

# COVID-19 Prevention Program (CPP)

## Kid Street Learning Center Charter School

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

**Date:** 1-20-2021

### **Authority and Responsibility**

The Executive Director and Board 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:

Employees can submit all recommendations and concerns to Kathleen Mallamo.

## **Employee Screening**

We screen our employees by:

Employees self screen according to CDPH guidelines. Non-contact thermometers are used upon ingress and physical distancing adhered to in the screening area.

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

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed and correction time frames assigned, accordingly by the Covid-19 team which includes the principal, office managers, and an Intervention teacher. Individuals are identified as being responsible for timely correction. Individuals may include the cleaners, the maintenance worker or kitchen staff. The principal will ensure timely correction

## **Controls of COVID-19 Hazards**

### **Physical Distancing**

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

All desks, tables, and work spaces are 6 feet apart. No visitors or volunteers are on campus. Workers from service companies wear a mask and are distanced. Floor markings are used in the screening area and one way signs are used in the hallways. Arrival and departure times are staggered and bathroom use monitored to ensure distancing.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

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

Employees and students are required to wear face coverings. Disposable masks are available for use for all employees if needed.

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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.

- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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:

N/A

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

Air purifiers are in use in classrooms which are Alen BreatheSmart 75i Large Room Air Purifier, 1300 Sqft. Coverage Area, Antimicrobial True HEPA Filter. We have many large, beautiful windows in our rooms, and they will be opened whenever possible.

### **Cleaning and disinfecting**

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

- Drinking fountains will not be used. There is filtered water in each classroom. Students will use earth friendly recyclable or compostable cups for one time use for drinking.
- Custodial staff will disinfect frequently touched surfaces throughout the day. This includes:

o Door handles

o Light switches

o Sink handles

o Bathroom surfaces

- Co-hort teachers will sanitize desks, tables, and chairs after the group leaves the room. Touchless paper towel dispensers are in each co-hort space for convenience.
- Students will eat at their desks in their co-hort groups. The food program staff will deliver the food using PPE and return to remove the waste when they are finished eating. Earth friendly disposable dishes and ware will be used.
- Any shared playground equipment that may have been used throughout the day, which will be very limited, will be washed with sanitizer using a power washer after the children have left.
- Cleaning products that we use will be approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and we will follow product instructions. We will ensure proper ventilation during cleaning and disinfecting and introduce fresh outdoor air as much as possible.

- Windows will be opened and air conditioners will be set to use the outside air when disinfecting the area. When cleaning, we will air out the space before children arrive; we will replace and check air filters ensure optimal air quality. Kid Street rooms have many windows, making this airing out an ideal way to keep our kids safe. There are air filters in the classrooms- installed December 2020.

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

Spaces are cleaned with approved Coronavirus cleaners as soon as possible.

### **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:

- Each student has their own Chromebook and the majority of their materials are not shared.
- Sharing will be minimized though the use of student fanny packs that the students will bring with them to school each day. Often used supplies, such as pencils, masks, hand sanitizer for students nine years old or older, and other items that are for their personal use will be kept in these fanny packs. Students also have an individual locker that the fanny pack is kept in overnight.
- Games and supplies that are shared will be limited as much as possible. If they are required for use, disinfecting will be done between uses to the greatest extent possible.

Staff are not sharing materials.

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

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- After being screened for entry into the school for a check of symptoms that includes touchless thermometer temperature checking for a fever of 100.4 or higher, the students will proceed to the bathrooms to wash their hands. Girls will enter through the north door and boys through the south door. Staff will be there to explain and supervise this process. During the first couple of weeks, staff will train and supervise students washing hands thoroughly for 20 seconds after applying soap. Hands will be dried with paper towels. Staff will make it fun and sing songs with the students.

An outside sink has been installed to allow for pre recess and post recess handwashing.

## **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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **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:

- Kid Street will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. We will work with local public health to determine actions to take in a variety of situations that may determine isolation, the closing of one co-hort group, or a closing of the school.

