

# Heartwood Charter School

## Agenda for the meeting of the Heartwood Charter School Board of Directors

Call in location: 225 Tamalpais Rd, Fairfax, CA 94930

Call in location: 55 Fire Rd, Woodacre, CA 94973

The meeting may be joined by phone: (US)[+1 662-482-2503](tel:+16624822503) PIN: 889 963 953#

**Thursday August 12, 2021**

**10:00 AM Public Session**

Call to Order

- I. Roll Call
- II. Regular Meeting
  - A. Agenda Adjustments and Approval
  - B. Approval of Minutes
  - C. Correspondence.
- III. Public and Community Input
  - A. (none requested)
- IV. Reports and Information
  - A. Director's Report
    1. Faculty
    2. Learning Mode Status
  - B. Finance Report
  - C. Facilities Update
- V. Action Items
  - A. The Board will consider adding one additional part-time Operations Assistant position and approve, defer, or agree to study further.
  - B. The Board will consider hiring Suzie Smith as a part-time Operations Assistant and approve, defer, or agree to study further.
  - C. The Board will consider changing the Bothin Office Manager title to Bothin Office Administrator and approve, defer, or agree to study further.
  - D. The Board will consider hiring final approval of Sarah Rose McMahon as Kindergarten Assistant in the Bothin program and approve, defer, or agree to study further.
  - E. The Board will consider hiring final approval of Talia Maas-Howard as a Certified Support Teacher in the Homeschool program and approve, defer, or agree to study further.
  - F. The Board will consider reactivation of inactive employees Erin Hallal and Marcy Satzberg.
  - G. The Board will consider a Board Resolution on the Extension of the Heartwood charter term expiration to June 2026 and approve, defer, or agree to study further.
  - H. The Board will consider a salary stipend of \$2,000 annually for all teachers in the Bothin program who will be assigned to a 5-day work week and approve, defer, or agree to study further.
  - I. The Board will consider a revised Independent Study Policy and approve, defer or agree to study further.

- J. The Board will consider a revised Covid Safety Plan, called the Safe Return to In-Person Instruction and Continuity of Services ("SRIPICS") and approve, defer, or agree to study further.
- K. The Board will consider raising the overall enrollment limit to 425 and approve, defer or agree to study further.
- L. The Board will consider the Heartwood 45-day Revised Budget for 2021-22 and approve, defer or agree to study further.
- M. The Board will consider applying for stimulus funds under ESSER II and III and approve, defer or agree to study further.
- VI. Consent Items
  - A. Young, Minney, Corr legal council retainer contract.
- VII. Board Discussion – this time is reserved for Board members to address colleagues and staff about matters they believe need study or action. The President will direct what action he or she feels should be taken on any item introduced by a Board member.
- VIII. Closed Session
  - A. Public Employee Performance Evaluation (Gov. Code section 54957(b)(1).)
- IX. Open Session
- X. Action Taken in Closed Session
- XI. Dates and Future Agenda Items

## **COVID-19 Safety Plan (CSP) for Heartwood Charter School Safe Return to In-Person Instruction and Continuity of Services (SRIPICS)**

Date: Updated August 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

Appendix E: References

### **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 SRIPICS. In addition, all faculty and staff and parents are responsible for implementing the SRIPICS 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

Stephanie Felton-Priestner	Executive Director	<a href="mailto:stephanie@heartwoodcharterschool.org">stephanie@heartwoodcharterschool.org</a>	415-488-9572

### Stable Group Structures

Regular classes, TK-6: Stable classroom cohorts will be assembled with an assigned primary cohort teacher. The mixing of classroom cohorts will be discouraged. Each cohort has its own distinct area of the resource center campus and will remain in that area for the majority of their time at the resource center. The 3 and 4 class as well as the 7 and 8 class are combined classes but are a stable cohort that does not have any further mixing.

Regular classes, 7-8: Grade 7 is a combined class with Grade 8. This is a stable cohort and does not substantially 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.

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, 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 before entering the Center at large. Efforts will be made to avoid mixing with students who are at the Center. Rest rooms access will be separate from that for students. The visitor must pass the health screening, be always masked when near students, and maintain at least 6 feet distance from students 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 perform a health screening before arrival to an open resource center. A written or on-line report is not required, but symptomatic students must remain home and the symptoms must be reported to the school.

