

# **COVID-19 Prevention Program (CPP)**

## **Pacific Elementary School District**

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

**Date:** January 13, 2021

### **Authority and Responsibility**

The Superintendent/Principal 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:

Proactively evaluating their own working conditions and the school as a whole for safety issues and promptly expressing any safety concerns to the Superintendent/Principle and/or the District Office Manager.

### **Employee Screening**

We screen our employees by:

Staff who work onsite complete the self-screening tool located here: <https://rb.gy/zrz6a>  
Staff will conduct health screens and temperature checks of students arriving onsite.

### **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:

Staff members who observe unsafe or unhealthy work conditions, practices, or procedures should promptly email Superintendent/Principal (Eric Gross, [egross@pacificesd.org](mailto:egross@pacificesd.org)) and District Office Manager (Elizabeth Andrews, [eandrews@pacificesd.org](mailto:eandrews@pacificesd.org)) with their concerns. Reporting an issue will not result in action against the employee and no repercussions will be taken against any employee for submitting a report.

Following the report, the Superintendent/Principal will asses the severity of the hazard and determine the appropriate follow-up measures that need to be taken. The District Office Manager will be responsible for confirming with the Superintendent/Principal that the issue has been resolved promptly.

### **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:

Practicing safe physical distancing (6' or more) at all times and adhere to all CDC guidelines.  
COVID-19 Prevention Program

Avoiding handshaking, hugs, or other physical contact when greeting others.  
Avoiding congregating in lobbies, hallways, etc. when moving about the workplace.  
Meetings that do not absolutely require a visit to the office should be held via video conference.  
Limiting visiting the desks and offices of your colleagues as much as possible. To contact another employee who is at the office with you, first try using your phone or Zoom to the extent possible.  
Staggering use of the staff room and other common areas.  
Conducting all transactions with parents or the community, such as collecting money or delivering lunches, outside.  
Limiting visitors to the school and not allowing volunteers in classrooms.

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 are required to utilize a face covering while in the building at all times, unless by themselves in an enclosed office space. Face coverings must cover the nose and mouth with minimal, if any, gaps. Face coverings must tie behind the ears or head. Employees who do not bring a face covering, or whose face covering is inadequate, will be provided one. Both cloth and disposable face coverings are provided by the district and available to staff if needed. Cloth face coverings should be washed after each day of use. Disposable face coverings should be disposed of after a single day of use.

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:

Personnel are encouraged to use their own reusable cloth face covering as often as possible to conserve PPE. Additional PPE will be provided to staff as needed.

Sneeze guards have been installed where high frequency customer service is performed (ie. front desk and kitchen). Desk dividers have been made available to teachers for student use.

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

HVAC system filters have been replaced with MERV 13 filters. HVAC systems have been set to maximize the introduction of fresh outside air.

Free-standing HEPA air filters have been made available for classroom and office use.

All staff should consider performing their job duties outside if possible.

All indoor spaces should be ventilated with outside air to the greatest extent possible by opening doors and windows in order to dilute indoor airborne contaminants and decrease disease transmission rates.

If smoke causes air quality to be so bad that it is not safe for students to be outside or for doors and windows to be open, we will consider closing onsite school services.

### **Cleaning and disinfecting**

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

Gloves, sanitizing wipes, disinfectant, paper towels, and hand sanitizer have been made available to all staff members. Employees will be required to perform limited non-custodial cleaning and disinfecting of their own workstation and of shared items (ex. copiers, staplers, paper cutters, fridge doors, etc).

The custodian will continue to conduct routine cleaning as usual.

Pacific School has acquired an electrostatic mister to reduce cleaning and disinfecting times for classrooms, bathrooms, offices, and other spaces, when needed.

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

Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill person(s), focusing especially on frequently touched surfaces.

### **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:

Gloves, sanitizing wipes, disinfectant, paper towels, and hand sanitizer have been made available to all staff members. Employees will be required to perform limited non-custodial cleaning and disinfecting of their own workstation and of shared items (ex. copiers, staplers, paper cutters, fridge doors, etc). Employees have been trained on appropriate disinfection techniques through the relevant Keenan safety videos.

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:

Pacific School contains numerous bathrooms and main rooms contain sinks, making handwashing with soap and water convenient in most settings.

We have posted CDC handwashing guidance in all restrooms and break rooms.

