



# COVID-19 Safety Plan (CSP) for Heartwood Charter School

## Addendum to School Site Specific Protection Plan

Date: Updated February 1, 2021

This CSP is designed to control and prevent exposures to the Covid-19 virus at the **Heartwood Charter School** ("School") **Bothin Resource Center** ("Center").

This document consists of the following components:

- Part 1:** COVID-19 Safety Plan Specific Measures and Procedures
- Part 2:** Cal OSHA COVID-19 Protection Plan (CPP)
- Attachment 1: Center Cleaning and Safety Protocols and Practices
- Attachment 2: Faculty and Staff Daily Health Screening Form
- Attachment 3: Student Daily Health Screening Form
- Attachment 4: Scenarios and Template Communications
- Attachment 5: Site Map
- Attachment 6, Actions for Suspected or Confirmed Case
- Attachment 7: Template Communications
- Appendix A: Form for Identification of COVID-19 hazards
- Appendix B: Form for Periodic Inspections
- Appendix C: Form for Investigating COVID-19 cases
- Appendix D: Form for COVID-19 Training Roster

### Part 1: COVID-19 Safety Plan Specific Measures and Procedures

#### Authority and Responsibility

Stephanie Felton-Priestner, School Executive Director, has overall authority and responsibility for implementing the provisions of this CSP. In addition, all faculty and staff and parents are responsible for implementing the CSP in their assigned work areas, and for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. All staff is responsible for ensuring staff, students and parents receive answers to questions about the program in a language they understand.

#### Points of Contact

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### **Stable Group Structures**

Regular classes, TK-6: Stable classroom cohorts will be maintained at all times with an assigned primary cohort teacher. The mixing of classroom cohorts will not be permitted. Each cohort has its own distinct area of the resource center campus and will remain in that area for the duration of their time at the resource center. The 6 and 7 class is combined but is a stable cohort that does not have any further mixing. There will be no mixing of cohorts at any time. The School does not currently host TK or K classes. 11

Regular classes, 7-8: Grade 7 is a combined class with Grade 6. This is a stable cohort and does not mix with any other classes, but rather remains a constant, single cohort for every instructional day. In this way, middle school will not have larger cohorts. There will be no mixing of cohorts at any time.12

Departmentalized and Elective Classes: There are no departmentalized classes currently.

Elective Classes: There are no elective classes at this time.

### **Visitors, Volunteers and Vendors**

Visitors will be restricted to essential visitors only, as determined and arranged in advance by appointment with the Point of Contact. Visitors, including Volunteers and Vendors, will be required to check in with the designated Point of Contact and complete the Daily Health Screening before entering the Center at large. Efforts will be made to avoid times when students are at the Center. Rest rooms access will be separate from that for students. The visitor must pass the health screening, be always masked, and maintain at least 6 feet distance while on campus. Visitors will be restricted from contact with any learning cohort unless arrangements are made in advance with the Point of Contact. Visitors will be escorted if areas of travel overlap with areas occupied by any learning cohort. Testing is not required for visitors who will be on campus.

### **School Entrance and Exit**

The Marin Resource Center at the Bothin Youth Center has one point of access for motor vehicles from the main arterial road, Sir Francis Drake Boulevard, but the campus has separate entrances to the sites where instruction will occur.

Every parent/caregiver will monitor children daily and complete and submit a required health screening upon or before arrival to an open resource center.

Staff and faculty will also complete a required daily health screening. (Please see Attachment #2 Faculty Health Screening and Attachment #3 Student Health Screening)

The School will use staggered drop-off and pick-up times with only one cohort arriving at a time at each of the four main entrance areas accessible by cars: at the west, east and central areas of the campus. Each class cohort will be assigned an area for drop-off and pick-up that is closest to their respective class gathering area, and a specific route to their classroom with physical distancing to be maintained between students at all times. Students will remain under the direct supervision of class teachers during drop off and pick up.

Students are prohibited from lingering after the conclusion of school.

All on-campus gatherings such as school assemblies and festivals, as well as business meetings, are currently prohibited and will be offered virtually, via video conference.

Please see **Attachment 5, Site Map**, for location and orientation of drop-off and pick-up locations.

### **Movement within School**

Our Bothin Resource Center site does not have interior hallways shared by students. Classrooms, offices, and bathrooms are accessed via independent outdoor entrances.

