



## **COVID-19 Prevention Program of Ocean Charter School**

This COVID-19 Protection Plan (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur at Ocean Charter School (OCS) located at 12870 Panama St., LA, CA 90066.

OCS reserves the right to update this program based on new guidance and requirements from the California Department of Public Health (CDPH) and the Los Angeles County Department of Public Health (LACDPH) as we understand these agencies will continue to provide the most up to date and scientific guidance possible.

**Date: January 25, 2021**

### **A. Authority and Responsibility**

The Executive Directors, Kristy Mack-Fett and Stephanie Edwards, have overall authority and responsibility for implementing the provisions of this CPP at OCS. In addition, all 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 school environment.

### **B. Tiered Re-Opening**

The following tiers constitute Ocean Charter School's re-opening tiers.

Tier 1: High needs cohorts of students in TK – 8<sup>th</sup> on campus for supervised distance learning and specialized supports

Tier 2: Tier 1 continues and is combined with in person instruction in a hybrid model for students in TK – 2<sup>nd</sup> is implemented

Tier 3: Hybrid model, meaning both in-person and distance learning, for students in TK – 8<sup>th</sup>

Tier 4: In Person Instruction for All Students

### **C. Identification, Evaluation, and Correction of COVID-19 Hazards**

We will implement the following at our school:

- Conduct school-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential school exposures to all persons at, or who may enter, our school.
- 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 school and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- The OCS Covid Safety Officer (CCO)/Designee will assess the severity of the hazard, establish the correction time, identify the person responsible for correcting it, and take all necessary follow-up measures to ensure timely correction.

### **1. Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any areas of concern using the online form found on our website and through this link: [Report a Potential Covid-19 Hazard Here](#)

## **D. Control and Prevention of COVID-19 Hazards**

OCS will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of OCS during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

OCS is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

### **General Prevention of the Spread of Infection**

#### **1. Limiting Travel**

During an infectious disease outbreak, OCS may advise employees that all nonessential business travel should be avoided until further notice.

#### **2. Staying Home When Sick**

Many times, with the best of intentions, employees report to work even though they feel sick. OCS provides paid sick time and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are sick and/or experiencing the following symptoms: fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Employees who report to work sick will be sent home in accordance with generally accepted health guidelines.

### **3. Requests for Medical Information and/or Documentation**

If you are out sick or show symptoms of being ill with an infectious disease, it may become necessary to request information from you and/or your health care provider. In general, OCS will request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, OCS expects and appreciates your cooperation if and when medical information is sought.

### **4. Confidentiality of Medical Information**

OCS treats any medical information as a confidential medical record.

## **COVID-19 Specific Control and Prevention**

### **1. Health screenings**

To keep all our employees and students safe, OCS will be screening all staff, students, families and visitors prior to entering campus. We screen everyone entering campus by using a daily self-screening application called Fever Free that all employees and students coming to campus use from home. They must answer a series of questions about possible COVID-19 symptoms and possibly exposure to anyone with COVID-19 and take their temperature using a digital thermometer that the app reads as within safe guidelines or not. Based on the answers submitted and the temperature reading, the employee/student is either cleared to come to school or not. Upon arrival to the campus, employees/students must display their digital pass to enter campus and/or be checked on the master list of people cleared to enter campus for the day.

If an employee/student does not conduct a health screening at home before coming to campus, they will be directed to do their screening before entering campus in an isolated area.

- a) Negative Screen (Cleared). If the individual has no symptoms and no contact to a known or suspected COVID-19 case in the last 14 days, they can be cleared to enter the facility.
- b) Positive Screen (Not Cleared).
  - If the individual has had contact to a known or suspected COVID-19 case in the last 14 days, if they are experiencing symptoms themselves, or if they have tested positive for COVID -19, they are sent home immediately and asked to quarantine or isolate at home.
  - Individuals who have had contact with a known or suspected case in the last 14 days are provided with the quarantine instructions found at <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf> and are encouraged to get COVID-19 tested.
  - Individuals who have symptoms themselves or who have tested positive for COVID-19 are provided with the isolation instructions found at <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>. and are encouraged to get COVID-19 tested.

- If a student must have their health screening conducted at school and their parent/caregiver is not present at the time of the positive screening, the student will be provided an isolation space where they can remain while arrangements are made for their return home.
- The COVID-19 Compliance Team will be informed of any positive screening result in the school and initiate the Exposure Management Plan.

## 2. Physical Distancing

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

- Eliminating the need for employees to be at school – e.g., telework or other remote work arrangements when feasible.
- Reducing the number of persons in an area at one time, including visitors.
- Using visual cues such as signs and floor markings to indicate where employees, students and others should be located or their direction and path of travel.
- Staggering arrival, departure, work, and break times.
- Implementing child friendly, developmentally appropriate social distancing tools such as hula hoops and long ropes with knots marking 6 feet particularly for younger students.
- Avoiding meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, sit at least six feet from each other if possible, and meet outside whenever possible; avoid person-to-person contact such as shaking hands and wear face coverings.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in small areas such as work rooms, pantries, and copier rooms.
- Take meal and rest breaks outside as much as possible.

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

## 3. Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by every person who enters campus over the nose and mouth at all times in accordance with the California Department of Public Health (CDPH) and the Los Angeles County Department of Public Health (LACDPH).

- a) How face coverings will be provided: Upon coming to campus, anyone allowed to enter campus per the daily health check will be provided a face covering if they do not have one. Employees and students are reminded in the daily health screening that face

coverings are required to enter campus.

- b) How face coverings will be replaced and/or cleaned as needed: When a replacement face covering is needed due to being lost, soiled, etc., a new one will be provided. Staff working directly with students will have extra facial coverings in the cohort area as replacements when needed. Families agree to have a clean, reusable face covering daily or to use a disposable face covering in the daily health screening.
- c) Policy should an employee encounter non-employees that are not wearing a face covering: Anyone without a face covering will not be granted access to campus. Should someone enter campus and then not have the required face covering, they will be provided a face covering. Employees who encounter anyone not wearing a face covering will direct that person to one of the multiple locations on campus where they can get a replacement face covering. If the person resists wearing the facial covering, the employee reports the person to the CCO. The CCO/Designee will make sure the person puts on the face covering or is escorted off campus.
- d) 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. All employees are strongly encouraged to use outdoor eating and break areas that allow for at least 6 feet of social distancing.
  - Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
  - 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.
  - Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
  - **Note:** Students and staff will not play recorder on campus. They will hum instead. Humming also replaces singing.

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.

#### 4. Engineering controls

- a) We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
  - Keeping doors open except in the circumstances described here. Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke. If the air quality is over 100 according to [airgov.now](http://airgov.now), outside air will be minimized by maximizing central air filtration for HVAC systems by using filters with a minimum efficiency reporting value (MERV) of at least 13.
  - Installing portable high efficiency air cleaners in as many rooms as possible.
  - Using outdoor spaces as much as possible and especially if a room is not able to be

- properly ventilated.
- A qualified professional evaluates our ventilation system in regards to the ASHRAE guidance.
- The Campus Coordinator ensures that the HVAC system and air purifiers are properly maintained and adjusted as needed according to their specifications and best practices per service agreements.
- The HVAC system uses MERV 13 filters or higher efficiency.

