

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

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 and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

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 Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, _____, 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:

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.

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?)

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

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

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.

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

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.

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.

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.

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

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.

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

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.

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

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](#).

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.

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:

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

Date of Submission to Local Health Department: _____.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.



COVID-19 Prevention Plan (CPP) for Pivot Charter School North Bay

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

Date: March 16, 2021

Authority and Responsibility

The Executive Director 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.
- Conduct weekly staff meetings and create opportunity for employees to share Covid-19 protocol concerns
- Send daily staff email with Covid-19 symptomatic/exposed/positive cases and reminders on safety protocols.
- Distribute online survey where parents and staff can anonymously share concerns about violations or COVID -19 hazards

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- **Participating in weekly staff meetings about COVID-19 hazards**
- **Email, text or call the Executive Director or the employee's direct supervisor**
- **Participate in Governing Board meetings where COVID-19 hazards will be discussed**
- **Complete anonymous online surveys about COVID-19 hazards**

Employee screening

We screen our employees by:

- **Requiring staff to take their own temperature when they come to work each day and enter their temperature and complete a confidential questionnaire about their exposure and symptoms in our newly created online portal.**
- **Provide asymptomatic testing when it is locally accessible.**
- **Require testing and quarantine according to local Department of Public Health guidelines when an employee reports they may be exposed or may be exhibiting symptoms.**
- **If an employee develops a symptom consistent with Covid-19 during their work day they are to immediately isolate and are sent home from work.**
- **Pivot will ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.**

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:

- **Conduct workplace-specific evaluations**
- **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 the 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 COVID-19 policies and procedures.**
- **Operate pursuant to existing COVID-19 Protocols and Policies**

The Executive Director or the Site Administrator will assess the severity of the hazard will and assign correction time frames. If supplies or engineering is needed the ordering process will happen on the same day of hazard being identified. Shipping will be as fast possible, regardless of cost, in order to correct the hazard.

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:

Physical Distancing

We ensure at least six feet of physical distancing at all times in our workplace by:

- **Reducing the number of persons in an area at one time, including visitors.**
- **Visual cues such as signs and floor markings to indicate where employees and student should be located or their direction and path of travel where necessary.**
- **Staggered student arrival, departure, work, and break times.**
- **Staff meetings are still conducted online.**

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. If anyone attempts to enter the school site without wearing a mask, they will be provided a clean mask and asked to wear it properly or they will be denied entry to the school.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room and can be certain that there will be no one else entering that room for the remainder of the day.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis. In all these cases, staff will be separated from others with a plexiglass shield.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart such as providing speech and language support services to students. In all these cases, staff will be separated from others with a plexiglass shield.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- **Plexiglass desk or wall dividers**
- **Working outdoors**

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

- **Opening windows and doors regardless of outside weather conditions.**
- **Cancelling school on inclement and smoky days**
- **Having Merv 12 air filters for our ventilation systems where feasible**
- **Installing Portable Hepa Air cleaners in all spaces**

Cleaning and disinfecting

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

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

- **Ensuring adequate cleaning supplies for each employee in their classroom including Bioprotect, gloves, and paper towels**
- **Providing daily cleaning**
- **Hire cleaning company to deep clean three times a week or more, if necessary**
- **Informing employees how often their work space is cleaned (everyday students are on campus) and when to use additional cleaning supplies as provided.**

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

- **Ventilate area by keeping windows open for an entire day**

- **Inform our cleaning company of the positive case and have them deep clean the room while students and staff are on quarantine**
- **The room will not be used by others while the class is on quarantine for at least 3 days.**

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 **having the employee either place in a receptacle where the item will not be used for 72 hours or by cleaning with a Bioprotect solution.**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- **Evaluated handwashing facilities and added where necessary.**
- **Encourage and allow time for employee handwashing.**
- **Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).**
- **Encourage employees to wash their hands for at least 20 seconds each time.**

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.

