

COVID-19 Prevention Program (CPP)

Alsion Montessori Middle/High School

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

Date: February 1, 2021

Authority and Responsibility

The Head of School 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:

- Participating in COVID-19 discussions at weekly staff meetings
- Requesting and reviewing completed Appendix A: Identification of COVID-19 Hazards forms by contacting a supervisor via email or other regular communication methods.
- Participating in inspections using the Appendix B: COVID-19 Inspections as needed.

Employee and student screening

Students and staff will self-screen at home or before entering the building using the Alsion Self-Screen Questionnaire. Each day of school, parents of students as well as staff members will immediately notify Alsion's COVID Liaison if there is any "yes" answer on their Self-Screen questionnaire and will not come to school. Alsion staff will conduct on-site visual and temperature screenings when students arrive. Staff will take their own temperature. Anyone with a temperature above 100 F or higher will go home and will be instructed to contact their regular doctor or clinic and consider a test for COVID.

Any staff or student that is not feeling well or is showing new symptoms (such as fever, 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, seems sick or like they are starting to get sick.) will not come to school, will notify Alston's COVID Liaison, and will be instructed to contact their regular doctor or clinic and consider a test for COVID.

A student or staff that did not come to school based on the screening procedures above will be permitted to return to school once a medical evaluator provides a letter indicating:

1. An alternative diagnosis has been made
2. Symptoms are NOT due to COVID-19. Staff and students will have to be fever free without help of medication for 72 hours before returning.

Periodic screening testing will be done to detect asymptomatic infections by answering the COVID-19 questionnaire. Parents will be asked to be vigilant in observing their student for any signs of illness or change in behavior. Parents will be told they are not permitted to send their child to school if he/she is not feeling well. If a student develops new symptoms or catches a fever of 100F or higher while in school, parents will be contacted and the student will go home immediately.

Alston staff will bring the student to the isolation room and call parents for immediate pickup. A staff member will remain with the student while waiting for parents to pickup. Staff must wear all possible protective equipment and must maintain a 6 foot distance. Once the child gets picked up parents will be instructed to contact their regular doctor or clinic and consider a test for COVID.

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 School Director will oversee the corrections of unsafe or unhealthy work conditions, practices or procedures as noted on the Appendix B: COVID-19 Inspections forms.
- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals will be identified as being responsible for timely correction as noted on the **Appendix B: COVID-19 Inspections form**.
- Follow-up measures will be taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing

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

Alston has maximized space in classrooms by replacing communal tables with individual student desks and chairs. As practicable, desks will be placed 6 feet apart and arranged in a way that minimizes face-to-face contact. With stable cohorts in place, Alston may relax the 6-foot recommendation to ensure all students receive in-class instruction as recommended by ACPHD, and may reduce to 5 feet to allow for more practicable cohort sizes.

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.

All staff and students will wear cloth face coverings while at school or on the shuttle, and maintain 6 feet of physical distance during school activities.

Face coverings will be worn:

1. While waiting to enter the school campus.
2. While on school grounds (except when eating or drinking).
3. While leaving school.
4. While on the Alston Shuttle.

Alston will provide face coverings if a student or staff member does not have one.

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.

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

- Alston's relatively small campus size allows for smooth entrance and egress to minimize contact between cohorts. Each classroom and student restroom has a separate entrance and egress to the outside. Here is link to Alston's [COVID Movement Map of School](#)
- Visitors, including parents, are only allowed on campus by appointment only.

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

- Alston will run the HVAC system continuously to bring fresh air into the classrooms. Additionally, all classrooms have windows and doors to the outside that can be opened to increase the circulation of fresh air. Window fans will be installed at each end of the building to increase air flow.
- The ventilation system will be properly maintained and adjusted to maximize air flow.
- Alston has increased filtration efficiency to the highest level compatible with the existing ventilation system and added duct work to bring fresh air into the HVAC systems.

Cleaning and disinfecting

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

- Alston will be implementing enhanced cleaning and disinfection routines that include regular cleaning and sanitizing all shared surfaces, including door knobs, light switches, handles, desks, toilets, faucets, sinks, tables. These areas will, at minimum, be cleaned before school, at lunch, and after school.

- Alson will minimize shared items by having the students only use their own materials each day. Students will not have access to locker spaces and will need to bring their materials with them each day.

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

- Cleaning and disinfection will be done of areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period. This will be done by Alson employees.
- The employees who clean and disinfect the school site are equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.
- All products are kept out of the reach of children and stored in a space with restricted access.

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:

- Alson provides sanitizing materials to employees to clean and disinfect shared items between uses if needed.
- Office spaces are typically single occupancy and items an employee come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools are not shared with other employees.
- Microwaving lunches will be canceled until further notice.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Alson provides hand sanitizing stations at the entrance of the school and in all learning spaces. Students will be directed to wash their hands frequently and will be instructed in proper hand washing techniques.

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.

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 should report COVID-19 symptoms and possible hazards to the Head of School via phone call or email.
- Employees can report symptoms and hazards without fear of reprisal.

- Our procedures or policies accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing checking with the local health department for free testing options.
- 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.

Multiple COVID-19 Infections and COVID-19 Outbreaks.

If Alston has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an within a 14-day period, Alston will enact the following protocol. This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

- Alston shall provide COVID-19 testing to all employees except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period.
- Alston shall provide COVID-19 testing at no cost to employees during employees' working hours.
- Alston shall test all employees and then test again one week later.
- Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two required COVID-19 tests, Alston shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week for 14 days.
- Alston shall ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with local health officer orders (14 days or 10 days?).
- Alston shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak using Appendix 3: Investigating COVID-19 Cases
- Alston shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:
 - Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
 - The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
 - The employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required. Alston shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.
- Alston shall contact the local health department immediately but no longer than 48 hours after Alston knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
 - The employer shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American

Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. Alson shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

Major COVID-19 Outbreaks

If Alson has been identified by a local health department as the location of a Major COVID-19 Outbreak or when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period, Alson will enact the following protocol. This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

- Alson shall provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing shall be provided at no cost to employees during employees' working hours.
- Alson shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with local health department orders.
- Alson shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:
 - Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
 - The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
 - The employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review required. Alson shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.
- In addition Alson shall take the following actions:
 - In buildings or structures with mechanical ventilation, Alson shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, Alson shall use filters with the highest compatible filtering efficiency. Alson shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
 - Alson shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
 - Alson shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Alson shall contact the local health department immediately but no longer than 48 hours after the Alson knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
 - The employer shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American

Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. Alision shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

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.
- **Training will take place at staff meetings and the 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.

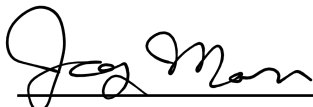
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program 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.

Joey Morrison

Printed Name of Head of School



Signature

March 10, 2021

Date Signed

Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

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

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

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

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

K12csp@cdph.ca.gov

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

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

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

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

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

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

Please provide specific information regarding:

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

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

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

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

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

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

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

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

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

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

Maximum: _____ feet

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

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

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

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

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

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

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

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

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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

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

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

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)