Return to Learn

Manzanita Charter Middle School

COVID-19 Safety Plan





# Manzy COVID-19 School Guidance Checklist

# Manzy COVID-19 Prevention Program (CPP)



Date: 4/6/21

**2021 COVID-19 School Guidance Checklist**

**Name of Local Educational Agency or Equivalent: Manzanita Charter Middle School**

### Number of schools:1

### Enrollment: 92

Superintendent (or equivalent) Name: Chantel Caldwell

### Address: 461 33rd St., Richmond, CA 94553

Date of proposed reopening: 05/3/21

### County: Contra Costa

🗹

Phone Number: 707.222.3500

### Email: caldwell@manzy.org

Grade Level (check all that apply)

 6th

### Current Tier: Purple

*(please indicate Purple, Red, Orange or Yellow)*

### Type of LEA: Charter Middle School 6-8

🗹 7th 🗹 8th

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on Schools.**

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

K12csp@cdph.ca.gov

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

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

### 🗹 I, Chantel Caldwell, post to the website of the local educational

agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP),** pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying document

### which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team**.** I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

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

### Please provide specific information regarding:

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

#### If we move back to the purple tier, students will in hybrid instruction will be in groups of up to 14 students on alternating days with one certificated teacher for each stable group. Group size will not exceed the maximum number allowed with 6 ft distance based on classroom square footage. Additional aides will only be present if required by an IEP or other obligation. Additional information can be found in the Manzanita Charter Middle School’s Reopening Plan.

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

**Teachers will rotate among classrooms; stable student cohorts will not rotate.**

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

#### If necessary, students in other cohorts will participate remotely from their respective assigned classrooms.

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

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

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

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

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

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

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

Maximum **6** feet

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

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

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

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

**WCSD has contracted with Curative and is currently testing all staff once every two weeks. Beginning February 10th, we will begin weekly testing of all staff. We will continue to adjust cadence per CDPH guidance if/when needed.**

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

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

#### WCSD has contracted with Agile Force and will begin weekly testing on February 10th. We will continue to offer and adjust cadence per CDPH guidance if/when needed.

🗹 **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

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

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

🗹

### Labor Organization

Name of Organization(s) and Date(s) Consulted: n/a

🗹 Parent and Community Organizations

### Name of Organization(s) and Date(s) Consulted: Name: Manzanita Charter School Board (Parent run school board.)

###  Date: 02/\_\_/2021

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

*Staff members were invited to board meetings to share input. In addition, staff members were involved in developing the reopening plans and provided many opportunities to share their thoughts and perspectives during regular staff meetings. Teachers assigned to in-person teaching have been selected by volunteer only.*

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

* **Local Health Officer Approval:** The Local Health Officer, for (state

### County) \_. County has certified

and approved the CSP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

**Additional Resources:** Guidance on Schools Safe Schools for All Hub

Note: This checklist was amended on 4/6/21 to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.



**Manzanita Charter Middle School**

**COVID-19 Prevention Program (CPP)**

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)).

#### Last updated April 6, 2021

**COVID-19 Prevention Program (CPP) Manzanita Charter Middle School**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: April 6, 2021**

## Authority and Responsibility

**The Chief Business Official** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. 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.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

* Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
* 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 local health department related to COVID-19 hazards and prevention.
* Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
* Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

#### Employee participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **contacting the Manzanita Middle School Office.**

#### Employee screening

In order to prevent the spread of COVID-19 and reduce potential risk of exposure we ask all employees to complete this questionnaire each day prior to arriving on campus.

*Questionnaire*

*HAVE YOU EXPERIENCED ONE OR MORE OF THESE SYMPTOMS WITHIN THE PAST 24 HOURS AND ARE THESE SYMPTOMS NEW OR EXPLAINED BY ANOTHER REASON?*

*Fever (100.4˚F or 38˚C or higher) 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*

*Within the last 14 days, have you had close contact\* with someone who has a confirmed positive COVID-19 diagnosis? Within the last 14 days, have you tested positive for COVID-19 or are you awaiting the results of a COVID-19 test?*

*\*Close contact is someone who spent a total of 15 minutes or more in a 24 hr.period, within 6 feet of an individual with COVID-19 infection during their infectious period, which includes two days before the individual developed symptoms.*

*If you answer YES to any of the above questions:*

*Stay home and call your administrator.*

*We recommend that you call your healthcare provider and get tested for COVID-19 as soon as possible. Stay home while you are waiting for your test results*

*If you are a close contact of someone who has a confirmed positive COVID-19 diagnosis, you must quarantine for 14 days. Monitor your temperature and symptoms.*

*If you test positive, notify the district nurses. They will advise you on next steps and conduct tracing if necessary. You must isolate for 10 days from the start of symptoms and must be fever free with improving symptoms without the use of medication for 24 hours before returning to work.*

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the 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 will be taken to ensure timely correction.