We will Document and track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of

COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

If a student is exhibiting symptoms of COVID-19, which include the following:

- o Fever
- o Cough
- o Shortness of breath or difficulty breathing
- o Chills
- o Repeated shaking with chills
- o Muscle pain
- o Headache

o Sore throat

o New loss of taste or smell,

the office manager or the principal will communicate with the

parent/caregiver and refer to the student's health history form and/or

emergency card to identify if the student has a history of allergies. If not,

and sometimes even if so, the student will be isolated and supervised outside

or in the first aid area in the office if the child is too sick to be outside.

The parent/guardian will be asked to have a Covid-19 test done.

This test is provided for free in our county. The school will require those test

results if symptoms are consistent with Covid-19. Students will not be penalized

in any way for missing school due to this process.

We understand that symptoms could be related to other illnesses beside

Covid-19 and this is why a test would be required for remittance.

This process will be the same for staff members: isolation and testing

before return.

- If a students or staff members tests positive, the areas used by that person will be closed off for 24 hours and then cleaned and disinfected before they are used again. The principal will be working with local public health to determine what other closure or disinfectant needs there are to keep the students and staff safe. This will likely mean a 14 day shift to distance learning for the co-hort of students and perhaps other co-horts considering the exposure and public health directive.

## **System for Communicating**

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

The director is readily available to contact by text, calling or emailing

- That employees can report symptoms and hazards without fear of reprisal.

- Our procedures or policies for accommodating 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:

Covid testing can be done through the county or by one's medical provider. If opening for in person instruction, Kid Street will contract with a testing service on site.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - 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.

**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

Employees needing to stay at home due to COVID-19 exposure will continue to be paid. In some situations, they may be able to work from home if possible.

- 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.



Kathleen Mallamo- principal

2-1-2021

**Title of Owner or Top Management Representative**

**Signature**

**Date**

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person Conducting the Evaluation:** Kathleen Mallamo

**Date:** 2-1-2021

**Name(s) of Employees and Authorized Employee Representative that Participated:**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
School Office	At the start of work 8:00 am	Employees and the public who may need to come onto campus, although this is very limited	Clear partition at office manager's desk, physical distancing stickers on floor, wipes and sanitizer at table for self screening
hallways and ramps	anytime	passing each other with less than 6 feet between	One way signs
classrooms	anytime, distance learning or in person	Employees and students	air purifiers, windows open when possible, desks and tables spaced 6 feet
cafeteria	brown bag distribution or eating times	employees and students	Physical distancing during brown Bag, food taken back to offices/classrooms for consumption, physical distancing at all times

## Appendix B: COVID-19 Inspections

Date: 2-1-2021

Name of Person Conducting the Inspection: Kathleen Mallamo

Work Location Evaluated: School campus

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions	Office	maintenance	8-15-2020
Ventilation (amount of fresh air and filtration maximized)	workable windows are in all rooms- used often classrooms		N/A
Additional room air filtration	Portable units installed in classrooms	maintenance	12-15-2020

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing	floor stickers		8-15-2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	good		6-01-2020
Hand washing facilities (adequate numbers and supplies)	outdoor sink installed		8-5-2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	good		6-1-2020

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)	good		8-1-2020
Gloves	good		8-1-2020
Face shields/goggles	N/A		
Respiratory protection	N/A		

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of Person Conducting the Investigation:**

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

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

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

**Appendix D: COVID-19 Training Roster**

**Date:** 8-11-2020

**Name of Person Conducting the Training:** Kathleen Mallamo

Employee Name	Signature
All staff and faculty received training outside for correct ingress, egress, handwashing, face mask wearing, and screening procedures for working on campus.	

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace 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. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will 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 will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will 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.

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will 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. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.



## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will 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, we will use filters with the highest compatible filtering efficiency. We will 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 implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing**

#### **Assignment of housing units**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

#### **Screening**

We will encourage residents to report COVID-19 symptoms to:

#### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

## **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## **Additional Consideration #4**

### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

#### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

#### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

#### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.



# KID STREET LEARNING CENTER

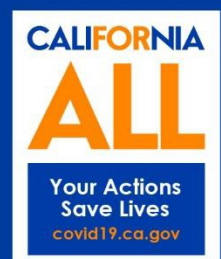
Charter School and After School Program for T/K-6th Grades

"Teach to the heart, and the mind will follow!"



