

# Willits Elementary Charter School 2020-2021

## COVID-19 Prevention Program and Protocol (CPP&P)

This CPP is designed to control exposures to the coronavirus or “COVID-19, that may occur in our workplace. **Willits Elementary Charter School** takes the health and safety of its employees and students very seriously. With the spread of the coronavirus or “COVID-19,” Willits Elementary Charter School must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, all employees and visitors are required to adhere to this CPP Protocol.

### Authority and Responsibility

As the WECS Director, Charlene Bredder, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. She is registered with Mendocino County Public Health as the designated WECS COVID-19 Liaison and will also coordinate COVID-19 related issues on campus. As the liaison, she is responsible for maintaining regular communication in the event of any exposure at the school involving a COVID-19 positive individual and for responding to COVID-19 issues and concerns of students, parents, teachers and staff. If you observe any violations of this protocol, contact **Charlene Bredder or Stacey Amador *immediately***.

The School Secretary, Stacey Amador, is responsible for ensuring that all employees are participating in regular COVID-19 Surveillance Testing and will report any positive cases to the COVID-19 Liaison.

The Director will be the point of contact for employees regarding any COVID-19 issues or concerns covered by this document. They may assign responsibilities for follow up measures to address concerns or hazards to appropriate staff/individuals when necessary.

Each WECS employee is responsible for familiarizing themselves with the practices of the Protocol and CPP and following them while performing their assigned work whenever they are on campus. Employees are expected to use safe work practices, follow all directives, policies and procedures, and assist in maintaining a safe work environment for themselves and others they encounter while at school.

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the [Identification of COVID-19 Hazards Google Form](#)
- Evaluate employees’ potential workplace exposures to all persons at, or who enter, our workplace by screening all non-employees as well as screening and taking temperatures of all students who enter. Staff are asked to **self-screen** (see section below).
- 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 Self Screening

All Employees are required to **self-screen** prior to coming to work on campus using the following CDPH guidelines. Employees are advised to stay home if they exhibit any of the following symptoms:

- Fever of 100.4 or higher
- Cough, shortness of breath or difficulty breathing
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- Sore throat

Employees \*exposed to someone with an active COVID-19 case in the past 10 days close contact within six feet for a cumulative total of 15 minutes or more in any 24-hour period within or overlapping the “high-risk exposure period” regardless of whether or not they were wearing face coverings), or who have a positive COVID-19 test result, must inform the Director, Charlene Bredder immediately and may not work on campus until the **Return-to-Work/School Criteria** (see section below) has been met.

High-risk exposure period:

For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with not fever, without the use of fever-reducing medications, and symptoms have improved; or

For persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

### **Employee participation**

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Submitting [Identification of COVID-19 Hazards Google Form](#) if they discover a possible hazard.

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

Unsafe or unhealthy work conditions, practices or procedures will be documented by completing the [Identification of COVID-19 Hazards Google Form](#). Reported Hazards will be evaluated and corrected in a timely manner based on the severity of the hazards. The appropriate staff or Individual will be assigned by the Director. The WECS COVID-19 Coordinator will follow-up with the assigned party to review the hazard to ensure timely and adequate correction has occurred.

### **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:

- Eliminating the need for some workers to be in the workplace – e.g., telework or other remote work arrangements.
- Limiting the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees, students and others should stand, located in classrooms and around campus.
- Staggered arrival, departure, work, and break times for staff and students.

Individuals will be kept as far apart as possible when there are situations where six feet of physical

distancing cannot be achieved. Plexiglass sneeze guards have been installed in the office.

## **Face Coverings**

We provide clean, undamaged face coverings and we require that they be properly worn by all people on campus over the nose and mouth when indoors, and when outdoors and less than six feet away from another person and where required by orders from the California Department of Public Health (CDPH) or local health department.

Supplies are maintained by the front office and have been provided to staff for all classrooms. Additional supplies are provided as needed by verbal, electronic, or written request by contacting the front office.

We ask all employees to please kindly remind anyone who is observed in the building, or outdoors, (within less than six feet of another person), who is not wearing a facial covering or not wearing one properly, that this is a requirement. Any noncompliance should be reported to the front desk.

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 other than the above exceptions, will be expected to comply. Noncompliance is not acceptable in the workplace and could result in disciplinary action.

