

# COVID-19 Prevention Program (CPP)

## Garfield Elementary School

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

**Date:** February 1st, 2021

### Authority and Responsibility

Michael Quinlan 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:

Identifying and reporting any potential Covid-19 hazards to administration.

### Employee Screening

We screen our employees by:

Using the CDC Facilities Covid-19 Self-Screening Tool. The survey is completed and signed as employees arrive on campus.

### **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:

Administration or a designee will assess the severity of any hazard reported and plan any corrective measures needed. The district will adhere to any time frames, accordingly. Administration or the assigned designee will follow up with any corrective measures that are needed to make sure they were completed appropriately

### **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:

There will be two points of arrival and departure for Cohort An and B.

Students will not be allowed on campus prior to their scheduled drop off time and must be picked up at their release time in the same designated area.

There will be no before or after school care program.

Parents/Guardians will not walk their children to class. Rather, they will walk them to the check in point, where they will get a temperature check and make sure they have completed our wellness check.

Signage will designate 6 feet to ensure social distancing.

Outdoor classrooms will be utilized as weather permits.

Indoor and outdoor Classrooms will be arranged with spaces between work areas, and students will be instructed on how to be safe in their classroom environment.

Garfield School District has suspended all outside Facilities Use Permits, even when these activities would take place after school hours.

Garfield School District has suspended class and program volunteers, other than student teachers. University fieldwork students will be evaluated on a case by case basis to determine possible risk factors.

Playgrounds will be designated for individual cohort use.

Play structures will be cleaned prior to cohort use.

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.

Face masks will be worn by students, staff, and visitors on campus.

- Per Humboldt County Public Health guidelines everyone over 2 years of age are required to wear a face covering (per template revision 8/20/20).

- Staff, visitors, and students will adhere to county and state guidelines. If someone is not wearing a face covering they will be asked to do so and if they do not respond appropriately they will be asked to leave campus.

- Any employee, student, or visitor who does not have their own face mask may obtain one from the front office. Students may also obtain one from their classroom teacher at the time of arrival.

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:

Provide outdoor learning spaces

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

- To the extent possible, using our outdoor classrooms.
- To the extent possible, using the quality of outside air for our indoor classrooms and facilities with mechanical or

natural ventilation systems.

- Regularly inspecting HVAC systems.
- Performing all recommended maintenance to HVAC systems in a timely manner.
- Using MERV 13 filters in our HVAC system where possible.
- Using ultraviolet light scrubbers in our HVAC system where possible.
- Providing portable air filtration systems that use HEPA grade filters in all common

spaces that are not using our HVAC system.

### **Cleaning and disinfecting**

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

- Thorough cleaning in high traffic areas is performed regularly.
- Commonly used surfaces are frequently disinfected. Sanitizing supplies are provided to promote employees'

personal hygiene.

- This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based

hand sanitizers, disinfectants, and disposable towels.

- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against

COVID-19 list.

- All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or

sanitizing wipes.

- School hours and/or other procedures have been modified to provide adequate time for regular, thorough

cleaning, product stocking, or other measures.

- Hands-free motion sensor lights are installed in student restrooms.
- Staff is provided adequate time to implement cleaning practices.

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

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

Providing employees access to sanitizing wipes and sprays.

Sharing will be minimized to the extent feasible

High-touch points will be disinfected daily.

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:

- Evaluated handwashing facilities.
- Determined the need for additional facilities, installing hand sanitizer dispensers in each classroom, office, and

common spaces.

- Encourage and allow time for employee handwashing.
- Provide employees and all classrooms with an effective hand sanitizer
- Encourage employees to wash their hands for at least 20 seconds each time.
- Handwashing signage posted throughout the campus.

### **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:

- Referred to the County Department of Public Health for quarantine instructions if needed.
- Offered COVID-19 testing at no cost and provided flexible working hours.

## 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:
- Employees should report COVID-19 symptoms and possible hazards to administration via phone for symptoms and via writing/email for hazards.
- 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:
- Employees can make an appointment through OptumServ at Redwood Acres Fair Grounds in Eureka. Phone Number: 888-634-1123 or schedule an appointment on the website: <https://lhi.care/covidtesting>
- 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.
- The District will coordinate testing opportunities for employees through the County Department of Public Health.
- 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.
- For 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, please refer to Pacific Union School District's School Site Specific Prevention Plan (SSSPP). The SSSPP can be found on the district's website: <http://www.garfieldschool.org/>
- 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:

- 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.

Training and instruction was done through Keenan online training modules and Zoom staff meetings

**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

Adhering to federal, state, and county public health requirements, board policies, and employee sick leave.

- 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.

