

2021-22

# California Montessori Project - COVID-19 Safety Plan August 9, 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.

For school year 2021-22, the default mode of instruction will be five-days a week, in-person instruction.

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.

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## Public Health Guidance

Throughout the COVID-19 global pandemic CMP has followed public health requirements and recommendations. Our plan is consistent with the most recent federal, state, and local guidance. This plan has been updated to include the most recent [California Department of Public Health Guidance](#).

Pursuant to CDPH:

***"The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible (emphasis in original). In California, the surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on the following: vaccination for all eligible individuals to get COVID-19 rates down throughout the community; universal masking in schools, which enables no minimum physical distancing, allowing all students access to full in-person learning, and more targeted quarantine practices, keeping students in school; and access to a robust COVID-19 testing program as an available additional safety layer. Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented. This is consistent with [CDC K-12 School Guidance](#)."***

## What CMP Families can expect when Students are on Campus

*Please note that these plans are current as of August 9, 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 decreases the risk

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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.

## Face Coverings at School

Pursuant to the CDPH guidelines face coverings are required of all students and staff when indoors. Face coverings are not required, but encouraged outdoors.

The CDPH wrote the following regarding face coverings in their [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) guidance:

*Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools. SARS-CoV-2, the virus that causes COVID-19, is transmitted primarily by aerosols (airborne transmission), and less frequently by droplets. Physical distancing is generally used to reduce only droplet transmission, whereas masks are one of the most effective measures for source control of **both** aerosols and droplets (emphasis in original). Therefore, masks best promote both safety and in-person learning by reducing the need for physical distancing. Additionally, under the new guidance from the CDC, universal masking also permits modified quarantine practices under certain conditions in K-12 settings, further promoting more instructional time for students. Universal masking indoors in K-12 schools is recommended by the [American Academy of Pediatrics](#) and by the [CDC in their Guidance for COVID-19 Prevention in K-12 schools](#) (updated July 27, 2021).*

*Finally, this approach takes into account a number of key considerations: current unknowns associated with variants and in particular the Delta Variant, which is more transmissible; operational barriers of tracking vaccination status in order to monitor and enforce mask wearing; and potential detrimental effects on students of differential mask policies. Detrimental effects of differential mask policies include: potential stigma, bullying,*

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*isolation of vaccinated OR unvaccinated students, depending on the culture and attitudes in the school or surrounding community.*

***CDPH will continue to assess conditions on an ongoing basis, and will determine no later than November 1, 2021, whether to update mask requirements or recommendations*** (emphasis in original).

As a result, CDPH includes the following requirements for face coverings in K-12 schools in its [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) guidance:

1. *Masks*

- a. *Masks are optional outdoors for all in K-12 school settings.*
- b. *K-12 students are required to mask indoors, with exemptions per [CDPH face mask guidance](#). Adults in K-12 school settings are required to mask when sharing indoor spaces with students.*
- c. *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.*
- d. *Schools must develop and implement local protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.*
- e. *Consistent with guidance from the 2020-21 school year, schools must develop and implement local protocols to enforce the mask requirements. Additionally, schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering. Note: Public schools should be aware of the requirements in AB 130 to offer independent study programs for the 2021-22 school year.*



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- f. In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.*

Like last school year, 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.

Families interested in pursuing a medical mask exemption can reach out to the CMP Student Services Department to receive a form to be completed by the student's doctor. Medical exemptions for face coverings need to be signed by a medical provider.

Face coverings are encouraged but optional for all individuals when outdoors. (Large outdoor events may require the use of face coverings by attendees.) Students will be offered "mask breaks" in designated, physically distanced, outdoor areas.

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.

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



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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.

State health guidance is clear that the use of face coverings on school campuses is required and not optional but has left to local school districts the decision on how to best enforce the requirement.