## Control of COVID-19 Hazards

#### Physical Distancing

We ensure at least six feet of physical distancing at all times in our workplace by:

* Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
* Reducing the number of persons in an area at one time, including visitors.
* Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
* Staggered arrival, departure, work, and break times.
* Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

#### Face Coverings

We provide clean, undamaged masks and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. 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.
* In accordance with Contra Costa Health Services guidelines, employees determined to be at risk will have access to respiratory protection in accordance with CCR Title 8 section 5144 or other safety

orders.

* 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.
* Persons exempt per a medical condition or disability that prevents the individual from wearing a face covering.

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.

#### Engineering controls

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

* + **Fresh Air:** Introduce fresh outdoor air as much as possible by opening windows and doors where practicable.
	+ **Improve Air Filtration:** Improved central air filtration to the highest compatible with the unit, seal edges of the filter to limit bypass.
	+ **HVAC and Outside Air**: Optimization of our HVAC unit schedules to bring in outside air.
	+ **Reduce or Eliminate Recirculation**: Opening minimum outdoor air dampers to maximum to reduce or eliminate recirculation.
	+ **Systems Maintenance:** Replace and check air filters and filtration systems once a month to ensure optimal air quality.
	+ **Ventilation While Cleaning and Disinfecting**: Establish proper ventilation during cleaning and disinfecting to reduce the risk of infection. After cleaning allow the space to ventilate before students and staff arrive.
	+ **Systems Upgrades and Improvements:** Install portable high-efficiency air cleaners to increase the amount of clean air into our classrooms.

#### Cleaning and disinfecting

We will follow the cleaning procedures outlined in our Sanitation Guide.This guide can be found on the Manzanita website (www.manzy.org)

#### 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 custodial staff.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

#### Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

* Regularly Evaluate handwashing facilities.
* Determine the need for additional facilities.
* Train employees on how and when to properly hand sanitize or hand wash
* Encourage and allowing time for employee handwashing.
* Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
* Encourage employees 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 CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 in the event employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]

## Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form. 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.

## 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:

* Employees have been trained to conduct a COVID-19 Self-Assessment survey at home daily to assess for possible COVID-19 symptoms, or possible COVID-19 exposure. Should an employee identify that they are experiencing COVID-19 symptoms or have been exposed, they have been directed to notify their administrator immediately. As a secondary measure, employees also must complete a COVID-19 screening questionnaire any time they come onto campus. Should any employees report that they are experiencing COVID-19 symptoms or have been exposed, they will be excluded from campus until cleared to return.
* Parents have been trained to conduct a COVID-19 Self-Assessment survey at home daily before bringing their student to school. This survey includes information about who they need to notify if their student is exhibiting symptoms of COVID-19 and the next steps to take.
* Employees can report symptoms and hazards without fear of reprisal. Manzanita will not provide the identity of the person who has received the positive COVID-19 diagnosis to protect privacy and confidentiality. All persons who may have come in contact with the infected individual will be notified per Contra Costa Health Services requirements.
* If an employee has a disability, an interactive meeting will be scheduled to allow the employee to engage in a dialogue around the essential functions of the employee’s position and to determine suitable and effective accommodations which would enable the employee to remain in their current position or to transfer to another vacant position.
* Manzy will encourage personnel to be tested every four weeks. Contra Costa Health Services provides free COVID-19 testing sites and COVID-19 testing appointments can be made through their website. Should a staff member be unable to locate a free testing site, Manzanita will ensure that testing will be available at no cost. The vendor/agency will communicate the results to the employee directly. Should the results come back positive, the staff member is expected to report the results to the county via the [reporting form](https://forms.office.com/Pages/ResponsePage.aspx?id=3tkgKC3cY0OGJvKwA0OMRdh_nxzVFhtJq0xTerQ5AclUNjQxVzlKUFlEMjBPSTVMUk5KM05XUFpWSi4u) and will be excluded from the workplace. In addition, if an employee tests positive, the employee must isolate for 10 days and conduct contact tracing as needed.
* In the event Manzanita is required to provide testing because of a workplace exposure or outbreak, we will provide testing and inform exposed employees of the reason for testing. All exposed employees will be instructed to quarantine for 10 days since their exposure. Manzy will also test these employees using an outside vendor/agency, which will communicate the results to the employee directly. Should the results come back positive, the

