



## **Manzanita Charter Middle School**

461 33<sup>rd</sup>. Street, Richmond, CA 94804 ~ (510) 222-3500 ~ Fax (510) 222-3555  
www.manzy.org

# *Strategies for Continuous and Safe In-Person Learning*

## **Reopening Plan for Manzanita Charter Middle School (Manzanita)**

### **Reopening**

Manzanita recognizes that it is a critical community institution. As such, we continue to be guided by our obligation to the safety and well-being of our students, faculty, and staff. This plan outlines Manzanita's strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as COVID-19 (coronavirus) by establishing guidelines to mitigate potential situations.

The health and wellness of all of our community members relies on our individual and collective behaviors. We ask each of us to enter into a shared agreement, around the tasks and behaviors that are most likely to reduce exposure to contaminating levels of the coronavirus. We know that mutual respect, trust, and a deep sense of our reciprocal obligations to one another will be essential to navigating the current unprecedented public health challenge. We need all members to accept new responsibilities and to act with self-awareness and sensitivity to others.

In preparation for the return to campus, Manzanita is implementing a robust set of safety protocols and practices. It is important to note that these preventative measures can only mitigate, not eliminate risk. We believe, however, that in combination with the behavioral expectations outlined below, this path represents our best collective effort to reduce harm. Consistent with the recommendations of the Contra Costa County Department of Health, our plan requires four essential activities: daily screening, wearing of masks, physical distancing, and appropriate personal hygiene measures.

### **Strategies for Prevention**

**How Virus Spreads:** Illnesses such as the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs, and gastrointestinal tract. The flu and cold usually spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person. Other viruses are spread by infected persons passing germs through food or ineffective hand washing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus, as does how long the virus remains airborne.

**Prevention & Education:** To help prevent the spread of any infectious disease, Manzanita has an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. Manzanita will provide hand washing, coughing, and sneezing education to our teachers, staff and students.

Our basic educational message is:

- Cover Your Cough and Sneeze
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)
- Practice Social Distancing

***Cover Your Cough and Sneeze:*** Students, teachers, and staff will learn coughing and sneezing etiquette:

- Do not remove face mask while coughing or sneezing
- In addition, cover your mouth and nose with a tissue when you cough or sneeze, OR cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

There will be an ample supply of tissues and hand sanitizer available in each classroom, and other school locations. Students will have time to wash their hands throughout the school day.

### **Resources:**

- [CDC Coughing & Sneezing](#)

***Wash Your Hands Often:*** Diligent hygiene, when practiced by the entire community, helps prevent virus transmission. Regular handwashing is critical. The best option is using soap and water for at least 20 seconds. Additionally, the frequent use of alcohol-based hand rub with formulations containing 60% ethanol is an effective way to prevent the spread of pathogens and infections. To support this, Manzanita has large bottles of hand sanitizers in every classroom and the office. It is strongly suggested that students, faculty, and staff sanitize hands upon entering or exiting a space.

### **Resources:**

- [CDC guidance: When and How to wash your hands](#)
- [WHO Hand Hygiene: Why, How, When?](#)
- [CDC What You Need to Know About Handwashing video](#)

**Stay Home if You're Sick:** The first line of defense against the spread of illness is for sick or exposed people to stay home from school, including students, faculty, and staff. All students, faculty, and staff are required to complete a COVID – 19 questionnaire and have their temperature taken when entering the school facility. Students, faculty, and staff who are suspected to be ill, or who become ill at school, will be isolated from others while on campus and will return home as soon as possible. Sick policies, including appropriate clearance for return to school, will be clearly communicated and consistently enforced.

## **Cleaning, Disinfection, and Ventilation**

All campus classrooms receive an enhanced cleaning each day. Use of shared items will be minimized.

### ● Cleaning and Disinfection Schedule

Manzanita's open-air campus provides a variety of outdoor spaces and the school has sheltered outdoor areas to allow for use of outdoor spaces in a variety of weather conditions. Nearly all of our classrooms and offices open directly to the outdoors and to the extent possible, classroom doors and windows are to be kept open to take advantage of natural ventilation. HVAC systems, where available, will bring in outside air.

The campus will be cleaned each evening by our custodian who will incorporate additional cleaning procedures due to Covid-19.