Students will be reminded that face coverings are required while inside. For students who intentionally remove their mask on a school site, the following progressive actions will be taken:

**\*\* Schools will immediately exclude students from campus if they refuse to wear a face covering and are not exempt from wearing a face covering under current requirements.\*\***

#### Facial Covering Enforcement Procedures for Students Not Wearing Face Covering:

- Students without a face covering will be offered a face covering.
- Students that refuse to wear a face covering will be escorted to the office for a meeting with the school administration.
- School administration will remind and reteach expectations to students.
- If student continues to refuse to wear a face covering parents or guardians will be contacted to remind and reteach expectations to parents or guardians.
- If student does not wear face covering after parent/guardian contact, parent/guardian will be asked to pick up student from school.
- Parent/guardian will be notified of opportunity for independent study.

#### Procedure for Students who Wear Face Covering Inappropriately:

- First Incident - Warning: Staff will remind student and reteach expectations. Parent/guardian will be notified by administrator.

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- Second Incident - Warning and Parent/Guardian Conference: A conference will be scheduled with administrator, teacher, parent/guardian and student to remind and reteach expectation to all parties.
  - Third Incident - Send Home: Administrator will notify parent/guardian.
  - Fourth Incident and Incidents after - Send Home and Recommend Alternative Placements: Student will be removed from school site and parent/guardian will be notified and provided with recommendations on option to participate in independent study if space in the program is available.

Students who attend school and intentionally remove their face covering or wear it inappropriately in the classroom, on campus or, at any school event without an approved written medical exemption, may also be subject to disciplinary action based on California Education Code (sections 48900 et al.).

### **Physical Distancing and Classroom Space**

Last school year CMP implemented 6 feet, and later 3 feet physical distancing pursuant to public health guidance at the time. In the [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) guidance the physical distancing requirements are removed.

*Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with CDC K-12 School Guidance.*

CMP will follow these guidelines while also implementing other recommended mitigation strategies from the [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) guidance.

CMP will continue to prioritize the use and maximization of outdoor space for activities where possible to allow for more frequent mask breaks.

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CMP will use the flexibility afforded by the elimination of the physical distancing requirements to restore our classrooms to the true Montessori environments our students and teachers have come to know and love. CMP will implement seating charts where appropriate and physical distancing while students are engaged in mask breaks and lunch to support contact tracing and limit the potential for students being designated as “close contacts” and needing to quarantine.

### **Meals and Snacks On-Campus**

Unmasked meals and snack breaks on-campus can be a high risk activity if not managed appropriately. CMP will follow the CDPH guidance to the greatest extent possible. CMP will maximize physical distance as much as possible while eating (especially indoors). CMP will also use additional spaces outside of the cafeteria/multipurpose room for mealtime seating such as classrooms or outdoors as much as feasible. CMP will also utilize seating charts where appropriate to support contact tracing efforts.

### **Staying Home when Sick and Getting Tested**

In alignment with the CDPH guidelines, CMP will have a strategy for Staying Home when Sick and Getting Tested from the [CDC](#), encourage staff and students to get tested for COVID-19 when symptoms are [consistent with COVID-19](#) to help with rapid contact tracing and prevent possible spread at school. CMP will also 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 return to school for those with symptoms:

- i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- ii. Other symptoms have improved; and

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- iii. 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.

### **COVID Surveillance Testing at School**

CMP will continue to participate in the state and federally funded rapid antigen testing program at all of its school sites and make free rapid antigen testing available to staff and students.

CMP will use the CDPH's testing strategies for "Keeping Track of COVID" and "Keeping Kids in School."



### **Case reporting, contact tracing, and investigation**

CMP is required to report COVID-19 cases to our local public health department. Each school principal has been designated as the school site liaison to the local health department to assist with contact tracing and investigation.

### **Quarantining Recommendations**

CDPH definition of "close contact": Anyone who was within 6 feet (2 meters) of an infected person for a total of 15 minutes or more within 24 hours is considered to be a "close contact."

Vaccinated Close Contacts: for those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.