6-foot social distancing markers are placed at any locations where students or parents gather. Unauthorized movement around the campus will be prohibited. To and from pick-up and drop-off locations, students will line

up within designated cohort area and wait for staff to escort them to class without mixing of cohorts. Signs are posted as reminders to maintain social distancing, wear mask coverings, and hand wash often.

**Face Coverings and PPE**

Heartwood Charter School will enforce the Public Health face covering requirements. All staff will wear face coverings as per health and safety guidelines. Face coverings shall be minimum 3 ply, well fitting, and without exhalation valves.

Students in grades 1-3 will wear the face coverings of their choice, always when inside, and will be supported in properly wearing them. Students in grades 4-7 will wear a face covering at all times when inside, and be supported with instruction in proper use, unless there is a medical or behavioral contraindication. Special attention will be paid to finding times in the day and isolated places on campus where children can safely take a break from their face coverings.

Extra face coverings will be made available to those who need them.

Anyone who refuses to wear face masks will be refused access to the School site, or if already admitted, will be sent to the isolation area and the parent called for pick-up.

**Health Screenings**

All School staff and faculty will complete the daily screening at home before arriving at the Center in accordance with Attachment 2, Faculty and Staff Daily Health Screening. The results of the screening will be recorded and reviewed by the responsible Points of Contact prior to allowing the staff to the Center. Staff will be observed throughout the day for symptoms. See **Attachment 2, Faculty and Staff Daily Health Screening** for screening protocols. Substitute staff will be assigned if staff does not pass the screening.

Routine testing plan for staff is shown in the table below. Heartwood Charter School will cooperate with Marin County Public Health to support testing strategies for staff and students, as appropriate, at our Marin Resource Center.

All parents or guardians will complete the daily screening for all students for each school day the student will be attending the Center. The screening results will be recorded and reviewed by the responsible Point of Contact before being admitted to the Center each day. See **Attachment 3, Student Daily Health Screening** for screening protocols. If students are sick and cannot attend school in person, the student may attend by video conference for select instructional periods. In addition, class assignments are described on the class website.

If students are found to be symptomatic or ill during the day, the protocols described in **Attachment 1, School Cleaning and Safety Protocols and Practices** will be followed. First, staff and students must check for symptoms before arriving at the Center. If staff or students are found to be ill, they will notify the School. Suspected exposure will be reported to Marin Public Health. If staff or students are found to be ill during the day, they will go to the designated Isolation area at the Center and wait for transportation.

Confirmed cases of Covid-19 will be reported to the Marin County Public Health and the communication template will be followed as described in **Attachment 4, Scenarios and Template Communications**.

**Routine Testing**

Since Heartwood has previously reopened at a time of lower risk level, Cal/OSHA minimum testing requirements apply.

Condition of Individual	Testing for Students	Testing for Staff
Asymptomatic	No requirement for asymptomatic testing provided there is no	Asymptomatic testing every two

	suspected or known exposure.	months. Testing at no charge and during work hours will be offered.
Symptomatic	Students shall immediately vacate school or refrain from accessing Center. Students shall obtain a test.  If test result is negative, student may return to Center.  If result is positive, student must quarantine for 14 days and may return after 24 hours after abatement of symptoms.	Staff shall obtain testing after identified symptoms.  Staff shall obtain testing after suspected exposure to symptomatic individual.  Testing at no charge and during work hours will be offered.
Response to Suspected Exposure	Students shall obtain a test and negative result before returning to Center.	Staff shall obtain testing after identified exposure to symptomatic individual within staff or a student cohort, or outside of work.

### Physical Distancing

Heartwood Charter School will make every effort to **maintain physical distancing of six feet** between staff and students, as well as between students. No less than five feet of distance will be permitted at any time. 10

Staff will follow physical distancing and face covering protocols at all times. School staff and faculty including administrative staff, instructional assistants and specialists will record visits to classrooms using provided forms. 14

In both indoor and outdoor **classrooms** students are arranged to face the teacher, with 6 feet of physical distance between them when possible, and always at least 5 feet of physical distancing. Heartwood Charter School will use the natural outdoor spaces at the Bothin Resource Center (designed as a youth camp) as outdoor classrooms. Each cohort will have a distinct area of campus with their own outdoor hand washing station and well-ventilated bathroom. All resource center classes will use the outdoor spaces for the majority of the school day. 19

**Plastic barriers**, clear screens and privacy boards will not be used in outdoor classrooms. For indoor spaces in our offices and classrooms we have opted to reconfigure these spaces to maximize physical distancing and minimize occupancy. In special cases where proximity seems desirable, we will use clear screens to maintain safety. We will continue to update our spaces in response to updated data and research.