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:

- **Offered COVID-19 testing at no cost during their working hours**
- **Required to work from home for the required amount of days of quarantine per local DPH guidelines or until proof of a negative test. If not well enough to work from home, additional sick leave will be provided.**
- **Any changes in exposure protocols will be shared with employees in a timely fashion.**
- **Weekly reports from the County Department of Health, pertaining to exposure, will be shared with employees.**

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:

- All concerns of hazards and exposure should be reported to the Executive Director AND their site administrator.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with pre-existing conditions are encouraged to let the Director of Human Resources or the Executive Director know to discuss possible accommodations.
- Employees have been provided a list of multiple locations where Covid-19 testing can be accessed.

- Additionally, faculty may access the local hospital testing site.
- In the event we are required to provide testing to students 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. This exposure information will be shared through our ParentSquare application with families and staff as well as staff emails. Additionally, the Executive Director or the Director of Human Resources will personally speak with any exposed employees and walk them through the testing recommendations and quarantine procedures per the County Department of Public Health.
 - Information will be distributed 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.
 - Daily (as necessary) emails, on work days, will be sent by the Executive Director with current symptomatic, exposed and positive case counts.

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.
- The protocols for entering the building and use of the online portal.
- The requirement for cleaning work areas.

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 allowing employees to be out of work on exposure without using designated Sick/personal days. If well, employees will be asked to tele-communicate to work.

- 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.
- Use the daily email or mass phone communication system through ParentSquare to communicate student and employee symptomatic, exposed or positive cases with appropriate testing date, date of notification, date of end of symptomatic return (if applicable), date of exposure return (if applicable) while maintaining confidentiality of staff, parents, contractors, visitors and students.
- Check in's with employees who are exposed and quarantined.

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.
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Approved by the Governing Board of Roads Education Organization on March 20, 2021

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

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: [enter date]

Name of person conducting the investigation: [enter name(s)]

COVID-19 Case Investigation Information

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

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):

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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

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.
- [describe other applicable controls].

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 will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

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**.

PIVOT CHARTER SCHOOL NORTH BAY
2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. ****Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.**

Stable group structures (site specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

Stable Group: A stable group where supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group.

- Stable groups can be divided, as needed, into subgroups.
- Pivot will prevent interactions between stable groups, including interactions between staff assigned to different stable groups.
- Pivot will assign children and youth who live or carpool together to the same stable group, if possible.
- Children and youth should not be moved from one stable group to another, unless absolutely necessary for a child's overall safety and wellness.
- Stable groups will be kept separate from one another.
- One-to-one specialized services may be provided to a child or youth by a support service provider that is not part of the child or youth's stable group. But these services should be on the same day.
 - Specialized services include but are not limited to occupational therapy services, speech and language services, and other medical, behavioral services, or educational support services as part of a targeted intervention strategy.
 - Specialized services must be provided consistent with the industry guidance for Limited Services including strict adherence to well-fitting mask use, social distancing and hand hygiene practices.

Close Contact: A close contact is someone who was within 6 feet of a person with COVID-19 for at least 15 cumulative minutes while the case was infectious whether or not well-fitting masks were worn. Please note that cases are considered infectious starting 2 days before developing symptoms or, for asymptomatic cases, 2 days prior to the date of their positive test. In some school situations, an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

Isolation: Isolation is used to separate people infected with a contagious disease (such as those who are sick with COVID-19 and those who have tested positive for COVID-19 but do not have any symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, sick/infected individuals should separate themselves from others by staying in a specific "sick" room or area and using a separate bathroom if available.

Quarantine: Quarantine refers to the practice of separating individuals who have had close contact with someone with a contagious disease such as COVID-19 from others. This is meant to interrupt disease transmission as people can be contagious before they develop symptoms and in the case of COVID-19 can be contagious without ever developing symptoms. People who are in quarantine should stay home until it is safe for them to be around others. They should stay home, separate from others, and monitor their health.

Close contacts of confirmed COVID-19 cases should remain in quarantine for a full 14 days after the date of last exposure. If ongoing contact between the case and the contact is unavoidable, then quarantine should be extended through 14 days after the date the COVID-19 positive case completes his/her isolation. Recognizing that in some cases a 14 day quarantine could be a hardship, it may be appropriate in some cases to shorten the quarantine period to 10 days.

Pivot Stable Groups

Grades 6-12:

Monday and Wednesday from 9-10:30 is one stable group. Monday and Wednesday from 11-12:30 is another stable group.