Unvaccinated close contacts when both parties were wearing a mask:

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*When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems) unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:*

- i. Are asymptomatic;*
- ii. Continue to appropriately mask, as required;*
- iii. Undergo at least twice weekly testing during the 10-day quarantine; and*
- iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.*

Unvaccinated close contacts when both parties were not wearing a mask or for whom the infected individual was not wearing a mask during the indoor exposure:

- a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:*
  - i. Quarantine can end after Day 10 from the date of last exposure without testing;*
  - OR*
  - ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.*
- b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:*
  - i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND*
  - ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.*

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- c. *If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.*

### **Isolation Guidance for those Diagnosed with COVID-19**

For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

### **Cleaning and Disinfecting at School**

CMP will clean frequently-touched surfaces at school daily. According to the [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) guidance:

*In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.*

“Frequent disinfection... 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).”<sup>1</sup>

CMP will follow the most recent guidance by employing [approved disinfection products](#) aligned with Public Health recommendations.

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.<sup>2</sup>

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<sup>1</sup> [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) page 15

<sup>2</sup> [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) page 26



## **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 staff will:

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



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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.

### **Campus Visitor Policy**

Pursuant to the [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) guidance CMP will limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated.

### **Parent Visitors**

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

### **Parent Volunteers**

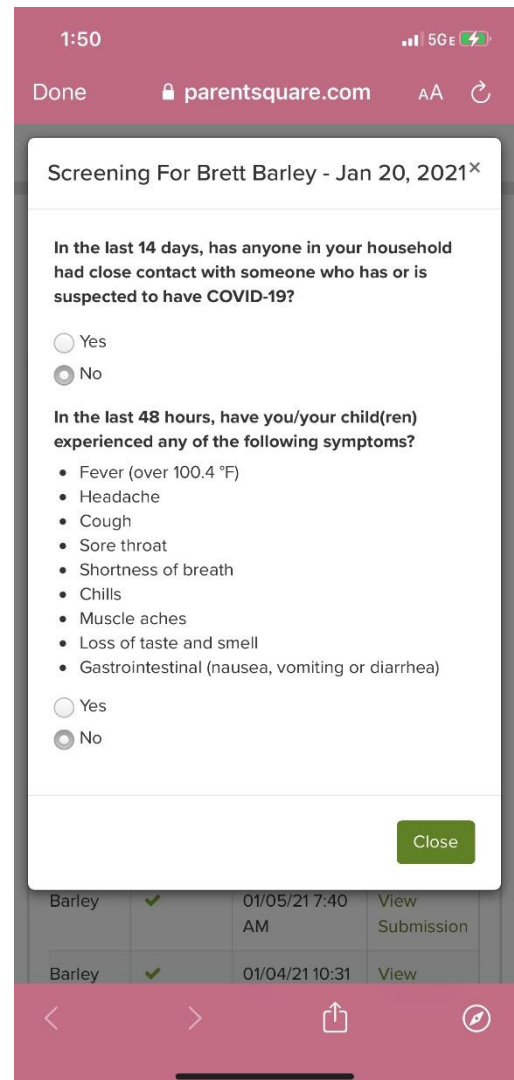
CMP is excited to begin welcoming Parent Volunteers back to campus. If you are interested in volunteering please reach out to your school office to learn more. When it is possible to have parent volunteers on site, campuses will hold Parent Volunteer training sessions that will include, among other requirements, the “7 Habits of Highly Effective Volunteers” and the process for submitting evidence of vaccination.

## Maintaining Stable Groups at School

The most recent CDPH guidelines are silent on stable groups, but CMP will continue to employ the use of stable grouping to assist with contact tracing when necessary and limit the potential for the need for student quarantine.

## 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.
- Students and adults should also screen themselves for respiratory symptoms such as cough or shortness of breath or other COVID-19 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 coming to school.
- 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.



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### **General Safety Precautions throughout the Day**

- 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 visitors entering school offices are required to wear a face covering.