We will keep windows and doors open at all times.

We have purchased air purifiers to provide additional air filtration in all classrooms.

## **Cohorting**

**School Day:** As a middle school with grades 6-8, class groups will be small, stable cohorts of 10-20 students. Students will remain in a single classroom and teachers will rotate between cohorts. Cohort size will be determined by ability to remain socially distanced within the classroom. All students, staff, and teachers will be using face masks and distancing 6 feet from each other. We will also be implementing regular surveillance testing of our teachers and staff in order to closely monitor and manage the spread of COVID 19 on our campus.

## **Visitor Policy**

We are restricting access to our campuses to students and employees. Parents and other visitors are asked to remain off site, except for the car line during pickup and drop off, and by arranged appointment. In order to support this more restrictive visitor policy, parents and other visitors will be met outside the school campus by a school staff member.

Permitted visitors must pass a temperature check and fill out a questionnaire assessing their risk history before being allowed on campus. Deliveries will be routed to an outdoor area directly inside the entrance to the campus.

## **Physical Distancing**

To the extent that it is practical, community members are asked to avoid proximity to each other, particularly when stationary. In order to support this, classroom desks and other furniture are spaced to allow for six feet of distance between students, and offices and other indoor spaces are rated for total occupancy. We ask that students and faculty maintain their distance while walking between classrooms and moving around the campus.

Classrooms and offices have been modified to support physical distancing, with desks and furniture spaced accordingly. Occupancy levels have been determined for each interior space; signs indicate the maximum number of people allowed in that location.

In order to increase the potential for physical distancing during the travel to and from locations, student movement will be restricted on campus. Arrival, dismissal, transition, and restroom/break procedures will ensure students remain physically distanced.

## **Entrance and Movement Within Manzanita**

**Movement** of students, staff, and parents will be managed to avoid close contact.

### **Entering Campus**

Manzanita students arrive to the campus by car and on foot. All students enter through the main entrance on 33rd Street. Upon arrival, students will line up on designated markers outside the school entrance to ensure physical distancing. Students will approach the screening table one-at-a-time where they will be asked the health screening questions, have their temperature checked, and use hand sanitizer before entering the campus. Upon entering the campus, students will be directed to wait in the outside area, physically distanced from other students, until the beginning of the school day. A bell will signal to students that it is time to line up outside their classrooms, on physically distanced markers. The teacher will collect students and take to the classroom, dispensing hand sanitizer and checking masks. Once in the classroom, students will remain in their designated seats unless given permission to exit the classroom.

### **Exiting Campus**

Students who walk or take public transit to and from school will be encouraged to physically distance as they exit the campus. Students who are getting picked up by car will wait on the campus courtyard. During pickup, students will be instructed to spread out on campus, maintaining 6 feet of distance at all times to await their ride in the pickup area. When a student's ride has arrived, the student will exit the school property and go directly to the car.

### **Face Coverings and Other Essential Protective Gear**

All faculty, staff, and students must use appropriate face masks at all times while on campus, both indoors and outdoors, unless they are eating, drinking, or in medical distress. Face shields may be worn in addition to a face mask. We encourage community members to use masks that are fitted to the face, leaving minimal gaps between the mask and face.

Bandanas, scarves, gaiters, and valved masks are not acceptable. While community members are asked to provide their own masks, Manzanita maintains a supply of disposable masks should they be needed.

## **Health Screening**

All faculty, staff, and students are required to complete pre-screening tasks prior to coming to school each day. This involves temperature taking and completing risk screening questions, which will determine whether an individual should come to campus.

Immediately upon arrival and before entering the campus, all students, staff, and visitors will undergo a temperature check and be asked the screening questions to ensure that no community members who are experiencing symptoms of COVID-19 enter the campus.

● Instructions for students and staff will follow before coming to school every day: ○ In order to support the continued health and safety of our community, please use the Checklist to verify that it is safe for you to come to school today.

○ If you answer YES to any of the following questions, DO NOT come to school.

○ Please use your best judgement when answering these questions and if you are ever unsure how to answer a question, please contact the school office at (510) 222-3500 for next steps.

### ● **Checklist:**

○ Have you come in contact with someone who has COVID-19 or symptoms of COVID-19 in the past 14 days? (close contact = within 6 feet for 15 minutes or longer)

○ In the past 14 days. Have you or someone you live with been diagnosed with COVID-19?