Staff and faculty will also self-screen daily and shall remain home when symptomatic. Staff will be encouraged to obtain a COVID test if symptoms persist. (Please see Health Screenings, below as well as 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. 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.

On-campus gatherings such as school assemblies and festivals, as well as business meetings, are may proceed with masking required when indoors or in close proximity.

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.

Unauthorized movement around the campus will be minimized. To and from pick-up and drop-off locations, students will travel within designated cohort areas to their designated class locations. Signs are posted as reminders to maintain 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. Symptomatic staff will report the symptoms to the school and shall remain home while symptoms persist. Staff will be encouraged to test when symptomatic. 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. Symptomatic students will report the symptoms to the school and shall remain home while symptoms persist. Parents will be encouraged to test students if symptoms develop. 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 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.  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 identifying 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

Physical distancing is not required in accordance with current CDC and CDPH recommendations. Distancing may be implemented if an Outbreak (3 or more cases in 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. Heartwood Charter School may use the natural outdoor spaces at the Bothin Resource Center (designed as a youth camp) as outdoor classrooms, or may convene indoors with masking requirements. Each cohort will have a distinct area of campus with their own outdoor hand washing station and well-ventilated bathroom.

**Plastic barriers**, clear screens and privacy boards will not be used in outdoor or indoor classrooms. For indoor spaces under outbreak conditions, spaces may be reconfigured 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 or indoor areas and will be designated by cohort. Mixing of cohorts will be minimized. 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 clearly marked play areas across the campus.

Our Bothin Resource Center site does not have interior **hallways** shared by students. Classrooms, offices, and bathrooms are accessed via independent outdoor entrances. Signs are posted as reminders to maintain mask coverings and hand wash often.

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. Students will remain under the direct supervision of class teachers during drop off and pick up.

**Stable classroom cohorts** will be maintained at all times with an assigned primary cohort teacher. The mixing of classroom cohorts will be minimized. Each cohort has its own distinct area of the resource center campus and will remain in that area for the majority of their time at the resource center.

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. Students will remain under the direct supervision of class teachers during drop off and pick up.

On-campus gatherings such as school assemblies, festivals and meetings will proceed with masking required for indoor or large outdoor gatherings. Distancing may be employed during larger gatherings. In person gatherings will be avoided during any Outbreak periods.

### 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.

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.

### 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.

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:

Condition of Individual	Testing for Students	Testing for Staff
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.
Outbreak	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.  Return to school criteria will apply after 14 days with no new cases at the Center.	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.

**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.

### Quarantine

**For an unvaccinated close contact where both parties are masked**, the individual may undergo a modified 10-day quarantine **while continuing to attend school** if they:

- Are asymptomatic; **AND**
- Continue to appropriately mask, as required; **AND**
- Undergo at least twice weekly testing during the 10-day quarantine; **AND**
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within

the community setting.

**For unvaccinated close contact who were not masked and remain asymptomatic** may discontinue self-quarantine under the following conditions:

- After day 10 from date of last exposure without testing; OR
- After day 7 from date of last exposure if diagnostic specimen is collected after Day 5 and test is negative

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

**Students and staff may return to the Center** when the following CDPH criteria has been met:

- At least 24 hours has passed since resolution of fever (without medications), **AND**
- Other symptoms have improved, **AND**
- They have a negative test for SARS-CoV-2, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.

**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. Physical distancing will be implemented. Any required closure and reopening will be conferred with the LHD. Notify the community and implement distance learning in the event of school closure.

**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. Under Outbreak conditions, we may consider barriers in indoor spaces in our offices and classrooms where privacy boards and clear screens could be practicable, but will generally utilize space reconfiguration, physical distancing, and occupancy minimization. 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 SCRIPICS was completed with input from staff, parents and the board members on August \_\_, 2021. 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

Physical distancing is not required regardless of vaccination status with the following exceptions:

- School will evaluate whether physical distancing is required during an outbreak (3 or more cases in an exposed group of employees).
- School will implement physical distancing and barriers (in close indoor situations) during a major outbreak (20 or more cases in an exposed group of employees)

In addition, during outbreaks, the following physical distancing protocols will be followed:

- All staff will stay 6 feet apart and 6 feet from students, or as far apart as possible.
- Plan 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.

