

## 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. Student 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. 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](mailto:covid@communityschoolforcreativeeducation.org).

CSCE may require a negative antigen test performed by staff to return to school after a positive COVID-19 diagnosis.

## Staying Home When Sick

Absences due to Health Screening restrictions will be counted as excused school day absences.

- All individuals with a fever above 99.9 or other illness symptoms are required to stay home. Employees and students who exhibit or develop symptoms consistent with COVID-19 will be required to stay home and quarantine.
- Unvaccinated students exposed to someone that is ill in the immediate family are required to stay home until the illness has been identified. If it is determined to be COVID-19, then all family members are required to stay off campus for 72 hours *after symptoms have subsided*, as long as a minimum of 10 days have passed since first symptom or diagnosis.
- All individuals who experience symptoms of a COVID-19 infection may not return to school until they have met **ALL** of the CDPH criteria:
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, AND
  - Other symptoms have improved, AND
  - A negative COVID PCR test, OR a healthcare provider has provided documentation that symptoms are typical due to an underlying chronic condition (ie. Asthma), OR a healthcare provider has provided a diagnosis (ie. Strep throat), OR at least 10 days have passed since symptoms started.

## Positive Case Procedures

On-Campus Contact Tracing System:

CSCE is working with the Alameda County Public Health Department to conduct contact tracing. When notified of a positive case on campus, 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. All individuals that came into contact with the infected person will be notified by phone and email 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 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 10 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
- Isolate the case and exclude from school for minimum 10 days from symptom onset
- Identify close contacts (students who were in 0-6ft with the individual for 15 minutes or more over a 24-hour period)
- 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 there are multiple confirmed cases.
- 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 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.

### **Exposure & Quarantine**

To be fully vaccinated an individual must be 2 weeks or more past their second dose in a 2-dose series (Pfizer or Moderna) OR be 2 weeks or more past their single dose vaccine (Johnson & Johnson)

*For fully vaccinated individuals:*

Those who are fully vaccinated do not need to quarantine or be tested if they are asymptomatic after a known exposure.

If a fully vaccinated individual experiences COVID-19 symptoms, they should immediately quarantine, get tested and follow the directions from their healthcare provider and in the “Staying Home When Sick” section of this policy. The COVID-19 team should be notified immediately.

*For non-vaccinated individuals:*

Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.

When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (15 minutes or more over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately wear a mask, as required;
- Undergo at least 2x a week testing during the 10 day quarantine; and
- Quarantine for all extracurricular activities at school including sports, and activities in the community setting.
- Those who choose to quarantine at home:
  - Quarantine can end after Day 10 of last known exposure without testing OR
  - Quarantine can end after Day 7 if the individual gets a negative COVID test after Day 5 from the date of last exposure.
  - As of 1/18/2022, Quarantine can end after Day 5 if the individual does not exhibit any symptoms, and tests negative upon return to school on or after Day 6.

If a non- vaccinated individual experiences COVID-19 symptoms, they should immediately quarantine, get tested, and follow the directions from their healthcare provider.

*Quarantine recommendations for unvaccinated students for exposures outside of campus:*

When a student is exposed to a positive case under close contact (15 minutes or more over a 24-hour period, within 0-6 feet), the student must quarantine and the family must notify the school immediately ([covid@communityschoolforcreativeeducation.org](mailto:covid@communityschoolforcreativeeducation.org)).

- If the student is symptomatic, they must begin quarantine, get tested, and cannot return to school before:
  - Day 11 (date of exposure is day 0), AND
  - Fever is gone for at least 24 hours, AND
  - Student feels better
- If student is not symptomatic, they must begin quarantine,
  - Get tested after 5-7 days and share results with school
  - Monitor symptoms for a full 10 days
  - Can return to school on Day 6, with a negative rapid antigen test performed by school staff.

2111 International Boulevard Oakland, CA 94606 510.686.4131 [info@communityschoolforcreativeeducation.org](mailto:info@communityschoolforcreativeeducation.org)

### **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><b>Asian Health Services Community Testing</b></p> <p><b>Clinton Park</b></p> <p>655 International Blvd. Oakland, CA 94606</p> <p>Entrance on the corner of 6th St and 12th St</p> <p>Mondays: 12:00 pm - 2:00 pm</p> <p><a href="#">Schedule an appointment</a></p> <p>Walk ups accepted</p>	<p><b>Lifelong Medical Care</b></p> <p>Foothill Square</p> <p>10700 MacArthur Blvd, Oakland</p> <p>Wednesdays: 9:30am - 3pm</p> <p>Closed on Wednesday, February 17th</p> <p>By appointment only</p> <p><a href="#">Register here</a></p>
<p><b>Asian Health Services Community Testing</b></p> <p><b>Madison Square Park</b></p> <p>810 Jackson Street, Oakland CA 94607</p> <p>Tuesday: 10:00 am - 5:00 pm</p> <p>Wednesday: 4:00 pm - 6:00 pm</p> <p>Thursday: 8:00 am - 4:00 pm</p> <p>Friday: 8:00 am -12:00 pm</p> <p>Appointment only</p> <p><a href="#">Register here</a> or call (510) 735-3222</p> <p>Language assistance available at 211</p>	<p><b>Lifelong Medical Care</b></p> <p>Eastmont Mall</p> <p>7200 Bancroft Ave, Oakland</p> <p>Tuesdays and Thursdays: 9:30am – 3pm</p> <p>Closed on Wednesday, February 17th and Thursday, February 18th</p> <p>By appointment only</p> <p><a href="#">Register here</a></p>
<p><b>CORE and Allen Temple Baptist Church</b></p> <p>8501 International Blvd., Oakland, CA 94621</p> <p>Tuesdays, Wednesdays and Thursdays: 10:00 am - 4:00 pm</p> <p><a href="#">Register here</a></p> <p><b>Community Christian Church for Christ</b></p> <p>1527 34th St., Oakland, 94608</p> <p>Monday: 9:00am – 4:00pm</p>	<p><b>Native American Health Center</b></p> <p>Parking Lot</p> <p>3050 International Blvd., Oakland, CA 94601</p> <p>Monday, Friday: 10:00am - 5:00pm</p> <p>Tuesday, Thursday: 9:00am - 5:00pm</p> <p>Wednesday: Closed</p> <p>Saturday: 10:00am - 3:30pm</p> <ul style="list-style-type: none"> <li>● Walk-ups are accepted until capacity has been met</li> <li>● Identification is required for all adults 18 years and older</li> <li>● Legal parent or guardian must accompany children between the ages</li> </ul>

## **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: January 10, 2022

### **Authority and Responsibility**

Community School for Creative Education, led by the Executive Director 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 Deputy Director 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 Deputy Director (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 Deputy Director, 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 Deputy Director (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 need for workers to be in the workplace – as many district employees as possible will conduct their work remotely, ensuring proper school coverage;
- 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](mailto: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);
- Faceshields 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
- 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 Deputy Director 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 ACPHD quarantine instructions, depending on vaccination status and exposure;
- 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 Deputy Director.
- 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.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- This will be accomplished by 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:

- At least 24 hours have passed since a fever above 99.9 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.

Approved: August 5, 2021

Last Amended: January 10, 2022

By: Community School Board of Directors