### **CMP Actions if There is a Confirmed Case on Campus**

If there is a positive case on campus CMP will:

- Report the case to County Public Health.
- The individual will be excluded from school based on CDPH guidelines.
- 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 classroom work packet 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.

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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.

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

There are no longer quarantine recommendations for fully vaccinated individuals who are asymptomatic. CDPH does follow [CDC guidelines for unvaccinated people](#).

*After you travel:*

- *Get tested with a [viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.*
  - *Even if you test negative, stay home and self-quarantine for the full 7 days.*
  - *If your test is positive, [isolate](#) yourself to protect others from getting infected.*
- *If you don't get tested, stay home and self-quarantine for 10 days after travel.*
- *Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.*
- *Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.*

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## **2020-21 Instructional Models**

### **Full Time In-Person Learning**

CMP will begin the 2021-22 school year in full time in-person learning. We will follow our Board approved bell schedule and instructional calendar.

### **Independent Study**

For families with students whose health would be put at risk by in-person instruction, CMP will have limited seats available in an Independent Study program. Prior to enrolling parents may request a student-parent-educator conference meeting to learn more about students' rights regarding procedures for enrolling, disenrolling and re-enrolling in Independent Study; and the synchronous and asynchronous instructional time that the student will have access to as part of Independent Study.

This program is designed for "Long Term Independent Study" (more than 15 days). To learn more about this program please reach out to the school office.

CMP will continue to investigate the possibility of offering Short Term Independent Study (less than 15 days) for students that may need to quarantine for shorter periods of time.

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## Student and Family Resources

### Social Emotional Well-Being

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



### Field Trips, Sports, and Extracurricular Activities



- Public Health Departments are not recommending field trips.
  - CMP may provide virtual and onsite, outdoor field trips to students.
  - Public Health Departments are not recommending assemblies, dances, and rallies.
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- CMP has historically offered sports during the school year. CMP will continue to work with their sites respective counties and local sports organizations on sports opportunities throughout the year and will share more information when it is available.
  - In-person music instruction is not recommended. CMP will seek to provide virtual music enrichment.



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## Club M

- CMP will resume its regular Club M offerings for the 2021-22 school year. You should have received information about enrolling in Club M in late July. If you would like to learn more please reach out to the school office.



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## **Appendix 1:**

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

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

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**Appendix 2:**

**Sacramento County Public Health Student Symptom Decision Tree**

# Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

## Low-risk: general symptoms



Fever ( $\geq 100.4^{\circ}\text{F}$ )



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches

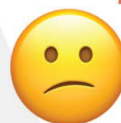
## High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

## Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer

**NO**

► 1 **low risk** symptom



Send home



Return to school 24 hrs after symptom resolution (without fever reducing medication)

►  $\geq 2$  **low risk** symptoms  
OR 1 **high risk** symptom



Send home



Consider an evaluation by health care provider

1

Health care provider confirms alternative diagnosis for symptoms.



Return to school after 24 hrs without fever and symptoms improving

2

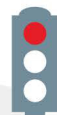
**Negative** SARS-CoV-2 PCR test.



Return to school after 24 hrs without fever and symptoms improving

3

**Positive** SARS-CoV-2 PCR test  
OR  
No provider visit or test.



Return to school only after 10 days since symptom onset and 24 hrs without fever and other symptoms have significantly improved.



**YES**

► See page two for quarantine options.