**Lunch and recess** will be conducted in outdoor areas and will be designated by cohort. Staff will monitor students to prevent any accidental mixing of cohorts. The campus has ample outdoor spaces, and each class will have distinct areas that have natural boundaries between them and other cohorts to provide distancing well over 6 feet. These areas will be clearly marked, and students and faculty will be aware of boundaries.

The Bothin Resource Center has **no playground equipment or gym**. Rather, students recreate in the outdoor park like setting of the campus grounds. Anything that might retain germs from contact will be cleaned/sanitized between uses. Cohorts will be assigned dedicated, distinct and clearly marked play areas across the campus. 20

Our Bothin Resource Center site does not have interior **hallways** shared by students. Classrooms, offices, and bathrooms are accessed via independent outdoor entrances. 6-foot social distancing markers are placed at any locations where students and/or parents might gather. Unauthorized movement around the campus will be prohibited. To and from pick-up/drop-off students will line up within designated cohort area and wait for staff to escort them to class without mixing of cohorts. Signs are posted as reminders to maintain social distancing, wear mask coverings, and hand wash often. 17

Heartwood has **staggered pick-up and drop-off times**, with only one cohort arriving at a time at each of the four main entrance areas accessible by cars, at the west, east and central areas of the campus. Each class cohort will be assigned the closest area for drop-off and pick-up, and a specific route to their classroom with physical distancing maintained between students at all times. Students will remain under the direct supervision of class teachers during drop off and pick up. 15

**Stable classroom cohorts** will be maintained at all times with an assigned primary cohort teacher. The mixing of classroom cohorts will not be permitted. Each cohort has its own distinct area of the resource center campus and will remain in that area for the duration of their time at the resource center. We will not be using larger cohorts for our middle school students or mixing cohorts at any time.

The Marin Resource Center at the Bothin Youth Center has one point of access for cars from the main arterial road, Sir Francis Drake Boulevard, but the campus has entrances to the sites where instruction will occur.

We will have staggered start times with only one cohort arriving at a time at each of the three main entrance areas accessible by cars, at the west, east and central areas of the campus. Each class cohort will be assigned the closest area for drop-off and pick-up, and a specific route to their classroom with physical distancing maintained between students at all times. Students will remain under the direct supervision of class teachers during drop off and pick up.

All on-campus gatherings such as school assemblies, festivals and meetings are currently prohibited for in-person attendance and will be offered virtually, via phone or video conference.

### Healthy Hygiene Practices

Faculty and staff Hygiene and cleaning practices are described in **Attachment 1, School Cleaning and Safety Protocols and Practices**. All classrooms are equipped with outdoor handwashing stations, assigned to that particular cohort only with appropriate supplies for regular handwashing. The following minimum schedule of handwashing for students and faculty will include upon arrival to campus, before and after recess and lunch, before/after restroom use, and before dismissal. In addition, handwashing will occur before/after any food consumption and at staff direction throughout the school day. Teachers and students will be permitted to use alcohol-based hand sanitizer in lieu of soap and water if an activity occurs away from a wash station.

### Schedule for Cleaning and Disinfecting

Area	Action
<b>Classrooms</b>	Disinfected daily after use, additional cleaning as needed
<b>Restrooms</b>	Disinfected daily; additional cleaning as needed
<b>Handrails/door handles/shelving</b>	Cleaned and disinfected daily after use
<b>Playground Structures</b>	Cleaned and disinfected after use

<b>Offices</b>	Cleaned and disinfected daily after use, additional cleaning as needed
<b>Telephones</b>	Cleaned and disinfected before and after each use
<b>Handwashing facilities</b>	Cleaned and disinfected daily after use
<b>Copy Machines/ Scanners / Faxes/ Postage Machine</b>	Cleaned and disinfected after each use
<b>Indoor Common Areas</b>	Disinfected daily after use (although they are currently closed)
<b>Common Areas: NA</b>	(common areas are closed)
<b>Outdoor Common Areas</b>	NA (outdoor common areas closed) Outdoor common areas, other than access routes and play areas are closed. Surfaces or fixtures that may be contacted are cleaned and disinfected daily.