### Face Coverings

Face coverings are required in all indoor areas. 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 or vehicle.
- 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.

### Vaccines

Face coverings are required in all indoor areas, regardless of vaccine status. Exceptions are noted above in Face Coverings. At this time, vaccinations are not allowable substitutes for face masks in indoor or enclosed areas.

### Testing

The school will offer testing at no cost to employees, and will be allowed to obtain a test during paid time, under the following conditions:

- Unvaccinated employee who is symptomatic
- Unvaccinated employee who has been exposed
- Unvaccinated employees after an outbreak at school
- Vaccinated employees after exposure and becoming symptomatic
- All employees after an outbreak at school

### **Engineering controls**

At this time School **does not utilize engineering controls**, such as barriers, but instead adheres to masking and natural ventilation or outdoor settings. 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 for indoor occupancy 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 if an outbreak occurs.

## Outbreaks

Additional protective measures will be implemented in the case of an Outbreak or Major Outbreak:

- Physical distancing will be implemented in addition to masking requirements (see Physical Distancing, above):
- Testing will be encouraged for all employees.
- Use of barriers will be evaluated.
- Possible closure of Center for duration of Major Outbreak.

## 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?

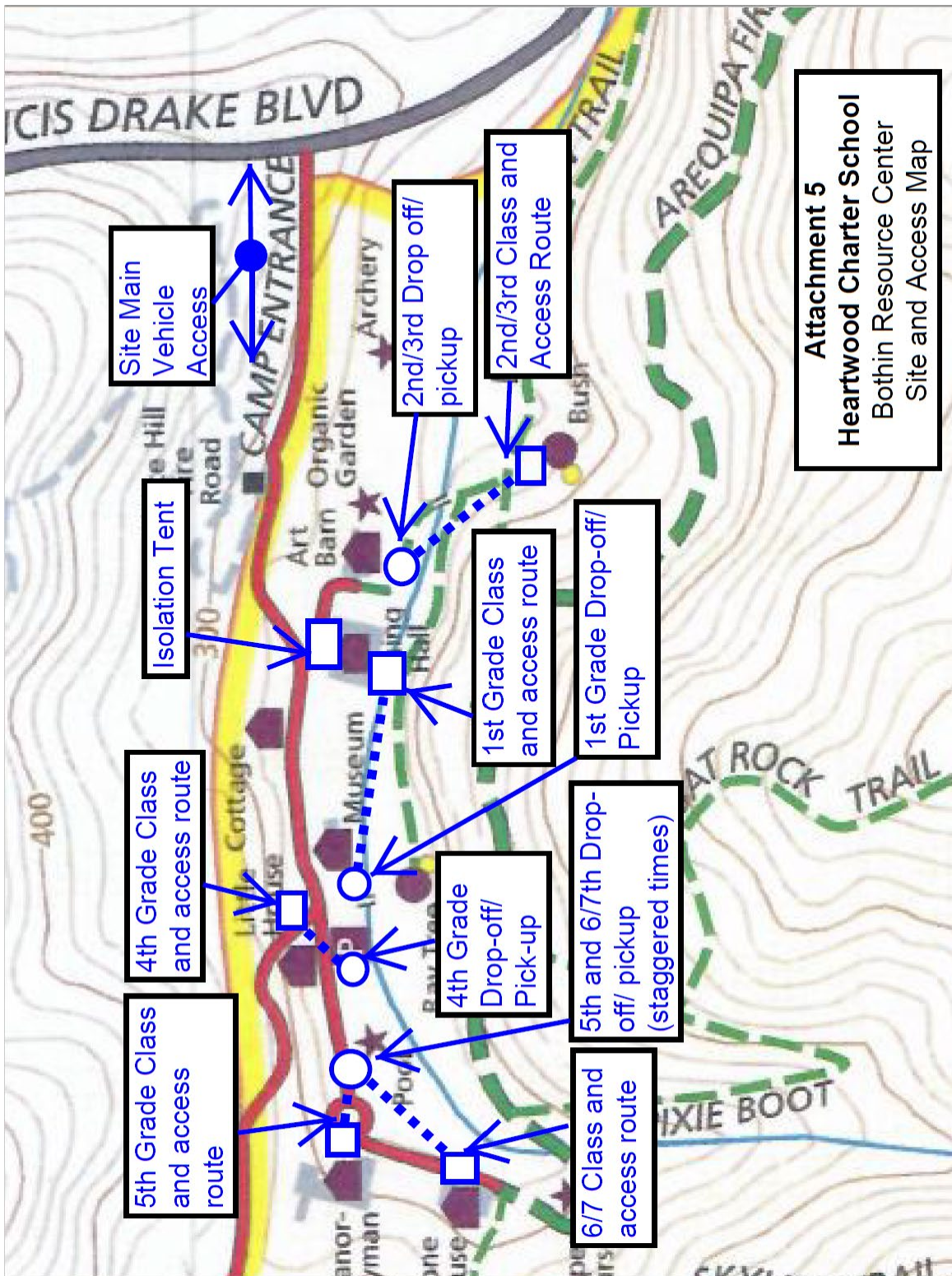
Yes or No

## 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 for close contact with COVID-19 positive case</li> <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:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<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>			

Form 1 of 2

<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

**Appendix E: References**

California Department of Public Health

COVID-19 Health Guidance for K-12 Schools, 2021-22 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

California Department of Industrial Relations

Revisions to the COVID-19 Prevention Emergency Temporary Standards

<https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html>

**HEARTWOOD CHARTER SCHOOL**  
**INDEPENDENT STUDY BOARD POLICIES**

These policies apply to all pupils participating in independent study at the **Heartwood Charter School** (the “School”).

Each student’s independent study shall be coordinated, evaluated, and carried out under the general supervision of an assigned certificated employee or employees.

For students in all programs of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be as follows:

- For pupils in kindergarten and grades one through three, **20 school days**.
- For pupils in grades four through eight, **20 school days**.
- For students in grades nine through twelve, **20 school days**.

When special or extenuating circumstances justify a longer time for individual students, the director or their designee may approve a period not to exceed **40 school days**.

