# Community School for Creative Education COVID Safety Plan 2023-2024

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

# Face Coverings

* Masking is optional for all students in the TK-8th grade, staff, and visitors with exemptions per CDPH face mask guidance.
* Students will be required to bring their own masks if their parents want them to wear a mask daily

# Classroom Modifications

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

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

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

# Ventilation

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

# Restroom Modifications

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

# Hand Sanitation Stations

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

# Handwashing

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

# Meal Modifications

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

# Testing

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

# Staying Home When Sick

Absences due to Health Screening restrictions will be counted as excused school day absences. Students that present with COVID symptoms at school will be given an antigen test and parents will be asked to administer an antigen test prior to their return to school to rule out a possible positive COVID case.

# Positive Case Procedures

On-Campus Contact Tracing System:

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

# Communication:

When there is a confirmation of a positive COVID-19 test result, a parent or staff member will notify the COVID-19 team as soon as the results are received. The COVID-19 team will notify the administrative team and one of the administrative team members will send an email to the class when necessary, and alert anyone who has come into direct contact with the individual.

The identity of the person will not be communicated. CDC requirements will be followed in all cases. CSCE’s priority is to keep students, families, and staff safe.

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

# Positive Case Protocol

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

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

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

Areas on campus that were visited by the COVID-19 positive individual will be cleaned and disinfected. School or classroom closure will be communicated to students, parents, teachers, staff and other necessary parties.

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# COVID-19 Prevention Program (CPP)

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

# Authority and Responsibility

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

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

# Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

* Evaluate and minimize potential workplace exposures.
* Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
* Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

# Employee participation

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

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

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

# Employee screening

We screen our employees by:

* Having employees self-screen according to CDPH guidelines.
* Report self-screen prior to reporting to work in an online format.

# Correction of COVID-19 Hazards

* Unsafe or unhealthy work conditions, practices or procedures will be reported to the Compliance & Operations, and corrected in a timely manner based on the severity of the hazards, as follows:
* The severity of the hazard will be assessed and correction time frames assigned accordingly. The individual(s) responsible for the timely correction will be identified.
* The Compliance & Operations (or COVID-19 safety designee) will follow up to ensure the corrections have been made.

# Control of COVID-19 Hazards

# Face Coverings

**Masking is optional at CSCE. Families must** provide their own clean, undamaged face coverings should they desire their child to wear one.

Employees may also elect to bring their own 2- or 3-ply cotton face coverings or surgical masks.

# Engineering controls

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

# Cleaning and disinfecting

We implement the cleaning and disinfection measures described in this [COVID-19 Cleaning](https://docs.google.com/document/d/1z29-WWOusxroIWV6WCwraewZZn75S8df1K0G09tUgTk/edit?usp=sharing) [Guidelines for Custodians](https://docs.google.com/document/d/1z29-WWOusxroIWV6WCwraewZZn75S8df1K0G09tUgTk/edit?usp=sharing) document for frequently touched surfaces.

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

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

* Close off areas used by the person who is sick if deemed necessary.
* Site does not necessarily need to close operations, if they can close off affected areas.
* Open outside doors and windows to increase air circulation in the area.
* Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
* Clean and disinfect all areas used by the person who is sick, such as classroom, offices, bathrooms, common areas, shared equipment.

# Shared tools, equipment and personal protective equipment (PPE)

PPE, if worn by students or staff, must not be shared, e.g., gloves, goggles and face shields.

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

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

**Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

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

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

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

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

Investigating and Responding to COVID-19 Cases

COVID confirmed or suspected cases must be reported to the Director of Finance & Operations immediately.

System for Communicating

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

* Who employees should report COVID-19 symptoms and possible hazards to, and how. Employees are to immediately report COVID-19 symptoms to their immediate supervisor and the Director of Finance & Operations.
* That employees can report symptoms and hazards without fear of reprisal.
* Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
* Where testing is not required, how employees can access COVID-19 testing.
* In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
* Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

# Training and Instruction

We will provide effective training and instruction that includes:

Our COVID-19 policies and procedures to protect employees from COVID-19 hazards. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

The fact that:

* COVID-19 is an infectious disease that can be spread through the air.
* COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
* An infectious person may have no symptoms.
* Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
* The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
* The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
* Proper use of face coverings if desired, and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
* COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

# Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

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

Reporting, Recordkeeping, and Access It is our policy to:

Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

Make our written COVID-19 Prevention Program available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.

# Return-to-Work Criteria

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

* Employees who test positive for COVID-19, regardless of if symptoms are present or not, will not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
* If symptoms are still present after day 5 a negative antigen test result must be sent to the COVID Liaison in order for the employee to return to work.
* If unable to test, isolation can end after the number of days per Alameda County isolation guidelines.
* If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 5 days from the time the order to isolate was effective.

Approved: August 5, 2021

Last Amended: August 9, 2023

By: Community School Board of Directors