

COVID-19 Prevention Program (CPP) for Sierra Waldorf School

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

Portions of the document reference the Sierra Waldorf School Return to School Policy, which was approved by our Local Health Authority on 08/01/2020.

Date: 01/27/2021

Authority and Responsibility

The Sierra Waldorf School (SWS) Administrator 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: Sharing feedback to the Health and Safety Committee or informing the Administrative Director.

Employee screening

We screen our employees by: Daily self-screening forms that include temperature with non-contact thermometers. Self screening and daily screening options are available. Face coverings are used by both screeners and employees.

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:

Hazards will be assessed by the Health and Safety Committee and corrected by the Site Manager or other appropriate staff, depending on the hazard. Corrections will be reported to and recorded by the Health and Safety Committee.

Control of COVID-19 Hazards

Physical Distancing

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

Below you will find a description of the specific methods used to create physical distancing on campus which includes:

Physical Distancing – On Campus Generally

Employees shall maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are encouraged to use discretion when engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment.

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and playgrounds/outside spaces. Markers that designate intervals of 6 feet will be placed throughout campus and must be followed. Signage and barriers will also be in place to direct and designate foot traffic patterns, such as one-way hallways.

The School will rearrange classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for 6 feet (when possible) between individuals. If physical distancing between workspaces or between employees and students is not possible, the School may add physical barriers (such as a plexiglass shield) that cannot be moved to increase protection against airborne particles.

Reduction of In-Person Employee Headcount At Any Given Time

To comply with CDC, CDE, state and/or local guidance regarding social distancing protocols, the School may allow, encourage, or require remote work as appropriate for any employee, at any given time.

*Board meetings, committee meetings, most parent meetings and when possible staff meetings are held virtually to limit the exposure to staff and community.

Non-essential meetings (that cannot be held virtually) should be cancelled or postponed. If an in-person meeting is held, please adhere to the essential meetings/Events at school policy.

Social Visits to Be Avoided

Employees should refrain from unnecessary social visits to other employees' workstations or classrooms. If socializing cannot be avoided, employees must observe the requirement that they maintain a minimum physical distance of 6 feet between themselves and any other person at all times. At this time visitors other than those outlined in the special events policy are not allowed on campus without administrative approval.

Campus Access

The School will establish 3 entry and exit points to the School's campus to promote physical distancing. The entry and exit points will be toward the lower parking lot, the Rawhide room, and in front of Red Rose. Employees will be assigned to enter and exit at specific entry and exit points each school day they are on campus, and at staggered times. Teachers use age appropriate cueing to aid students in social distancing such as, place markers, Desks spacing, assigned lunch seating as needed. Classes stagger release as appropriate to age. Kindergarten students are released over a 3 hour period of time between 12 and 3:00 p.m. *The School will also implement flexible or staggered work hours, including staggered breaks, to accommodate the School's on-campus class scheduling and physical distancing strategies, as needed.

Physical Distancing in Classrooms

Consistent with CDC, CDE and state guidelines, lower school students will be grouped in static educational pods or cohorts. These cohorts will be grouped together each day they are at the School to minimize the mixing of student groups, Please refer to the pods and cohorts policy. Teachers are expected to stay within their assigned educational cohort and enforce physical distancing strategies amongst the students.

All classrooms will be required to meet maximum capacity limits that adequately provide for physical distancing of students and teachers. The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain, and teachers shall enforce, at least 6 feet of physical distancing from others in the classroom whenever possible. Desks, activity stations, tables, and chairs will be spaced a minimum of 6 feet apart whenever possible. Student desks will be arranged facing the same direction (rather than facing each other). If students sit at tables, they will only be allowed to sit on one side of the table, spaced apart, so that children are not facing one another. An assigned seating arrangement will be used to the extent possible.

The School shall designate additional indoor and outdoor spaces which will be used as classroom space. All School buildings and rooms will have maximum capacity limits consistent with implementing social distancing, and the maximum capacity limits will be posted outside these rooms and buildings.

Class Cohorts (Pods)

Class cohorts, also known as "pods," will provide structure and help to slow the spread of COVID-19 on the SWS campus. Recommended by CDPH* and the AAP** as a key method to prevent widespread outbreaks in schools, class pods cannot prevent all spread of COVID-19 within the school, but may help prevent catastrophic spread or a "super spreader" incident from affecting the entire school community. While transmission might still occur between pods from siblings who are in different classes or from contact among school families outside of school, SWS can still take steps to minimize the spread during the many hours that students spend together as a class. When used along with other measures, pods can decrease the chances that the whole school will need to shut down in the event of an outbreak.