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

- 1<sup>st</sup> Aid situations: Staff training includes limiting being in closer contact than 6 feet as much as possible to 5 minutes or less. Staff training includes wearing double facial coverings, gloves, and when possible a gown for all first aid situations.
- Student recess time: Hand washing and/or sanitizing prior to each recess period and at the end of each recess period. Per CDPH guidance, when hand hygiene is emphasized, cleaning of outdoor play structures is not required between cohorts. To the extent possible, outdoor play structures are wiped down prior to a new cohort using them. Items that can be shared are not shared as much as possible. Items that are shared are sanitized before and after each cohort uses them. Swings and play spaces are marked for social distancing.

## **5. Cleaning and Disinfecting**

- a) We implement the following cleaning and disinfection measures for frequently touched surfaces:
- Ensuring adequate supplies and adequate time for cleaning and disinfection to be done properly.
  - Recess equipment: Per CDPH guidance, when hand hygiene is emphasized, cleaning of outdoor play structures is not required between cohorts. To the extent possible, outdoor play structures are wiped down prior to a new cohort using them. Items that can be shared are not shared as much as possible. Items such as balls, hula hoops, and jump ropes that are shared are sanitized before each cohort uses them.
  - Student bathrooms are cleaned at least twice by custodial staff throughout the day and sanitized nightly.
  - Door knobs, railings, and sanitizing stations are cleaned at least twice throughout the day and sanitized nightly.
  - Doors will be propped open during the day to increase fresh air flow and to reduce touches on door knobs.
  - 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 employees who will be trained in proper disinfection protocols and provided adequate and approved disinfecting materials.
  - Copier/scanner use is limited to minimal admin staff; machines are cleaned after each



use, and sanitized nightly.

- The Front Office is cleaned at least twice daily and sanitized nightly.
- The Community Room will be cleaned at least twice daily and sanitized nightly.
- Student materials (such as paper, crayons, colored pencils and library books) will be used by only one student at a time. Before being transferred to another student, they will be cleaned by an employee using approved protocols and materials.
- Each student's individual belongings are separated and in individually labeled storage containers or cubbies.
- PPE must not be shared, e.g., gloves, goggles and face shields.
- Employees are informed of the frequency and scope of the cleaning and disinfection protocols in a virtual training and in writing.

b) Should we have a COVID-19 case at school, we will implement the following disinfecting procedures:

- The onsite custodian, an OCS employee, or the nightly custodial crew, through an outside vendor, whoever is present at the time, will be directed by the Covid Compliance Officer (CCO)/Designee to clean and disinfect the classroom(s) and all other areas where cases or symptomatic students or staff members spent time.
- The products used are those approved for use against Covid-19 on the Environmental Protection Agency (EPA) – approved list “N” and follow product instructions. Products from list N are selected with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program to reduce the risk of asthma and other health effects related to disinfection.
- Products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds which cause asthmatic attacks are avoided.
- Label directions for appropriate dilution rates and contact times are followed. Custodial staff are trained on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and required by the Healthy Schools Act.
- Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products will be kept out of the reach of children and stored in a space with restricted access.

## **6. Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Hand washing options include both sinks and sanitizing stations. These designated hand washing facilities are stocked per protocols with adequate and approved materials on a daily basis.
- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth,

and covering coughs and sneezes among students and staff.

- We teach students and remind staff to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow.
- Students and staff are trained to wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff are trained to wash their hands for at least 20 seconds with soap, rubbing thoroughly after application.
- Per the CPHD, soap products marketed as “antimicrobial” are not necessary or recommended.
- Staff should model and practice handwashing. For example, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl alcohol-based hand sanitizers are more toxic when ingested or absorbed into skin.
- Hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed are prohibited.
- Students under age 9 will only use hand sanitizer under adult supervision. Poison control will be called if consumed at: 1-800-222-1222.
- Daily routines are developed for students and staff in Tier 1 and stable groups in later tiers that enable regular washing of their hands at staggered intervals.
- Adequate supplies are ensured to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.
- To minimize movement and congregating in bathrooms to the extent practicable, designated hand washing facilities are identified for each cohort of students. As every classroom has a sink, the cohort will use the classroom sink for much of their hand washing. Additional hand washing facilities are located in all student bathrooms and these are designed for use by certain cohorts only.

## **7. 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.
- 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.

## **8. Additional Protective Actions**

- Students and staff will not play recorders or flutes on campus. They will hum instead.
- Singing will occur only if masked, at least 6 feet apart, and outside.
- No drinking fountains will be used on campus. Staff/students will bring their own water bottles. Individual boxed/bottled water will be provided as needed.
- Each student's individual belongings will be separated and in individually labeled storage containers or cubbies.

## **E. Exposure Management Plan – Investigating, Responding, and Reporting of COVID-19 Cases**

A targeted public health response to contain COVID-19 exposures at school can help contain the virus and prevent it from spreading.

OCS has designated a COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. We have designated Ms. Angela Bass-Rodriguez as our COVID-19 Compliance Officer (CCO) who serves as a liaison to Los Angeles County Department of Public Health (LACDPH) in the event of a COVID-19 cluster or outbreak.

OCS has a plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school, to have access to testing or be tested for COVID-19 infection.

### **COVID-19 COMPLIANCE TEAM**

OCS has a designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring staff and student receive education about COVID- 19.

a) The Executive Directors will serve as the COVID-19 Compliance Team Leads. In collaboration with the Covid-19 Compliance Officer (CCO), the Executive Directors will lead the COVID-19 Compliance Team to ensure the following:

- 1) All COVID-19 work place policies and practices are enforced and followed.
- 2) Measures are in place to promote social distancing
- 3) Measures are in place to enforce infection control
- 4) Appropriate communication is being disseminated to employees, students and families regarding the following policies and procedures related to COVID-19:
  - Isolation/quarantine polices as they apply to staff/students who may have been exposed to COVID-19
  - Options for COVID-19 testing for anyone who has symptoms or who has been

- exposed.
- Whom to contact at the school if a staff/student has symptoms or may have been exposed.
  - How to conduct symptom checks
  - Required use of face coverings
  - Importance of staff/student compliance with social distancing
  - Changes in procedures (meal distribution) to avert risk
  - School policies concerning visitors on campus
  - Importance of providing the school with updated school emergency contact information.
  - Staff, students and families have equitable access to critical services
  - Ensure signage has been posted throughout the campus (physical distancing, use of face coverings, and importance of handwashing
  - In collaboration with LAUSD as our special education provider, we are working to ensure IEPs have been modified so that education can continue without risk to the student.
  - An individualized health and safety plan has been created for each enrolled student with special needs
  - An option for remote learning or other alternatives to in-class is available for any student for who school attendance poses an elevated risk.
  - Option for “grab and go” meals is offered on site or information is provided to families about where “grab and go” meals are available at nearby locations.
  - Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

#### b) All Employees' COVID-19 Responsibilities

While the COVID-19 Compliance Team leads, oversees and implements the Exposure Management Plan, all employees are responsible for creating and maintaining the safest environment possible at school.

- 1) To operate safely, all OCS Staff members must commit to fulfilling new safety tasks related to reducing the risk of COVID-19 transmission.
  - 2) With the uncertainty of COVID-19, every member must be cross-trained. All leadership team members must be familiar and ready to step into any role in the event a leadership team member is incapacitated.
  - 3) Each team member should have a “buddy” ready to take over, if needed.
- 1) Below we will find the roles and responsibilities of COVID-19 Safety Officers and the delegation of COVID-19 safety tasks.