○ Here are the symptoms we are most concerned about:

■ Fever or chills (fever= 100F or higher)

■ Cough

■ Sore throat

■ Headache

■ Difficulty breathing or wheezing

■ Feeling unusually weak or fatigued

■ Unexplained muscle aches

■ Loss of sense of taste or smell

■ Runny or congested nose

- Nausea, vomiting or diarrhea

In the past 72 hours, have you had any of these symptoms?

- Do any members of your household have a fever or symptoms listed in the previous question?
- Please take your temperature. Is your temperature over 100F (37.8 C)?

## **Healthy Hygiene Practices**

Diligent hygiene, when practiced by the entire community, helps prevent virus transmission. Regular hand-washing with soap and water is critical. Additionally, the frequent use of alcohol-based hand rub with formulations containing 60% ethanol is an effective way to prevent the spread of pathogens and infections. To support this, Manzanita has placed hand sanitizer in every classroom.

For community health, it is imperative that students and faculty never share personal items such as utensils, water bottles, classroom supplies, or electronic devices. Disinfectant is available in classrooms and common spaces to clean personal items as needed. Desks and workstations will be cleaned every time students vacate a classroom.

## **Lunch**

During lunch, students are required to be especially vigilant about their distancing. Students will collect their school-provided lunch from an indoor location and then students will sit at outdoor picnic tables to eat. Each table accommodates two students, one at each end. Adults will supervise appropriate behavior. If it is necessary to eat inside, in-room occupancy will be significantly reduced. Students using classrooms during lunch will be required to wipe down all desks with disinfectant in the room before classes resume in the next period.

## **Health Concerns**

### **In the Event of Illness**

Students, teachers, and staff who feel unwell for any reason are required to stay home. Any student, teacher, or staff member with a fever of 100 degrees or higher, or any of the other symptoms of possible COVID-19 virus infection, cannot come to campus.

If a student, faculty, or staff member develops illness, fever, or other COVID-19 symptoms while at school, there will be a rapid response. Students should report to the Office right away, where a staff member will contact their family for immediate pickup. Sick students waiting for pickup will remain physically isolated in a dedicated outdoor location. Faculty and staff members who are ill must leave campus right away.

### **Returning to Campus**

We ask that students and staff members who are absent because of COVID-19 symptoms contact their health care provider to discuss testing and medical care. If a student, faculty, or staff member tests positive for COVID-19 with or without symptoms, they cannot return to campus until they meet the Contra Costa County Department of Health criteria. If a student, faculty, or

staff member exhibits COVID-19 symptoms, but does not get a COVID-19 test, they may not return to school until at least 24 hours have passed with no temperature over 100F degrees without the use of fever-reducing medications and at least 10 days since symptoms first appeared, or an alternate diagnosis for the symptoms is provided by their health care provider.

### **Identification and Tracing of Contacts**

If a member of our community tests positive for COVID-19, becomes symptomatic, or has had a known exposure, we ask that they contact the school office at (510) 222-3500 as soon as possible to inform Manzanita. While protecting privacy, the office staff or school administration will report the case to public health officials and follow their guidance around contact tracing and community notification. They will contact trace for any contacts within Manzanita and, while respecting privacy regulations, notify individuals and groups that have had close contact with people who have tested positive and share recommended next steps with affected individuals. School staff will also work with our facilities team to guide appropriate quarantine, cleaning, and disinfection of affected areas.

Community members who have had close contact with an infected individual (within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24- hour period, with or without a mask on) will be notified. Simply working or being in the same building/classroom with someone who has symptoms, or who recently had an exposure or tested positive does not trigger a higher risk for getting the virus. Manzanita will follow all guidelines from Contra Costa County Department of Health and their contact-tracing procedures if a confirmed positive COVID case is found on campus.

Individuals will not be able to return to campus until the appropriate quarantine or isolation period has passed. This includes improved symptoms, at least 24 hours with no temperature over 100F degrees without the use of fever-reducing medications and at least 10 days since symptoms first appeared, or an alternate diagnosis for the symptoms is provided by their health care provider.

