

COVID-19 Prevention Program (CPP) for The Children's Place Montessori School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: March 4, 2021

Authority and Responsibility

Jennifer Richards-Jenquin (the school director) has overall authority and responsibility for implementing the provisions of this CPP in our workplace. 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:

- 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 are encouraged to participate in the identification and evaluation of COVID-19 hazards in weekly problem solving discussions as we work with students during this time of COVID. Should any employee have a concern or strategy that can make our school a safer place for staff and children they are encouraged to speak directly with the director on any day.

Employee screening

Our employees self-screen according to CDPH guidelines before coming to work. All staff have paid days off and are encouraged to remain at home if they are not feeling well. Face coverings are worn by all staff at any time they are in the same room as another staff member or a student. No touch thermometers are available at both campuses for staff as well as arriving students.

Correction of COVID-19 Hazards

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

The staff, guided by the director and CDPH guidelines, will assess the severity of any hazard identified. Correction will be made as quickly as possible. Director shall be informed of corrective actions taken by staff so she can inform the rest of the teaching team and ensure the correction is made in each

classroom. Should materials or physical changes to the classroom or staff space be required the director will be notified as soon as possible so any outside materials or services can be ordered for mitigation. The director will inform the staff of plans to make such corrections and a reasonable timeline for doing so.

1. Control of COVID-19 Hazards

Physical Distancing

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

Spacing student and teacher work spaces at least 6 feet apart.

Utilizing outdoor classroom space on a daily basis, including work tables and overhead sun shades

Limiting enrollment of students to approximately ½ normal peak capacity

Student arrivals and departures will take place over a 30 minute window each morning and afternoon

Limiting parents to drop-offs and pick-ups at the outside doorway. Sign in/out sheets will be located outside as well. Markings to show 6 foot spacing for parents waiting to pick up / drop off will be marked in the courtyard area.

No visitors will be allowed on premises, including tours, observations, or any other.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Staff and students are encouraged to use effective cloth masks (no vented masks or other designs that allow free air flow) if they prefer. The school also provides boxes of disposable masks for adults and children in each classroom for any person who arrives without a mask or whose mask becomes soiled or wet while at school. No persons shall be permitted to enter the premises without a covering for their nose and mouth.

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

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

Any employee not wearing a 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 unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

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

Clear plastic partitions during elementary school group lessons or presentations

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

Opening doors and windows in classrooms whenever possible.

Utilizing the newly installed outdoor air vent/fan at the elementary classroom to create a crossbreeze of outside air through the classroom

Utilizing the highest quality AC system filters for filtering out virus on particles in the air, especially during possible smog alerts or other poor air quality days. Vents will be cleaned and filters replaced monthly:

Cleaning and disinfecting

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

Sanitize high touch surfaces with non-toxic COVID effective chemicals, including Hydrogen Peroxide or Rubbing Alcohol. This includes areas such as table tops, doorknobs, bathroom surfaces and shared classroom materials.

Staff at each campus are to be trained in correct procedures. Each classroom has two staff members for a small group of children. This allows one teacher to sanitize while another supervises the children at various times throughout the day.

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

Notification and quarantine procedures as specified by the CDPH and Department of Social Services will be followed for all staff and students of the cohort.

Surface area of the cohort in question will be thoroughly cleaned, including floor surfaces, tables and chairs, classroom materials, doorknobs and bathroom fixtures. This cleaning will be done by masked and gloved staff for shelf materials and by our contracted cleaning company for floors, kitchen, etc.

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 with rubbing alcohol provided in the school office and in each classroom.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Require that each staff member thoroughly wash their hands (20 seconds, lathering all areas) upon arrival at school, before returning to the class after any personal break, after use of the restroom, before handling food or water for the children, after assisting any child with toileting, tissues, or personal clothing, before and after assisting any child with first aid.

Staff may use any of the three indoor sinks at their campus or at the outdoor sink on each campus.

Ethyl-alcohol Hand sanitizer is available in each classroom and outdoor space should there be a need to clean hands when a 20 second soap-and-water is not feasible.

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

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

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

Offered COVID-19 testing at no cost during their working hours.

Information on benefits described in Training and Instruction, and exclusion of COVID-19 cases 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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how. It is important to speak directly with the school director. If a phone message is left for her please also leave a number where you can be reached.
- 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. Local testing can be accessed by going to covid19.lacounty.gov/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 facecoverings.
- 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 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.
- 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.
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