#### c) COVID-19 COMPLIANCE TEAM

**Role: COVID-19 Compliance Team Leader**

**Position: Executive Directors****Objectives:**

1. Responsible for providing training/information about COVID-19, including age appropriate information for students/staff.
2. Communicate OCS COVID-19 related safety practices and protocols to staff members and act as a resource for staff
3. Determine how information will be delivered to students and school staff.
4. Topics for Good Hygiene Practices include: Handwashing, covering coughs and sneezes, staying home when ill, Temperature monitoring, Taking temperature at home; and fever (100.4 F or higher)
5. Communicate areas where staff may access cleaning supplies, PPE, cleaning schedules, etc.
6. Educate school community about infection control strategies:
  - Wearing masks when in public
  - Social distancing
  - Recognizing signs and symptoms of COVID-19 illness or notifying school if family members are ill
  - Guidance on what to do if the family unit has been tested and diagnosed with COVID-19
7. Educate the school community on school response to COVID-19
  - Awareness of school emergency response plans related to pandemic situations
  - Proper use of PPE – gloves, masks, and face shields
  - Environmental cleaning of school building before and after exposure – Office areas, classrooms, etc.

**Role: COVID-19 Compliance Officer (COO)****Position: Campus Coordinator/Designee****Objectives:**

1. Follow the Exposure Response Procedures and assist with COVID-19 health assessments and contact tracing
  - a. COVID-19 and/or suspected exposure to COVID-19
    - Conduct a health assessment of staff members/students
    - Provide information on self-quarantine and social isolation from others if suspected exposure to COVID-19 or receipt of positive testing results for COVID-19
    - Contact tracing
      - 1) Reach out to exposed individuals and individuals who have a confirmed positive test for COVID-19
      - 2) Provide information to contacts to understand the risks associated with COVID-19 infection
      - 3) Stress the importance of social distancing and self- quarantine/isolation from others to prevent spread of infection
      - 4) Stress that individuals must understand the signs and symptoms of COVID-19, especially coughing and shortness of breath, and

- continued monitoring for illness or change in one's health status.
  - 5) Must seek prompt medical evaluation for infection and immediate medical care is symptoms emerge and become worse.
  - 6) Teach individuals about the purpose of contact tracing and encourage to stay home, maintain social distancing at least 6 feet apart from others until 14 days after exposure
  - 7) Ensure site/work area is deep cleaned
  - 8) Report incident to HR (Ms. Debbie)
2. Ensure school has adequate supply of PPE and staff are equipped with the appropriate PPE
  3. Actively supervise all personnel and verify that they are following established safe work procedures in accordance with safety protocols in OCS' COVID-19 Protection Plan

**Role: CCO**

**Position: Administrative Staff, Classroom Assistants**

**Objectives:**

- 1) May be physically posted at the front entrance(s) and throughout the campus to:
  - a. Screen employees and visitors prior to entering the facility
  - b. Enforce OCS' Visitor's policy
  - c. Minimize the number of staff/visitors on site at one time
  - d. Enforce OCS' policy and verify that staff/students are adhering to social distancing protocol
  - e. Enforce OCS' policy and verify that ALL staff/students are wearing masks
  - f. Enforce OCS' policy and verify that there are no group lunches
- 2) Actively supervise students (during meals, recess, etc.) and verify that they are following established safety guidelines in accordance to our COVID19 Safety Plan
- 3) Promote/verify compliance with safety protocols and procedures (social distancing, promoting good hygiene, cloth face covering, etc.)
- 4) Ensure proper signage for COVID-19 protocols are posted throughout the facility
- 5) Identify high risk areas where employees may gather
- 6) Ensure tape and other markings will be placed at least six feet intervals with signs directing persons to use the markings to maintain social distancing
- 7) Verify that the sign- in process is followed for all visitors
- 8) Assist with wellness checks
- 9) Serve as the first level contact and response for COVID-19 Safety and compliance concerns

**Role: CCO**

**Position: Campus Coordinator/Designee, Plant Manager/Designee**

**Objectives:**

- 1) Check for proper ventilation and adequate air flow in classrooms and offices.
- 2) Check for windows opening and access to fresh air

- 3) Check desks in offices and classrooms are 6 feet apart
- 4) Verify there is a designated isolation area on campus for effective infection control
- 5) Ensure we are using appropriate disinfectants/sanitizers.
- 6) Ensure we have a process (that has been communicated to staff) for restocking disinfectants and sanitizers regularly for staff to use
- 7) Ensure thorough cleaning after exposure
- 8) Ensure there is a schedule (shared with staff) for the frequent cleaning of break rooms, bathrooms, and other common areas
- 9) Ensure there is a cleaning schedule (shared with staff) for the frequent cleaning of high contact surfaces
- 10) Ensure disinfectants are available to all employees
- 11) Maintain daily cleaning schedule to ensure more frequent cleaning throughout the day

**Role: CCO**

**Position: Campus Coordinator, HR Coordinator, Counselors, CARE Team**

**Objectives:**

- 1) Prepare safety and other COVID-19 information for families. Include what the school is doing to keep student safe
- 2) Refer families to community agencies for resources.
- 3) Consult with school counselors and teachers regarding students who report a lack of food or shelter
- 4) Counsel families (observing social distancing to address family relationships that may have been strained by confinement).
- 5) Provide therapeutic referrals for students who need service for depression, anxiety, fear, and loss.
- 6) Make calls/home visits to families in need of services due to virus
- 7) Contact community resources to request that they reach out to families

**Role: CCO**

**Position: Campus Coordinator, Registrar**

**Objectives:**

- 1) Assist with contact tracing data for students
- 2) Compile data and provide linkage data for students and siblings/family members

**Role: CCO**

**Position: Counselors, Teachers, Classroom Assistants, CARE team**

**Objectives:**

- 1) Provide therapeutic interventions for students who need service for depression, anxiety, fear, and loss.
- 2) Check-in with students with known anxiety and fear concerns. Provide counseling as needed.
- 3) Meet with student individually to assess needs. Consult with student service team to address needs.

**Role: CCO**

**Position: All OCS Employees****Objectives:**

- 1) Model and enforce all OCS safety protocols and practices when on campus, including but not limited to:
  - Wearing of facial coverings
  - Social distancing
  - Hand washing
  - Reporting hazards
  - Daily health screening

**Exposure Management of 1,2, and 3 or More COVID-19 Cases****1) Exposure Management for one (1) COVID-19 Case at School**

- a) After identifying one (1) laboratory confirmed COVID-19 case (student or employee), the CCO/Designee will instruct the individual to follow Home Isolation Instructions for COVID-19 (<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>).
- b) The CCO/Designee will inform the individual that LACDPH will contact them directly through the LADCPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- c) The CCO/Designee will work with the individual (case) to generate a list of students and/or employees with exposure to the case while infectious. The CCO/Designee will submit this information to LADCPH using the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: ACDC- [education@ph.lacounty.gov](mailto:education@ph.lacounty.gov).
  - A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
  - A person is considered to have been exposed if they are one of the following:
    - An individual who was within six feet of the infected person for a total of 15 minutes or more over a 24-hour period;
    - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).



- d) Students and employees that are identified to have had an exposure to the case at school will be notified by the School Compliance Team of the exposure through a letter and/or other communication strategies (telephone, text, etc.). The notification of exposure should include the following messages:
- Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Free onsite OCS Employee/Student Testing Program, Personal healthcare Providers, Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
  - Exposed students and employees will be instructed to quarantine for 10 full days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.
  - LACDPH will contact exposed students and employees directly through the LACDPH Case and Contact investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
  - Ms. Angela, our CCO, and the School Compliance Team will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: COVID-19 Template Notification Letters for Education Setting.