**Note:** The laws governing independent study policies require that this policy address the “level of satisfactory progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether independent study is in the best interest of the student.

**Missed Assignments and Level of Satisfactory Progress:** When any student fails to complete **three missed assignments** during any period of **20 days** or fails to make satisfactory progress (as defined below) the school will conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study or to return to the regular school program. A written record of the findings of any evaluation made pursuant to this subdivision shall be maintained in the pupil's permanent record and treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

**Satisfactory educational progress** shall be based on all of the following indicators, as applicable:

- The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments, as confirmed by the Certified Support Teacher.
- Learning requirement concepts, as determined by the Certified Support Teacher.
- Progressing toward successful completion of the course of study or individual course, as determined by the Certified Support Teacher,
- Pupil engagement, as measured by all of the following, as applicable:
  - School attendance rates (greater than 93%),
  - Chronic absenteeism rates (no more than 10 consecutive days will be allowed),
  - Middle school dropout rates,
  - High school dropout rates, and
  - High school graduation rates.
- Pupil achievement and engagement, as measured by all of the following, as applicable:
  - Review of student work samples during the Learning Period by the responsible teacher, either by comparison to lesson plans, or in discussion with the responsible teacher and parent or guardian.
  - Progress as indicated at the end of the Learning Period as assessed by the responsible teacher,
  - Statewide assessments that are part of the California Assessment of Student Performance and Progress (i.e., “CAASPP”, or any other subsequent assessment as certified by the California State Board of Education),
  - The percentage of pupils that have successfully completed courses that satisfy the requirements for entrance to the University of California and California State University,
  - The percentage of pupils who have successfully completed courses that satisfy the requirements for career technical education sequences or programs that align with state board-approved career technical education standards and frameworks,
  - The percentage of pupils who have successfully completed both the university entrance and career technical courses specified above,

- The percentage of English learner pupils who make progress toward English proficiency as measured by the English Language Proficiency Assessments for California (“ELPAC” or subsequent assessments of English proficiency certified by the state board),
- The English learner reclassification rate,
- The percentage of pupils who have passed an advanced placement exam with a score of “3” or higher, and
- The percentage of pupils who demonstrate college preparedness pursuant to the Early Assessment Program (or any subsequent assessment of college preparedness).