## COVID-19

Keeping our  
Campus safe: Plan  
for re-opening  
during the pandemic  
using California  
Department of  
Education  
guidelines and  
Stage 3 local public  
health guidelines



# Introduction

**Implementation of this plan will depend on local public health conditions and local health official input in real time. Adjustments to this plan may be necessary due to many unpredictable factors as we negotiate through COVID-19 developments. Kid Street may make changes in the best interest of students, families and staff as needed.**

The school will be implementing new procedures to keep staff and students safe in the following areas: personal hygiene practices, cleaning and disinfecting, social distancing inside and outside the classrooms, limiting sharing, tracking Covid-19, and distance learning.

This plan includes procedures for in-person learning and distance learning.



## General Measures

- The campus, in general, will be closed to everyone but staff and students. If a guardian would like to meet with a teacher, the office manager, or the principal, the meeting will be scheduled and screening and social distancing measures will be maintained. This screening will be done for any visitor requesting to come into the building.
- Community organizations that have used the site in the past will not be allowed for the time being. This will include volunteers. An exception will be made for Russian River Counselors staff who will be providing Trauma Informed School training and direct support to teachers, staff and students.



# 1. Healthy Hygiene Practices and social distancing measures for on campus instruction

- Ingress- Entrance times will be staggered to allow for social distancing. Spaced standing stickers will be used at entryways. The students will be entering through the two west doors where the parking lot is located.
- After being screened for entry into the school for a check of symptoms that includes touchless thermometer temperature checking for a fever of 100.4 or higher, the students will proceed to the bathrooms to wash their hands. Girls will enter through the north door and boys through the south door. Staff will be there to explain and supervise this process. During the first couple of weeks, staff will train and supervise students washing hands thoroughly for 20 seconds after applying soap. Hands will be dried with paper towels. Staff will make it fun and sing songs with the students.
- Students will not be able to bring items to and from school. Only jackets or sweatshirts will be allowed. If a child has dietary restrictions, they can bring food and it will be kept in their cubbies. Please do not bring back packs or any supplies. *Everything that they need will be provided for them.* Likewise, students will not be bringing things home for now. Homework will not be assigned. Kid friendly masks and fanny packs will be provided.
- Students will be with the same student co-hort group throughout the day.
- If all grade levels are open full time, the co-hort groups will transition once during the school day. One half of the day will be direct instruction by their teacher. The second half of the day will be with Enrichment Supervisors, our Expanded learning staff whom the students know and adore. The Enrichment supervisors will have a list of on line activities that students will need to complete that is provided by the classroom teacher. This includes: Reflex, Lexia, IXL, Mystery Science and other online programs such as Khan Academy. There will also be engaging enrichment activities for students to complete (i.e., Art, Makers). The classroom teacher and the Enrichment teachers will have time after the students have left to collaborate for these daily activities.
- There will be staggered 15 minute breaks outside for outdoor PE. Only two or three groups will be on the playground at a time in separate areas. The Teacher or enrichment teacher will supervise. The students will wash hands in the outdoor sink during this break before entering the building again.
- There will be a 30 minute break for each teacher and enrichment teacher given in a staggered schedule. During the break, two or three groups will run/relay/social distance on the playground. Each group will wash hands before entering the building again. If raining, they will be spaced under the awning at picnic tables.
- Hand sanitizer dispensers are found at all entrances to the building and also found in each classroom to be used additionally throughout the day and as an added precaution if needed. Students will use sanitizer before and after

eating in their classrooms.

- Students will wash hands after using the restroom.
- The Ramps will be marked and used as one way.
- Masks will be worn by all students. This includes: entry into school, hallways, or when moving from one room to another.
- Masks will be worn by all staff members. This includes: entry into school, hallways, or when moving from one room to another. If an adult is alone in a room, they may choose to take their masks off once stationary.

