecting some groups of people more than other groups, or whether the rates of COVID-19 infection are going up or going down.

However, it's also important to understand what surveillance doesn't mean. It does not mean that everybody gets tested. Instead, surveillance means that we test the right samples of the population in a way that allows us to make inferences as efficiently as possible.

Sacramento County's recommended frequency is testing all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time

Testing is available at 11 community sites and staff have already begun utilizing these sites.

Currently, the CDPH guidelines only include recommendations for testing of staff, there are no guidelines on the surveillance testing of students.

2020-21 Instructional Models

To meet the diverse needs of CMP families, CMP will offer both full time Distance Learning and in-person learning (the scale of which will be dependent upon public health guidance) during the 2020-21 school year.

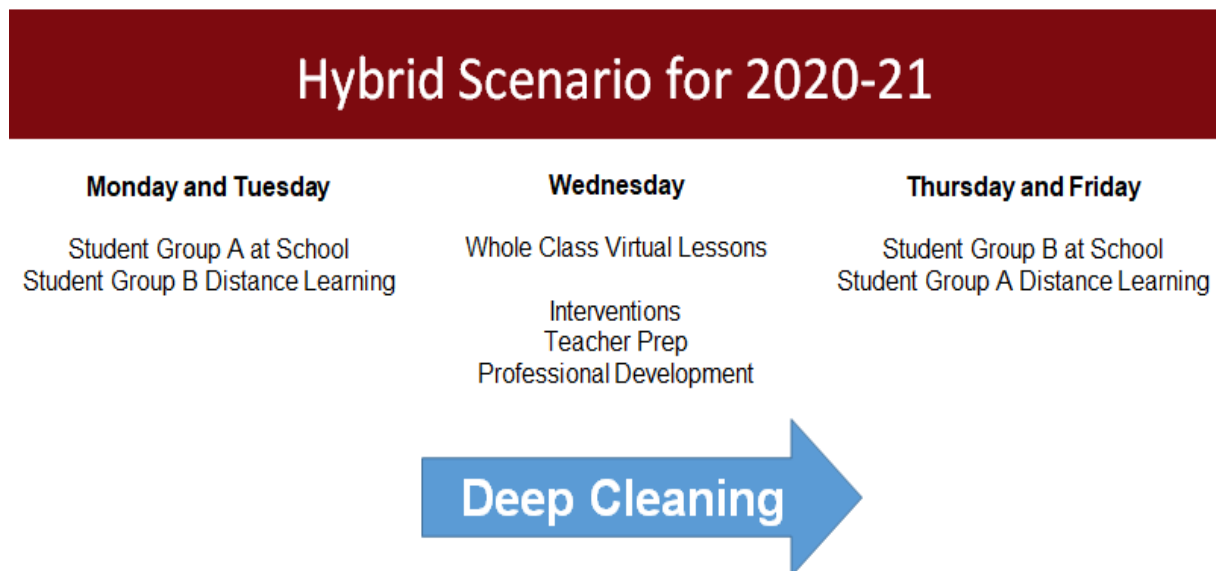
Distance Learning

CMP students selecting full time Distance Learning will continue to be a part of the CMP community they have come to know and love. They will be provided with a Distance Learning teacher and will continue with a Distance Learning program similar to what they have experienced this school year thus far. Families selecting full time Distance Learning should have already been notified of their child's classroom assignment.

In-Person Hybrid Model

After multiple discussions and surveys with staff and families, the CMP Board selected a model that prioritizes both in-person learning and safety. The model allows students to attend two full days of school, participate in three days of at-home learning, and provides CMP with a full day to clean and disinfect our schools between cohort groups. Teachers have been given the draft schedules below and were asked to use these schedules as a starting point for crafting their classroom schedules. Parents can expect to receive more detailed, class specific, schedules from their teachers prior to the start of the Hybrid Model.

Families selecting the Hybrid Model should have already received their child's classroom assignment.



Hybrid Learning Start Date

CMP surveyed its staff and families in October to determine what start date for Hybrid Learning would make the most sense for the majority of the CMP community. There was agreement across both staff and families at every CMP campus in Sacramento County that a January start date made the most sense.

65% of families, out of 1,221 submissions, preferred the January 4th reopening date across all CMP Sacramento County schools. There was also a clear preference for a January start date at each individual campus. 65% of families preferred a January 4th start date over a November 30th start date. 93% of CMP staff preferred the January 4th Hybrid Learning start date.

Given the consistency in feedback across CMP campuses between both staff and families the CMP Board voted at its November 2020 meeting to move forward with a January 4th start date for Hybrid Learning.