### Classroom, Recess, Lunch and Other Occupied Spaces

Heartwood Charter School will use the natural outdoor spaces at the Bothin Resource Center (designed as a youth camp) as outdoor classrooms. Each cohort will have a distinct area of campus with their own outdoor hand washing station and well-ventilated bathroom. All resource center classes will use the outdoor spaces for most of the school day. 19

The Bothin Resource Center has no playground equipment. Rather, students recreate in the outdoor setting of the campus grounds. Any equipment or surfaces that may retain things that might retain germs from contact will be cleaned/sanitized between uses. Cohorts will be assigned dedicated, distinct, and clearly marked play areas across the campus. 6-foot social distancing markers are placed at any locations where students and/or parents might gather. 20

Each cohort will eat separately, as its own distinct group. All meals and snacks will be served and eaten outside. 22

### Plan for Shared

Each student will have **individually assigned supplies and materials** throughout the school day. Sharing of materials will be limited and subject to cleaning and sanitizing between uses.

Sharing of **materials**, including **electronic devices** and other learning aids and **tools**, will be minimized, and allowed after sterilization of the object.

Any **play structures** or recreational **toys** will be sanitized between uses, and students will hand wash after all recess times.

### Handling Exposures

If students are found to be symptomatic or ill during the day, the protocols described in **Attachment 1, School**

**Cleaning and Safety Protocols and Practices** will be followed. First, staff and students must check for symptoms before arriving at the Center. If staff or students are found to be ill, they will notify the School. Suspected exposure will be reported to Marin Public Health.

Faculty and staff will self-monitor throughout the day and will monitor students. If staff or students are found to be ill during the day, they will immediately go to the designated Isolation Area at the Center and wait for transportation. Staff will be provided PPE if it is required to assist the ill students. Any exposed areas or rooms will be disinfected immediately.

An Isolation Area has been created that allows students to comfortably isolate until picked up by a family member or emergency contact. The isolation area will be a tent that will be setup in an unused, protected area. This private area is away from the classrooms and frequented outdoor paths, with its own bathroom facility. Parents will be able to pick up their child without coming in contact with other students or staff. 7

Provide guidance to parent about testing, quarantining and return to school criteria.

**After an Exposure**

Marin County Public Health will be notified immediately of any cases of COVID19 in the Heartwood staff or student body and the Marin County Public Health Protocols & Communication Template will be followed. Parents are instructed to keep a record of contacts so that the exposure may be traced.

Designated and trained Contact Tracing staff will gather the appropriate and available contact data available from school and parent records. Contacts will be recorded and reported per LDH Guidelines.

Testing

Since Heartwood has previously reopened during a lower risk level, Cal/OSHA minimum testing requirements apply.

<b>Condition of Individual</b>	<b>Testing for Students</b>	<b>Testing for Staff</b>
Asymptomatic	No requirement for asymptomatic testing provided there is no suspected or known exposure.	Asymptomatic testing every two months.  Testing at no charge and during work hours will be offered.
Symptomatic	Students shall immediately vacate school or refrain from accessing Center. Students shall obtain a test and negative result before returning to Center.	Staff shall obtain testing after identified symptoms.  Staff shall obtain testing after suspected exposure to symptomatic individual.  Testing at no charge and during work hours will be offered.
Response to Suspected Exposure	Students shall obtain a test and negative result before returning to Center.	Staff shall obtain testing after identified exposure to symptomatic individual within staff or a student cohort, or outside of work.

<p>Outbreak</p>	<p>Cohorts of students exposed to Outbreak cases will be excluded from in-person instruction and shall obtain a test immediately and again after 10 days.</p> <p>Return to school criteria will apply after 14 days with no new cases at the Center.</p>	<p>Staff exposed to Outbreak cases will be excluded from Center attendance and shall obtain a test after 5 days. The student shall obtain another test after 10 days. Return to school criteria will apply after 14 days with no new cases at the Center.</p>
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**Staff under isolation** or quarantine will be allowed to work remotely or have a substitute fill in for their duties.

**Students under isolation** or quarantine will have access to distance learning resources.

**For a suspected or confirmed case of COVID-19**, the actions in Attachment 6, Actions for Suspected or Confirmed Case shall be followed. For a symptomatic individual, the individual will be sent home and advised to test. For a close contact, the individual will be sent home for a 10-day exclusion from last exposure, with testing recommended 5-7 days from last exposure. For negative tests in the above conditions, return to the Center may be allowed 24 hours after symptoms improve. For a confirmed case, the LHD will be notified, the excluded from school for 10 days from symptom onset, or if asymptomatic, 10 days from test date.

**Staff and students may return to the Center** after a negative COVID-19 test and 24 hours after fever is resolved and symptoms improving.