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Sneeze guards and partitions have been placed in work areas where social distancing may not be possible at all times.

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

- Increasing the number air filtration systems as needed, where the amount of outside air needs to be minimized due to occasional hazards, such as heat and wildfire smoke. If the outside air quality presents a hazard inside the building and cannot be mitigated by these measures, the building will be closed.
- Regular and proper maintenance of our ventilation system as required by maintenance staff.
- Increased filtration efficiency is achieved by using the highest quality HEPA filters in our ventilation system.

## **Cleaning and disinfecting**

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

- Cleaning and disinfecting supplies are provided for all staff and are made available by the office. Classrooms that are in regular use are maintained daily by the staff using those areas. All frequently touched surfaces in classrooms are to be wiped down daily. Classroom supplies that are distributed to staff are kept in the individual classrooms.
- Supplies for the janitor are kept in the supply closet. General cleaning and disinfecting of the school including the bathrooms are done regularly by janitorial staff.

- Office staff is responsible for wiping down frequently touched surfaces in the front half of the building daily and procuring and dispensing supplies for proper cleaning and disinfecting as required and necessary.

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

- The affected area will be closed off for 24 hours prior to a cleaning and disinfection conducted by the janitorial staff. Janitorial staff are aware of proper disinfection procedures and are provided the necessary supplies to properly disinfect the area.

### **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 wiping down the item with the appropriate disinfecting wipes provided for this purpose by the school.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Have installed and maintained mounted hand sanitizer dispensers inside each classroom as well as high traffic areas.
- Individual Hand Sanitizer bottles have also been provided for personal use to all staff and are available by request.
- Soap and running water are available in all bathrooms as well as the MPR room.
- Signage encouraging employees to wash their hands for at least 20 seconds each time has been placed in the bathrooms.

### **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. Requests for additional items are directed to the office.

## **School-Based COVID-19 Exposure Plan**

### **Investigating & Responding to COVID-19 cases**

Procedure for School-Based Response to a Confirmed case of COVID-19 Infection at School:

- The WECS COVID-19 liaison will confer verbally with County Public Health immediately (on the day it is learned of a confirmed case). They will be given direction on proper cleaning of the school, isolation of COVID-19 positive individuals and quarantine instructions of all exposed persons at the school.
- The school will close off the classroom or office where the COVID-19 positive individual was based and will wait at least 24 hours before cleaning and disinfecting. The classroom or office will remain closed for a minimum total of 72 hours (including the 24 hour waiting period). WECS may remain open unless otherwise directed to close by the County or State Health Officer or if they meet the criteria for **School Closures** (see **School Closures**).
- WECS will work with County Public Health to isolate the COVID-19 positive individual(s) and exclude them from school for the isolation period (see **Exclusion of COVID-19 Cases**).
- The COVID-19 Liaison will complete the COVID-19 Investigating Cases form.

- The Director will notify CharterSafe (Worker’s Compensation Agent).
- Willits Elementary Charter School will work with County Public Health to identify close contacts at the school, (i.e., all persons within 6 feet of the positive individual for 15 minutes or more cumulatively over a 24-hour period), and exclude close contacts from school (which likely includes the entire cohort/classroom) for 10 days from the last date for close contact while infectious (i.e., the 48 hours before symptoms began or within 48 hours before the COVID-19 positive test sample was collected). WECS will advise school-based close contacts not to return until they have been released from home quarantine pursuant to the health officer blanket quarantine orders. The quarantine period is 10 days from the last known contact with the case. Any positive COVID Test results will follow the **Return-to-Work/School Criteria**.
- Willits Elementary Charter School will document any blanket orders that they serve if they are not issued by County Public Health.
- WECS will investigate any work-related factors contributing to the risk of infection and update protocols as needed to prevent further cases. See [AB 685 COVID-19 Workplace Outbreak Reporting Requirements](#)

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

- Offered COVID-19 testing at no cost during their working hours. Free testing sites information is available through the Mendocino County website: <https://www.mendocinocounty.org>
- Mileage reimbursement forms for travel to and from the nearest available free local testing facility are available upon request through the office.
- Given the option of filing a worker’s compensation claim if the illness has occurred from a confirmed workplace exposure.
- The school and classroom(s) may remain open.