A pod will be made up of all the students in a class and their primary teacher(s) who remain with their class throughout the day; each early childhood class will form its own

pod. In some instances when enrollment in a class/grade becomes very small, two classes may be combined into one pod for purposes of shared instructional time, so long as the total number of people in the pod does not exceed 25. All other people in the school community will be considered outside a class pod, including students and primary teachers in other classes, administrative staff, specialty teachers, after school care providers, parents/grandparents/guardians, siblings or other children who are not enrolled at SWS, and any other visitors who may come to campus. Classes will aim to remain in their pods as much as possible, and will not mix during recess or lunch times. For classes who share play yards, we will alternate the timing of outdoor activities to lessen interaction between pods.

Within pods, students will be encouraged to maintain age-appropriate physical distance from each other and their teacher when feasible (e.g., while seated during normal classroom instruction). This may be accomplished by spacing desks or seating areas 6 feet apart whenever classroom space allows. A minimum of 4 feet will be ensured between all desks- see class-specific seating chart plans.

All staff and students will adhere to the masking policy at all times regardless if they are with their pod or cohort.

Pods must maintain a 12 ft. distance away from other pods. In the event that pods plan to interact they may do so by maintaining physical distancing and wearing face coverings (refer to masks at school policy).

In order to maintain the integrity of pods it is important for those teachers or assistants that move between pods to adhere to the following rules.

- Must wear an N95 or other particulate respiratory mask or remain outdoors keeping a 10ft+ space from students. Option for N95 with clear plastic piece over mouth to allow for viewing of phonologic instruction
- Must wear a protective apron, covering arms and torso that is changed between classes (disposable ones will be an option)
- Must clean/ disinfect all shared tools/equipment between classes • Must allow 30 minutes between classes in able to adhere to this policy
- Must complete proper hand hygiene in between classes
- Must keep a log of what classes were held or attended
- If a specialty teacher or assistant does not move between multiple pods a traditional face covering or shield per the masks at school policy may be worn

Preschool Classroom Capacity and Structure

In accordance with the California Department of Social Services (“CDSS”) and county requirements, preschool students will be in groups of 10 or fewer children. The same teachers and staff will be with the same group of children each day to the greatest extent possible, and consistent with CDSS and local adult/child staffing ratios for preschool programs. Children who are in the same family will be in the same group, to the greatest extent possible. Outdoor recreation and instruction are spaced by pod and time to decrease mixing by staff and students. Cross mixing of pods for the purposes of play is prohibited on school grounds before and after the school day.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Individual workstations will be arranged in such a manner so that employees are separated by at least 6 feet. In classroom areas, the School has arranged student desks and seating so that students are separated by at least 6 feet when possible, and classroom teachers are

at least 6 feet (when possible) away from students. For napping, cots, cribs and mats will be placed 6 feet apart (or as far apart as possible) with the children's heads placed alternatively in opposite directions.

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 (CDPH) or local health department.

The School is requiring all employees, students, parents, visitors, and vendors to use a cloth face covering or, where appropriate, a face shield while on campus. The School has directed all employees, students, parents, visitors, and vendors that a cloth face covering or, where appropriate, a face shield must be worn at all times, except if an employee is in their own office and their door remains closed. The School has directed all employees, students, parents, visitors, and vendors who wear cloth face coverings to wash such face coverings after each workday. The School has directed all employees who wear face shields to clean and disinfect such face shields after each workday.

The School has notified all employees, students, parents, visitors, and vendors that they will not be permitted to enter or remain in the facility/campus unless they wear cloth face coverings. Where appropriate, employees may wear or may be required to wear face shields in lieu of a cloth face covering. The School provided such notice by communication through the School's official communication platform, ParentSquare, as well as verbal reminders during staff training, at parent meetings, and at campus entry points.

The School has purchased, and has on hand, a supply of cloth face coverings for use if an employee or student forgets to bring a cloth face covering. The School also has purchased, and has on hand, a supply of face shields, for use by employees, where appropriate, if an employee forgets to bring a face shield.