SACRAMENTO COUNTY



**PUBLIC HEALTH**

Promote • Prevent • Protect

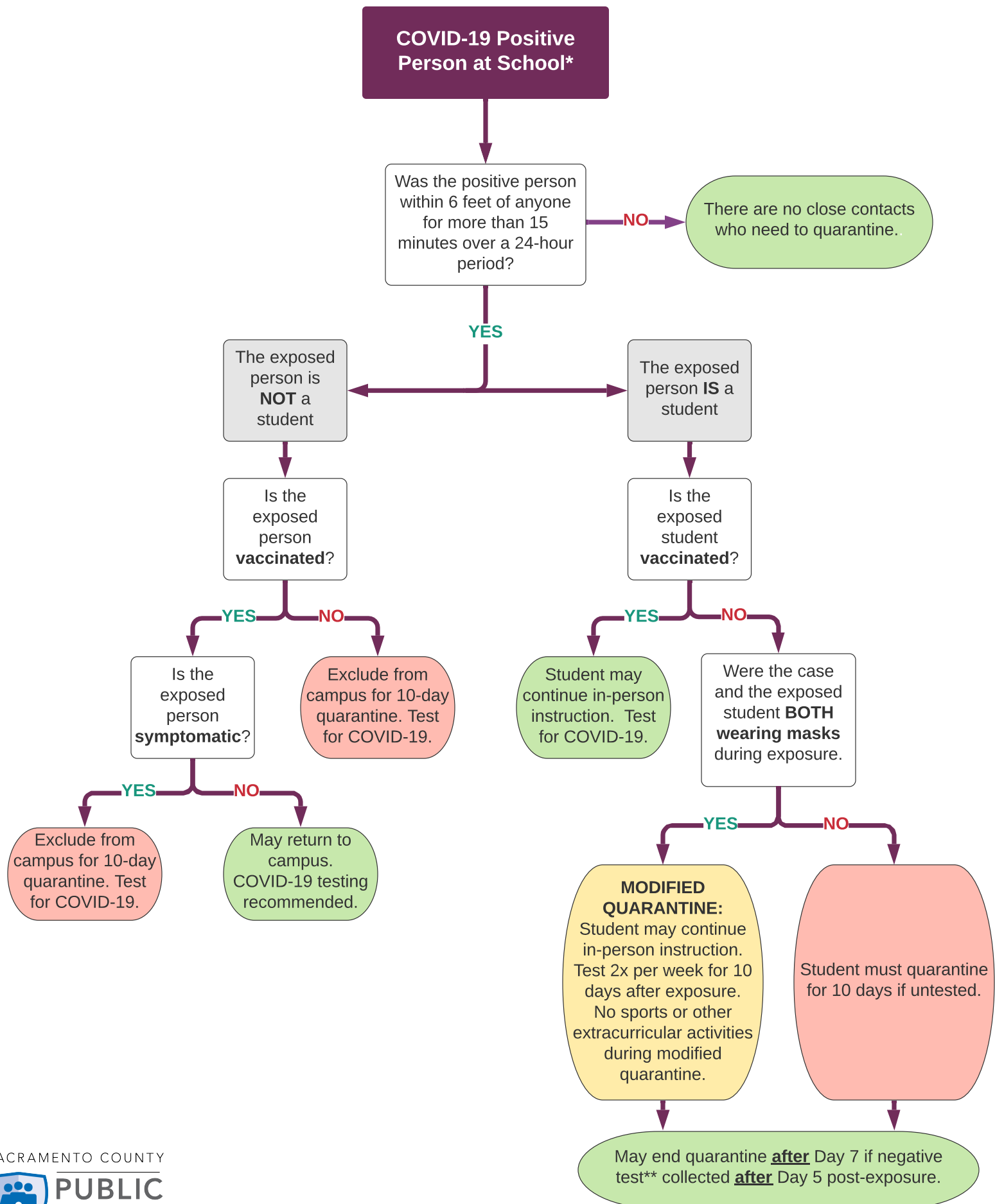
*This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change*

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**Appendix 3:**

**Sacramento County Public Health COVID-19 Quarantine Decision Tree for K-12 School**

# COVID-19 Quarantine Decision Tree for K-12 Schools



SACRAMENTO COUNTY



Promote • Prevent • Protect

\* School setting in which students are supervised by school staff, including indoor or outdoor school settings and school buses.

\*\* PCR or rapid antigen testing are acceptable testing methods.