**Outbreak response:** In the case of 3 or more cases in a 14-day period (“Outbreak”), all staff will be tested under Outbreak conditions. The community will be notified, a staff member will be assigned to coordinate, and contact tracing will be recorded. Cleaning and disinfection will be arranged and excluded groups will be identified and notified. Any required closure and reopening will be conferred with the LHD. Notify the community and implement distance learning in the event of school closure. Return to Center criteria will apply after 14-day quarantine.

**Major Outbreak response:** In the case of 20 or more cases in a 14-day period (“Major Outbreak”), all staff will be tested under Outbreak conditions. The community will be notified, a staff member will be assigned to coordinate, and contact tracing will be recorded. Cleaning and disinfection will be arranged and excluded groups will be identified and notified. Any required closure and reopening will be conferred with the LHD. Notify the community and implement distance learning in the event of school closure. Return to Center criteria will apply after 14-day quarantine.

### Communications Plans

Various conditions and exposure events may need to be communicated to the community in accordance with CDPH guidelines. Sample communications are shown in **Attachment 8, Template Communications**.

### Staff and Family Training

Heartwood Charter School will train Center staff on this plan update and will conduct refresher trainings every two months and after significant revisions. Signage about the proper use of face-coverings will be displayed in classrooms and in common areas on campus. Parents will receive written communications regarding proper use and care for face coverings.

### Engineering Controls

Clear screens and privacy boards will not be used in outdoor classrooms. We have considered indoor spaces in



our offices and classrooms where privacy boards and clear screens could be practicable but have generally opted to reconfigure these spaces to maximize physical distancing and minimize occupancy. In special cases where proximity seems desirable, we will use clear screens to maintain safety. We will continue to update our spaces in response to updated guidance.

### **Consultation on Plan Development**

The Heartwood Charter School SSSPP was completed with input from staff, parents and the board members on October 4, 2020. The plan was posted on our website and shared with parents. The School Center was reopened for limited in-person instruction in October and November 2020. The plan was updated and posted on our website.

## **Part 2: Cal OSHA COVID-19 Prevention Plan (CPP)**

### **Identification and Evaluation of COVID-19 Hazards**

The following Screening and Hazard Identification Procedures will be implemented with the following procedures:

- **Part 1, COVID-19 Safety Plan Specific Procedures**, which outlines prevention and control measures practiced ensuring safety at the site.
- Evaluate students' and employees' potential exposures to all persons at, or who may enter, our workplace.
- Conduct workplace-specific evaluations using the **Appendix A: Form for Screening and Identification of COVID-19 Hazards**.
- 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.
- Periodically reevaluate 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.

### **Specific Control Measures**

We will implement the following in our workplace:

- Specific control measures as identified in **Part 1, COVID-19 Safety Plan Specific Procedures**, above in this document.
- Conduct periodic 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 observation and reporting to the Point of Contact.

### **Employee screening**

We screen our employees by:

- Self-screening before and during each workday in accordance with CDPH standards.
- Self- and peer-monitoring throughout the workday.

- Failure of self-screening or development of symptoms will result in employee staying or returning home.

## Control of COVID-19 Hazards

### Physical Distancing

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

- Requiring all staff always stay 6 feet apart and 6 feet from students.
- Planning occupancy so that there will be sufficient space to allow 6-foot distancing.
- The only exception to 6 feet distancing standard is to assist a sick student when needed.
- Staggered arrival and departure times.
- Restricted travel routes and marked waiting areas.
- Closure of hallways and unnecessary areas.

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.

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 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.
- Any employee not wearing a mask will immediately seek a replacement.

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 until a mask can be provided.

### Engineering controls

At this time School **does not utilize engineering controls**, such as barriers, but instead adheres to distancing, masking and natural ventilation or outdoor settings.

We implement the following measures for situations where we cannot maintain at least six feet between individuals: at least five feet, implement strict masking and avoid facing each other.

- We maximize, to the extent feasible, the quantity of outside air for our occupancy sites. We do not rely on any mechanical ventilation systems.
- If outdoor spaces cannot be utilized due to rain, a sheltered outdoor location will be utilized, while maintaining 6-foot distancing.

- If a sheltered outdoor space is not available, an opened indoor location will be used, while maintaining 6 feet or more of distance and avoiding facing each other.
- If outdoor air quality is not sufficient, the Center will be closed for the duration of poor air quality.

### **Cleaning and disinfecting**

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

- All class, bathroom and work surfaces are cleaned and disinfected daily.
- Cleaning supplies are monitored and reordered as necessary.
- Information regarding COVID-19 is posted.

