

**Community School for Creative Education
Safe Return to Reopen Plan For Students and Staff
COVID Prevention Plan**

Upon returning to school, students and staff will continue to abide by the California State Guidelines for K-12 schools, as well as local guidance from the Alameda County Public Health Department. There will be protocols in place that encompass CSCE's philosophy of safety first for our community.

Face Coverings

- All students TK-8th grade, staff, and visitors are required to wear face masks **at all times**, with exemptions per CDPH face mask guidance.
- Additionally, students and families will wear masks during drop-off and pick-up, during recess and Physical Education classes, and during events on campus, even if outdoors.
- Students will be required to bring their own masks.
- Students will be provided with a mask if they forget to bring one or otherwise lose their mask during the day.
- Students will be encouraged to keep their mask on their wrist when it's removed from their face.
- Students who are exempted from wearing a face covering due to a documented medical condition, must wear a non-restrictive alternative, such as a face shield, as long as their condition permits it. Students must have a certification from a medical professional exempting them from wearing the face mask on file in the CSCE office.

Limited Volunteers

While parent volunteers are vital in the classroom, to decrease the COVID-19 exposure, most volunteer opportunities are suspended until further notice. Our school will be limiting visitors to the front office and outdoor areas during regular school hours. When coming on campus, all guests, parents, and visitors are required to complete an [online health screening](#), wear a face mask, and comply with all restrictions. All visitors must follow the screening guidelines published on our website, complete the required health screening, and sign-in at the front office. Any volunteer staying on campus for longer than 15 minutes, or to be within 6ft of students, must be fully vaccinated.

Classroom Modifications

Students will be instructed not to share items with their classmates. If items must be shared, students (and staff) will sanitize prior to and after using the item(s).

All classrooms will be equipped with sanitizing and disinfecting supplies. Students and staff will share the responsibility of sanitizing and wiping down desks, chairs, door knobs, and other

contact surfaces during the day, when appropriate. Janitorial staff will also clean high contact surfaces during the day and nightly.

Ventilation

Ventilation will be optimized including opening doors and windows as much as possible to provide air circulation, and using outdoor spaces when appropriate. Air purifiers will be used in classrooms.

Restroom Modifications

Restroom usage will be staggered and spaced out as much as possible. Students will be encouraged to maintain social distancing and proper handwashing, with limited contact between classes. Flooring outside of bathrooms will have spacing markers.

Hand Sanitation Stations

Each classroom will be provided with hand sanitation and cleaning supplies to encourage healthy hygiene practices, cleaning, and disinfection of surfaces. Surfaces will be cleaned daily. Hand sanitizer will be located outside of and in all classrooms and the lunchroom, as well as in the school hallways.

Handwashing

Hand-washing, avoiding contact with one's eyes, nose, and mouth, covering coughs and sneezes using the inside of the elbow will be taught at the lower grades and encouraged in all grades throughout the day. Students will be instructed to sanitize and/or wash hands before and after eating, after using the restroom, and after playing outside. All classrooms will be equipped with hand sanitizer. CSCE will be providing hand sanitizer to all staff for student use.

Meal Modifications

Breakfast will be served in the cafeteria and students will be encouraged to eat outside. If breakfast program exceeds internal and external capacity with appropriate physical distancing, CSCE will consider allowing students to eat breakfast in the classroom to prevent class cohort mixing. Students will be eating lunch in designated areas of the lunch room or at scheduled outdoor locations set aside for class cohorts. Mixing of classes will be discouraged. Extended Day snack and supper will be served in the cafeteria, with students encouraged to eat outside and in class cohorts.

Frequently touched surfaces will be cleaned and disinfected between classes. Students will be encouraged to bring their own water bottle that is labeled with their name. CSCE has a no sharing food policy which decreases the threat of allergic reactions and the spread of germs. Additionally, meals are available for all students free of charge.

Recess and Physical Education

Students will not be required but will be encouraged to wear face masks during recess or PE as long as it is held outside. Should the need arise based on a surge in COVID cases at CSCE, students will be required to wear masks during recess and PE. Students playing in close proximity or in large groups will be encouraged to wear face masks. During rainy days or other instances when recess and PE are held inside, students and staff will be required to wear masks at all times.

Health Screening

Before students and staff come to school, they will need to conduct a self-check for signs and symptoms of COVID-19. Self-assessment information is posted on the school website, and staff daily symptom check is conducted online.

Testing

All CSCE staff and students shall receive a PCR test once weekly during the academic year, and must share results with the COVID Safety Team. CSCE shall offer PCR testing on campus once per week, though individuals may opt out of CSCE testing, provided they send weekly PCR test results to: covid@communityschoolforcreativeeducation.org.