## 2) Exposure Management for two (2) COVID-19 Cases at School within a 14-day Period

After identifying two (2) laboratory confirmed cases (students and/or employees) within a 14-day period, the school will follow the required steps below:

- a) The CCO/Designee will instruct the individuals to follow Home Isolation Instructions for COVID-19 (<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>).
- b) The CCO/Designee will inform the individuals that LACDPH will contact them directly through the LACDPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- c) The CCO/Designee will work with the individuals (cases) to generate a list of students and/or employees with exposure to the case while infectious. The CCO (Ms. Angela) will submit this information to LACDPH using the COVID-19 Case and Contact Line List for the Educational Sector within one business day of notification of a confirmed case. If

needed, additional time may be requested. For technical assistance on how to complete the line list contact: [ACDC-education@ph.lacounty.gov](mailto:ACDC-education@ph.lacounty.gov).

- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
  - A person is considered to have been exposed if they are one of the following:
    - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
    - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- d) Students and employees that are identified to have had an exposure to the case at school will be notified by the School Compliance Team of the exposure through a letter and/or other communication strategies (telephone, text, etc.). The notification of exposure should include the following messages:
- 1) Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: OCS Employee/Student Testing Program, Personal healthcare Providers, Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
    - Exposed students and employees will be instructed to quarantine for 10 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.
    - LACDPH will contact exposed students and employees directly through the LACDPH Case and Contact investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- e) OCS' CCO, Ms. Angela and the School Compliance Team will assess whether the two (2) confirmed cases have epidemiological links (i.e. present at the same time and place during infectious period\*) and will work with LACPHD as needed to make this determination.

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible campuses and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: COVID-19 exposure Investigation Worksheet for the Education Sector. For technical assistance on how to assess for epidemiological links, please contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

### 3) Exposure Management for three (3) or more Cases at a School within a 14-day Period

If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school the school will proceed with the following steps:

- Report the cluster to the LACDPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at:  
[ACDC-education@ph.lacounty.gov](mailto:ACDC-education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.
  - Complete the Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). For technical assistance on how to complete the line list contact [ACDC-education@ph.lacounty.gov](mailto:ACDC-education@ph.lacounty.gov)
  - The ACDC Education Sector Team will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day to advise on next steps.
  - If outbreak criteria are not met, the school continues with routine exposure management.
  - If outbreak criteria are met, the LACDPH Outbreak Management Branch (OMB) is activated.
  - An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
  - Ms. Angela/Designee as our CCO will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).
- Prior to reporting the cluster to LACDPH ACDC Education Sector Team, Ms. Angela, our CCO and the School Compliance Team will assess whether the two (3) confirmed cases have epidemiological links (i.e. present at the same time and place during infectious period\*).
  - A tool is available to assist in the assessment of epidemiological links at: COVID-

19 exposure Investigation Worksheet for the Education Sector. For technical assistance on how to assess for epidemiological links, please contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

- If epidemiological links do not exist between at least three (3) cases in the cluster, the school continues with routine COVID-19 exposure management.
- If epidemiological links exist between at least three (3) cases in the cluster, the school will report the cluster to LACDPH Acute Communicable Disease Control (ACDC) Education Sector Team at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or call (888) 397-3993 or (213) 240-7821.

## COVID -19 Outbreak Criteria

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period with in a school group that is epidemiologically linked.

\*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious

## Response Protocols

OCS takes the health and safety of its employees and students very seriously. With the spread of the coronavirus or “COVID-19,” OCS must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, OCS has developed COVID-19 Response procedures. These procedures are subject to change based on further information provided by the CDC, OSHA, LACDPH and other public officials. Below you will find the steps that must be taken if there is a confirmed or suspected exposure to COVID-19.

Exposure means:

- Individual who has symptoms when they arrive on campus or becomes sick during the school day
- Individual reported that they came in close contact with a person who tested positive for COVID-19
- Individual reported that they have tested positive for COVID-19

Close Contact means:

- Any person who was within 6 feet of someone for a total of 15 minutes or more over a 24 hour period

OR

- They had unprotected contact with by sharing their body fluids and/or secretions (e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment).

## **Response to an Employee/Student on Campus Who May Have Been Exposed to COVID-19:**

### Gather Information:

- Remain calm and objective.
- If on campus, limit the potentially infected individual's contact with other individuals while information is being gathered by separating them from others to the designated self-isolation area on-site. Staff members must wear the appropriate PPE and keeping 6 feet or more apart from the individual at all times.
- COVID Team member (Campus Aide/designated support staff member) will report the potential exposure to CCO/Designee.
- Once a potential COVID-19 case is identified among employees, the CCO/Designee will investigate to identify all close contacts associated with the workplace/classroom (employees, students and visitors who spent time at the site) who had exposure to the potentially infected individual during the infectious period. If the C C O is unavailable, the ED/Designee will step in and support.

You will need the infected individual to identify close contacts. Close contact is defined as individuals who:

- Any person who was within 6 feet of someone, for a total of 15 minutes or more, over a 24-hour period OR
- They had unprotected contact with by sharing their body fluids and/or secretions (e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment).

\*A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

The CCO/Designee will conduct an assessment as follows:

- Focus on obtaining facts. Ask clarifying questions if needed.
- Gather and document as much information as possible regarding the employee(s) who may have been exposed. Some basic questions to ask are:
  - Who is the infected person that they came in contact with?
  - Obtain information regarding the potential exposure event.
  - Why do they think they were exposed?

- Are they experiencing any symptoms? If so which ones?
- Exact time, date and location of the exposure?
- Please name the individuals (students/staff/families/vendors/etc.) you came in close contact within (within 6 feet for a total of 15 minutes over a 24-hour period) 48 hours before your symptoms first appeared?
  - Please name the individuals you had unprotected contact with (e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment)?
- After you are done conducting the health assessment, the CCO/Designee will make the following determination.
  - Send the staff member back to work
  - Send the staff member home to begin quarantine

If the determination cannot be made, the CCO will consult with HR and the EDs.

- If an individual is sent home, the CCO/Designee will explain the following next steps to the individual and provide them with the following information:

Testing: Anyone who may have been exposed should get tested for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of the disease spread at the school and serve as a basis for further control measures. Staff can get tested through the OCS Testing Program or they can use community resources for testing. The City of Los Angeles is offering free testing. To schedule an appointment please visit this [website](#).

Self-Quarantine: Exposed individuals should quarantine for 10 full days since their last exposure to the infected person even if they receive negative results during their quarantine period. Home Quarantine Guidance for COVID-19 can be found <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.

Department of Public Health (LACDPH): Please communicate to the individual that LACDPH will contact exposed staff directly through the LACDPH Case and Contact Investigation Program to collect additional information and issue a Health Officer Order for Quarantine.

Returning to Campus: When the quarantine period ends, staff members can resume their usual activities, including returning to work and/or school. They do not need a letter from Public Health or a negative test to return to work or school but they will need clearance from the HR Department before they return.

If a staff member develops symptoms during your quarantine, you need to follow the [Home Isolation Instructions](#) for returning to work or school.