**Academic Content:** Independent study shall include the provision of content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

Independent study shall include access to all courses offered by the School for graduation and approved by the University of California or the California State University as creditable under the A-G admission criteria.

**Tiered Reengagement:** For all pupils who are not generating attendance for more than **three schooldays** or 60 percent of the instructional days in a school week, or who are in violation of their written agreement, the school shall have procedures including the following reengagement strategies:

- Verifying current contact information for the pupil,
- Notifying parents or guardians of lack of participation within one school day of the absence or lack of participation,
- A plan for outreach from the school to determine pupil needs, including a connection with health and social services, as necessary,
- A clear standard requiring a pupil-parent-educator conference, as defined below, to review the pupil’s written agreement, reconsider the independent study program’s impact on the pupil’s achievement and well-being, consistent with the school’s policies regarding the maximum amount of time allowed between the assignment and completion of pupil’s assigned work, satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in independent study,

For the purposes of this policy, “pupil-parent-educator conference” means a meeting involving, at a minimum, all parties who signed the pupil’s written independent study agreement.

**Note:** *The board-adopted independent study policies must include “a plan to provide” varying levels of “live interaction” and “synchronous instruction*

**Opportunities for Live Interaction and Synchronous Instruction:** The School shall plan to provide opportunities for live interaction and synchronous instruction as follows for all pupils engaged in independent study:

- For pupils in transitional kindergarten through grades 1 to 3 inclusive, the School shall plan to provide opportunities for daily synchronous instruction for all pupils throughout the year, including but not limited to themed instructional subjects for each learning period such as Astronomy, Geometry, History, and others.
- For pupils in grades 4 to 8 inclusive, the School shall plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all pupils throughout the year, including but not limited to rotating focused instructional subjects such as Math, Science, Language Arts, and others.
- For pupils in grades 9-12 inclusive, the School shall plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the year, including focused small-group tutoring sessions based on students’ learning plans and specific needs.

For the purposes of this policy, “live interaction” means interaction between the pupil and certificated or non-certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including but not limited to wellness checks, progress monitoring, provision of services, and instruction. This live interaction may take place in-person, or in the form of internet or telephonic communication. The School will document each pupil’s participation for each school day. A student who does not participate in independent study on a school day shall be documented as non-participatory on that school day.

For the purposes of this policy, “synchronous instruction” means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the teacher of record and the pupil.

**Note:** *The law includes a requirement that board-adopted independent study policies include a plan to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and in no case, later than five instructional days. This policy assumes that the option to return to in-person instruction would be to return to a traditional, district-operated school.*



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**Return to In-Person Instruction:** For pupils whose families wish to return to in-person instruction from independent study, the School shall allow the student to transfer expeditiously, and in no case later than five instructional days.

**Written Agreements:** (5 C.C.R. § 11702) A current written agreement for each independent study pupil shall be maintained on file for each participating student. Each agreement shall be signed, dated, and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. The independent study agreement for a student will require and cover a study plan that represents the same amount of study that would be required of a student in the classroom and be consistent with the School curriculum and course of study of students participating in the regular classroom setting.

**Agreement Content:** Each independent study written agreement shall contain at least all of the following provisions:

- The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding academic progress.
- The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
- The specific resources, including materials and personnel that will be made available to the pupil. These resources shall include confirming or providing access for all pupils to the connectivity and devices adequate to participate in the academic program and complete assigned work.
- A statement of the policies adopted regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study. The level of satisfactory educational progress and missed assignments shall conform to the requirements specified above in this policy.
- The duration of the independent study agreement, including the beginning and ending dates for participating in independent study, recognizing that no independent study agreement shall be valid for any period longer than one school year.
- A statement of the number of course credits, or for elementary grades pupils, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- A statement detailing the academic and other supports that will be provided to address

the needs of pupils who are not performing at grade level, or need support in other areas such as English learners, individuals with exceptional needs as needed to be consistent with the student's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care, pupils experiencing homelessness, and pupils requiring mental health supports.

- The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate.

Written agreements shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent/guardian/caregiver if the pupil is less than 18 years of age, the certificated employee designated as responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. Written agreements may be maintained electronically along with and may include subsidiary agreements, such as course contracts and assignment and work records. Written agreements may be signed using electronic signatures that comply with applicable state and federal standards and are intended by the signatory to have the same effect as a handwritten signature.