A supply of N95 masks are available in the office for those staff who must cross pods or are substituting in a classroom. In the event that staff need to cross pods an N95 mask will be worn in lieu of a cloth face covering. (Mel)

The school strongly encourages students two years through second grade to wear a face shield or cloth face covering at school, except when Tuolumne County is in the Purple Tier during which time all students age two and older are required to wear a face covering.

The school strongly encourages the use of face shields during outside play or instruction where six feet of distance cannot be maintained or is inappropriate. During outside play or learning, where six feet of distance can be maintained the children may remove their face coverings at the discretion and direction of their teacher, except when Tuolumne County is in the Purple Tier during which time all students age two and older are required to wear a face covering during outside play or instruction.

Cloth Face Coverings/Face Shields

All employees and students must wear face coverings while at school at all times, except during designated meal times. Employees must monitor the use of cloth face coverings for students who are 8 years of age or younger to ensure that they are able to breathe without choking or suffocating.

Preschool/Childcare considerations: Preschool students younger than 2 years old

are not permitted to wear face masks since doing so is considered a safety risk. Preschool children older than 2 years old should be encouraged, when feasible, to wear facemasks

throughout the school day, other than during meal times. Employees at preschool or childcare facilities may use cloth face coverings or face shields.

Cloth Face Coverings

Cloth face coverings that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Employees are responsible for maintaining face coverings with proper care. Cloth face coverings should be washed daily per CDC guidance found at: [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html)

The School will provide each employee with one (1) washable cloth face covering upon returning to the School. Employees are welcome to use their own face coverings from home, as long as they are workplace appropriate. The School will have face covering or face shields available for employees who fail to bring one or whose face covering becomes damaged while at school.

Employees and students with medical conditions or disabilities that prevent them from being able to wear a cloth face covering will be provided with accommodations made on a case-by-case basis consistent with the School's policy on Reasonable Accommodation of Employees. Please see addendum for SWS accommodations for exemptions policy and requirements.

Face Shields

Teachers will be allowed to use face shields, if available, which enable younger students to see their faces and to avoid potential barriers to phonological instruction. Students may choose to wear a face shield when a face mask is inappropriate or impractical.

The State Guidance does not require that preschool students to age 2nd grade wear face masks, but SWS requires all students preschool to 2nd grade to carry a facial covering with them to school and strongly encourages them to wear one (and requires them to wear one when Tuolumne County is in the Purple Tier). The CDC guidance for childcare facilities, however, states: "When feasible, staff members and older children should wear face coverings within the facility. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation." The CDC guidance will be considered part of the applicable standard of care that preschool programs are required to meet in providing services.

Age	Face Covering Requirement
Under 2 years old	All Tiers: None

2 Years old – 2 nd grade	All Tiers Except Purple: Strongly encouraged Please bring facial covering to school Purple Tier: Yes, unless exempt
3 rd grade – 8 th grade and all staff or adults	All Tiers: Yes, unless exempt

Please note: The school will exclude employees, students, parents, visitors, and vendors from coming on campus if they are not wearing a face covering/ shield and refuse to wear one provided by the school, unless they are exempt.

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 every attempt will be made to keep employees and students at least six feet apart, such as while students are eating.

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.

Medical Exemption and Request for Accommodation

Some individuals may seek exemption from wearing a facemask or facial covering and may need special accommodations. SWS will make a reasonable effort to provide reasonable accommodations to such requests. (Please note that a face shield may be an appropriate accommodation from a facemask or face covering depending on the functional limitations and medical need.) Also note some needs for accommodation may be temporary in nature and the school may seek additional documentation to help with such requests. SWS reserves the right to request a second opinion if they feel the provider or the limitation request was made without an appropriate patient provider relationship or if the request was made inappropriately. Staff requesting an accommodation due to a limitation that makes it so they cannot wear a face mask/ face covering should adhere to the following:

- Please provide documentation from your medical or mental health care provider
- Please have the provider indicate the limitations of the condition/s that create a need for accommodations from facemasks or face coverings, as well as any suggestions for successful accommodations.
- Diagnostic information need not be shared.
- All requests for exemption will be processed by the SWS Administrator
- You must make arrangements with the Administrative director well in advance before coming on campus to make sure appropriate accommodations can be

made.

- All personal information will be kept confidential. Your information will be kept securely in a discreet file, in accordance with State guidelines in the office.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: In classrooms with younger students solid partitions have been installed around desks to increase staff and student safety. When inclement weather prevents outdoor eating or it is not otherwise possible to eat outdoors and 6 feet apart students are positioned in such a way as to maximize spacing.