Superintendent/Principal



2-1-21

**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:**

**Date:**

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

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

## Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

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

## Appendix C: Investigating COVID-19 Cases

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

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

**Date:**

**Name of Person Conducting the Investigation:**

<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>	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<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:**

**Name of Person Conducting the Training:**

Employee Name	Signature

## **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.

Date: February 1st 2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Garfield Elementary School

Number of schools:

1

Enrollment:

58

Superintendent (or equivalent) Name:

Michael Quinlan

Address:

2200 Freshwater Road

Phone Number:

707-442-5471

City

Eureka

Email:

mquinlan@garfieldschool.org

Date of proposed reopening:

February 11th, 2021

County:

Humboldt

Current Tier:

Purple

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

Type of LEA:

Elementary School

Grade Level (check all that apply)

TK

2<sup>nd</sup>

5<sup>th</sup>

8<sup>th</sup>

11<sup>th</sup>

K

3<sup>rd</sup>

6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

1<sup>st</sup>

4<sup>th</sup>

7<sup>th</sup>

10<sup>t</sup>

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](mailto: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:

- X I, Michael Quinlan, 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:

Michael Quinlan

- X **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.

Each stable group of students will be supervised by a minimum of one staff member. Groups will adhere to the CDPH cohort guidance.

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?)

Not more than 13 students and staff will be in each planned stable, group structure

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

Students will remain with their stable groups

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

Enrichment classes will be taught using the Zoom Google Classroom platforms.

- X **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.

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

There will be two points of arrival and departure for Cohort A and B.

Students will not be allowed on campus prior to their scheduled drop off time and must be picked up at their release time in the same designated area.

There will be no before or after school care program.

Parents/Guardians will not walk their children to class. Rather, they will walk them to the check in point, where they will get a temperature check and make sure they have completed our wellness check.

Signage will designate 6 feet to ensure social distancing.

Outdoor classrooms will be utilized as weather permits.  
Indoor and outdoor Classrooms will be arranged with spaces between work areas, and students will be instructed on how to be safe in their classroom environment.  
Garfield School District has suspended all outside Facilities Use Permits, even when these activities would take place after school hours.  
Garfield School District has suspended class and program volunteers, other than student teachers.  
University fieldwork students will be evaluated on a case by case basis to determine possible risk factors.  
Playgrounds will be designated for individual cohort use.  
Play structures will be cleaned prior to cohort use.

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

Face coverings must be used in accordance with CDPH guidelines.  
Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.  
Face masks will be worn by students, staff, and visitors on campus.  
Per Humboldt County Public Health guidelines everyone over 2 years of age are required to wear a face covering (per template revision 8/20/20).  
Per the Memorandum of Understanding (MOU) with the Teachers at Pacific Union (TAPU) staff, visitors, and students must adhere to county and state guidelines.  
If someone is not wearing a face covering they will be asked to do so and if they do not respond appropriately they will be asked to leave campus.  
If this is an employee district policies will be followed to rectify the situation.  
Staff and students are encouraged to wear a facial covering of their choice, as long as it complies with CDPH's guidance.  
Any employee, student, or visitor who does not have their own face mask may obtain one from the front office.  
Students may also obtain one from their classroom teacher at the time of arrival.

**X 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.

At arrival, students will participate wellness check using the CDC Facilities Screening Tool and have their temperature taken  
At arrival Staff will participate in a self survey using the CDC checklist and sign in as they enter.  
Students who are at risk for COVID-19 exposure will be asked to stay home.  
Staff will have access to thermometers to take temperatures if they are unsure of a student's health.  
Office staff will call parents of absent children to verify symptoms.  
If a student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4 or above, we will send the student/staff member home, recommend testing, and keep the school open as normal.  
If a family member or someone in close contact with a student or staff member tests positive for COVID-19, we will send the student/staff member home for a 14 day quarantine period from their last known exposure, recommend testing, and consult with local public health officials.  
If a student or staff member tests positive for COVID-19, we will notify the local public health department, isolate the case and exclude the person from school for 14 days from symptom onset or test date.  
If a student or begins to exhibit symptoms of COVID-19 while on campus, they will be sent to the office, and their parent/guardian will be called. Once in the office, they will remain isolated in the wellness room until picked up by a parent or guardian.

The administrator or designee will ensure PPE is on and maintain physical distance from the student. The office and any other areas where the student was will be sanitized upon the student's departure.

X **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.