*Students will be trained in the following and modeling will be provided: How to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow, handwashing, using hand sanitizer properly and safely as age appropriate, trying to not touch masks and wearing masks correctly.*





## 2. Cleaning and Disinfection

- Drinking fountains will not be used. There is filtered water in each classroom. Students will use earth friendly recyclable or compostable cups for one time use for drinking.
- Custodial staff will disinfect frequently touched surfaces throughout the day. This includes:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
- Co-hort teachers will sanitize desks, tables, and chairs after the group leaves the room. Touchless paper towel dispensers are in each co-hort space for convenience.
- Students will eat at their desks in their co-hort groups. The food program staff will deliver the food using PPE and return to remove the waste when they are finished eating. Earth friendly disposable dishes and ware will be used.
- Any shared playground equipment that may have been used throughout the day, which will be very limited, will be washed with sanitizer using a power washer after the children have left.
- Cleaning products that we use will be approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and we will follow product instructions. We will ensure proper ventilation during cleaning and disinfecting and introduce fresh outdoor air as much as possible.
- Windows will be opened and air conditioners will be set to use the outside air when disinfecting the area. When cleaning, we will air out the space before children arrive; we will replace and check air filters ensure optimal air quality. Kid Street rooms have many windows, making this airing out an ideal way to keep our kids safe.



## 3. Limit Sharing

- Each student has their own Chromebook and the majority of their materials are not shared.
- Sharing will be minimized though the use of student fanny packs that the students will bring with them to school each day. Often used supplies, such as pencils, masks, hand sanitizer for students nine years old or older, and other items that are for their personal use will be kept in these fanny packs. Students also have an individual locker that the fanny pack is kept in overnight.

- Games and supplies that are shared will be limited as much as possible. If they are required for use, disinfecting will be done between uses to the greatest extent possible.



## 4. Train All Staff and Educate Families

- Training will be done for all staff during our back to school planning days before the students return. Likewise, families will be provided with information that is included in this plan, if not the plan itself. We are committed to being very transparent with our families about the measures that we are taking to keep their children safe.



## 5. Tracking, possible cases, sick student/staff plan

- Kid Street will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. We will work with local public health to determine actions to take in a variety of situations that may determine isolation, the closing of one co-hort group, or a closing of the school.

We will Document and track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

If a student is exhibiting symptoms of COVID-19, which include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell,

the office manager or the principal will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. If not, and sometimes even if so, the student will be isolated and supervised outside or in the first aid area in the office if the child is too sick to be outside.

The parent/guardian will be asked to have a Covid-19 test done.

This test is provided for free in our county. The school will require those test results if symptoms are consistent with Covid-19. Students will not be penalized

in any way for missing school due to this process.  
We understand that symptoms could be related to other illnesses beside Covid-19 and this is why a test would be required for remittance.  
This process will be the same for staff members: isolation and testing before return.

- If a students or staff members tests positive, the areas used by that person will be closed off for 24 hours and then cleaned and disinfected before they are used again. The principal will be working with local public health to determine what other closure or disinfectant needs there are to keep the students and staff safe. This will likely mean a 14 day shift to distance learning for the cohort of students and perhaps other co-horts considering the exposure and public health directive.



## 6. Full distance learning

In consultation with the local public health department, the principal and Board of Directors may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. We have been distance learning since the beginning of the school year with extremely vulnerable groups on campus under co-hort guidance. We very high expectations for students when learning from home. The Enrichment Teachers will be a co-teacher for these groups, allowing for maximum connections to keep students engaged.

- Daily school day engagement with students, whether whole class, small group, or individual, will be *required* for attendance.
- Chromebooks, Hot spots and other tech needs will be provided by the school. GoGuardian will be used school wide to provide a safe platform for tech use at home.
- Kid Street will follow state guidelines of minimum daily instructional minutes; 180 for kindergarten, 230 minutes for grades 1 through 3, and 240 minutes for grades 4 through 12.
- Distance learning will be combination of Synchronous learning, which is learning that occurs concurrently with other students and happens live or in real time (ie. Zoom or Google Meet meeting) and Asynchronous Learning which is learning that occurs at different times and at different places without real time interaction between student and teacher (ie. IXL, Lexia, researching for a report).
- Food program- Our Brown bag drive thru will in operation three times a week. Also, we will be distributing supplies, curriculum, and other needed materials through this drive thru.