Tuesday and Thursday 9-10:30 is a third stable group. Tuesday and Thursday from 11-12:30 is a fourth stable group.

Elementary is its own stable group 3 mornings a week. Time TBD.

B. For regular classes, how many students and staff will be in each planned stable, group structure:

No more than 22 with 2 staff.

C. Other considerations – After school programs, special education, therapies, carpooling, etc.:

Special Education students will continue to meet in their cohorts either online or onsite. Or they can choose to be in a stable group but they cannot mix cohort or stable groups. If they meet in a stable group, their services must be part of that same stable group of students on that same day.

Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

A. Essential visitor / vendor policy - log-in/out list:

There are no other essential visitors allowed at the resource center other than Pivot employees and a contracted educational psychologist and nurse. And they must utilize the same policies as all staff and students outlined in letter 3.A below.

B. Policy for limiting non-essential visitors:

There shall be no non-essential visitors for the remainder of the school year. Parents will not be allowed in the buildings. If they are picking up or dropping off their students, they must remain outside in their cars. Elementary students will be escorted out by their teacher. The only non-essential workers who approach the building are delivery personnel and they have been instructed to wear masks if they must bring boxes inside or to leave materials outside the door once someone has been informed they are making a delivery.

Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

A. Describe drop-off procedure / policy for parents onsite:

Parents of students in grades 6-8th will park in the front parking lot to allow their students to come through the front door. Once inside, they must sign in at the COVID stations, The COVID stations are where there are non touch thermometers and a lap top equipped with hand wipes. Students will enter their temperature and attest to any symptoms or exposure they have had in a confidential questionnaire and then wipe down the station. An employee will be assisting (with thermometer), observing and overseeing the COVID stations. The student's information is uploaded to a confidential portal and reviewed and tracked daily.

Parents of elementary students may walk their student to the front door but not pass through the door. The elementary teacher and aide will help students in to the classroom and help them complete the COVID station requirements in their own classroom. The middle school start and release times will be staggered with the elementary start and release times as they must pass through the same doors.

Parents of students in grades 6-12 will drop students off at the back parking lot where high school students will enter and leave through separate sides of the building.

B. Describe plan to minimize mixing of cohorts on arrival to school:

Pivot is a very small school and our estimates are that only 40 students in grades 6-12 will be arriving at the same times and will be entering through different entryways and at different sides of the building.

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

See above response in letter A.

D. How school/district plans to encourage a zero-mingling policy before school:

Most students do not arrive at the resource center before the start of schools. Those that do are corralled into one space where they will have assigned seats 6 feet apart. The resource center only has one suite for 6-8th grade one suite for 9th -12 grade and one suite for elementary.

Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

As mentioned above, there are three separate suites. The elementary is self-contained and they will be arriving and departing at different times than the other students. The high school students will enter and leave through a separate entrance of their own suite. The only overlap if they need to use the bathroom which will be at specific break times so that the bathrooms can be monitored by staff and students do not overlap. Elementary does not share a bathroom.

Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

A. Describe pick-up procedure / policy for parents onsite:

See above

B. Plan to minimize mixing of cohorts on departure:

See above

C. How school/district plans to encourage a zero-mingling policy after school:

Students will be monitored by staff on drop off and pick up. The school is very small and the drop off areas are very “watchable”.

Face Coverings / Other PPE

How CDPH’s face covering requirements will be satisfied and enforced for staff and students

A. Please provide complete policy for face coverings:

Teachers and staff:

- Well-fitting masks must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.
- Pivot will communicate with all staff and families regarding expectations for use of well-fitting masks while at school.
- Pivot will educate students, particularly younger elementary school students, on the rationale and proper use of well-fitting masks.
- All adults must wear a well-fitting mask at all times while on campus, except while eating or drinking.
- In limited situations where a well-fitting mask cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with a drape on the bottom edge may be used instead of a well-fitting mask while in the classroom as long as the wearer maintains physical distance from others, to the extent possible. Staff must return to wearing a well-fitting mask outside of the classroom.

Students:

- Students two years and older are required to wear well-fitting masks at all times, while at school, unless exempted.
- Well-fitting masks are strongly encouraged for children between the age of two and kindergarten, if they can be worn properly. A face shield with a drape is an acceptable alternative for the children in this age group who cannot wear well-fitting masks properly.

