COVID-19 SAFETY PLAN (CSP)

Salinas Community School
Open Door Charter School, and
Wellington Smith Smith School

The COVID-19 Safety Plan (CSP) consists of two parts: (1) the Cal/OSHA COVID-19 Prevention Program (CPP) and (2) the COVID-19 School Guidance Checklist.”
COVID-19 Prevention Program (CPP) for Monterey County Office of Education

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

Date: January 11, 2021

CPP will be housed on montereycoe.org homepage. A physical copy can be found at 901 Blanco Circle, Salinas, CA 93901 in the Superintendent’s Office

Authority and Responsibility

The County Superintendent of Schools, Dr. Deneen Guss or her designee 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:

- 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. Sites with more frequent use are inspected more frequently than those with less use.

  o MCOE-owned Sites:
    - Arthur B. Ingham School
    - Bard Blades School
    - Bolsa Knolls Middle School - James Stefan Building
    - Gabilan School
    - Greenfield Children’s Center
    - Ruth Andresen School
    - Toro Park School for the Deaf/Hard of Hearing

  o MCOE Employees also work onsite at facilities not owned by MCOE. MCOE will work with the facility owner to find resolutions to any issues.

  o Parties responsible for inspections
    - Director of Maintenance Operations, Manager of Maintenance Operations, Maintenance Custodian(s), and Custodian(s)

Employee participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Employees and authorized employees’ representatives are encouraged to participate in the identification and evaluation of potential COVID-19 hazards by maintaining ongoing reciprocal verbal and written communication with administration. Union leadership also regularly meets with Human Resources and can bring attention to COVID-19 concerns.
- Employees are encouraged to report to their supervisor and/or Human Resources any activities or behaviors that are not in accordance with the health and safety protocols and requirements (i.e. not wearing a face
coverings, etc.). Regularly scheduled staff meetings include reminders of the health and safety protocols and provide an opportunity for feedback.

- MCOE Safety Committee was previously established to inspect school sites and workplace safety related matters. The Chief Officer of General Services and Business Support will provide reports to the Safety Committee on a regular basis.
  - The Committee is made up of representatives from classifications including: custodian, bus driver, secretary, admin assistant, paraprofessional, teacher, instructional aid, certificated and classified management

Employee screening
All staff will be expected to follow Monterey County Health Department and California Department of Public Health orders and guidelines for physical distancing, face covering and hygiene, plus additional measures as noted below:
- Perform the MCOE Daily Wellness Check daily. This is a self-check/symptom screening that employees submit daily when arriving to work. Employees in the Early Learning Program are required to complete the Wellness Check prior to arriving to work in accordance with licensing requirements.

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:
- Immediate resolution to a severe hazard such as broken or damaged partitions and/or panels by site Maintenance Custodian
- Immediate restocking of PPE or sanitizer supplies by site Maintenance Custodian
- Issuance of work order for items that require repair or replacement but are less severe by Director/Manager of Maintenance and Operations
- Communicate repairs and timeline with site Principal

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:
- MCOE continues to be closed to the public; does not allow outside visitors onto MCOE campuses/sites (exception: essential workers who have been pre-approved)
- Limit contact with staff members as much as possible
- Enter and exit the building at the entrance closest to your office/work station
- All workstations should be 6 feet apart. When workstations are closer than 6 feet, modifications will be required prior to returning to worksite
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved
- Utilize telework when necessary

Face Coverings
MCOE will ensure that facemasks 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.
- MCOE employees are required to wear face masks at all times, immediately after exiting your car, when entering the building, moving throughout the building, when visiting the restroom and whenever in congregated areas where a 6 foot distance is not maintained
- You may remove your face mask while at your workstation if you share a communal/shared workspace if a 6 foot distance is maintained
- Cloth face masks should be washed or cleaned regularly
- MCOE will have facemasks available for employees who need one.

The following are exceptions to the use of face coverings in our workplace:
- When an employee is alone in a room.
- When 6 feet distance can be maintained.
- While eating and drinking at the workplace, provided employees are at least six feet apart
- 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.