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

Weather permitting, teachers shall open windows and doors in indoor classrooms to increase ventilation, and if doing so does not pose a safety and health risk to children. If doing so poses a health or safety risk to persons in the classroom, the School will consider alternatives.

Air flow in classrooms is maximized through the use of HVAC systems and where those are not available HEPA filters.

Ventilation systems are maintained through routine surveillance and or inspection as needed by staff. Staff are to report any problems promptly to the administration. Filtration efficiency has been increased to the highest level compatible with the existing ventilation systems.

Cleaning and disinfecting

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

The School has adopted this Policy to promote a safe and healthy school and workplace by establishing cleaning, disinfection, and ventilation practices in an effort to mitigate the spread of COVID-19. This Policy applies to all areas of the School campus both indoor and outdoor, including buildings, facilities, and grounds. Due to the evolving nature of the COVID-19 public health emergency and the orders and guidance from federal, state, and local governments and public health authorities, the School may, in its sole and absolute discretion, modify or revoke this Policy at any time.

Use And Provision Of Cleaning And Disinfectant Products:

To carry out the cleaning and disinfecting protocols set forth in this Policy, the School will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (EPA) "List N: Disinfectants for Use Against SARS-CoV-2" ("List N") labeled to be effective against emerging viral pathogens. As an example- SWS may use the hydrogen peroxide based cleaning product Oxivir™ HC Disinfectant Cleaner.

The School and all School employees and contractors must also adhere to the following requirements when using cleaning and disinfectant products:

- Follow all label directions including appropriate dilution rates, application methods, and contact times.
- Utilize safe and correct application methods for cleaning and disinfectant products.
- Never mix bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled. • Keep all cleaning products and disinfectants out of the reach of children. • Properly ventilate the space while cleaning and disinfecting and introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- Complete thorough cleaning and disinfecting of classrooms by class/pod teacher prior to school start and during lunch. Air out the space before children arrive by opening windows, by using an air conditioner setting that brings in fresh air, or by using an HVAC system.
- A commercial cleaning service may be responsible for cleaning restrooms, classrooms and common rooms at the end of the school day.

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

COVID-19 AT WORK

In the event of a positive case at school- the exposed workplace area will be closed for 24 hours and then disinfected. Employees exhibiting one or more symptoms associated with COVID-19 must distance themselves from students and other employees and report this information to their supervisor by phone or intercom as soon as possible so that they can be relieved from work and sent home, and ensure they are wearing a face mask.

The School may seek emergency medical attention on behalf of an employee if symptoms associated with COVID-19 become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The School may also arrange for an emergency contact to pick up the employee if the employee is not able to drive home.

An employee exhibiting one or more symptoms associated with COVID-19 who is not able to leave campus on his or her own, will be required to wait in a designated isolation room/area while the employee waits for transport home or to a healthcare facility.

The School will close off indoor areas contaminated by the ill employee's respiratory droplets until the area has been cleaned and disinfected according to the Cleaning and Disinfecting Policy. The School will similarly disinfect any shared equipment used by the employee.

PROTOCOL WHEN A STUDENT EXHIBITS SYMPTOMS ASSOCIATED WITH COVID-19 AT SCHOOL

Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible. The School will separate the student from others in a designated isolation room/area, direct the student to wear a face covering or medical mask if feasible, and will notify the student's parent or guardian.¹²

All students who present with COVID-19 symptoms must be signed out by a parent or guardian unless the Administrative Director or designee specifically authorizes otherwise. The School may seek emergency medical attention on behalf of the student if the student's COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest, confusion, or bluish lips or face.

The student may not return to campus until one of the following occurs:

- The student's parent or guardian certifies that at least 10 days have passed since the student's symptoms first appeared, the student has been free from fever without the use of fever-reducing medication for at least 3 days, and the student's respiratory symptoms have improved;
- The student provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The student's health care provider certifies that he or she is free from COVID-19;
- The student is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

A student's parent or guardian must complete the Certification for Student Returning to School after COVID-19 Symptoms, Positive Test Result, or Exposure form prior to returning to School. Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with extensions to turn in assignments, and will be provided with remote learning academic support.