employee will inform the health department via their [reporting form](https://forms.office.com/Pages/ResponsePage.aspx?id=3tkgKC3cY0OGJvKwA0OMRdh_nxzVFhtJq0xTerQ5AclUNjQxVzlKUFlEMjBPSTVMUk5KM05XUFpWSi4u) and will include extended exclusion from the workplace in accordance with Contra Costa Health Services COVID-19 guidelines.

* 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.
* If an employee calls in sick they will be required to complete the online questionnaire to screen for possible COVID-19 symptoms. If it is determined the employee is experiencing COVID-19 symptoms, Manzanita will recommend they contact their healthcare provider and get tested. The office staff will continue to follow up with the employee to determine testing results and maintain protocol which includes contact tracing.

#### Training and Instruction

We will provide effective training and instruction for staff and students that includes:

* Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
* Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
* The fact that:
* COVID-19 is an infectious disease that can be spread through the air.
* COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
* An infectious person may have no symptoms.
* Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
* The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
* The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility.
* The specific situations in which handwashing is particularly important such as after touching a high contact surface, before and after eating, after using the restroom, and after entering the classroom from outside.
* 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.
* Instruction on how to choose an adequate face covering and maintain it.
* Explanation of the personal protective equipment that will be provided, and how to properly use this equipment.
* COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
* The importance of completing the COVID-19 Self-Assessment survey at home daily to assess for possible symptoms or exposure. The necessity of also conducting a secondary COVID-19 Assessment when coming onto campus via online screener.
* Resources on free COVID-19 testing sites provided through Contra Costa Health Services, and other local testing sites available.
* Explanation of cleaning and disinfection procedures, scheduled cleaning by maintenance staff throughout the day, and how to properly use cleaning materials.
* Explanation of the isolation room which is used to isolate symptomatic students that need to be picked up from a school site by their parents.
* Instruction on COVID-19 communication and contact tracing procedures that have been implemented.
* Discussion of mental health resources available, including a local COVID-19 support group.

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

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

* Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
* Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
* Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by affording employees leaves as outlined in our Collective Bargaining Agreements (CBA) with our labor partners and as required by law.
* Providing employees at the time of exclusion with information on available benefits.

## 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 Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
* Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
* Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
* Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

* COVID-19 cases with 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.
* 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.

#### Appendix A: 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.

#### Person conducting the evaluation:

**Date**:

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

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

#### Date:

**Name of person conducting the inspection**: **Work location evaluated**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Exposure Controls** | **Status** | **Person Assigned to Correct** | **Date Corrected** |
| **Engineering** |  |  |  |
| Barriers/partitions |  |  |  |
| Ventilation (amount of fresh air andfiltration maximized) |  |  |  |
| Additional room air filtration |  |  |  |
| **Administrative** |  |  |  |
| Physical distancing |  |  |  |
| Surface cleaning and disinfection (frequently enough and adequatesupplies) |  |  |  |
| Hand washing facilities (adequatenumbers and supplies) |  |  |  |
| Disinfecting and hand sanitizing solutions being used according to manufacturerinstructions |  |  |  |
| **PPE** (not shared, available and being worn) |  |  |  |
| Face coverings (cleaned sufficiently often) |  |  |  |
| Gloves |  |  |  |
| Face shields/goggles |  |  |  |
| Respiratory protection |  |  |  |

## Appendix C: Investigating COVID-19 Cases

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

#### Date:

**Name of person conducting the investigation**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee (or non-employee\*) name:** |  | **Occupation (if non-employee, why they were in the****workplace):** |  |
| **Location where employee worked (or non-employee was present in the workplace):** |  | **Date investigation was****initiated:** |  |
| **Was COVID-19 test****offered?** |  | **Name(s) of staff involved in the investigation:** |  |
| **Date and time the COVID-19 case was last****present in the workplace:** |  | **Date of the positive or negative test and/or****diagnosis:** |  |
| **Date the case first had one or more COVID-19****symptoms:** |  | **Information received****regarding COVID-19 test results and onset of symptoms (attach documentation):** |  |