Each classroom has a sink with soap and paper towels. The District has installed hand sanitizer dispensers at the ingress of each classroom and in the hallways.  
There are hand sanitizer dispensers in the school office and staff lounge.  
Staff and student restrooms are stocked with hand soap and paper towels.  
Teachers will build time for hand washing into their daily routines.  
All products used meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.  
Sanitizing supplies are provided to promote employees' personal hygiene.  
This includes tissues, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable wipes.  
Staff have completed the required training in Integrated Pest Management to be able to use alcohol based disinfecting wipes and other products.  
All shared equipment and touchable surfaces are cleaned and sanitized between each use.  
If these are in adult-only spaces, wipes are readily accessible in each location.  
In classrooms, teachers have wipes in a secure location.

**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.

Garfield School District has designated Michael Quinlan, Superintendent/Principal, as the primary point of contact with the Humboldt County Department of Public Health. If the superintendent hears from a family that a student has tested positive, she will verify with the public health department before moving forward with contact tracing. The superintendent will work with the classroom teacher and school secretary to generate a list of the student's contacts, which will be provided to the health department for contact tracing.

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

Outdoor classrooms will be used while County is in the Red or Purple Tiers  
Indoor and outdoor classrooms will be used in yellow and orange tiers  
Classrooms will be arranged with spaces between desks, and students will be instructed on how to be safe in their classroom environment.  
Garfield has suspended all outside Facilities Use Permits, even when these activities would take place after school hours.  
Garfield has suspended class and program volunteers, other than student teachers.  
University fieldwork students will be evaluated on a case by case basis to determine possible risk factors.  
Classes will have access to outdoor spaces.  
These areas can also be used as outdoor learning spaces.  
Tape, stencils, or vinyl decals have been placed at least six feet apart on sidewalks or other walkways near public entrances.



Grab and Go meals will be provided to students.  
Excess furniture has been removed from classrooms in order to allow for more space between desks.

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.

Staff members will all complete the Keenan Safe Schools COVID-19 Workplace trainings.  
Staff will meet to review safety protocols contained within the Safety Plan and discuss implementation of the plan on campus.  
Staff have worked together to develop Garfield School's COVID-19 protocols and are invested in their application and enforcement.  
Garfield School will utilize a phased reopening plan when returning to campus to provide an opportunity for students to get used to checking in, distancing, masking, moving through campus, and hand washing process.  
This will also provide families with the opportunity to practice the arrival and dismissal procedure  
Garfield School will have access to a collection of age appropriate videos for students and families regarding all school procedures and COVID-19 in general.  
These videos can be found on the Humboldt County Office of Education's website (<https://hcoe.org/covid-19/videos/>).

**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 who have symptoms of COVID-19 or have been exposed to COVID-19 will be referred to the Humboldt County Department of Health for immediate testing.  
Staff who are symptomatic or who have had exposure will be instructed to stay home and quarantine for 14 days or until they receive a negative test result.

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

Humboldt County's Public Health Department currently offers testing by appointment via the above mentioned website. Staff will be encouraged to test regularly by making their own appointments. Currently, the infrastructure does not exist to test staff on site. The availability of appointments via the health department will determine the cadence of testing.

**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.

Students who have symptoms of COVID-19 or have been exposed to COVID-19 will be referred to the Humboldt County Department of Health for immediate testing.  
Students who are symptomatic or who have had exposure will be instructed to stay home and quarantine for 14 days

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

Humboldt County's Public Health Department currently offers testing by appointment via the above mentioned website.

**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](#).

At all times, Garfield School District's reporting of confirmed cases will be consistent with the Reporting Requirements set forth by the California Department of Public Health (CDPH). The sharing of identified case information data with public health professionals is necessary to ensure that state and local public health experts can respond to confirmed cases of COVID-19 who have been present at a school site, to track and understand the extent of disease transmission within the state, and to support communities with appropriate prevention strategies and support. Accordingly, to monitor and prevent the spread of COVID-19, it is necessary for CDPH and local health jurisdictions to have accurate information about COVID-19 infections among school employees and students. When students are on campus, Garfield School will contact our liaison at the County Department of Public Health if we hear of a student or staff member who tests positive for COVID-19, ensuring that CDPH and local health jurisdictions have the information necessary to accurately assess situation. We will work with the liaison to determine appropriate next steps. Garfield School will work within the established Humboldt County Office of Education Exposure Flowchart to proceed after learning of a COVID-19 exposure (<https://hcoe.org/wp-content/uploads/COVID-Flow-Chart.pdf>)

**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.

Schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. (20 USC § 1232g(b)(1)(I).) The District will provide all necessary information to the Public Health Department and work with the department to provide accurate contact tracing information.

**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:*

Information in this document came from the School Site Specific Protection Plan and School Plans and Criteria for In Person Learning that were all created in collaboration with the Garfield Parent Advisory Council, Garfield Staff and Garfield Board of Trustees.

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

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

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)