Exclusion From Worksite Based on Symptoms of COVID-19

No persons who have a fever of 100.4°F (38.0°C) or other symptoms associated with COVID-19 will be permitted on campus. If the screener determines that an employee is presenting with symptoms associated with COVID-19, the employee will not be allowed to enter the School facilities/campus and will be sent home pursuant to the School's Protocol When an Employee Exhibits Symptoms Associated with COVID-19 at Work.

Employees who are sent home based on symptom screening results must notify their supervisor(s) as soon as possible by phone or email and await further instructions. The School may track employees' potential exposure to COVID-19, and such documentation, as well as any documentation regarding an employee's medical symptoms, will be considered confidential medical records.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local county department of public health to determine necessary next steps.

Employees exhibiting symptoms associated with COVID-19 will not be allowed to return to School until one of the following occurs:

- He or she certifies that at least 10 days have passed since the symptoms first appeared AND the employee has been free from fever without the use of fever reducing medication for at least 3 days AND respiratory symptoms have improved;¹³
- He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable)
- His or her health care provider provides the School with a note certifying that he or she is free from COVID-19.

Employees must complete the Return to Work Certification form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act (“FMLA”) ¹⁴ and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School’s policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave. (RTS-MEL)

Cleaning And Disinfecting Protocols:

The School has established the following regular cleaning and disinfecting schedule for all School buildings and facilities, in order to promote a safe and healthy School campus and to minimize the possibility of under- and over-using cleaning and disinfectant products.

Classrooms will be cleaned and disinfected no less than once per day, preferably prior to the school day by classroom teachers / pod leaders or by a commercial cleaning service at the end of the school day. If practical, classroom teachers may choose to additionally clean classrooms during lunch break.

The School will clean outdoor areas of the School campus routinely. Playground equipment with frequently touched hard surfaces will be cleaned between each pod usage if practical.

The School will clean and disinfect restrooms and all restroom surfaces frequently throughout the school day and workday. Restrooms will be cleaned by a commercial cleaning service at the end of the school day using protocols and products outlined above. Restroom doors will be propped open when feasible to promote increased airflow and limit touching of door handles.

The classroom teachers / pod leaders will clean and disinfect locations where meals are prepared and eaten regularly. The School will also clean and disinfect surfaces frequently touched by students in eating areas, including, but not limited to, tables and chairs.

In the event of a positive case at school- the exposed workplace area will be closed for 24 hours and then disinfected.

Drinking Water:

The School will secure touch-less water dispensers, or water dispensers will be decontaminated in-between each use. Each student will have individual reusable water bottles.

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 providing the employees with the materials and training to do it themselves.

Teachers shall have enough supplies to minimize the sharing of high-touch materials to the extent possible (such as art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses. Teachers should prohibit the sharing of electronic devices, books, games, and other learning aids. Students may need their own materials for learning – and these materials will need to be cleaned and disinfected regularly. To the extent possible, each student's belongings must be separated from others and in individually labeled containers, cubbies, or areas. Students are required to bring their belongings home each day to be cleaned before bringing them back to school.

Personal protective equipment (“PPE”):

The School will provide proper personal protective equipment (“PPE”), including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the label directions on the cleaning products used by school staff whose job duties include cleaning and disinfecting the School Campus. School staff must wear appropriate PPE throughout the cleaning/disinfecting process, including the handling of trash.

Appropriate PPE includes disposable gloves and gowns that are compatible with the disinfectant products being used. The School may require school staff to wear additional PPE, such as goggles or face shields, based on the cleaning/disinfectant products being used and whether a risk of splashing reasonably exists. If disposable gowns are unavailable, school staff must wear a similar type of covering, such as coveralls, or aprons. Any reusable (washable) clothing worn during the cleaning and disinfecting process must be laundered afterwards. School staff whose job duties require them to handle dirty laundry must clean their hands after handling dirty laundry.

School staff utilizing PPE must carefully remove gloves and gowns at the end of the cleaning/disinfecting process to avoid contamination of the wearer and surrounding area. After the removal of gloves, school staff must wash their hands thoroughly with soap and water.

The School will provide training to school staff on when to use PPE, what PPE is necessary, how to properly put on (don), use, and take off (doff) PPE, how to maintain and dispose of PPE. These training will be provided during staff meetings at least twice a year and updates through emails. All new staff will receive the SWS Covid 19 training prior to starting.