The school's office staff will provide information and resources regarding the isolation/quarantine instructions and can be contacted for further questions at (510) 222-3500.

### **Manzanita Contact information:**

*Principal*  
**Chantel Caldwell**

**Manzanita Charter Middle School**  
**461 33<sup>rd</sup> Street**  
**Richmond, CA 94804**  
**Phone: (510)222-3500**

**March 4, 2021**

## **ADDITION INFORMATION**

Manzanita is implementing a robust set of safety protocols and practices consistent issued by Contra Costa County Department of Health in preparation for student and employee return to our workplaces

### **Authority and Responsibility**

The Principal, Chantel Caldwell, has overall authority and responsibility for implementing the provisions of the Strategies for Continuous and Safe In-Person Learning at Manzanita Charter Middle School

In addition, all teachers, staff and supervisors are responsible for implementing and maintaining Strategies for Continuous and Safe In-Person Learning in their assigned work areas and for ensuring all staff and students receive answers to questions about the program.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the Contra Costa County Department of Health related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

### **Employee participation**

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards in addition,

- all employees are encouraged to raise concerns directly with the Director of Business Services;
- the Principal consults regularly with all teachers on Friday afternoons;
- the Principal shall consult with office staff weekly.



## **Employee screening**

We screen our employees by: having them self-screen before coming to work (using the **Checklist** below) by taking temperatures with non-contact thermometers upon arrival to work. No one is allowed on campus without a face covering. We have extra face coverings available to employees, students, or other visitors to the school.

Immediately upon arrival and before entering the campus, all students, staff, and visitors undergo a temperature check and be asked the screening questions to ensure that no community members who are experiencing symptoms of COVID 19 enter the campus.

### **Checklist:**

- Have you come in contact with someone who has COVID-19 or symptoms of COVID-19 in the past 14 days? (close contact = within 6 feet for 15 minutes or longer)
- In the past 14 days. Have you or someone you live with been diagnosed with COVID-19?
- Here are the symptoms we are most concerned about:
  - Fever or chills (fever= 100F or higher)
  - Cough
  - Sore throat
  - Headache
  - Difficulty breathing or wheezing
  - Feeling unusually weak or fatigued
  - Unexplained muscle aches
  - Loss of sense of taste or smell
  - Runny or congested nose
  - Nausea, vomiting or diarrhea

In the past 72 hours, have you had any of these symptoms?

- Do any members of your household have a fever or symptoms listed in the previous question?
- Please take your temperature. Is your temperature over 100F (37.8 C)?

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

Principal will conduct routine inspections of the facility in collaboration with teachers, and staff.

## **COVID-19 Hazards**

### **Physical Distancing**

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

- Staffing a reception area to control access to the site
- 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.
- Staggered arrival, departure, and break times will be implemented for students and teachers as needed
- Using stable group structures: We are keeping students and staff in stable groups of 10-20 students; several staff members for instruction, lunch, and recess. Students will remain in a single cohort and single location; teachers will rotate; Initial re-opening plan will not include in-person electives.
- To the extent that it is practical, community members are asked to avoid proximity to each other, particularly when stationary. In order to support this, classroom desks and other furniture are spaced to allow for six feet of distance between students, and offices and other indoor spaces are rated for total occupancy. We ask that students and faculty maintain their distance while walking between classrooms and moving around the campus.
- Classrooms and offices have been modified to support physical distancing, with desks and furniture spaced accordingly. Occupancy levels have been determined for each interior space; signs indicate the maximum number of people allowed in that location.
- In order to increase the potential for physical distancing during the travel to and from locations, student movement will be restricted on campus. Arrival, dismissal, transition, and restroom/break procedures will ensure students remain physically distanced.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

## **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health and/ or Contra Costa County Department of Health.

Bandanas, scarves, gaiters, and valved masks are not acceptable. While community members are asked to provide their own masks, disposable surgical-type mask face coverings are also available. Employees who prefer to use their own masks, will be encouraged to replace, and clean them as needed.