Before signing a written agreement pursuant to this section, and upon the request of the parent or guardian of a pupil, the School shall conduct a phone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

For the 2021-22 school year only, written agreements may be completed and signed as provided above **no later than 30 days** after the first day a pupil commences independent study.

Board Policy: It is the policy of this Board that each student is, at a minimum, expected to accomplish the following in order for the student to be counted as present/attending for ADA purposes:

- Students, or parents when appropriate for younger students, will initial "Monthly Independent Study Log" on school days where they have completed schoolwork Monday through Fridays that are not school holidays. Parents/guardians will sign the monthly log under the following statement: "By signing this log, I verify that my student completed schoolwork on these days."

The Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provision of the Charter School's Act and the State Board of Education regulation adopted there under.

The Directors shall establish regulations to implement these policies in accordance with the law.

Adopted: (date) and supersedes all previous School Independent Study policies and amendments.

Amended:

## Appendix A - Truancy Policy

California Education Code (E.C.) section 48200 states that each person between the ages of 6 and 18 years shall attend school for the full length of the school day. E.C. section 48260 defines truancy as absence from school without a valid excuse; three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. E.C. section 48260 also mandates that school districts notify a pupil's parent/legal guardian upon a pupil's initial classification as a truant. To comply with state law, Heartwood Charter School has automated the mandatory Initial Notification of Truancy (1st NOT) and schools are responsible to manually generate the 2nd and 3rd NOT letters.

Students are required by law to attend school on an average basis. Truancy at Heartwood Charter School is defined by the absence of any and/or all learning period requirements.

Learning Period Requirements:

- Work with your assigned CST on a lesson plan for the upcoming learning period.
- Submit attendance using the provided form for each enrolled student.
- Submit the required work samples, your CST may request a work sample from a particular subject list on the master agreement. All high school students must submit 1 work sample per course listed on their master agreement to receive full credit.
- The parent/guardian and the student must attend the LP meeting (students in grades TK-2nd are not required to attend but they are encouraged to).

If any of the Learning Period Requirements are not received, a Notification of Truancy will be sent to the parent or guardian.

**Notification #1** will be sent to the parent/guardian on record 3 days after the end of the learning period, initiated by CST reporting.

**Notification #2** will be sent to the parent/guardian 7 business days after the initial report made by the CST if communication is not received by a member of the Heartwood Charter School Enrollment Team or CST

**Notification #3** will be administered by the Heartwood Charter School Management team by certified mail 14 business days after the LP ends. This notification provides information of immediate withdrawal from Heartwood Charter School.

## **Appendix B - Student Attendance Policy**

It is the expectation that all students arrive every day on time, ready, and eager to learn. When students are absent they miss out on instruction and other activities that make up our modern and strong educational program.

### **Attendance**

Attendance in independent study is determined and generated by the following elements:

Traditional Independent Study: the time value of student work.

Course-Based Independent Study: student enrollment in a course(s) certified by a local governing board to be of equivalent rigor to classroom-based courses and making satisfactory educational progress in that course(s).

The time a student accrues for participating in live interaction and/or synchronous instruction is not sufficient to generate attendance for apportionment purposes if that participation, for traditional independent study, is not accompanied by student work that is evaluated for time value by a teacher, or for course-based independent study, if it is not part of a locally certified course(s) and the student is not making satisfactory educational progress.

### **Absence**

Absence is defined as non-attendance or non-participation in school provided Learning Period Requirements.

Learning Period Requirements:

- Work with your assigned CST on a lesson plan for the upcoming learning period
- Submit attendance using the provided form for each enrolled student
- Submit the required work samples, your CST may request a work sample from a particular subject list on the master agreement. All high school students must submit 1 work sample per course listed on their master agreement to receive full credit
- The parent/guardian and the student must attend the LP meeting (students in grades TK-2nd are not required to attend but they are encouraged to).