- Send the individual home. If the potentially infected employee cannot return home immediately, they will continue to be separated from other individuals on campus to the designated self-isolation area on-site. They will remain there temporarily until arrangements are made for the person's return home.
- The CCO/Designee will arrange for sub coverage if needed.
- For potential and confirmed exposure to COVID-19, OCS' HR Department or the CCO will inform staff members/students who may have come in close contact with the individual of their possible exposure to COVID-19 on campus.
- For all confirmed cases, the CCO or HR will send AB685 notification to staff members who were on the same premises as the infected person, regardless of whether they were a close contact or not, notifying them of the potential exposure.
- Employees/students exposed to a coworker on campus with a confirmed COVID-19 diagnosis should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
  - 1) Be alert for symptoms. Watch for fever, cough, shortness of breath, or other [symptoms](#) of COVID-19.
  - 2) Take your temperature and follow CDC guidance if you have symptoms.
- Protect the individual's confidentiality. The Americans with Disabilities Act requires the confidentiality of employees' medical information, and employers may not disclose the identity of the employee diagnosed with COVID-19. Employers are also required to maintain the privacy of any health information they gather related to an employee's medical condition or their symptoms, and any such documentation should be kept in a private health folder with limited access by only critical human resource staff.
- For any suspected or confirmed COVID-19 cases, we must follow the guidance of the CDC and local health officials regarding the cleaning and [disinfection recommendations](#). To coordinate the cleaning of the facility/work area please follow the guidance below:
  - Close off the area and wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
  - Contact Ms. Angela, CCO, to request a deep cleaning of your work area by communicating the following:
    - 1) Need for deep cleaning
    - 2) Identify the areas used by the person who was sick that need to be

- cleaned such as offices, bathrooms, common areas, shared electronic equipment like copy machines, touch screens and keyboards
- At no time should the identity of potentially exposed individual be shared.
  - 1) If the custodian is the potentially infected individual, or if the custodian must also quarantine due to close contact, Ms. Angela will arrange for the cleaning through an outside agency.
  - 2) CCO/Designee will be responsible for tracking all suspected or confirmed COVID-19 cases by using the COVID Tracking Sheet. This data must be collected on site to be able to monitor the number of cases.

### **Response to an Employee/Student NOT on Campus Who May Have Been Exposed to COVID-19:**

If an employee or student has had close contact (within 6 feet) with someone who is confirmed to have, or is being evaluated for, COVID-19 infection:

- Employees and students should monitor their health starting from the day they first had close contact with the person and continue for 10 days after they last had close contact with the person.
- Employees who are well and residing with someone with COVID-19 should notify the CCO, EDs and Human Resources and follow LACDPH recommended precautions.
- Students who are well and residing with someone with COVID-19 should notify their teacher and CCO and follow LACDPH recommended precautions
- Employees who develop a fever or any COVID-19 symptoms should call their healthcare provider right away and notify their supervisor and Human Resources.
- Students who develop a fever or any COVID-19 symptoms should call their healthcare provider right away and notify their Teacher/Principal.
- Before going to a medical appointment, employees and students should tell their healthcare provider about their close contact with someone who is confirmed to have or is being evaluated for COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected.

### **Response to Employee or Student Who Tests Positive for COVID-19**

If an employee or student tests positive for COVID-19

- Employees should notify the CCO, EDs and Human Resources if they have tested positive for COVID-19.
- Students should notify their teacher and CCO if they have tested positive for COVID-19.
- Employees and students who have tested positive for COVID-19 are required to stay home and not come onto campus until the CDC's criteria to discontinue home isolation are met, in consultation with their healthcare provider. (See

<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>).

- Employees and students will not be allowed to return to campus until they have completed their isolation period.

### **Response to Student/Staff at School Who Show Symptoms during the School Day**

If a student is suspected of being ill or complains of symptoms, teacher will isolate the student (keeping them seated at their desk is sufficient) and will contact the CCO.

The CCO will dispatch an isolation team member to the classroom with a thermometer. The Isolation team member will call the student outside the classroom and take their temperature and ask the assessment questions.

If the student does not have a temperature and does not have any other symptoms, then they may return to class. Family will be notified that the student was returned to class, staff will fill out Incident Report for the student. Include next steps for family on Incident Report.

If the student is sick, the student must collect their belongings and the isolation team member will escort them to the isolation room and follow this protocol:

Questions to ask students:

1. Name of the student – look up the student in PS.
  - a. Click on the Family button to check for confirmed siblings
  - b. Ask the student if anyone else who lives with them goes to their school (as a precaution)
  - c. If there are siblings in the same campus, radio the CCO to send an Isolation team member to collect the sibling(s) and bring them to the isolation room.
  - d. Ask the student if they carpoled to school to ascertain if other students on campus who are not siblings were possibly exposed.
2. Take the student's temperature again to make sure it still reads over the limit. If it doesn't, wait 30 minutes, check it again. If it is still back to normal, ask the screening questions anyway and if they pass you may send the students back to class.
3. If the student's temperature is still over 100.4 proceed with student screening questions:
  - a. Do you feel hot?
  - b. Can you take a deep breath? Show me?
  - c. Does anything hurt, like your head or your stomach?
  - d. If so, did it hurt yesterday?
  - e. Have you been coughing this morning? How about yesterday?
  - f. Did you tell your family?
  - g. Do you know if anyone who lives with you is sick?

4. If the student's responses to these questions are affirmative:
  - a. Verify any siblings or household members on campus. If there are none, proceed to contact the family to come pick up the student to take them home. Enter the student's name and address in the log. Alert the COO that the student will be sent home. The CCO will notify front office staff that family will come to collect that student. Provide family name, student name, grade and status update (if the family said they are on their way, etc.)
    - i. If there are siblings in the same campus, these should already be in the isolation room with the first student. If they aren't, get them and advise the family they need to collect all of their children
  - b. When the family arrives (on foot or in vehicle, send a staff member to wait with the family at the gate or the drive-up location. If the family is in a vehicle, ask them to stay in their vehicle. If on foot, have them wait at the gate. Radio CCO to bring the students. Staff will escort the student(s) directly from the Isolation room to the gate. Lock the room when you leave it. Give the family the information packet and kindly tell them that they may not come back to school tomorrow. Verify their contact information (to make them feel reassured) and assure them that a school staff member will call them within 24 hours with some more questions and next steps. Tell them that we cannot ask the questions right then and there because of safety and we do not want to keep the students in the isolation room longer than we have to.
    - ii. After the students are taken home, the CCO/Designee will call the family within 24 hours to follow up.
    - iii. Ask contact tracing questions and log responses
    - iv. Determine re-entry date and add to log. Flag communication with the family to remind them the day before their re-entry date
    - v. Review information packet with family so that they know what resources are available to them
    - vi. Connect with student(s) teacher(s) to make sure that they connect with affected student(s) on their DL days.
  - b. After the student(s) have been collected, staff will notify the CCO that the student was picked up, which isolation room was used and that the room is locked.
  - c. Staff will discard disposable PPE and wash their hands. Sanitize their face shield and meet with CCO to debrief.
5. CCO and staff will meet (other staff may be needed if there were siblings) and review any locations where the student or students were. If it is determined that the students only came in contact with the isolation room (and designated restroom) and the entrance, then sanitize the rooms and school may continue.
6. If it is determined that the student(s) came in contact with another area of the school, school may continue if those areas can be closed off/locked for 24 hours and

disinfected/sanitized.