CSCE may require a negative antigen test performed by staff to return to school after a positive COVID-19 diagnosis, **or if returning from an absence due to the presence of COVID symptoms.**

Staying Home When Sick

Absences due to Health Screening restrictions will be counted as excused school day absences. **All individuals experiencing any COVID symptoms will be encouraged to stay home when sick. Students that present with COVID symptoms at school will be given an antigen test and parents will be asked to administer an antigen test prior to their return to school to rule out a possible positive COVID case.**

Positive Case Procedures

On-Campus Contact Tracing System:

CSCE is working with the Alameda County Public Health Department to conduct contact tracing **when necessary per county guidelines.** **When necessary,** the administrative team will contact the health department and begin to trace the person's movement on campus. All affected areas will be secured and sanitized following the deep sanitation protocol. **When necessary,** all individuals that came into direct contact with the infected person will be notified as soon as possible.

Communication:

When there is a confirmation of a positive COVID-19 test result, a parent or staff member will notify the COVID-19 team as soon as the results are received. The COVID-19 team will notify the administrative team and one of the administrative team members will send an email to the class **when necessary,** and alert anyone who has come into direct contact with the individual. The identity of the person will not be communicated. CDC requirements will be followed in all cases. CSCE's priority is to keep students, families, and staff safe.

Any individual who tests positive for COVID-19 must remain off campus for a minimum of 5 days. A negative rapid antigen test may be required to return to campus.

Positive Case Protocol

If a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, CSCE will implement the following steps:

- Notify the local public health department **when necessary**
- Isolate the case and exclude from school for minimum 5 days from symptom onset **or positive test result if asymptomatic**
- Identify close contacts (students who were in 0-6ft with the individual for 15 minutes or more over a 24-hour period) **as deemed necessary per county guidelines**
- Disinfect and clean classroom and primary spaces where the individual spent significant time.
- Class will remain open (though the class may be temporarily relocated for cleaning) **unless multiple confirmed cases pose a safety threat.**
- If the classroom must be shut down, families will be notified via ParentSquare, text, and robocall. Instruction will continue via distance learning and Zoom the following day until the quarantine is over.

If there are multiple cases, Administration will contact the local public health **department per county guidelines**, and decide whether classroom or school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

Areas on campus that were visited by the COVID-19 positive individual will be cleaned and disinfected.

School or classroom closure will be communicated to students, parents, teachers, staff and other necessary parties.

Free Community Testing Sites

Community testing sites are free. You do not need a doctor's note or medical insurance to get tested, you will not be asked about your immigration status, and most test results are available within 2-5 days. Source: <https://covid-19.acgov.org/testing>

<p>Asian Health Services Community Testing Clinton Park</p> <p>655 International Blvd. Oakland, CA 94606</p> <p>Entrance on the corner of 6th St and 12th St</p> <p>Mondays: 1:00 pm - 4:00 pm</p> <p>Schedule an appointment</p> <p>Walk ups accepted</p> <p>Asian Health Services Community Testing Madison Square Park</p> <p>810 Jackson Street, Oakland CA 94607</p> <p>Tuesday: 8:30 am-12:30 pm, & 1:30 pm-4 pm</p> <p>Wednesday: 1:00 pm - 4:00 pm</p> <p>Thurs.: 8:30 am-12:30 pm, & 1:30 pm-4 pm</p> <p>Friday: 1:00 pm - 4:00 pm</p> <p>Appointment only</p> <p>Register here or call (510) 735-3222</p> <p>Language assistance available at 211</p> <p>CORE and Allen Temple Baptist Church</p>	<p>Native American Health Center</p> <p>Parking Lot</p> <p>3050 International Blvd., Oakland, CA 94601</p> <p>Monday, Tuesday, Thursday & Friday: 9:00am - 5:00pm</p> <p>Wednesday: Closed</p> <ul style="list-style-type: none"> ● Walk-ups are accepted until capacity has been met ● Identification is required for all adults 18 years and older ● Legal parent or guardian must accompany children between the ages of 1-12 years old ● Test results take 48-72 hours to return <p>Register here</p> <p>Optum Serve Mobile MegaBus Testing Oakland Coliseum</p> <p>7200 San Leandro Blvd., Oakland, CA 94621</p> <p>Every Monday: 7:00 am – 7:00 pm</p> <p>Staff Lunch: 11am-12pm, Dinner 4pm-5pm</p> <p>Register for testing at the Oakland Coliseum</p> <p>Optum Serve Mobile MegaBus Testing</p>
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8501 International Blvd., Oakland, CA 94621

Tuesdays and Thursdays: 10:00 am - 4:00 pm
(Closed from 1-2 on testing days)

[Register here](#)

La Clínica de La Raza

BART parking lot, on corner of Derby and E 12th street, (near Guadalajara restaurant)

Monday thru Thursday: 9:00am - 3:30pm

Closed for Lunch 12-1

[Register for testing at La Clínica de La Raza here](#)

Lifelong Medical Care

Foothill Square

10700 MacArthur Blvd, Oakland

Mondays-Fridays: 8:30am - 4pm

Closed on Wednesday, February 17th

Appointments Recommended

[Register here](#)

West Oakland BART Station

1451 7th St., Oakland, CA 94607

Every Saturday: 7:00 am – 7:00 pm

Staff Lunch: 11am-12pm, Dinner 4pm-5pm

[Register for testing at the West Oakland BART Station](#)

Appointments and walk-ups accepted

Roots Community Health Center

9925 International Blvd., Oakland, CA 94603

Mondays: 9:30am – 2:00pm

Thursdays: 9:30 - 12:30pm

Registration is preferred but not required!