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

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

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

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we will follow the procedures in Attachment 1, Center Cleaning and Safety Protocols. The protocols include the following:

- Separate handwashing facilities for each classroom.
- Handwashing schedules and procedures.
- Providing an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging handwashing for at least 20 seconds each time.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

Masks are required and will be provided if a suitable mask is not being worn by any staff or students. 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.

We evaluate the need for respiratory protection in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

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

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

- The severity of the hazard will be assessed, and correction time frames will be assigned accordingly.
- Individuals will be identified as being responsible for timely correction.
- Follow-up measures will be taken to ensure timely correction.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Form for Investigating COVID-19 Cases**.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## **System for Communicating**

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

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

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of

the face covering.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**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. Employees will be allowed sick leave benefits, testing at School cost, retention of job and work status for a period
- 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.
-

### **Additional Consideration #1: Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will apply if there are 3 or more COVID-19 cases at the Center within a 14-day period (“Outbreak”) and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

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

- Under an Outbreak condition, 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 of CPP will be followed should the School experience 20 or more COVID-19 cases within a 30-day period (“Major Outbreak”) and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

Under a Major Outbreak condition, we will direct staff to twice per 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 CSP **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:

- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- 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.
- 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.
- 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 LHD.

**Additional Consideration #3: COVID-19 Prevention in Employer-Provided Housing**

(Not applicable)

**Additional Consideration #4: COVID-19 Prevention in Employer-Provided Transportation to and from Work**

(Not applicable)

## Attachment 1: Campus Cleaning and Safety Protocols and Practices

### FACULTY AND STAFF TRAINING

Prior to returning to in-person instruction all school staff and faculty will complete training in health and safety practices and protocols, including:

#### COVID Review

COVID 19 Transmission and prevention:

- \*Proper handwashing: when, how
- \*Proper use of a mask: when, how, types
- \*Principles of COVID: modes of transmission, most vulnerable, best practices to keep yourself and others safe

#### Personal Health

Daily Health Survey:

- When to stay home (symptom list)
- When to see the Doctor
- Scenarios (chart)

#### Integrated Pest Management Training

IPM and chemical safety training

- Clean, Sanitize, Disinfect
- When to Clean, Sanitize and Disinfect (chart)
- How to Clean, Sanitize and Disinfect
- What cleansers and disinfectants are we using?
- Hand Sanitizer is for humans-therefore a topical antiseptic and FDA not EPA
- PPE
- Labels
  - \*Signal word: Caution, Warning, Danger
  - \*Ingredients
  - \*Precautionary statements
  - \*Storage and Disposal
  - \*First Aid
  - \*Directions for use (what you are using it for should be listed)

### **SANITATION PROTOCOL FOR OUTDOOR CLASSROOMS**

- Handwashing stations have been installed by every outdoor classroom.
- Soap and cleaning supplies are provided at every handwashing station.
- Hands will be washed often for at least 20 seconds with soap.
- Teachers will supervise handwashing at the beginning of the day, before and after mealtimes, after sneezing, after using the restroom, and as needed.
- FDA approved hand sanitizers with at least 60% ethanol or 70% isopropanol will be used when there is not access to water.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s approved for use against COVID19 list.
- Shared materials are limited, as every student brings their own camp chair and backpack of supplies and sets them in the designated space in their outdoor classroom.
- If items are shared, they are cleaned before and after use.
- Bathrooms and indoor spaces are cleaned daily, and frequently touched surfaces are cleaned and sanitized 3 times per day.
- All meals will be eaten outdoors, preceded and followed by hand washing.
- School hours and/or other procedures have been modified to provide adequate time for a regular, thorough cleaning, product stocking, or other measures.
- Staff is provided adequate time to implement cleaning practices before and after shifts.

### **PHYSICAL DISTANCING PROTOCOL**

- All outdoor classrooms are designed for physical distancing while seated in camp chairs or other available seats, marked 6 feet apart.
- Each cohort has designated outdoor recess and play spaces to avoid co-mingling with others.
- Signs are posted as reminders to maintain social distancing, wear mask coverings, and hand wash often.
- Tape or other markings have been placed at least six feet apart on walkways with signs directing students to use the markings to maintain distance.
- Each cohort uses only its own designated bathroom and handwashing station.
- Face coverings are required to be worn when entering Bothin campus, and all Marin Public Health requirements for outdoor activities will be followed at all times.

- All meals will be eaten outdoors.
- Employees have been reassigned workspaces to maximize physical distancing.