7. If it is determined that affected areas cannot all be accounted for or the path of contact from the student is unclear, or if the student came in close contact with another stable student group, the CCO with consultation from EDs will determine if the school must be closed for cleaning and for how long.
  - a. If the school must be closed it will be closed immediately. As soon as the closure determination is made, all classrooms must be put on a modified lockdown. Students must stay in their classrooms and only leave to use the restroom with supervision.
  - b. If the closure determination occurs before the first recess period (think – all the other students in the school have only been in their classrooms at this point in the day). Then the modified lockdown should be enough to avoid the full closure. Sanitize or close off the affected areas. If there were affected siblings, these classrooms at this point can be isolated without impacting other classrooms.
  - c. If the determination happens after students have had an intermingling risk (recess or passing period, lunch etc.) then the entire school must be placed on immediate lockdown and evacuated for 72 hours to allow for sanitizing.
  - d. Families will be immediately contacted and alerted that due to a contamination risk they must come immediately to pick up their children. At this point tell them which date they will return and what time to report for digital school the next day.
  - e. Students must remain in the classroom until their family arrives and they will come to the exit one student/set of siblings at a time. Students are directed to go directly to the exit.
  - f. Students must be escorted by staff if the paths from the classroom to the exit do not have physical barriers or if there is a risk that they would come in contact with the isolation room or other affected area.
  - g. Once all students have been picked up, all staff except the CCO and custodial staff must leave immediately. The CCO will review the disinfecting and cleaning orders with custodial staff and call for outside company to assist if needed.
  - h. Teachers must contact all students in the class and remind them that school the next day will be digital and what time to join the online classroom or what the assignment is.

If a student tests positive for COVID-19, the school should follow the procedures:

- Confidentially capture the students name on list with all the following:
  - Date of Positive Test
  - Estimated Date of Student Re-Entry
  - Date of Classroom Notification
  - Date of Classroom Sanitation
  - Estimated Date of Classroom Return
  - Actual Date of Classroom Return
  - Date of School Notification
  - Date of School Sanitation
  - Estimated Date of School Return
  - Actual Date of School Return
  - Actual Date of Student Re-Entry
- Crosscheck siblings
- Offer Family Support (access to test centers, meals, etc.)
  - Tips on quarantining in multifamily units
  - City resources
- Implement Classroom and School shutdown procedures (personal item removal at EOD)
  - Notification to families of classmate - of positive classmate.
    - Instruct to Check for symptoms throughout 14-day quarantine and distance learning
  - Notification to families of schoolmates - of positive student.
    - Instruct to Check for symptoms during 3-day distance learning while school is being cleaned and sanitized
  - Alert teachers to begin distance learning
    - Teachers message families with reminders daily
- Collect Re-Entry Documentation

If a student begins to exhibit positive COVID-19 symptoms ON CAMPUS, they must be immediately isolated until they can be picked up. Isolation room should be as near as possible to the entrance with access to a designated restroom that no one else will use.

Isolation staff should always be wearing gloves, 3 layer mask or equivalent, gown and face shield.

Isolation rooms must contain – seating and separations. Surgical masks for students. PPE for staff. Box with disposable activities for students. Telephone. Thermometer, bottled water, packaged snacks in case the student is there for a prolonged period. Laptop or tablet for looking up SIS. Logbook (physical or digital). COVID information packets in sealed envelopes (English/Spanish/Japanese).

Isolation staff must stay with or near isolated student until the student's family/guardian comes to collect them. Isolation staff will contact the family/guardian and indicate where they can collect their student. Isolation staff will give the family/guardian a resource packet as well as instructions for the next day. School staff must follow up with the family/guardian within 24 hours.



## **Contact Tracing Investigation**

Once a COVID-19 case is identified among employees or students, the Admin Designee should conduct a contact tracing investigation to identify all close contacts associated with the workplace/classroom (employees, students and visitors who spent time at the site) who had exposure to the case during the infectious period. A case is considered to be infectious from 48 hours before symptoms first appeared until at least 10 days after their symptoms first appeared and 3 days after recovery, defined as the resolution of fever and reduction in respiratory symptoms. Asymptomatic persons with laboratory confirmed COVID-19 are considered infectious 48 hours before the date of their first positive molecular test (sometimes called a PCR test) until 10 days after the initial positive test.

A close contact is any individual within the workplace with the following exposures to a case while the case was infectious:

- Presence within 6 feet of the case for a total of 15 minutes or more in a 24-hour period, or
- Contact with the case's body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.

Any contact who is symptomatic should immediately be considered a case and should be sent home to self-isolate and tested for COVID-19. All asymptomatic close contacts are required to self-quarantine for 14 days from exposure. Staff instructed to self-isolate or self-quarantine who cannot work remotely should be given paid sick leave.

A staff member should fill out the OCS tracking form immediately with the contacts personal information. Please note that only designated staff should be filling out the survey for students or staff members due to the sensitive nature of health information.

## **Reporting Protocols**

### Incident Reporting

After you take care of the individual, the following steps to report any potential exposure incident must be taken immediately:

- Employees and supervisors shall notify Ms. Angela, CCO, and the HR Department at [msdebbie@oceancs.org](mailto:msdebbie@oceancs.org) as soon as possible following a potential exposure incident (The EDs should be cc'd on all communication).
- The Human Resources Department will take the following steps for employees ONLY:
  - Review the information collected during the contact tracing investigation.
  - Contact the potentially infected employee within 24 hours to:
    - Conduct a welfare check of the employee
    - Ask any follow up questions and gather additional information
    - Review the LACDPH information that was provided to the staff member by the CCO/Designee regarding symptoms, quarantine, and resources on where to get tested.

- Encourage employees to call a healthcare provider and seek medical advice if they are feeling sick or experiencing symptoms. It is important for employees to call ahead before going to a doctor's office or emergency room and advise their healthcare provider about recent travel, close contact and/or symptoms.
- Review options for sick leave or accommodations for remote work during the 10 days quarantine
  
- HR Team will contact and issue employee notifications to any staff member who came in close contact with this individual
- Continue to monitor the employee/s until they are able to return to work.
- Provide periodic updates to the CCO and EDs.
- After completion of isolation or quarantine according to Health Officer orders, staff can return to work and resume usual activities. Neither Public Health clearance nor a negative COVID-19 test is required for return to work but staff members will need clearance from the HR Department before they return.
  
- If a staff member develops symptoms during your quarantine, they will need to follow the [Home Isolation Instructions](#) for returning to work or school.
  
- Medical records kept on file with OCS will be maintained in accordance with the law, including confidentiality of private medical information.

### Exposure Management Reporting

Once the CCO and COVID-19 Compliance Team at the site have responded appropriately to the potential exposure, the following steps must be taken by the CCO:

- The CCO will keep a running record of all suspected and confirmed cases across the network to keep track of number and identify if any epidemiological links exist between cases and determine if any site-specific interventions are required.
- The CCO will submit this information to Department of Public Health using the [COVID-19 Case and Contact Line List](#) for the Educational Sector within 1 business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [ACDC-education@ph.lacounty.gov](mailto:ACDC-education@ph.lacounty.gov).
- The CCO and EDs will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Setting](#).

- The CCO will report the cluster (3 or more confirmed cases) to the LACDPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: [ACDC-education@ph.lacounty.gov](mailto:ACDC-education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.
  - Complete the Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). For technical assistance on how to complete the line list contact
  - If outbreak criteria are not met, the school continues with routine exposure management.
  - If outbreak criteria are met, the LACDPH Outbreak Management Branch (OMB) is activated.
  - An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
  - School Compliance Team will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

\*Prior to reporting the cluster to LACDPH ACDC Education Sector Team, the School Compliance Team will assess whether the two (3) confirmed cases have epidemiological links (i.e. present at the same time and place during infectious period\*).