Students and staff must wash hands frequently with soap and water for a minimum of 20 seconds. Specific time must be allocated for handwashing when students are present.

Hand washing is always more effective than hand sanitizer, but if a sink is not in proximity, utilize the hand sanitizer stations provided.

### **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:

Be offered COVID-19 testing at no cost during their working hours.

Meet with the District Office Manager (Elizabeth Andrews, eandrews@pacificesd.org.) to review information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

With district guidance, review the flowchart for COVID-19 Exposure: <https://sites.google.com/santacruzcoe.org/restore-staff/reopening-the-santa-cruz-coe/flow-chart-for-covid-19-exposure>

With district guidance, review the flowchart with Trigger/Response Requirements: [https://www.sia-jpa.org/sia/assets/File/Comparison%20Chart%20with%20Links\(1\).pdf](https://www.sia-jpa.org/sia/assets/File/Comparison%20Chart%20with%20Links(1).pdf)

## **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 immediately by phone to the Superintendent/Principal (Eric Gross, egross@pacificesd.org). If he cannot be reached, then the employee should call the District Office Manager (Elizabeth Andrews, eandrews@pacificesd.org). Employees should report possible hazards to both the Superintendent Principal and the District Office manager by email, unless the matter is urgent, and then to one or both by phone.

- 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 obtain COVID-19 testing through the county testing program: <https://covid19test.santacruzcoe.org/> or through other testing options in the county:

<https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome/SAVELivesSantaCruzCounty/GetTested.aspx>

Employees who test positive through any testing program should report their test results immediately without fear of reprisal.

- 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.

Testing will be conducted through the COE testing program or through alternative testing sites.

- 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.

All positive cases among staff or students will be reported to the following agencies: Santa Cruz County Health Department, Santa Cruz County Office of Education, Keenan (our insurance agency). Pacific School will cooperate with the Santa Cruz County Health Department's contact tracing efforts. Employees will be notified of possible exposures as quickly as possible after they come to the administration's attention.

## **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.

All employees should complete Keenan's online COVID safety training videos.

All employees are encouraged to familiarize themselves with the information contained in Santa Cruz County Office of Education's COVID-19 Health Guidance for Schools: <https://covid19guidance.santacruzcoe.org/>  
Employees interested in additional training should contact the Superintendent/Principal.

**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

utilizing appropriate and available leave types.

- 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.

Eric Gross, Superintendent/Principal

**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>	
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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:**

**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**.

Date: 1/29/21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Pacific Elementary School District

Number of schools:

1

Enrollment:

154

Superintendent (or equivalent) Name:

Eric Gross

Address:

50 Ocean St.

Phone Number:

(831) 425-7002

City

Davenport

Email:

egross@pacificesd.org

Date of proposed reopening:

4/5/21

County:

Santa Cruz

Current Tier:

Purple

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

Type of LEA:

Elementary

Grade Level (check all that apply)

<input checked="" type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 <sup>nd</sup>	<input checked="" type="checkbox"/> 5 <sup>th</sup>	<input type="checkbox"/> 8 <sup>th</sup>	<input type="checkbox"/> 11 <sup>th</sup>
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 <sup>rd</sup>	<input checked="" type="checkbox"/> 6 <sup>th</sup>	<input type="checkbox"/> 9 <sup>th</sup>	<input type="checkbox"/> 12 <sup>th</sup>
<input checked="" type="checkbox"/> 1 <sup>st</sup>	<input checked="" type="checkbox"/> 4 <sup>th</sup>	<input type="checkbox"/> 7 <sup>th</sup>	<input type="checkbox"/> 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, Eric Gross, 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:

Santa Cruz County Health Department

- 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.

Students will be grouped with their teacher in a cohort. Cohorts will use only their own classroom and assigned bathroom. Cohorts will not share bathrooms on the same day of the week. Cohorts will not share indoor common spaces. When cohorts have to share outdoor common spaces (play ground, lawn, tables, etc.) they will use the areas at different times. The after school program will not operate because it would require mixing cohorts.

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?)

Maximum of 14 students and staff per group.

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

N/A

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

N/A

- 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.

Classes will be assigned specific arrival and departure gates and times. Gate assignments will be communicated to parents by teachers. When multiple groups are arriving or departing on the same day, gates and times will be staggered.