### **Excused Absences**

Parents are to administer or monitor the student's education plan guided by their CST on all scheduled school days. Please find this list of examples of excused absences:

- Student has been vomiting.
- Student's temperature is above normal.
- Student has been exhibiting uncontrolled coughing or has a runny nose.
- Student has been diagnosed with a contagious disease, illness, or rash.
- Students who have been diagnosed with a contagious illness or who return with splints, casts, or crutches must have a doctor's release to return to school.
- Medical/Dental/Court Appointments

- Religious Holiday
- Funeral of immediate family member (extended travel beyond 3 days will require the parent to request an Independent Study Contract).
- Family emergencies such as house fires, house floods, or other verifiable family emergency with the approval of the Site Administrator.

Absences will be recorded as unexcused on the 3rd day following a student's absence unless the parent/guardian provides verifiable documentation of the student's absence.

### **Unexcused Absences**

As an independent study program education can be provided in many arenas, therefore if a parent or student chooses to refrain from providing an education for the following reasons it is considered unexcused and needs to be reported on the attendance sheets at the end of every learning period:

- Out of town for family trips, reunions, vacations
- Illness/doctor or dental appointment of a family member.
- Suspension from class or being sent out of class.

### **Regulations**

- When a student has acquired three (3) unexcused absences, a warning letter will be issued to the parent. The parent and child will be required to meet with the administrator.
- When a student has accumulated five (5) unexcused absences or seven (7) excused or unexcused absences, a second conference will be held with the parent and child. Parents will receive written notification that a referral is being made to the Student Attendance Review Board (SARB) or the School Attendance Review Team (HAT).
- Upon reaching ten (10) unexcused absences, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (HAT). The HAT panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.

### **Heartwood Attendance Team Panel (HAT)**

- The HAT panel shall direct the parent/guardian that no further unexcused absences can be tolerated.
- The HAT panel will identify the corrective actions required in the future and shall have the authority to order one or more of the following consequences:
  - Loss of field trip privileges
  - Loss of school store privileges
  - Loss of school event privilege
  - Required plan as set by the HAT
  - Notification to the District Attorney

- The HAT panel may discuss other school placement options.
- Notice of action recommended by the HAT will be provided in writing to the parent/guardian.

For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.

If student is absent ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be deemed to have voluntarily disenrolled and notification of the disenrollment will be sent to the Student's district of residence.

It is the Charter School's intent to identify and remove all barriers to the student's success, and the School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a HAT meeting, or if the parents fail to attend a required HAT meeting, the parents and the child may be referred to the District Attorney's office for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

## Appendix C - Work Samples

TK-8th grade students must submit 1 work samples before the end of each learning period. Works sample subjects will be assigned by the CST or Support Team to ensure a well-rounded portfolio of samples.

High school students (9th-12th grade) must submit 1 work sample per each core subject before the end of each learning period.

We will be adding examples of work samples that have been submitted to our CST team throughout the years on this page to help you with ideas, tips, and tricks on what makes a quality work sample.

Please make sure that all work samples submitted to your CST include the work sample cover page.

- If the student has answered a list of questions and will be submitting the answers as a work sample, the list of questions must also be submitted. This includes writing prompts.
- Needs to relate to standards for the grade level of the child unless child has an IEP
- Video and PowerPoint projects are permitted for work samples as long as they are directly addressing a specific course listed on your master agreement
  - The student must be the main creator of this project and the content within the project
- If you and the student are submitting a photo image of an activity, please make sure that it is accompanied by written content explaining the relation to a course listed on the Master Agreement as well as details on what the student is learning in the photo.
  - We recommend for TK-2nd grade students that the student attempt written content and the parent submits clear details (if the student is not writing in full sentences)
  - For 3rd grade students and higher, we recommend that the students provide the majority of the written content. If it is necessary for the parent to provide additional details explaining course relation, please do so.
- How much written content is needed for each work sample?
  - For students in TK-2nd grade most written content is approved coming from the student
  - For students in 3rd-8th grade we do need to see a minimum of half a page of written content. Our CST team will always keep in mind the student's abilities and grade level
  - For high school students, we are looking for at minimum a full page of written content reflecting at least a minimum of 1 hour of work.
- How many minutes do we need to log for Physical Education?



- For students in TK-8th physical education is not required but based on Department of Education suggestions we recommend at least 200 minutes of Physical Education or 30 minutes per day
- For high school students, we need at least 800 minutes per learning period.