[Register here](#) or email admin@rootsclinic.org

COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. Date of last update: August 1, 2022

Authority and Responsibility

Community School for Creative Education, led by the Head of School under the direction of the CSCE Board of Directors, has the overall authority and responsibility for implementing the provisions of this CPP in our workplace. The Compliance & Operations Manager is our COVID Liaison, and the COVID Safety Team works to ensure compliance. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Evaluate and minimize potential workplace exposures.
- 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.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Reporting any COVID-19 hazard to the Compliance & Operations Manager (or COVID-19 safety designee);

Participating in collaborative problem-solving sessions as needed to evaluate and correct any identified COVID-19 hazards.

Employee screening

We screen our employees by:

- Having employees self-screen according to CDPH guidelines.

- Report self-screen prior to reporting to work in an online format.

Correction of COVID-19 Hazards

- Unsafe or unhealthy work conditions, practices or procedures will be reported to the Compliance & Operations, 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 assigned accordingly; The individual(s) responsible for the timely correction will be identified;
- The Compliance & Operations (or COVID-19 safety designee) will follow up to ensure the corrections have been made.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we encourage at least six feet of physical distancing in our workplace by:

- Reducing the number of persons in an area at one time, including visitors;
- Visual cues such as signs and floor markings to indicate where employees and students should be located or their direction and path of travel;

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Six foot distancing between classes will be encouraged in the lunchroom.

Testing

All CSCE staff and students shall receive a PCR test once weekly during the academic year, and must share results with the COVID Safety Team. CSCE shall offer PCR testing on campus once per week, though individuals may opt out of CSCE testing, provided they send weekly PCR test results to: covid@communityschoolforcreativeeducation.org.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors in crowded environments, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Employees may also elect to bring their own 2- or 3-ply cotton face coverings or surgical masks. In the event an employee is not wearing a mask, or not wearing the mask properly, they will be

directed to immediately don their mask appropriately unless they fall under the list of exceptions below. The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room, and reasonably expects that no other individual will enter the room;
- While eating and drinking at the workplace, provided employees are at least six feet apart or outside;
- 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 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 while indoors.

N95/KN95 masks are recommended.

Face coverings are required at all times, including outdoors.

Engineering controls

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

- Plexiglass barriers (eg. between office staff and families/students);
- Face shields in addition to masks (eg. for the staff member conducting temperature screening, or a staff member conducting an assessment in situations where a 6 foot distance is not feasible)

We maximize, to the extent feasible, the quantity of outside air for our buildings with natural ventilation systems by: keep windows and doors open, and run fans to constantly draw in air from the outside

Cleaning and disinfecting

We implement the cleaning and disinfection measures described in this [COVID-19 Cleaning Guidelines for Custodians](#) document for frequently touched surfaces.

Office Manager will ensure that custodians have sufficient clearing and disinfecting supplies;

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

- Close off areas used by the person who is sick **if deemed necessary**.
- Site does not necessarily need to close operations, if they can close off affected areas.

- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as classroom, offices, bathrooms, common areas, shared equipment.

Shared tools, equipment and personal protective equipment (PPE)

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses; every space that has shared objects (eg. a copy machine) shall have disinfectant wipes or disinfectant spray readily available, along with signage reminding employees to wipe the shared objects/surfaces.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Have ensured sufficient handwashing facilities;
- Provided effective hand sanitizer in spaces (eg. classrooms and offices) that do not contain handwashing facilities as well as next to any shared equipment (eg. copiers);
- Have trained on-site employees as to when to wash their hands, to wash hands for at least 20 seconds, and to wash hands or use hand sanitizer after touching any shared equipment.

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

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Investigating and Responding to COVID-19 Cases

COVID confirmed or suspected cases must be reported to the Compliance & Operations immediately.

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

- Notified promptly by their supervisor,

- Sent home to quarantine, in accordance with CSCE & ACPHD quarantine instructions.
- Offered COVID-19 testing at no cost during their working hours.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how. Employees are to immediately report COVID-19 symptoms to their immediate supervisor and the Director of Finance & Operations.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing.
- 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.

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**.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- This will be accomplished by providing remote work assignments to the extent that this is possible.
- Providing employees at the time of exclusion with information on available benefits, if any.

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, and to representatives of Cal/OSHA immediately upon request.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- Employees who test positive for COVID-19, regardless of if symptoms are present or not, will not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
- If symptoms are still present after day 5 a negative antigen test result must be sent to the COVID Liaison in order for the employee to return to work.
- If unable to test, isolation can end after the number of days per Alameda County isolation guidelines.
- 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 5 days from the time the order to isolate was effective.

Approved: August 5, 2021

Last Amended: January 9, 2023

By: Community School Board of Directors