In November, Sacramento County moved back to the Purple Tier in the Governor's Blueprint for a Safer Economy which prohibits schools in the Purple Tier from conducting in-person learning until the county has moved back to the Red Tier and has been in the Red Tier for two or more weeks.

In November, the Governor issued new "Stay at Home" orders that are activated when a county has fewer than 15% of its available Intensive Care Units. The Greater Sacramento Region was placed under a "Stay at Home" order on December 10th.

Given the changes in public health data, the broader community spread of the virus, and the additional restrictions required to reopen for hybrid learning the CMP Board voted to align CMP's schools in Sacramento County with public health conditions rather than choosing a specific date. As such, CMP will begin its Hybrid Model in Sacramento County on the first Monday following Sacramento County being in the Red Tier for two weeks.

Full Time In-Person Learning

Based on our survey results there are currently not enough families selecting Distance Learning to allow for Full Time In-Person learning while complying with the six-foot physical distancing requirements as outlined in the January 14th, California Department of Public Health Guidelines.

Special Education and Students on a 504 Plan

CMP continues to be committed to meeting the needs of students with disabilities who are on a 504 plan or receiving special education services and offering a free and appropriate public education in the least restrictive environment. Parent and staff input through meetings and surveys will help CMP identify the best way to execute the services, regardless of the reopening model selected. The Special Education Department has reviewed this information and student paperwork to support campuses in creating schedules and service offerings to help students continue to make progress. In addition, the following has been taken into account:

- Accommodations that may be needed in the distance learning environment
- Assistive technology that may be needed during distance learning
- A review of services that lend themselves better to a virtual environment
- Continued assessment of progress and possible regression of skills

Parents of students with disabilities who receive services have been contacted by the case manager to discuss service details and more global information has been sent through ParentSquare.

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 that can be taught in person or virtually at each 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 Extracurricular Activities



- Public Health Departments are not recommending field trips.
- CMP will provide virtual field trips to students and will monitor guidance to see if field trips will be recommended in the future.
- Public Health Departments are not recommending assemblies, dances, and rallies.
- CMP will work to find ways to bring students and families together virtually or in-person in a safe socially distanced manner.
- CMP has historically offered sports during the school year. Two of our most popular sports (i.e. Volleyball and Basketball) are not recommended. CMP will review guidelines to see when Volleyball, Basketball, and other sports may be able to be brought back and will investigate offering other permissible sports (Tennis, Cross Country, Track and Field, etc.)

- In-person music instruction is not recommended. CMP will seek to provide virtual music enrichment.

Club M

- CMP will not be able to offer Club M opportunities at this time but will look to bring Club M back as public health conditions allow.



CMP's Ten Commitments to Learning During the 2020-21 School Year

1. We will ground our approach in Montessori methodology and equity to take a tailored approach to meeting the individual needs of each student.
2. We will prioritize student, staff, & community safety.
3. We will support the physical and mental well-being of students and staff and integrate social-emotional learning into our instructional core.
4. We will measure student engagement; seek to keep students engaged, motivated, and healthy; and take immediate action when we see students not fully engaging.
5. We will continue student learning by teaching new content across a well-rounded curriculum.
6. We will focus instruction on the mastery of essential standards.
7. We will provide “live” class instruction every day.
8. We will provide feedback on student work through the use of rubrics and/or grades.
9. We will authentically engage and collaborate with each other in all phases of re-opening planning, implementation, and communication.
10. We recognize that families have different circumstances and commit to meeting families where they are and providing support to the best of our abilities.

Appendix 1: Sample School Exposure to a Confirmed COVID-19 Positive Person Notification

From School Principal (or Designee)

Date

Dear Parents/Guardians,

We would like to inform you that we have been notified about a confirmed COVID-19 (Coronavirus Disease 2019) positive person in a member of our school community. The individual who tested positive was last on school premises on [DATE]. All school areas where the confirmed COVID-19 positive person spent time will be cleaned and disinfected before they are in use again.

Our school is working with the [LOCAL HEALTH DEPARTMENT] to follow up with the confirmed COVID-19 positive person and will reach out to all persons who are identified as having had close contact with the confirmed COVID-19 positive person to recommend home quarantine and contacting a medical professional or county public health to see if COVID-19 testing is recommended. If you or your child are not contacted, it means that you or your child were not identified as exposed to the confirmed COVID-19 positive person.

Please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

-
- Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Anyone with COVID-19 symptoms should contact a medical professional or county public health to see if COVID-19 testing is recommended. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.

Sincerely,

Principal

Appendix 2: 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.