## F. COVID-19 Testing for Staff and Students on Campus

### Overview:

As California schools resume in-person instruction, many school leaders and communities have identified school-centered testing as an important component of a health and safety strategy. Used in conjunction with other mitigation strategies, testing for COVID-19 provides an additional tool to support safe and successful K-12 in-person instruction. Testing can allow for early identification of cases and exclusion from school to prevent transmission. **However, testing should not be used as a stand-alone approach to prevent in-school transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to maintain all other mitigation strategies even if a recent negative test has been documented.**

OCS utilizes a comprehensive approach to school safety with the goal of reducing transmission. In addition to wearing masks, social distancing, symptom screening and contact tracing, OCS will incorporate the use of COVID-19 student testing to help identify infected persons and take appropriate action “to slow and stop the spread of the virus.” On-site testing will begin the week prior to the first week of in-person instruction.

**Who will be tested:**

- OCS will offer free onsite COVID-19 testing weekly for staff members who are required to report to campus for onsite work.
- OCS will host onsite COVID-19 testing for any student who opts-in for in-person instruction. OCS will not offer general community testing or testing for families at this time. Families of in-person students are encouraged to utilize community testing centers.

**Situations when testing will occur for students:**

OCS utilizes testing in three scenarios:

- Asymptomatic (Surveillance) testing: OCS will require every in-person student to undergo COVID-19 testing every two weeks in the event that in-person instruction commences while the County of Los Angeles remains in Purple or Red tier. Once the County of Los Angeles reaches Orange or Yellow tier then only symptomatic or response testing will be used.
- Symptomatic testing: This testing is used if students begin exhibiting symptoms while already at school. In this situation, the school CDPH guidance requires that the student(s) be immediately isolated and returned home as soon as possible. They must then stay home and isolate in case they are infectious. The CDPH schools' guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving. OCS will follow Isolation Team protocols in this case and the Isolation Team will assist in administering the COVID-19 test to the student (see Test Administration). Students who begin experiencing symptoms at home must stay home and notify the school.
- Response testing: This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

**Results:**For staff:

Staff members will receive results via text/email. Results for the network can only be accessed by OCS Testing Administrators via the portal. Results are automatically shared with LA County Public Health.

For students:

Because SARS-CoV2 is recognized as a communicable disease, which is required to be reported, California state law provides that minors 13 years and older can consent to diagnosis and treatment of COVID-19. Accordingly, for students under the age of 13, the family or guardian must provide consent, and use their email/phone to obtain results. A family or guardian can receive the results on behalf of a child (ages under 13) when they provide consent on behalf of that child.

Students ages 13-17 may consent on their own and receive results through their own contact information or through their family's contact information. Consent can be obtained once through the school for the duration of the testing program throughout the school year.

Results are sent via text/email. School site testing coordinators have access to enter student information and arrangements for testing. Testing coordinators will not have access to student test results. Results for the network (staff and student) can only be accessed by OCS Testing Administrators at the portal. Results are automatically shared with LA County Public Health. In the event of a positive case in a stable student group, the CCO will connect with the site testing coordinator to commence isolation protocols for the affected stable group.

#### Who is doing the testing?

OCS will partner with Curative or an equivalent organization to provide COVID-19 testing. COVID-19 tests are self-administered. Students will be given testing kits which will include a testing swab, test tube, a cotton round, and printed instructions. Students will be supervised and directed by staff members at all times during the testing process.

#### What kind of COVID test is it?

Curative offers FDA authorized, PCR swab test kits that collect material orally. Results will be available within approximately 24-48 hours. If OCS partners with another organization for testing, the test and timeline for turn-around will be similar.

#### Test Administration

##### Preparation:

Once the in-person students have been identified, the Site Testing Coordinator will lead efforts to enter the student information into the testing portal. The Site Testing Coordinator will create a testing schedule to accommodate each stable student group. The schedule will depend on the number of groups that are attending in-person instruction and the facility capabilities of each campus.

Each student will also have a sheet of labels prepared with the student's name, DOB, and a space for the testing date to be written. Each testing day, the testing kits need to be labeled and scanned into the Curative portal and distributed to the staff members assigned to each stable group. Each stable student group lead will receive a Ziploc bag with the labeled test kits, PPE, and extra swabs.

##### Logistics:

Tests will be collected from students every Tuesday morning. Testing will commence after students have been on campus for at least one hour. This is to ensure that more than 30 minutes have passed without students eating or drinking.

Each stable group of students (max. 12) will test together at one time. The supervising staff member will escort the stable group to a testing area outdoors. Outdoor areas may be the playground, the exterior of the classroom building, ez-ups installed in an exterior location, etc. Parameters are that testing areas must be outdoors and allow a minimum of 6' between students testing and be clearly marked both for students and for the staff who are assisting, and have a large trash can.

Stable student groups will be escorted to the campus testing area by 2 or more staff members depending on the age and ability of students. Younger students will need more supervision and assistance to complete testing.

Students will be directed to keep their masks on, cover their mouths with their elbows (as if

sneezing) and cough 5 times. Staff members will peel and give each student an oral swab and instruct to touch their cheeks, top of their mouth, and tongue with the swab and then hold it out and wait for a teacher.

Staff members will verify the test kit and the student and place the swab in the testing tube, break off the swab tip at the perforation, seal and shake the tube, then place it in the corresponding test kit. At the end of the testing session, the staff member will collect all the test kits in the provided bag and return the kits to the Site Testing Coordinator.

The Site Testing Coordinator will deliver or arrange pick-up of the test kits by 3:00 pm every Tuesday for processing.

Site Testing Coordinators are Ms. Angela, Ms. Maryangee, and Ms. Taci.

Each Site Testing Coordinator will be supplied with:

- Laptop: This will be used to confirm staff names and appointment numbers on the Curative site.
- Test kits: These will include 4 components - testing swab, the test tube, and the cotton round and printed instructions.
- Barcode Scanner: This will be used to scan the barcode to tie the test kit. This will be provided by Curative.
- Permanent Marker: This will be used to write the appointment number on the test kit before handing it to the staff member.
- Signage: Social distancing signage and process flows. Signage to designate the testing areas.

Support Staff/ Schedule:

- Testing Coordinator will be responsible for opening/closing the test area
- Custodial staff: Follow standard COVID cleaning protocols to clean the testing area after each testing session
- Testing Coordinator: This staff member in charge of the testing site and oversee all procedures detailed in the Testing Site Set up and Process section below. They also serve as the point of contact with Curative or other organization and as the person in charge of communications with the school and staff. Testing Coordinator can be school staff - No medical background is required.
- Testing coordinator will be responsible for ensuring all kits are labeled with their corresponding appointment number. Barcodes must be scanned to register staff being tested in the Curative or other organization's system.

Lab Delivery:

The Testing Administrator will be responsible for collecting the results.

Lab Processing:

Curative or equivalent agency will run the test and return the results. Results will be provided directly to the student and should be returned within 24-48 hours.

## **G. Staff Guidance and Support for a Safe Return**

It is the goal of OCS that all staff-instructional, clinical, operational, and administrative, have the



resources and information they need to feel safe returning to campus. The following outlines the training, guidance and support for all staff:

1) OCS Training:

All staff will have received OCS' training on OCS' COVID-19 Safety Plan. This training includes information on new policies and procedures that promote behaviors to reduce the spread, changes in the workplace that help maintain healthy work environments and expectations for personal and collective responsibility. OCS will also require a COVID-19 Safety Training: Back to the Workplace for all staff members before returning to campus. This training includes information to help prevent the transmission of COVID-19 on campus such as social and physical distancing, staying home if you are sick, symptom attestation, proper hygiene measures, cleaning and disinfection procedures, required face coverings, regular testing and personal protective equipment.