If an employee were to encounter someone not wearing a face covering, our employee would direct the person to the front office where the person would be given a surgical mask. If the person does not cooperate, the Principal will be notified and the person will be directed to leave the school.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- 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.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

## **Controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Installing solid partitions if needed

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by maximizing fresh air from outside:

- Our open-air campus provides a variety of outdoor spaces and the school has sheltered outdoor areas to allow for use of outdoor spaces in a variety of weather conditions. Nearly all of our classrooms and offices open directly to the outdoors and to the extent possible, classroom doors

and windows are to be kept open to take advantage of natural ventilation. HVAC systems, where available, will bring in outside air.

- We will keep windows and doors open at all times, even during the cold weather season.
- We have purchased Air Purifiers to provide additional air filtration in all classrooms where the existing HVAC air circulation alone does not provide enough air turnover to meet our standards

### **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly. • Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- We do not share common items (staplers, library books, tape, etc.) Students have their own supplies, with the exception of items that can be cleaned between uses • For items that cannot be cleaned such as papers, teachers will let them sit for 24 hours before they are handled.
- Plastics will be cleaned and disinfected between uses
  - *We clean all frequently touched surfaces daily (bathrooms, door knobs, desks, etc.); and conduct thorough classroom cleaning after one cohort leaves and before another cohort enters the space.*

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

**Shared tools, equipment and personal protective equipment (PPE)** PPE must not be shared, e.g., gloves, goggles and face shields.

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:

### **Hand Sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allowing time for employee (and student) handwashing. • Provide employees (and students) with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).

- Encourage employees (and students) to wash their hands for at least 20 seconds each time.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by Contra Costa County Department of Health, and provide such PPE as needed.

### **Investigating and Responding to COVID-19 Cases**

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them

### **In the Event of Illness**

Students, teachers, and staff who feel unwell for any reason are required to stay home. Any student, teacher, or staff member with a fever of 100 degrees or higher, or any of the other symptoms of possible COVID-19 virus infection, cannot come to campus.

If a student, faculty, or staff member develops illness, fever, or other COVID-19 symptoms while at school, there will be a rapid response. Students should report to the Office right away, where a staff member will contact their family for immediate pickup. Sick students waiting for pickup will remain physically isolated in a dedicated outdoor area. Faculty and staff members who are ill must leave campus right away.

### **Returning to Campus**

We ask that students and staff members who are absent because of COVID-19 symptoms contact their health care provider to discuss testing and medical care. If a student, faculty, or staff member tests positive for COVID-19 with or without symptoms, they cannot return to campus until they meet the Contra Costa County Department of Health criteria. If a student, faculty, or staff member exhibits COVID-19 symptoms, but does not get a COVID-19 test, they may not return to school until at least 24 hours have passed with no temperature over 100F degrees without the use of fever reducing medications and at least 10 days since symptoms first appeared, or an alternate diagnosis for the symptoms is provided by their health care provider.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our 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 the Principal or the Director of Business Services,
- Employees can report symptoms and hazards without fear of reprisal. Employees report symptoms and hazards to the Principal, who passes the information to the Director of Business

Services who then contacts the employee. If an employee feels that he or she faces or faced reprisal, the Director of Business Services will investigate.

- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness: Employees at increased risk are able to choose to work from home.
- Where testing is not required, our employees can access COVID-19 testing voluntary free testing through our health insurance provider(s), local county health department, or other sites (government offices, pop-ups, etc.).
- In the event we are required to provide testing because of a workplace exposure or outbreak, we 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 employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

### **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards. • Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Prevention & Education:** To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. Manzanita will provide hand washing, coughing, and sneezing education for teachers, staff, and students.

Our basic educational message is:

- Cover Your Cough and Sneeze
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment)
- Practice Social Distancing

***Cover Your Cough and Sneeze:*** Students, teachers, and staff will learn coughing and sneezing etiquette:

- Do not remove face mask while coughing or sneezing
- In addition, cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

Manzanita provides an ample supply of tissues and hand sanitizer available in each classroom, and other school locations. Students will have time to wash their hands throughout the school day.

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Contra Costa County Department of Health any COVID-19-related serious illnesses or death of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with local and state laws.

- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Contra Costa County Department of Health immediately upon request.

### **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - o COVID-19 symptoms have improved.
  - o At least 10 days have passed since COVID-19 symptoms first appeared. • COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work. • If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

### **Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. 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, elevators, break or eating areas, cool-down 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.



## **Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the Contra Costa County Department of Health and/ 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 Contra Costa County Department of Health and/ 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.