The School will communicate to the third party company responsible for cleaning and disinfecting the School campus after hours about its expectations regarding the use of personal protective equipment (“PPE”), cleaning and disinfect products, cleaning and disinfecting schedule, and other expectations related to cleaning and disinfecting the School campus.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we encourage the following practices which are covered during employee training:

Hand Washing and Hygiene Practices

SWS Teachers and staff will teach and reinforce best practices for hygiene and washing hands. These best practices will include the following:

- Avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before entering the classroom. Hand washing should also be done frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Particular attention should be paid to areas frequently neglected during handwashing such as the thumb and thumb base, between fingers, fingertips and wrist. (Fig 1).
- Teachers and Staff should model and practice handwashing
- SWS will install extra handwashing stations throughout the campus
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practical, which will be made available in each classroom, the office, and at other key locations on campus as needed. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. • Ethyl alcohol-based hand sanitizers which contain at least 60% Ethyl alcohol are preferred and should be used when there is the potential of unsupervised use by children.
- Any product containing methyl alcohol (methanol or "wood alcohol") is unsafe and should be avoided. Methanol is a substance that can be toxic when absorbed through the skin or ingested and can be life-threatening when ingested.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- SWS Teachers and Staff will encourage students to regularly wash their hands at staggered intervals to avoid crowding of stations, classroom sinks and bathrooms.
- SWS will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer. SWS Administrator or other school staff will inspect handwashing stations at least weekly and replace supplies or make repairs as needed. Staff are asked to immediately report any missing supplies or damage to handwashing facilities.

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.

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:

- Employees who have a potential COVID-19 exposure will immediately start self-quarantine
 - An investigation by an assigned Health & Safety Committee member and the Tuolumne County Public Health Department will ensue

- If the investigation (or the employee) confirms an exposure did occur the employee will follow the current Tuolumne County Public Health Department guidelines for quarantine duration after an exposure and a return to school date will be set (symptom onset and/or positive test may change the isolation period and return to school date)
- Employees are encouraged to get a COVID-19 test 5-7 days after their last exposure (or current public health recommendations) if asymptomatic, or as soon as symptoms onset occurs. (Local testing sites listed below.)
- The school will reimburse the employee's time (including travel time) for a COVID-19 test due to an exposure at school.
- State Testing Site: 888-634-1123 or lhi.care/covidtesting
 - Motherlode Fairgrounds
 - Sunday-Saturday 7am-7pm
- Drive-Thru COVID Clinic (*must have spoken to public health prior to making appointment*): 209-536-5166
 - Adventist Health Sonora Hospital
 - Monday - Saturday 9am - 3:00pm

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 experiencing COVID-19 symptoms, possible exposure, or a positive test should report to the Health and Safety Chair and the SWS Administrator via phone or email.
 - Current HAS Chair - Eric Hemminger: 209-596-0723; eric.hemminger@gmail.com
 - Current Administrator - Maria Bromley: 209-984-0454; administrator@sierrawaldorfschool.com
- Employees noticing a potential COVID-19 hazard should report this to the Health and Safety Chair via phone or email.
 - Employees reporting hazards can expect to receive communication about their report after the next regularly scheduled Health & Safety meeting (occurring the 2nd Monday of the Month)
- Employees may get COVID-19 for free at the State Testing Site located at the Motherlode Fairgrounds Sunday - Saturday 7am-7pm,
- Appointments may be scheduled by going online at lhi.care/covidtesting or calling 888-634-1123
- Employees should report COVID-19 symptoms and possible hazards to the Administrator or Health and Safety Committee representative without fear of reprisal. Our policy related to accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness is found in our Return to School Policy (Statement for Medically Fragile Individuals).
- We recommend asymptomatic screening of employees every 2 months or monthly when Tuolumne County is in the Purple Tier. Employees may also pursue testing through their individual medical provider.
- 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. (Refer to COVID Hazards Section of this CPP).
- Further information can be found in the schools Return to School Policy, which was approved by our Local Health Authority on 08/01/2020.

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:
 - 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, 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.
- All employees of the school will have received comprehensive in-person training prior to the opening of school or to the beginning of their employment.
- All employees will receive a training packet powerpoint for their reference and on-going education.
- All employees will receive on-going education and training as relevant information comes to light and no less than annually.
- Each employee has access to a health and safety officer at the school to field any questions that may come up at any time.

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 employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- 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.
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Maria Bromley Acting Administrative Director 01/29/2021

[Type Title of owner or top management representative formally approving the program and have them sign and date]