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**Appendix 4:**

**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](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
  - o COVID-19 Testing
  - o Vaccination and Documentation
- 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, state, and local health recommendations.
- Provides spacing of employees to support safe social distancing per government guidelines

- If a mandate exists, requires the use of a face covering per CDC, state, and local health recommendations.
- If a mandate does not exist, encourages face covering per CDC, state, and local health recommendations.
- Considers and, when possible, implements increased workplace ventilation, barriers, and employee work practices that reduce risk.
- Monitors employee symptoms at the beginning of the shift and throughout the work day.
- Identifies, Evaluates and Corrects COVID-19 Hazards.
- In accordance with California SB 1159, reports positive employee COVID-19 PCR (Polymerase Chain Reaction) tests to their workers' compensation insurance carrier.
- Documents all COVID-19 related employee training. (See Appendix A: COVID-19 Training Roster Template, as one possible tool to track the trainings provided.)

### **COVID-19 Testing**

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

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
- Unvaccinated employees after an exposure.
- Vaccinated employees after an exposure if they develop symptoms
- Unvaccinated employees in an outbreak.
- All employees in a major outbreak.

CMP will provide training on COVID-19 Testing if performed onsite, by a CMP Employee.

### **Vaccination and Documentation**

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

CMP will accept the following as proof of vaccination:

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

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

## **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
- Physical distancing requirements have been eliminated except where an employer determines there is a hazard and for certain employees during major outbreaks. 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:
  - o 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
  - o 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, 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.

### **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:
  - o 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).
  - o Provide resources including how to seek medical care information.
  - o Explain that the Human Resources Department will reach out to them concerning compensation for the time off through paid sick leave or another vehicle.
- If informed that an employee tests positive for COVID-19, CMP will provide notice to health officials in the county in which they are working to thus provide CMP with further guidance. Information includes but is not limited to:
  - o The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.

### **Good Sanitation Practices**

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

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

## **Cleaning and Disinfecting**

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

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

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

## **Physical Distancing**

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

## **Face Coverings**

Vaccinated persons are not required to wear a face covering in indoor spaces but are encouraged to do so if they prefer.

Cloth face coverings are required in all indoor spaces for all persons who are not fully vaccinated with limited exceptions outlined by the California Department of Public Health.

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

- When an employee is alone in a room or their individual work space.
- While eating or drinking provided employees are six feet apart or outside.
- 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.

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

CMP will provide clean, undamaged face coverings, including an N95, to any employee who requests one. CMP will ensure masks are properly worn by employees over the nose and mouth when indoors. CMP will provide training on the use of N95 respirators.

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

## **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:

- 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.
- CMP Employees will reference the CSP Travel Advisory section for specific guidance related to travel as outlined by the CDPH.

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

CMP will conduct periodic safety audits to identify and evaluate potential COVID-19 hazards. Site Safety Coordinators and Site Administrators will participate in the identification and evaluation of COVID-19 hazards by utilizing the Appendix 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 schools in Sacramento County utilize the Sacramento County Public Health on-line system for COVID-19 Reporting & Contact Tracing for Schools, and is located at the following link: [https://saccountyct.sjc1.qualtrics.com/jfe/form/SV\\_bC6AmScjZXKnGMB](https://saccountyct.sjc1.qualtrics.com/jfe/form/SV_bC6AmScjZXKnGMB). For CMP-Shingle Springs will use the California Department of Public Health Shared Portal for Outbreak Tracking: [https://cdph.force.com/SPOT/s/IntakeForm?language=en\\_US](https://cdph.force.com/SPOT/s/IntakeForm?language=en_US) pursuant to direction from El Dorado County Public Health.