**Engineering controls**
We implement the following measures for situations where we cannot maintain at least six feet between individuals:
- Develop new and expanded housing of staff throughout the campus.
  - Rooms such as break out spaces, meeting rooms etc are to be used to establish temporary work spaces for those who can not properly socially distance in their normal location
- Install barriers including both opaque and translucent barriers in areas where social distancing is acceptable, but the potential for foot traffic could pose a proximity issue.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
- Merv13 filters used at all MCOE owned buildings
- AeraMax Air purifiers were provided for all MCOE work spaces

**Cleaning and disinfecting**
We implement the following cleaning and disinfection measures for frequently touched surfaces:
- Disinfecting wipes and sanitizer is available throughout all of the MCOE buildings
- Full disinfecting and sanitizing done twice daily to all touch points, work surfaces and common areas
- Disinfecting on all high touch points (e.g. door handles, door push/pull devices...etc.) frequently

**Should we have a COVID-19 case in our workplace, we will implement the following procedures:**
- When a COVID-19 case has been identified at the workplace, the work space will be deep cleaned immediately by the COVID-19 response team
- Communication is sent out immediately by the Employee Health & Wellness Coordinator of MCOE to notify potential contact
- Center or building is closed for a period of time as specified by the current CDPH guidance

**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 by the last staff member using the item.

Sharing of vehicles will be minimized to the extent feasible, however if a vehicle is to be shared, the vehicle will be disinfected between uses by the last staff member using the vehicle. A vehicle use log is maintained for each
fle to vehicle and school bus that identifies use, and has an area for additional PPE requests within the vehicle and maintained by Transportation.

**Hand sanitizing**
In order to implement effective hand sanitizing procedures, we:
- MCOE had previously evaluated handwashing facilities for location and capacity needs
- MCOE has placed additional touchless hand sanitizing stations throughout all MCOE Program locations for close proximity to classrooms, communal areas, etc.
- MCOE has placed signage in restrooms and staff lounges that encourage employees to wash their hands for at least 20 seconds each time

**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.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

**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.
- Employees will be re-sent the information on benefits described below in the Training and Instruction and Exclusion of COVID-19 Cases sections 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 COVID-19 symptoms and possible hazards to Suzy Covarrubias, Employee Health & Wellness Coordinator via telephone at 831-755-0314 or via email at scovarrubias@montereycoe.org
- Employees can report symptoms and hazards without fear of reprisal
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness shall work with Human Resources to find a solution that will accommodate their condition while allowing for full job responsibilities to be met
- Employees receive a weekly update which includes COVID-19 data for Monterey County and any other pertinent COVID-19 information needed
- Local Testing sites are available on both the county and state websites and are available to employees within the COVID-19 training slideshow
- 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

**Training and Instruction**
We will continue to provide effective training and instruction through InformedK12 and Zoom trainings that include:
- 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.

InformedK12 is used to verify all MCOE employees have received and reviewed the training. The list is managed by Suzy Covarrubias, Employee Health & Wellness Coordinator.

Employees/departments/divisions can request additional trainings via Zoom by contacting Jessica Hull, Communications and Public Relations Officer at 831-784-4245 or jhull@montereycoe.org.

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.
- MCOE will continue compensation, rights, and benefits (including seniority and right to return to former job), if an excluded employee is able and available to work when it has been demonstrated that the COVID-19 exposure is work related. All employees at the time of exclusion will be provided with information on available benefits.
- The employee may be eligible for the COVID-19-related accommodation/benefits listed below.

<table>
<thead>
<tr>
<th>Type of Accommodation/Benefit</th>
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<tbody>
<tr>
<td>Telework</td>
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<tr>
<td>Up to 12 workweeks of leave pursuant to the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)</td>
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<tr>
<td>Up to 60 workdays of Worker’s Compensation / Industrial Accident Leave Sick Leave</td>
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<tr>
<td>Sick Leave</td>
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<tr>
<td>Substitute Differential</td>
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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.

Plan approved by Dr. Deneen Guss, Monterey County Superintendent of Schools

Signature: [Signature]
Date: 2/1/2021
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: General Services Management Staff

Date:

Name(s) of employee and authorized employee representative that participated:

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
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Appendix B: COVID-19 Site Inspection Tool

Date: ________________________________

Name of person conducting the inspection: ________________________________

Work location evaluated: ________________________________

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
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</thead>
<tbody>
<tr>
<td>Building and Grounds</td>
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<tr>
<td>Barriers/partitions</td>
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<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
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<tr>
<td>Additional room air filtration</td>
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<tr>
<td>UV lighting for disinfection</td>
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<tr>
<td>Administrative</td>
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<tr>
<td>Physical distancing barriers and signage</td>
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<tr>
<td>Surface cleaning and disinfection</td>
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<td></td>
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<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
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<td></td>
</tr>
<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
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<tr>
<td>Stocked Supplies on Site for immediate deployment</td>
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<tr>
<td>PPE (not shared, available and being worn)</td>
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<tr>
<td>Face coverings (cleaned sufficiently often)</td>
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<tr>
<td>Gloves available</td>
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<tr>
<td>Face shields/goggles available</td>
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<tr>
<td>Respiratory protection as required for task</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C: 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.