We will provide effective training and instruction that includes the following:

- 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:
  - a) COVID-19 is an infectious disease that can be spread through the air.
  - b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - c) 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.
- How to support students socially/emotionally during Covid times

Appendix D: COVID-19 Training Roster will be used to document this training.

2) Staffing:

1. Work Cohorts: OCS will establish worker cohorts (groupings), which may reduce the risk of workplace transmission by minimizing the number of different individuals who come in close contact with each other.
2. Staggered Schedules: OCS will establish staggered, alternating employee schedules to maximize physical distancing where possible.
3. Accommodations: OCS will develop a process for how we will prioritize

reasonable accommodations for employees who are impacted for by COVID-19. A summary of our process is outlined below in our COVID-19 Temporary Work Accommodations and Leaves policy:

### **Categories of staff requesting accommodations and leaves**

- CATEGORY 1: Staff member at increased risk of serious COVID-19 infection due to a “qualified disability”
- CATEGORY 2: Staff member with an underlying medical condition identified by a doctor that puts them at increased risk of serious illness from COVID-19
- CATEGORY 3: Staff member with an underlying medical condition identified by the CDC that “may” put them at increased risk of serious illness from COVID-19
- CATEGORY 4: Household family member requires the care of staff member due to medical condition
- CATEGORY 5: Household family member at increased risk of serious COVID-19 infection
- CATEGORY 6: Staff member has childcare issues/is uncomfortable reporting to work

### **Reasonable accommodation process for employees with a disability/vulnerable population (Categories 1-3)**

As part of OCS’ response to COVID-19, we are committed to supporting employees impacted by COVID-19. We recognize that there may be some employees with medical disabilities that require temporary reasonable accommodations under the Americans with Disabilities Act (ADA) as a result of COVID-19. Some employees who self-identify as having an increased risk of severe illness from COVID-19 infection as determined by current CDC guidance may have a medical condition that rises to the level of a disability under the ADA.

OCS is implementing an expedited process to consider reasonable accommodation requests for ADA- qualified employees who are impacted by COVID-19. For situations where employees have increased risk conditions that are determined not to be ADA disabilities, or have family members at home with serious health risks, flex-work and other workplace adjustments may be available. The ADA reasonable accommodation process is not intended to address employees who test positive for COVID-19 or have COVID-19 symptoms as such situations are covered by OCS’ leave policies.

### **Reasonable Accommodations Request for a Disability**

An ADA reasonable accommodation is a modification of essential job duties or the work environment that enables a qualified individual with a disability to attain the same level of performance or to enjoy equal benefits and privileges of employment available to a similarly-situated employee without a disability. Examples might be the use of personal protective equipment (e.g. face masks, gloves or gowns), shift changes or changes to work stations to limit exposure to others, or telework. Reasonable accommodations are granted on a case-by-case basis after proper analysis of the disability in question, the necessity of the accommodation and to ensure the modification does not cause an undue hardship (e.g. significant difficulty or expense) on the school.

If you would like to request a temporary reasonable accommodation, the process is as follows:

1. Employees must submit a “Request for Reasonable Accommodation” and an "Authorization for Release of Medical Information" to the HR Department. Employees should also submit a current letter from their Healthcare Provider offering limited medical information that verifies their medical condition and the manner and severity of the impact of COVID-19 on that condition as it relates to their employment and ability to return to the workplace. Healthcare providers may be contacted for medical conditions that are not visible and/or necessitate clarification on the manner and severity of impact during COVID-19.
2. The HR Department will review the reasonable accommodation request and medical documentation to determine if the individual qualifies as a person with a disability under the ADA; and
3. The HR Department will engage in an interactive process as necessary with the employee and supervisor to discuss accommodations and employee’s essential work functions.
4. For situations where employees have increased risk conditions that are determined not to be ADA disabilities, and/or where social distancing, PPE, or something that comparably reduces exposure risk would constitute the accommodation or adjustment, the HR Department will work with the employee and supervisor to determine if other workplace adjustments are available.

#### **Remote Work/Flex-Work Requests for Personal Reasons (not related to an employee’s medical condition) (Categories 4-6)**

While OCS will prioritize work accommodation to requests related to an employee’s medical condition, we recognize there are also requests not related to an employee’s health that should be reviewed. These might include concerns about childcare/school closures, the health of others in the home or a personal concern about working on-campus.

If you are seeking a remote work/flex-work adjustment not related to your personal health, please complete the Remote Work/Flex-Work Request Form for Personal Reasons and send it to [msdebbie@oceans.org](mailto:msdebbie@oceans.org). For Flex-Work Requests for Personal Reasons you do not need to complete the Healthcare Provider Release Form. If you have already submitted a request using a different form, you do not need to re-submit your request.

#### **Request for Prompt Submission of Requests**

To make determinations before we begin “in-person” instruction, OCS is asking those requiring ADA temporary accommodations based upon possible COVID-19 conditions to submit requests as soon as possible (no later than 2 weeks before we are scheduled to re-open).

#### **Notification Timing and Factors Being Considered**

Our first priority are employees with medical disabilities, but we may adjust work for those who have health conditions that do not meet the definition of a disability. All requests should be submitted using the COVID-19 Temporary Reasonable Accommodation Process. Accommodation and adjustment determinations will be communicated after reviewing all requests received by the established deadline. Other requests, including serious health risks for family members at home and childcare will be considered after employee health circumstances.

### 3) 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 via email to our CCO, Ms. Angela, our HR Coordinator, Ms. Debbie and cc our Executive Directors, Ms. Kristy and Ms. Edwards.
- Possible hazards should be reported to our CCO, Ms. Angela and our Executive Directors, Ms. Kristy and Ms. Edwards, should be cc'd. Or, employees can use the online form to submit possible hazards here: [Report a Potential Covid-19 Hazard Here](#)
- Employees can report symptoms and hazards without fear of reprisal.
  - II. Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness are outlined in **Categories of staff requesting accommodations and leaves.**
- When testing is not required, employees can access COVID-19 testing through weekly onsite self administered testing, through primary health providers, and through local testing centers. Our goal is to reduce the likelihood of any employee bringing the virus to work.
- 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.

### 4) Exclusion of COVID-19 Cases

If 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. This will be accomplished by adding employer-provided paid sick leave to the employee's accrual sufficient to cover the work time lost due to recovery from the work-related exposure and benefits continuation for the duration of the additional employer-provided paid sick leave.

- Providing employees at the time of exclusion with information on available benefits.

## 5) 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.

## 6) 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.

**Executive Director**

**Date**

---

**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:** **[enter name(s)]**

**Date:** **[enter date]**

**Name(s) of employee and authorized employee representative that participated:** **[enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation



Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

**Appendix B: COVID-19 Inspections**

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized) Merv 13 filters			
Additional room air filtration			
<b>Rabbit Air Purifiers – filters must be changed annually and the boxes must be cleaned</b>			
<b>Windows are operational</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>Hand sanitizing stations in high traffic areas (indoor and outdoor)</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned daily or new)			

Gloves			
Face shields/goggles			
Respiratory protection			
<b>Include question in Fever Free to confirm that their face covering is clean each day</b>			
<b>Staff is required to wear face coverings that are compliant with LA County Health Dept. guidelines</b>			
<b>OCS will provide face coverings for all staff and students as necessary upon inspection</b>			

### 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.

**Date:** **[enter date]**

**Name of person conducting the investigation:** **[enter name(s)]**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

<p><b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b></p>	
--	--

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 sta





**Appendix D: COVID-19 Training Roster**

**Date:** [enter date]

**Person that conducted the training:** [enter name(s)]

Employee Name	Signature