#### **PROTOCOL FOR ILL STUDENTS OR STAFF**

- All staff and families must self-check for symptoms of COVID19 or other illnesses prior to arriving at school, and complete the required self-check before coming to the resource center site.
- Staff and families will notify the school if they are ill.
- Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.
- If a student falls ill during the school day, they will go to the designated Health tent set up on campus and wait to be picked up.
- Marin County Public Health will be notified immediately at 415-473-7191 of any cases of COVID19 in the Heartwood community and the Marin County Public Health Protocols & Communication Template will be followed.
- If a student or staff member is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

#### **HEALTH ADDENDUM TO THE HEARTWOOD CHARTER SCHOOL PARENT HANDBOOK**

- Parents agree to abide by all Marin Public Health guidelines.
- Parents agree to check their family members' health daily.
- Parents agree to keep their child(ren) home when showing signs of illness.
- Parents agree to have a backup plan for pickup and childcare if their child becomes ill at school, and to be reachable by phone.
- Parents will wait in the car until the child(ren) being dropped off have been checked in by Heartwood faculty or staff.
- Parents will wait in the car while picking up children.
- Each family will keep a social contact diary to make tracing easy if a community member becomes infected.

## Schedule for Cleaning and Disinfecting

<b>Classrooms:</b> Disinfected daily after use, additional cleaning as needed	<b>Offices:</b> Cleaned and disinfected daily after use, additional cleaning as needed
<b>Restrooms:</b> Disinfected daily; additional cleaning as needed	<b>Telephones:</b> Cleaned and disinfected before and after each use.
<b>Handrails/door handles/shelving:</b> Cleaned and disinfected daily after use	<b>Handwashing facilities:</b> Cleaned and disinfected daily after use
<b>Copy Machines/ Scanners / Faxes/ Postage Machine:</b> Cleaned and disinfected after each use.	<b>Common Areas: NA</b> (common areas are closed)
<b>Playground Structures:</b> Cleaned and disinfected after use.	<b>Outdoor Common Areas:</b> NA (outdoor common areas closed)
<b>Indoor Common Areas:</b> Disinfected daily after use (although they are currently closed)	

## Attachment 2: Faculty/Staff Daily Health Screening Form

Faculty/Staff Full Name:

I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours?

Yes or No

Are you showing any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, Headache, New loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?

Yes or No

Have you been in close contact with anyone who has tested positive for COVID within the last 14 days?

Yes or No



### Attachment 3: Student Daily Health Screening Form

Parent/Guardian Full Name:

Student Full Name:

Has your child had a temperature of 100.4 and higher over the past 24 hours?

Yes or No

Is your child showing any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?

Yes or no

Has your child been in close contact with anyone who has tested positive for COVID within the last 14 days?