Name of person conducting the investigation: Suzy Covarrubias

<table>
<thead>
<tr>
<th>Source # (for reporting of positive cases to InterCare):</th>
<th>Employee Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Site(s) (locations where employee works):</td>
</tr>
<tr>
<td>Classification:</td>
<td>Reason of the concern/report:</td>
</tr>
<tr>
<td>Date the employee was contacted by HR:</td>
<td>Exposure Date (if known):</td>
</tr>
<tr>
<td>Was the employee tested for COVID-19?:</td>
<td>Date test was taken:</td>
</tr>
<tr>
<td>Test results:</td>
<td>Date results were received</td>
</tr>
<tr>
<td>Will employee need to self quarantine:</td>
<td>Maximum # of employees at each site:</td>
</tr>
<tr>
<td>Work Location(s) and addresses</td>
<td>Possibly work related?:</td>
</tr>
</tbody>
</table>
NOTES: Results of the evaluation. When was the employee last at the worksite and who may have been exposed. How was the employee exposed? Are they experiencing any symptoms? If so, when did they start? When can the employee return to the worksite? Can they work from home during the quarantine period.
Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- 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 that may discourage an employee 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:
  ○ Increasing outdoor air supply when work is done indoors.
  ○ Improving air filtration.
  ○ Increasing physical distancing as much as possible.
  ○ Respiratory protection.
  ○ Moving indoor tasks outdoors or having them performed remotely.

Notifications to the local health department

• As soon as possible, (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 will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a 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 CPP 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:

• 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.
• 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.
• We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
• 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 Local Health Department.
COVID-19 School Guidance Checklist

February 22, 2021
2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Monterey County Office of Education
Salinas Community School
Wellington Smith Jr. School

Name of Local Educational Agency or Equivalent: Monterey County Office of Education
Salinas Community School
Wellington Smith Jr. School

Number of schools: 2
Enrollment: 207

Superintendent (or equivalent) Name: Deneen Guss
Address: 901 Blanco Cir. Salinas, CA. 93901

Date of proposed reopening: April 19, 2021
County: Monterey

Current Tier: Red
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: County Office of Education

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on Schools.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:
☐ I, Ernesto Vela, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance Checklist and accompanying documents,
which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

- **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

  Please provide specific information regarding:

  - How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

    16

  - If you have departmentalized classes, how will you organize staff and students in stable groups?

    Students will be in self contained small cohorts not to exceed 16 people per cohort

  - If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

    NA

- **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- **Face Coverings and Other Essential Protective Gear:** How CDPH’s face covering requirements will be satisfied and enforced for staff and students.

- **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

- **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.
- **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

- **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum __________ feet

Minimum __________ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

NA

- **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

- **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Purple/ Red Tier: Voluntary symptomatic and response testing plus every two weeks asymptomatic testing.

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Planned student testing cadence. Please note if testing cadence will differ by tier:

Red Tier: Voluntary symptomatic and response testing plus every two weeks asymptomatic testing.
Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization
Name of Organization(s) and Date(s) Consulted:
Name: CSEA/ MCOETA
Date: March 16, 2021

Parent and Community Organizations
Name of Organization(s) and Date(s) Consulted:
Name: SSC/ Probation/ Children's Behavioral Health
Date: March 25, 2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Our staff is represented by labor organizations.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Date of Submission to Local Health Department: NA

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:
Guidance on Schools
Safe Schools for All Hub

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.
COVID-19 School Guidance Checklist

February 22, 2021
2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Monterey County Office of Education
Number of schools: 1
Enrollment: 37
Superintendent (or equivalent) Name: Deneen Guss
Address: 901 Blanco Cir. Salinas, CA. 93901
Date of proposed reopening: April 19, 2021
County: Monterey
Current Tier: Red
(please indicate Purple, Red, Orange or Yellow)
Type of LEA: County Office of Education

Deneen Guss
Phone Number: 831-784-4244
Email: dguss@montereycoe.org

Grade Level (check all that apply)
☐ TK ☐ 2nd ☐ 5th ☐ 8th ☐ 11th
☐ K ☐ 3rd ☐ 6th ☐ 9th ☐ 12th
☐ 1st ☐ 4th ☐ 7th ☐ 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on Schools.
The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov
LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:
☐ I, Ernesto Vela, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance Checklist and accompanying documents,
which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

- **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

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Please provide the planned maximum and minimum distance between students in classrooms.