## **Appendix D - Instructional Minutes**

In independent study, a “minimum day” is based on the teacher’s determination of the time value of that work. Schools are to offer the following numbers of minutes per grade level:

- Transitional Kindergarten/Kindergarten: 180 minutes (EC Section 46117)
- Grades one through three: 230 minutes (EC Section 46112)
- Grades four through eight: 240 minutes (EC Section 46113)
- High school: 240 minutes (EC Section 46141)
- Adult education: 180 minutes (EC Section 46190)
- Opportunity education: 180 minutes (EC Section 46180)

## Appendix E - High School Graduation Requirements

- Three years of English
- Two years of mathematics (including Algebra I)
- Three years of social science (including U.S. history and geography, World history and geography, and one semester of American government and one semester of economics)
- Two years of science (including biology and physical science)
- Two years of physical education
- One year of a foreign language or visual and performing arts, or career technical education. For the purpose of satisfying the minimum course requirement, a course in American Sign Language shall be deemed a course in a foreign language

Students who successfully complete Algebra I in middle school must still complete a minimum of two years of mathematics in high school. Recognizing that these 13 courses of preparation are state minimum requirements, local school boards often set local graduation requirements that exceed the state-mandated requirements. (Please refer to the Testing section for information on two methods of earning a high school diploma or its equivalent: the California High School Proficiency Examination (CHSPE) and the General Educational Development (GED) test.)

\*Each 5 unit course should exemplify 6-7 hours of work per week.

Should a student seek to enroll in more than 7 courses (35 units/credits) per term the HAT (Heartwood Advising Team) will evaluate the student's history at Heartwood Charter School as well as any transfer records before approving the request. Request must be submitted by parent/guardian in writing to their assigned CST at least two weeks before the beginning of the semester during which the request would be applicable with documentation and explanation as to why the request is being made. The HAT will meet and respond to written requests within 5-7 school days.



**RESOLUTION OF THE BOARD OF DIRECTORS OF HEARTWOOD CHARTER SCHOOL  
STATEMENT OF CHARTER TERM EXTENSION  
PROVIDED BY SB 130**

August 6, 2021

**WHEREAS**, the proposed SB 130, the Education Omnibus Trailer Bill of 2021, has been approved by the state legislature and signed into law; and

**WHEREAS**, SB 130 includes a provision where some charter schools will receive an automatic term extension of two years; and

**WHEREAS**, SB 130 will provide for a term extension for charter schools approved in the 2019-20 school year to extend their expiration to June 30, 2026; and

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

1. The Board of Directors will adjust business arrangements, academic programs and renew preparation according to this new term expiration.
2. The Board of Directors will inform Heartwood's authorizing district, and adjust the Memorandum of Understanding between Heartwood and the district as well as any other terms that may apply.

**Heartwood Charter School**  
**45 Day Budget Revision - Expected Enrollment**  
**2021-22**  
**8/5/2021**

Indicated Enrollment	
Homeschool	266
Bothin	104
Total	370

	Amount
REVENUES	
LCFF Target Funds	\$ 3,198,088
LCFF Deferrals	\$ 183,332
Other State Funds	\$ 95,000
<i>Subtotal State Revenues</i>	<i>\$ 3,476,420</i>
Federal Revenues	\$ 22,874
Special Education	\$ 248,717
Fundraising	\$ -
Community Pledges	\$ -
Grants	\$ -
Subtotal Operating Revenues	\$ 3,748,011
TOTAL REVENUES	\$ 3,748,011

EXPENDITURES	
Prior Year Accounts Payable	\$ -
1000 - Certificated and Instructional Salaries	\$ 1,387,230
2000 - Non-Certificated Salaries	\$ 257,341
3000 - Retirement and Benefits	\$ 321,651
4000 - Books and Supplies	\$ 350,740
5000 - Operating	\$ 742,163
5000 - Professional Service	\$ 259,582
5000 - Utilities	\$ 26,700
5000 - Facilities	\$ 139,000
Startup and Expansion Expenses	\$ -
Budget Reserve	\$ -
Subtotal Operating Expenditures	\$ 3,484,407
Net Income	\$ 263,604
Net Loan Expense	\$ 204,252
Balance from previous year	\$ 110,000
Balance at year end	\$ 169,352