

COVID-19 Prevention Program (CPP) for **The Santa Ynez Valley Family School**

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

Date: January 19, 2021

Authority and Responsibility

Julianne Tullis-Thompson, Head of School and Kay Knightley, Director of Finance (here after referred to as covid coordinators) have 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.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: **Weekly staff meetings as well as informal check ins are conducted by both Julianne and Kay. Staff is also encouraged to point out any hazards, inconsistencies or other issues that they may observe.**

Employee screening

We screen our employees by: **self health check including temperature reading and sign in upon arrival on campus. Testing is provided every two weeks for all employees at campus during work hours.**

Correction of COVID-19 Hazards

When an issue is brought to our attention or is observed by one of the covid coordinators then **Kay and/or Julianne will assess hazard and resolve the issue as soon as possible.**

Control of COVID-19 Hazards

Physical Distancing

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

- Enter campus based on their teaching location, Three entrances
- Restricted to staff bathrooms located closest to their teaching location
- Access separate work areas. Each work area serves 5-7 employees
- Remain in cohort play areas during lunch and recess as much as possible
- Observe movements of other classes to avoid overlapping while moving around campus

- Hold meetings via zoom or outside

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 coverings are available in the office, in each classroom and in each bathroom area. For students, face masks are available at the entrance to school as well as in the classrooms, emergency backpacks and office.**

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. **Only in limited situations**
- 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.
- **A face shield may be used during limited instructional times when it is important for children to observe a teacher's mouth. Face coverings will be replaced immediately following the lesson.**

Engineering controls

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

- Encourage use of outdoor classrooms as much as weather and air quality allows
- Leaving windows open as air quality safety and weather allows
- Maintain MERV 13 filters in HVAC units, replacing them on a bi-monthly basis
- Use air purifiers when adults and/or students are present in the rooms

Cleaning and disinfecting

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

- **School will ensure adequate supplies and adequate time for it to be done properly.**
- **Employees, with the help of students when appropriate, clean frequently touched surfaces throughout the day, at breaks and transitions**
- **Professional cleaners clean and disinfect classrooms, bathrooms and other indoor spaces on a nightly basis**

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

Following a 48 hour or minimum 24 hour waiting period, the professional cleaning crew would

come in to deep clean affected areas. Staff would clean and disinfect any toys or other materials in the affected area.

Shared tools, equipment and personal protective equipment (PPE)

Any shared tools or equipment will be wiped down after each use. PPE is available in the classrooms, office and bathrooms.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Have made available five outdoor sinks
- Each cohort has their own bathroom with sink
- Each classroom has their own sink
 - Three classrooms without sinks are assigned an outdoor sink and bathroom sink for their cohort
- Staff is split between three designated staff bathrooms based on the location of their classroom and the entrance they use for entering campus
- Hand Sanitizer is available at all entrances, in every classroom and throughout the outdoor classrooms and play areas

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.

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.

Each teacher has a face shield with replaceable shields. Gloves are available in classrooms, in emergency backpacks, in the office and in staff bathrooms.

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:

- **It is the responsibility of the Covid coordinators to report to LHD, investigate and document point of contraction, conduct contact tracing, and communicate to the staff and parent body about positive or possible positive cases related to campus.**
- **All employees will be offered COVID-19 testing at no cost during their working hours if a positive case occurs on campus.**
- **At in-service on August 10th and throughout the year during staff meetings, employees participated in Pandemic training conducted by the pandemic coordinators.**
- **The employee handbook contains all new covid specific policies in regards to emergency sick leave and emergency family medical leave. Also, new policies are presented to staff during in-service or staff meetings as well as at the time of exposure or if an**

employee tests positive. All meetings and in-services are recorded and accessible to employees after the meeting.

System for Communicating

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

- Employees should report a positive case or possible hazards directly to one or both of the covid coordinators via phone, text, or email.
- That employees can report symptoms and hazards without fear of reprisal.
- Testing is offered biweekly or at the very least monthly on campus during work hours. In the event of a positive case, testing will be provided no more 48 hours after case is discovered and 7 days after the last day of possible exposure. Testing will be conducted by PMH Labs or Onsite Diagnosis. We also reimburse for any tests received when employee is a close contact or has symptoms that could be COVID symptoms.
- Communication is sent to staff, board and parent community if we have a parent who is a close contact via their work site or other exposure, if a TFS community member tests positive or if there is a positive case on campus. A general letter is sent to the wider community and a phone call is made to any class and teachers directly affected.

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 was provided at in-service, updates at staff meetings throughout the year as well as a parent education zoom offered twice at the beginning of the year. Regular communications with updated guidelines is provided to the whole community as needed via email communications. All in-service and staff meetings are recorded and can be accessed by staff after the meeting.**

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

Students or staff who exhibit covid symptoms while on campus will be isolated until they are able to safely leave campus.

For students and staff, a physician's visit will determine next steps, including testing, isolation and appropriate return to school guidance. For any illness, staff and students must be symptom free for 48 hours prior to returning to school. Staff must submit to a covid test prior to returning to campus for any covid symptom.

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 48 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have resolved.
 - 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.

Julianne Tullis-Thompson, Head of School