

# COVID-19 Safety Plan (CSP)

## The Heights Charter

This CSP is designed to control exposures to the SARS-CoV-2 virus that may occur at The Heights Charter.

February 1, 2021

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# Authority and Responsibility

Diana Whyte, Executive Director, has overall authority and responsibility for implementing the provisions of this CSP in our workplace.

Kim Koenig, Site Safety Manager, is the COVID-19 contact. She reports any cases to the Department of Health and is able to answer any questions regarding isolation and/or quarantine requirements.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting site administration with any concerns.

## Employee Screening

We screen all employees, students and visitors with symptom screening and temperature check:

- Staff are responsible for reporting any potential symptoms of COVID-19 to site administration.
- Staff are responsible for having their temperature checked everyday upon entering the worksite.
- Staff with any symptoms or a temperature of 100<sup>0</sup> F or higher will be required to stay or return home, until the return to site criteria has been met.

# Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be regularly monitored, reviewed, and corrected in a timely manner based on the severity of the hazards by the site administrator.

## Controls of COVID-19 Hazards

### Physical Distancing

Throughout the campus, physical distancing is implemented to the greatest degree possible within the available space. Additionally, the following is in place:

- Each grade level will be self-contained in a designated classroom. Each classroom will have their own bathroom. Within each classroom, students will be spaced apart as much as possible.
- In grades TK-3, students will have their own set of supplies which will not be shared between students. In grades 4-8, students will be sharing supplies. If preferred, students may bring their own supplies.
- In grades TK-3, students will be grouped into small pods. These students (typically 3 or 4) will remain together throughout the day as they move from area to area within the classroom. Students may share a few items with the individuals in their pods throughout the day (ex: books, STEM-science/technology/engineering/math items, etc.).
- In grades 4-8, teachers (not students) go from classroom to classroom to provide instruction. While in the classroom, students (3-8) will remain in their seats unless they are using the restroom.
- All students will have assigned seats so that they are closest in proximity to the same few students throughout their instructional day.
- In grades 3-8, students will have regularly scheduled mask breaks outside of the classroom (weather permitting). Students will remain distanced from one another by standing or sitting on dots that are spaced as far apart as space allows (typically 4-6 feet apart).

### Face Coverings

Clean, undamaged face coverings are provided to individuals who do not have a one of their own, have one that does not meet requirements. Face coverings are to be worn properly over the nose and mouth while on campus.

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

- Individuals who are in grades TK-2.
- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who are unable wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

## Engineering controls

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

- Encouraging open doors (weather permitting)
- Air conditioning filters were replaced on 7/15/2020

## Cleaning and disinfecting

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

- General Staff measures:
  - Staff at each site will continue cleaning of high touch areas and surfaces in individuals' work areas throughout the day, including:
    - Tables/desks in classrooms and other common areas
    - Chairs in classrooms and other common areas
    - Doorknobs
    - Teacher area/space
    - Computers/electronic devices
    - Shared resources
- Additionally, staff will disinfect playground structure in between each use by each different class in grades TK-2.

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

- Student/staff is sent home if not already quarantined:
- Student/staff is instructed to isolate for 10 days after symptom onset, 24 hours fever free without fever medication and symptoms have improved. If never symptomatic, isolate for 10 days after the date of positive test.
- Site-based close contacts identified and required to quarantine for 14 days from last date of exposure to positive individual
- In stable elementary classroom stable groups: entire stable group
- Site administration will be notified.
- Public Health Department will be notified.

Closing off areas used by any sick person and do not use room before cleaning/disinfecting:

- To reduce risk of exposure, waiting 24 hours before cleaning/disinfecting, but if it's not possible, waiting as long as practical.
- Ensuring a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning
- Keep disinfecting product away from students

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

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools disinfected between uses.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Stock hand sanitizer for each classroom and make them visible and well identified
- Signage in classrooms and offices remind students and staff on proper hand sanitizing procedures
- Every student is provided with hand sanitizer upon entry into the classroom.

## **Personal Protective Equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) regularly and provide such PPE as needed to ensure eye and respiratory protection.

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

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

- Notify Executive Director and Site Safety Manager
- Be sent home and instructed to quarantine even if they test negative, for a full 14 days after date of last exposure to COVID-19 positive non-household contact or COVID-19 positive household member completes their isolation

If staff member tests positive, then

- They are instructed to isolate for 10 days after symptom onset. In order to return to work, they must be 24 hours fever free without fever medication and symptoms no longer present (with the exception of lack of taste/smell). If never symptomatic, isolate for 10 days after the date of the positive test.
- Site-based close contacts are identified and instructed to quarantine for 14 days from last date of exposure to positive individual
  - Site Safety Manager and Executive Director will determine if entire class goes to digital learning or if only those who are identified as contacts.
- Public Health Department notified by Site Safety Manager.

## 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:

- Report COVID-19 symptoms and possible hazards directly to the Site Safety Manager or the Executive Director.
- Employees can report symptoms and hazards without fear of reprisal
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Employees can access COVID-19 testing at any public testing site and any educator testing site when available.
- 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 to the greatest extent possible given the room available 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 not coming to work if the employee has those symptoms.

## 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 have demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

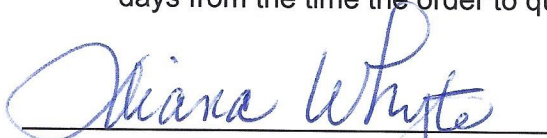
## Reporting, Recordkeeping, and Access

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 Safety Plan in accordance with CCR Title 8 section 3203(b).
- Make our written Covid-19 Safety Plan available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Executive Director and Site Safety Manager maintain records of all COVID-19 cases.

## Return-to-Site Criteria

- COVID-19 cases with COVID-19 symptoms will not return to site until all the following have occurred:
- At least 24 hours have passed since a fever of 100° F or higher has resolved without the use of fever-reducing medications.
- Symptoms associated with COVID-19 have improved and are continuing to improve.
- 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 site.
- 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.

  
 Diana Whyte, Executive Director

2/1/2021  
 Date

  
 Kimberly Koenig, Site Safety Manager

2/1/2021  
 Date