The teacher or aide will be located at the assigned gate at the arrival time. They will screen each student as they arrive. Students will stay physically distanced from each other while waiting for other students to get

screened. When all students in the group have been screened, the staff member will facilitate all students washing or sterilizing their hands before beginning academic activities.

If a student arrives after their group has left the gate area, the student will need to go to the front door of the main office. An office staff member will conduct the screening, ensure they wash or sterilize their hands, and have them join their group.

Students will depart using their same assigned gate.

When moving around the school, students and staff should use exterior routes whenever possible. Signs will be posted reminding staff and students to go around, rather than through, buildings.

Visitors will be kept to a minimum, and volunteers will be limited to outdoor, socially-distanced activities.

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 will be worn by all students and staff at all times, except when outside and greater than 10 feet from all other individuals and/or when eating and at least 6 feet from all other individuals. Pacific School staff will enforce the face covering requirement. If students arrive at school without an appropriate face covering, the school will provide the student with one. Students who are having trouble keeping their face coverings in place will be reminded. If multiple reminders are needed, the student will be asked to return to distance learning. Staff who are not complying with the face covering requirement will be disciplined up, including potential termination.

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.

All adults who enter the school buildings for any reason must complete the self-screening tool found here: <https://rb.gy/zrz6a>.

Teaching staff will screen all students upon arrival, asking screening questions and taking their temperature with a touchless thermometer. Students who arrive after their cohort's screening time will be screened by office staff. Adults who are dropping students off must not leave until their student has been fully screened. Any student who has a known exposure to COVID-19 or exhibits any of the symptoms of COVID-19 will be asked to return home.

Any student who begins exhibiting any of the symptoms of COVID-19 while at school will be asked to wear a mask and remain outside until they can be picked up. Students identified as having symptoms should not be in any school buildings unless it is absolutely necessary.

Staff who notice any symptoms of COVID-19 while at school should go home immediately and notify the Superintendent/Principal and the District Office Manager.

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.

Staff and students will wash or sanitize hands at the following times:

- the beginning of the day
- prior to and after eating snacks/meals
- after using the restroom
- after recess

- upon entering and leaving the classroom/office etc.

Pacific School staff will:

- Train students on appropriate handwashing/sterilizing techniques
- Maintain appropriate supplies for handwashing and hand sanitizing stations
- Post handwashing posters near all sinks

**X 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.

Superintendent/Principal Eric Gross and/or District Office Manager Elizabeth Andrews will support the Santa Cruz County Health Department with any necessary contact tracing, including making lists of potentially exposed staff and students.

Superintendent/Principal Eric Gross and/or District Office Manager Elizabeth Andrews will notify all relevant and appropriate staff members and/or families by email whenever there is a confirmed case. If the potential exposure is serious and there is reason to believe the email may not be received in a timely manner, Superintendent/Principal Eric Gross and/or District Office Manager Elizabeth Andrews will notify the affected staff member(s) and/or families by phone.

Areas which could be contaminated will be closed for a minimum of 24 hours and then cleaned.

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

Office staff will serve visitors outside. Usually one and a maximum of two office staff members will work in the office at the same time. Office staff members will keep their desks greater than six feet apart. A plexiglass barrier separates office visitors from office staff.

In classrooms and outside educational spaces, work areas will be separated by 6 or more feet to the extent possible, and never less than 3 feet. Physical barriers may be used between desks or work stations, especially if it is not possible to maintain 6 feet of separation.

Special education staff will meet with students outside and physically distanced whenever possible.

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.

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

Training will take place through staff email memos and staff meetings. Families will be educated through the family memo, website, and family information meetings. Students will be educated through all school assemblies and direct instruction by their teachers.

- 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.

All onsite staff will get routine COVID testing at least once every two months.

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

No

- 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.

None

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

No

- 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](#).

Yes.

- 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.

In the event of confirmed positive and suspected cases in students or staff, the superintendent will consult with the Santa Cruz County Office of Education staff member in charge of COVID-19 reporting requirements to ensure that all communications are consistent with current regulations and laws.

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

Staff

Labor Organization

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

Name:

Date:

X Parent and Community Organizations

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

Name: Pacific School Foundation

Date:

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

School Site Council meetings, faculty meetings, and staff emails.

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

X Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Santa Cruz. 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](#)