Maximum 6 ________ feet
Minimum 6 ________ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

NA

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Additional Resources:

Guidance on Schools
Safe Schools for All Hub

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.
1. Entrance, Egress, and Movement with the School
   ● Drop-off procedure
     ○ Arrival times will be staggered if needed to reduce the number of students arriving at one time.
     ○ Signs that promote protective measures will be posted in visible locations throughout sites. These will include directions for hallways and common areas.
     ○ Contact between students, staff, families, and the community will be minimized at the beginning and end of the school day.
     ○ Minimizing contact between adults at all times will be prioritized.
     ○ Only students may approach the check-in station and enter the facilities.
     ○ Individuals transporting or picking up students must remain in their vehicles.
     ○ Students will be instructed not to mingle upon arrival.
     ○ All staff and students must wear face coverings, and maintain appropriate physical distancing upon arrival and presence in the sites.
   ● Parents/Students will be informed of the drop-off locations at each school site
     ○ Rancho Cielo
       ■ Main parking lot
     ○ Silver Star
       ■ Main parking lot- front door
     ○ SAFE/iTap
       ■ MCOE West Campus Parking Lot
     ○ Locked Facilities
       ■ Probation/Sheriff facilitated Ingress/ Egress
     ○ Open Door Charter
       ■ MCOE Morgantini Building Parking Lot
   ● Breaks
     ○ Breaks will take place inside the classroom/ as a cohort or in appropriate outdoor seating areas with students and staff physically distanced.
     ○ Only one student at a time will be allowed to use the restroom.
   ● Seating Arrangements
     ○ To limit mobility students are assigned to one seating area and one computer.

2. Face Coverings and Other Essential Protective Gear
   ● Information contained in the CDPH Guidance for the Use of Face Coverings will be provided to staff and families of students.
   ● Face coverings will be available at each site for students or staff who fail to bring one.
   ● Face coverings will be required for all persons (staff, students, service providers, parents, or community members) who are at any school site.
   ● The use of face coverings will be taught and reinforced.
   ● Students and staff will be frequently reminded not to touch the face covering and to wash their
hands frequently.

- Face coverings will not be required while students and staff are engaged in eating or drinking but students and staff must be socially distanced.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance is exempt from wearing a face covering.
- Refusal to Wear Face Coverings
  - If a student refuses to wear a mask they will be sent to an isolation room, warned, a guardian will be notified to pick them up.
  - If a student refuses to wear a mask a second time, after the first warning, the student will be removed from the cohort.

3. Health Screenings for Students and Staff
   **Onsite Screening**
   - Designated staff members will conduct student check-ins to include temperature and wellness checks (using the MCOE Wellness Check).
   - Staff and students will take the MCOE Daily Wellness Check.
   - Any staff or student who confirms any symptoms on the Daily Wellness Check or visually displays symptoms of COVID-19 will be denied entry to MCOE Alternative Education facilities.
   - Parents will be asked to stay on-site until students are checked in case a student does not pass the wellness check.

**Symptom Monitoring Throughout Day**

- Staff and students will be asked to self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms of illness and support students who may be less likely to self-report.
- Any student or staff exhibiting one or more symptoms of COVID-19 at school (fever of 100.4 degrees or higher, cough, difficulty breathing, or other COVID-19 symptoms) will be required to wait in an identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable. If a student is exhibiting one or more symptoms of COVID-19, staff will communicate with the parent/guardian identified on the student’s emergency contact list.

**Screening of Essential Visitors/Vendors**

- Nonessential visitors, volunteers, and community members will be asked not to come to an MCOE Alternative Education site unless a virtual option (i.e., video conferencing) is not available.
- Anyone entering an MCOE Alternative Education site will be subject to precautionary measures in place, including self-attestation of a lack of symptoms and lack of known exposure to COVID-19.