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
- Employee Training
- Procedures to Help Prevent the Spread of COVID-19 in the workplace:
 - o Health Screening
 - o Health Monitoring
 - o Good Sanitation Practices
 - o Cleaning and Disinfecting
 - o Physical Distancing
 - o Face Coverings
 - o Hand Sanitizing
 - o Engineering Controls
 - o Limit Non Essential Visits and Travel
- Identification and Evaluation of COVID-19 Hazards (Safety Audit)
- Correction of COVID-19 Hazards
- System for Communicating

- Symptomatic and Sick Employees
- Return-to-Work Criteria
- IPP Disease Investigation
- Reporting, Recordkeeping, and Access
- IPP Policy Enforcement / Disciplinary Procedures
- Resources

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

As more information is disseminated about COVID-19 and workplace practices, this Addendum is subject to sudden change. This living document allows for CMP to continue to provide ever improving safety measures per Center for Disease Control and Prevention (CDC), California Department of Public Health (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 guidelines.
- Encourages additional spacing of employees to support safe social distancing.
- If a mandate exists, requires the use of a face covering per CDC guidelines.
- If a mandate does not exist, encourages face covering per CDC guidelines.
- 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.
- Encourages, when possible, alternative employee workplace options such as working from home.
- Conducts a safety audit to identify and evaluate potential 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.)

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:
 - o COVID-19 is an infectious disease that can be spread through the air;
 - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth;
 - o An infectious person may have no symptoms.
- Prevention of the spread of COVID-19 if you are sick
 - o Signs and Symptoms of COVID-19;
 - o When to seek medical attention if not feeling well;
 - o The importance of obtaining a COVID-19 test;
 - o Not coming to work if the employee has COVID-19 symptoms.
- Physical distancing guidelines
 - o Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
 - o The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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.
 - o 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;
 - o 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:
 - In the last 14 days, has anyone in your household had close contact with someone who has or is suspected to have COVID-19? Yes /No
 - In the last 48 hours, have you/your child(ren) experienced any of the following symptoms? Yes/No
 - Fever (over 100.4 °F)
 - Headache
 - Cough
 - Sore throat
 - Shortness of breath
 - Chills
 - Muscle aches
 - Loss of taste and smell
 - Gastrointestinal (nausea, vomiting or diarrhea)
- If an employee answers ‘yes’ to any of the above, they will be instructed to go home immediately, or stay at home, and self-isolate until they are asymptomatic for at least 24 hours without the use of any medication, other symptoms have improved, and they have a negative test for SARS-COV-2 OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic conditions (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset, OR the student or staff member has been provided a return to school form from County Public Health.

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 (see above and/or CMP Re-Opening Plan).
 - 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:
 - 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 frequently.

Cleaning and Disinfecting

CMP will establish a 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.

Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least six feet.

Employees will be asked to practice physical distancing while at work including, but not limited to the following:

- Before starting, during and after the work shift;
- Coming and going from vehicles;
- Entering, working and exiting physical buildings or other structures;
- During breaks and lunch periods;
- When engaging in other work activities including using office equipment, the restroom, and common spaces;

In addition, where possible, CMP will ensure at least six feet of physical distancing by:

- Encouraging employees to telework or other remote work arrangements;
- Reducing the number of persons in an area at one time, including visitors;
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

CMP will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and while outdoors when maintaining a physical distance of six feet from another person is not feasible, including non-employees, and where required by orders from the [California Department of Public Health \(CDPH\)](#) or local health department/s.

Employees who need a face covering may ask their site Administrator, Office Manager or Site Safety Coordinator for one. If a CMP Staff member encounters a non-employee that is not wearing a face covering, they are expected to maintain six feet of social distancing and direct that person to the office to receive a face covering from CMP office staff.

The following are exceptions to the use of face coverings at CMP:

- When an employee is alone in a room or their individual work space.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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).

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.

Limit Non-Essential Visits and Travel

CMP will limit non-essential visits and travel including, but not limited to the following:

- Order supplies and materials as much as possible via an on-line ordering system with outside pick-up or delivery options;
- Employees should maintain social distancing from visitors;
- Limit any unnecessary travel from one campus to another;
- CMP will eliminate, and reduce, all non-essential and non-related services, such as group meetings where social distancing cannot be maintained, field trips, and after school enrichment activities.