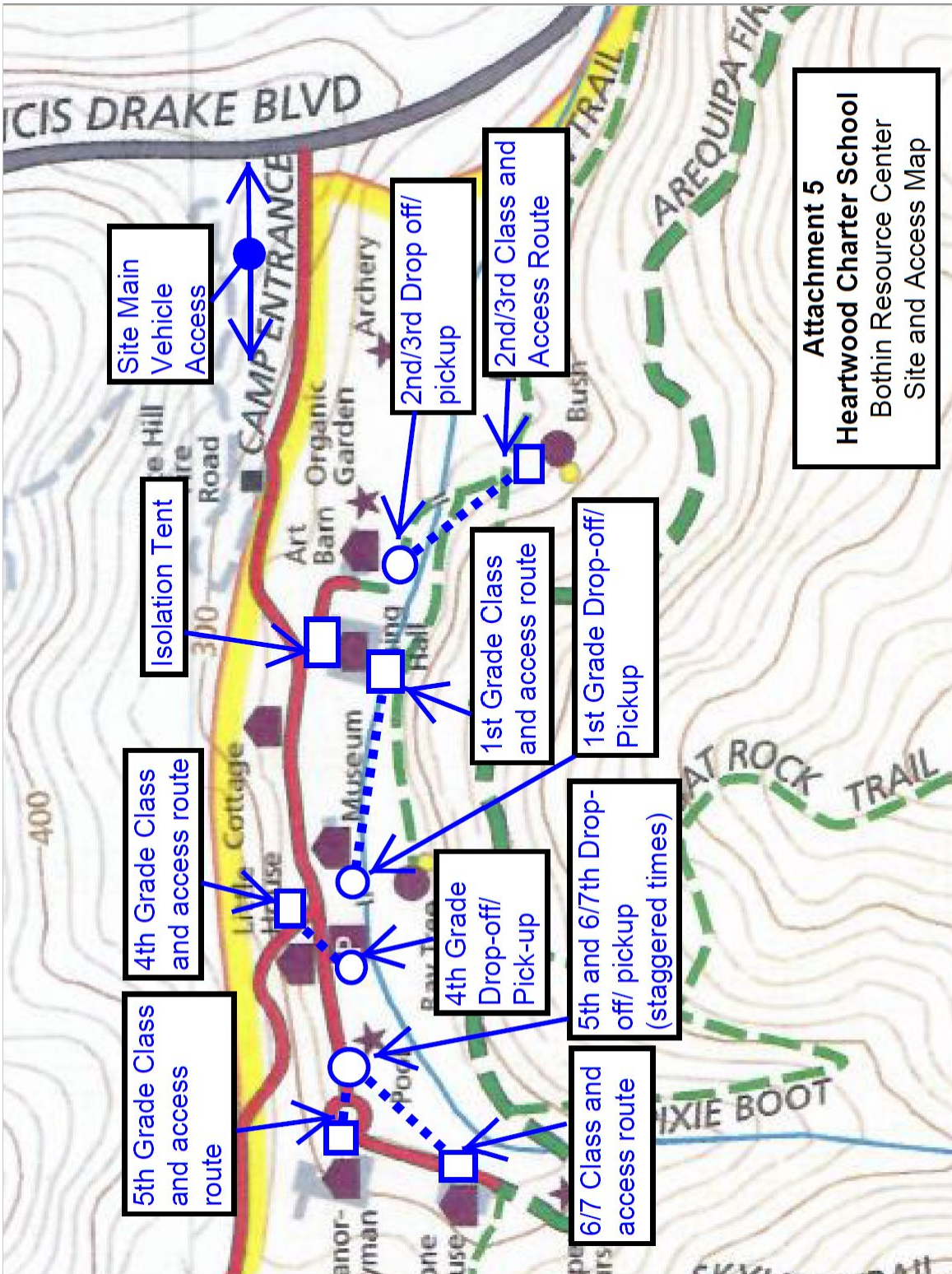
Yes or No

## Attachment 4: Scenarios and Template Communications

Scenario	Action	Communication
A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4	<ul style="list-style-type: none"> <li>• Report information to administrator, send home</li> <li>• Contact Healthcare provider/Public Health for testing (recommend testing)</li> <li>• If positive, see Scenario #3; If negative, see Scenario #4</li> </ul> <p>School/Classroom OPEN</p>	No Action is needed.
A family member or someone in close contact with a student or staff member test positive for COVID-19.	<p>Report information to administrator, send home, quarantine for 14 days</p> <ul style="list-style-type: none"> <li>• Contact Healthcare provider/Public Health for testing (recommend testing)</li> <li>• School/Classroom OPEN</li> </ul>	<p>To: Student Families and Staff</p> <p>Template Letter</p> <p>Household Member or contact w/ C19+..</p>
A student or staff member tests positive for COVID-19.	<ul style="list-style-type: none"> <li>• Report information to administrator, send home, isolate as per Public Health</li> <li>• Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing</li> <li>• Classroom CLOSED for 14 days from last exposure</li> <li>• School Remains OPEN</li> </ul>	<p>To: Student Families and Staff</p> <p>-Phone call and</p> <p>-Template Letter.</p> <p>Confirmed C19+ in Cohort.</p>
A student or staff member tests negative for COVID-19 after any of the reasons scenarios a, b or c.	<ul style="list-style-type: none"> <li>• May return to school 24 hours after symptoms resolve</li> <li>• 14 day quarantine required</li> </ul> <p>for close contact with COVID-19 positive case</p> <ul style="list-style-type: none"> <li>• School/Classroom OPEN</li> </ul>	<p>Consider notification to families and staff if prior awareness of testing.</p> <p>-Template Letter</p> <p>Negative Test Cohort Member.</p>

Link: [06-15-20 Marin County Protocols Summary English/Spanish Combined](#)

Attachment 5, Site Map



**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 employee and authorized employee representative that participated:**

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

**Appendix B: Form for Periodic COVID-19 Inspections**

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

<b>Exposure Controls</b>	<b>Status</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
<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			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

**Appendix C: Form for 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 potential COVID-19 case, all locations visited during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure</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: Form for COVID-19 Training Roster****Date:****Person that conducted the training:**

Employee Name	Signature