**Results of the evaluation of the COVID-19 case and all**

**locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach**

**additional information):**

|  |
| --- |
| **Notice given (within one business day, in a way that does not reveal any personal identifying****information of the COVID-19 case) of the potential COVID-19 exposure to:** |
| **All employees who may have had COVID-19 exposure and their authorized representatives.** | **Date:** |  |
| **Names of employees that****were notified:** |  |
| **Independent contractors and other employers present at the workplace during the high-risk exposure****period.** | **Date:** |  |
| **Names of individuals that****were notified:** |  |
| **What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?** |  | **What could be done to reduce exposure****to COVID-19?** |  |
| **Was local health department notified?** |  | **Date:** |  |

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

#### Date:

**Person that conducted the training**:

|  |  |
| --- | --- |
| **Employee Name** | **Signature** |
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**APPENDIX E: SANITATION GUIDE**



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| --- | --- | --- |
|  **Highly Touched Objects Disinfectant Cleaner DISINFECTANT CLEANER** | **NUETRAL All PURPOSE CLEANER** | **NUETRAL All PURPOSE CLEANER** |
|  | **A product for disinfection, cleaning and deodorizing. Cleans quickly by removing dirt, grime, mold and mildew stains, body oils and other common soils found in hospitals, nursing homes, office buildings, schools and colleges, and many other locations. For use on any hard, non-porous washable surface where disinfection is required..**  | * **Door handle and plates • Toilet Seats • Urinals •**

**Partition • Partition levers • Faucets and sinks • Flushing levers • Counters • Dispensers\*doors\*light switches-All touch points** |  | **Multi-purpose Cleaner/Degreaser will go right to the source where malodors generate. It is excellent for all hard surfaces including grout and carpets and is biodegradable.**  | **Floors\*surfaces\* hard surfaces including grout\*general all-purpose cleaner.**  |
| **GLASS & S0URCE CLEANER** | **Glass / Mirror Cleaner** | **LIQUID MICROBE** | **Liquid Microbe Cleaner** |
|  | **Glass cleaning solution that leaves windows, mirrors and other polished surfaces clean and streak free. It is specially formulated using corn-based alcohol, biodegradable surfactant blend and food grade dye. It is more sustainable, worker friendly and very economical to use on all glass surfaces with all types of soils** | \***windows\*mirrors\* polished surfaces\*glass**  |  | **Used for odor control, degreasing cleaning solution. Contains useful microorganisms that digest and penetrate dirt buildup, grease and grime** | **\*bathrooms\*urinals\*toilets\*tile\*carpets\*pet stains\*Urine\*trash bins\*garbage containers\*floor surfaces\*drains\***    |

# APPENDIX E: SANITATION GUIDE

|  |  |  |  |
| --- | --- | --- | --- |
| **Classroom Check List*** Put on PPE
* Empty Waste Receptacles
* Dust High & Low Points
* Clean Surfaces
	+ Clean Desk
	+ Clean Chairs
	+ Clean Doors
	+ Clean Touch Points (door handles, under chairs & under desks)
* Replenish Supplies
* Dust/Sweep Floors
* Vacuum Floors
* Mop Floor
* Disinfect with Sprayer
* Secure Room
 | **Multi-Purpose*** Put on PPE
* Empty Waste Receptacles
* Dust High & Low Points
* Clean Surfaces
	+ Clean Desk
	+ Clean Chairs
	+ Clean Doors
	+ Clean Touch Points (door handles, under chairs & under desks)
* Replenish Supplies
* Dust/Sweep Floors
* Vacuum Floors
* Mop Floor
* Disinfect with Sprayer
* Secure Room
 | **Restroom Check List*** Put on PPE
* Post Signage
* Dust Vents
* Replenish Supplies
* Empty Waste Receptacles
* Sweep Floors
* Clean Surfaces
	+ Clean Fixtures
	+ Clean Dispensers
	+ Clean Sinks
	+ Clean Toilets
	+ Clean Urinals
	+ Clean Mirrors
	+ Clean Counters
	+ Clean Touch Points (Stall Walls, Doors, Handles
* Mop Floors &

Disinfect with Sprayer | **Outdoor Areas*** Put on PPE
* Empty Waste Receptacles
* Clean Surfaces
	+ Rails
	+ Lunch Tables
	+ Door Handles
	+ Gates
	+ Playgrounds (if open)
	+ Water bottle Fillers (use a rag & 730)
* Disinfect with Sprayer
* Clean Trash Cans
 |