Individuals excluded from well-fitting mask requirements include:

- Children under 2 years of age. They should not wear a well-fitting mask because of the risk of suffocation.
- Individuals who have a medical or mental health condition or disability that prevents them from properly wearing or handling a well-fitting mask.
- Students with special needs who are unable to tolerate a well-fitting mask.
- Those with communication disabilities or caregivers of those with communication disabilities may wear a clear mask or cloth mask with a clear panel.
- Pivot will provide a well-fitting mask to students who fail to bring one to school. Pivot will exclude

students from campus if they are not exempt from wearing a well-fitting mask under CDPH guidelines and refuse to wear one. Pivot will offer alternative educational opportunities for students who are excluded from campus.

- A well-fitting mask or face shield with a drape on the bottom edge should be removed for meals, snacks, naptime, or when it needs to be replaced. When a well-fitting mask is temporarily removed, it should be placed in an individual clean paper bag (marked with the student's name and date) until needed again. Masks will be provided for student who do not have them at their entryway.

Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

A. Plan to routinely test staff by tier:

All staff will be tested every two weeks until the end of the school year.

B. Plan to routinely test students by tier:

All students will be tested every two weeks until the end of the school year.

Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

A. Bus/Transport/Carpools:

Parents will park and drop off students in the parking lot. No busses available.

B. Classrooms:

Students will be seated six feet apart in assigned seats.

C. Hallways:

N/A

D. Student lockers:

N/A

E. Bathrooms:

Students will be given bathroom breaks in monitored groups or will be given passes to go to the bathroom one at a time so that there is no overlap in the bathrooms.

F. Staff break rooms:

With so few staff on site at one time staff are able to maintain 6 feet distance.

10. 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 - Please include site map for reference.

Plan to encourage healthy hygiene/handwashing routines:

Hand Washing and Other Hygiene Measures

- Pivot will teach students and staff proper handwashing technique and reinforce the importance of avoiding touching one's eyes, nose, and mouth and covering coughs and sneezes. Pivot staff will model, practice, and monitor handwashing, particularly for lower grade levels.
- Pivot has posted signage in high visibility areas to remind students and staff of proper handwashing, covering of coughs and sneezes, and other infection prevention measures.
- Pivot has ensured adequate supplies to support healthy hygiene behaviors, including providing staff and students with tissues, soap, no-touch trashcans, and, when appropriate, no-touch hand sanitizers with at least 60 percent ethyl alcohol.
- Pivot has provided ethyl alcohol-based no-touch hand sanitizer in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
- Pivot will minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.
- When personal belongings are needed on school campus, Pivot will keep each child's belongings separate and in individually-labeled storage containers/cubbies and ensure belongings are taken home each day to be cleaned.
- Pivot will promote minimizing contact with high-touch surfaces (e.g., by propping open building or room doors, particularly at arrival and departure times).

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

A. General high-touch surfaces:

At least daily, and more frequently if feasible, Pivot will clean frequently touched hard surfaces in the school. These include, but are not limited to:

- Door handles.
- Bathroom surfaces (toilets, countertops, faucets).
- Shared tables, desks, or chairs.
 - Since Pivot plans to have 2 morning stable groups, the desks and tables are considered shared and will be cleaned before the next stable group arrives.
- Shared technology (phones, copy/fax machines, keyboards, tablets) and objects (toys, games, art supplies, books).

B. Classrooms, bathrooms and offices shall be cleaned daily and/or between stable groups arriving, whichever

is more frequent.

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

A. Plan/location for Isolation room / area:

A small classroom/office space is available in each suite and will be unused except for this purpose.

B. PPE available for staff providing care in Isolation area:

Masks, gloves, gowns, shields and other touchless PPE is available in this room.

C. Protocol for immediate removal and relocation of ill individual:

Parents will be contacted immediately and if there is no response, the emergency contacts will be contacted.

D. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

All surfaces will be disinfected and floors will be cleaned. Furniture will also be disinfected. Garbage will be removed from location.

SEE PLAN FOR CSP FOR FUTHER DETAILS