Identification and Evaluation of COVID-19 Hazards (Safety Audit)

CMP will conduct routine 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 B: 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 B: Identification of COVID-19 Hazards form.
- Conduct periodic inspections using the Appendix C: 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 C: 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 **staying home** 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.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after their last known COVID-19 exposure to another person with a positive COVID-19 case.
- 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.
- 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 with positive COVID-19 cases and experiencing COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Cocksackie virus), OR at least 10 days have passed since symptom onset, OR the student or staff member has been provided a return to school form from County Public Health.
- Employees with positive COVID-19 cases, but who never developed COVID-19 symptoms will not return to work until a minimum of ten days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
- If an 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. If no period was specified, then the period will be ten days from the time the order to isolate was effective.

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 utilizes the Sacramento County COVID-19 Reporting & Contact Tracing Form for Schools, Appendix D, for investigating and documenting COVID-19 cases.

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.
- Use the Appendix D: Investigating COVID-19 Cases, or similar, form to keep a record of and track all COVID-19 cases. The information will be made available to employees or as otherwise required by law, with personal identifying information removed.

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.

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](#)
- **California Department of Public Health**
 - [CA Department of Public Health COVID-19 Landing Page](#)
- **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: 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.

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 taken action 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.
<ul style="list-style-type: none"> • What are the characteristics of the hazard? • What causes the event? • How does it trigger or relate to other hazards? 	<ul style="list-style-type: none"> • 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? 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Consider direct economic loss. • Consider indirect losses as well. (Replenishing supplies, or relocation, etc.) 	<p>Use steps 1 – 4 to establish acceptable loss of risk.</p> <ul style="list-style-type: none"> • 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.) 	<ul style="list-style-type: none"> • 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 C: 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			
<u>Barriers and partitions</u>			
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			

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			

Appendix D: COVID-19 Reporting & Contact Tracing Form for Schools

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

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

See next page for the Sacramento County COVID-19 Reporting & Contact Tracing Form for Schools.

COVID-19 REPORTING & CONTACT TRACING FORM FOR SCHOOLS

Schools (including daycare, childcare, and K-12) should:

- Report cases of confirmed COVID-19 in students or staff to Sacramento County Public Health by using this reporting form OR by submitting a line list (if there are multiple cases and it is easier for the school)
- Follow Sacramento County Public Health guidance after identification of a student or staff with confirmed COVID-19

Name of School & District: _____

School Point of Contact & Phone Number: _____

POSITIVE PATIENT INFORMATION

Student Name: (Last, First)	Staff Name: (Last, First)	Date of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address:		City, Zip Code:	Phone #:
Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Unknown		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	Teacher(s) and/or Room Location:
Date of Illness Onset:	Date of Last Attendance:	COVID-19 + Test Date and Testing Location:	COVID-19 Symptoms: (if yes, <input type="checkbox"/> Yes <input type="checkbox"/> No

COMPLETE LIST OF CLOSE CONTACTS OF PATIENT

- For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting **from 2 days before** illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Symptoms can include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea.

Contact Name	Location	Phone #	Relation to Positive case	Duration of contact More than 15 min? Distance between contact Less than 6 ft.? Y/N	COVID-19 Symptoms Y/N (If yes please list)	COVID-19 Test Y/N (if yes, date)	COVID-19 Test Results Date, Pos/Neg	Date Notified by School contact tracer team
SAMPLE: Mrs. Franklin	Room 1	555-555-5555	Teacher	Y	N	Y 9/22/20	Neg 9/24/20	
SAMPLE: Jimmy Lee	Room 1	555-555-5555	Student	Y	Y Fever 101	Y 9/22/20	Y 9/24/20	

Please send/fax report to:

Sacramento County Public Health

COVID19@saccounty.net or Secure Fax: (916) 854-9709

Additional Consideration #1

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- **Immediately, but no longer than 48 hours after learning** of three or more COVID-19 cases in the workplace, CMP will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- CMP will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. CMP will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

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

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

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

Notifications to the local health department

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

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

This section will need to be added to the CPP if CMP has workers in employer-provided housing.

CMP does not provide housing deeming this section not applicable.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

This section will need to be added to the CPP if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section 3205.4 for details.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.]

CMP does not provide transportation deeming this section not applicable.

Appendix 3: CMP-Elk Grove COVID-19 School Guidance Checklist

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2nd ☐ 5th ☐ 8th ☐ 11th

☐ K ☐ 3rd ☐ 6th ☐ 9th ☐ 12th

☐ 1st ☐ 4th ☐ 7th ☐ 10th

Type of LEA: _____

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

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

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

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

☐ I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☐ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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

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

☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

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

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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

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

Maximum: _____ feet

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

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

☐ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

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

☐ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

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

☐ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☐ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

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

☐ Labor Organization

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

Name: _____

Date: _____

☐ Parent and Community Organizations

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

Name: _____

Date: _____

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

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

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)