## **Reporting, Recordkeeping, and Access specific to COVID-19**

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

- Report information about COVID-19 cases at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program available at the workplace to employees and to representatives of Cal/OSHA immediately upon request.
- For CMP schools in Sacramento County (American River, Capitol, Carmichael, Elk Grove, and Orangevale), CMP will use the Sacramento County Public Health link ([https://sacountyct.sjc1.qualtrics.com/jfe/form/SV\\_bC6AmScjZXKnGMB](https://sacountyct.sjc1.qualtrics.com/jfe/form/SV_bC6AmScjZXKnGMB)) to report a case (a case is a person who has tested positive for COVID-19) or a contact (a contact is a person who may have been exposed to the case for at least 15 minutes and within 6 feet, such as students sharing a classroom or employees sharing a workspace, regardless of whether one or both people were masked. The information will be made available to employees or as otherwise required by law, with personal identifying information removed).
- For CMP School in El Dorado County (Shingle Springs) CMP will use the California Department of Public Health Shared Portal for Outbreak Tracking: [https://cdph.force.com/SPOT/s/IntakeForm?language=en\\_US](https://cdph.force.com/SPOT/s/IntakeForm?language=en_US).

## **IPP Policy Enforcement/Disciplinary Procedures**

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

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

## 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
  - [https://cdph.force.com/SPOT/s/IntakeForm?language=en\\_US](https://cdph.force.com/SPOT/s/IntakeForm?language=en_US)
- **California Department of Fair Employment and Housing**
  - DFEH Employment Information on COVID-19

## Appendix A: COVID-19 Training Roster Template

**Date:**

**Person that conducted the training:**

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

Employee Name	Signature

## **Appendix B: 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"> <li>• What are the characteristics of the hazard?</li> <li>• What causes the event?</li> <li>• How does it trigger or relate to other hazards?</li> </ul>	<ul style="list-style-type: none"> <li>• What is the probability of the hazard/event happening annually, every 10 years or once a century?</li> <li>• What factors enhance or deter the probabilities?</li> <li>• What measurements or scales can be applied to determine severity?</li> <li>• Could other factors influence severity and frequency?</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Include in the analysis the general building stock, inventories of lifelines and essentials. Population and developmental concentration need to also be included.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider direct economic loss.</li> <li>• Consider indirect losses as well. (Replenishing supplies, or relocation, etc.)</li> </ul>	<p>Use steps 1 – 4 to establish acceptable loss of risk.</p> <ul style="list-style-type: none"> <li>• What level of damage or impact will be tolerated?</li> <li>• Consider societal effects.</li> <li>• Assess public perception. (Political consequences of taking or not taking action to address the risks.)</li> </ul>	<ul style="list-style-type: none"> <li>• What cost effective actions will reduce or mitigate unacceptable risks?</li> <li>• Identify and implement outcome.</li> </ul>

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:**

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

## 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 <a href="http://www.dir.ca.gov/dosh/coronavirus/">www.dir.ca.gov/dosh/coronavirus/</a> for additional guidance on what to regularly inspect for, including issues that may be more pertinent to the CMP Network.			
<b>Engineering</b>			
Barriers/partitions			
In classrooms			
In offices			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
<b>Front Office</b>			
<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			

<b>Signage</b>			
Directional signs			
Face Covering			
Wash your hands frequently			
Six Feet of Distance			
Cover your cough			
Maximum Occupancy			
<b>Community Supplies</b>			
Copy Machine			
Pens/Tape/Staplers			
Cups/Plates/Silverware			
Tables / Work Spaces			
<b>HVAC</b>			
HVAC to settings that bring in outside air,			
MERV 13 or high air filters			
<b>Cleaning</b>			
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			
<b>Safety Data Sheets</b>			
<b>Portable Hand Washing Stations</b>			
Do you have them at your site?			
<b>Classrooms</b>			
Montessori Materials			
Has a cleaning schedule been put together for the Hybrid model			
<b>Club M</b>			
Montessori Materials			
Toys			
Games			
PE Equipment			
Playground Equipment			
<b>Arrival and Departure</b>			
Minimize distance between students			
Stagger drop off/pick up times			

## **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.**