Procedure if a staff member, child or visitor becomes sick with symptoms associated with COVID-19 while at Willits Elementary Charter School during the work day:

- Isolation Room and Safe Transportation: The affected employee or student will be isolated in a separate room if arrangements for transportation of the individual needs to go home or to a healthcare facility needs to be arranged. Office staff will assist with arrangements if needed.
- Procedure for School-Based Response to Student(s)/Teacher(s)/Staff/Volunteers(s) with COVID-19 symptoms Who Are Not Confirmed COVID-19 Cases:
  - Staff/Visitors will be immediately sent home with instruction to contact their primary care provider as soon as possible for evaluation and testing or to a healthcare facility (as appropriate).
  - Students should immediately communicate with their parents/caregiver. They will wait in the Dance Room (designated isolation room) until they can be safely transported home or to a healthcare facility.
  - The school and classroom(s) may remain open.

*If a person tests negative after symptoms, they may return to school after 24 hours without a fever and without use of fever reducing medications, if other symptoms are resolving, and with a provider’s note or negative test result. Positive test results follow the **Return to Work/School Criteria**.*

## School Closures

In the event the school has multiple COVID-19 cases in multiple cohorts or classrooms, or when 5 percent or more of the total number of teachers/students/staff test positive for COVID-19 within a 14

day period, WECS will have a School-wide closure. WECS has the option to close prior to meeting this threshold if their governing board chooses.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, students, staff and the public in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards as soon as they are discovered to the Director, [charlene@willitks5kcharter.org](mailto:charlene@willitks5kcharter.org) the WECS front office (707) 459-1400.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may notify the Director, Charlene Bredder, to determine if accommodations are required.
- In the event of a workplace exposure to any employee(s) or students, they will be notified by the Director and asked to test for COVID-19. They will isolate for 10-14 days after the last contact with the person who has COVID depending on their test results and the exposed employee's symptoms (see **Return-to-Work/School Criteria**).
- If the employee is able to work from home, they may continue to do so as long as they feel capable of performing their work duties.
- If there is a schoolwide outbreak, we will report it to the local Public Health agency to determine the best plan of action. If testing is required, we will inform the affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards will be provided to employees should the need arise via email and/or Parent Square.
- Current information regarding COVID-19 relevant to WECS employees may be found in a shared folder: **Covid 19 Information**.
- WECS will notify the public of a School-wide closure through our website, through Facebook, and via notice on Parent Square.

## Surveillance Testing Plan:

Regular monthly testing is required of all employees that are working on or visiting our campus. Employees can access free COVID-19 testing through the county and do this during their regular paid hours. Information on testing sites may be found on the Mendocino County website: <https://www.mendocinocounty.org>. Employees report the results of their COVID-19 test to WECS School Secretary, Stacey Amador, either through email at [stacey@willitks5kcharter.org](mailto:stacey@willitks5kcharter.org) or through printing it out and giving it to her in the office.

## Training and Instruction

We will provide effective training and instruction that includes:

- Mandatory staff training videos from Keenan Safe Schools :
  - Coronavirus: Cleaning and Disinfecting Your Workplace
  - Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
  - Coronavirus Awareness
  - Coronavirus: Transitioning to a Remote Workforce
  - Coronavirus: Managing Stress and Anxiety

Our mandatory trainings cover the following areas:

- 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.
- 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.

## 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/School Criteria** has been met (\*see next section).
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits that are applicable whenever we've demonstrated that the COVID-19 exposure is work related. Employees may use accrued sick leave benefits or may be eligible for worker's compensation benefits or other benefits under the Families First Coronavirus Response Act.
- Employees may contact Jason Erlick at the time of exclusion for information on available benefits.

## Procedure for School Response / Return-to-Work/School Criteria

All COVID-19 positive individuals must isolate and are excluded from school until they have been released from home isolation;

For confirmed COVID-19 Cases Infection with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 10 days have passed since COVID-19 test sample collection
- At least 72 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications AND COVID-19 symptoms have improved.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until

- At least 10 days have passed since COVID-19 test sample collection
- A negative COVID-19 test will not be required for an employee to return to work.

*If an order was issued by the school, they must document it. 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 [blanket isolation order](#) is lifted.*

## **Reporting, Recordkeeping and Access**

If there is a positive case of COVID-19 on campus, it is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department as 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.
- Report the positive case to CharterSafe using an ID#. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.