4. Healthy Hygiene Practices

- **Washing hands, avoiding contact with one’s eyes, nose, and mouth,** and **covering coughs and sneezes** will be taught and reinforced among students and staff. Handwashing stations are available within each classroom as well as multiple bathrooms.
- Flyers/posters and onsite demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Routines will be established to enable students and staff to regularly wash their hands at staggered intervals. Sinks are available in all classrooms.
• Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues will be expected to be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.
• Adequate supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, gloves, face coverings, or shields will be provided.
• Water will be provided inside the classrooms for staff and students.

5. Identification and Tracing of Contacts
• Staff will screen students each morning before entering the school and monitor symptoms throughout the day.
• If a student exhibits symptoms, they will be isolated, sent home, and asked to take a COVID test.
• If a student tests positive the MCOE liaison will communicate positive test results and cases with the Monterey County Health Department through a prescribed database.
• MCOE will follow Monterey County Department of Health process protocols and guidelines regarding notification to exposed people.

6. Staff Training and Family Education
• All staff, families, and students will be informed of all COVID-related protocols prior to returning to sites.
• On-going monitoring and evaluation will continue throughout in-person instruction and training will be provided to staff, families, and students as needed related to COVID-19 protocols and safety.
• All staff will be trained and will provide educational materials to families in the following safety actions:
  ○ Enhanced sanitation practices
  ○ Physical distancing guidelines and their importance
  ○ Proper use, removal, and washing of face coverings
  ○ Screening practices
  ○ How COVID-19 is spread
  ○ COVID-19 specific symptom identification
  ○ Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19.
  ○ For workers, COVID-19 specific symptom identification and when to seek medical attention
  ○ The employer’s plan and procedures to follow when children or adults become sick at school.
  ○ The employer’s plan and procedures to protect workers from COVID19 illness. Consider conducting the training and education virtually, or, if in-person, ensure a minimum of six-foot distancing is maintained.

7. Testing of Staff
• All Monterey County Alternative Education sites will encourage staff to participate in testing based upon cadences spelled out in the CDPH guidance.
• A testing contract has been established with the Valencia Branch Laboratory/Color for all testing needs.
8. Testing of Students
- All Monterey County Alternative Education sites will encourage families to have students participate in testing based upon cadences spelled out in the CDPH guidance.
- A testing contract has been established with the Valencia Branch Laboratory/Color for all testing needs.

9. Identification and Reporting of Cases
- All Monterey County Alternative Education sites will follow the actions/communications outlined in the CDPH response to a confirmed or suspected case of COVID-19 at a school site below:
  - Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
  - Any students or staff exhibiting symptoms should immediately be required to wear a face-covering and be required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
  - The administration will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
    - Fever
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Repeated shaking with chills
    - Fatigue
    - Muscle pain
    - Headache
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
    - New loss of taste or smell
  - For serious injury or illness, 9-1-1 will be called without delay.
  - Anyone with symptoms will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
  - The administration will notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.
  - The administration will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and will not use it before cleaning and disinfection.
  - To reduce the risk of exposure, wait 24 hours before you clean and disinfect.
  - If it is not possible to wait 24 hours, wait as long as practicable.
  - Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
  - Keep disinfectant products away from students.
  - Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

The program will offer distance learning based on the unique circumstances of each student who would be put at risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.

Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to the risk of infection. Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which is incorporated into this guidance and contains detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

<table>
<thead>
<tr>
<th>Actions/communication if there is a confirmed or suspected case of COVID-19 at a school site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student or Staff with:</strong></td>
</tr>
<tr>
<td>1. COVID-19 symptoms (e.g., fever, cough loss of taste or smell, difficulty breathing) following symptom screening</td>
</tr>
<tr>
<td>2. Close contact with a confirmed COVID-19 case.</td>
</tr>
</tbody>
</table>
| 3. Confirmed COVID-19 Case infection.                         | • School site community notification of a known case.  
  • Notification of persons with potential exposure if a case was present at the school site while infectious. |
| 4. Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition. | • School site community notification will be considered if prior awareness of testing. |

**10. Communication Plans**
• In compliance with FERPA/HIPAA, communication with students, staff, and parents about cases and exposures at the school sites will be done via, letter, email, ParentSquare, and/or phone call and will follow the CDPH protocols for what to do if there is a confirmed or suspected case of COVID-19 in a school.

Supplemental Documents
• MCOE Covid Prevention Program
• COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year
• Alt Ed Covid Plan
• MCOE COVID Mitigation Board Policy