



# Making Waves Academy COVID-19 Prevention Program (CPP)

Last Updated: 08/24/2021

# COVID-19 Prevention Program (CPP) for Making Waves Academy

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

**Date Adopted: 3/11/2021**

**Date Revised: 08/24/2021**

## Authority and Responsibility

**The Chief Operating Officer or her designee** have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix B: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix C: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## Employee Participation

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

- Reporting any identified COVID-19 hazards to the School Nurse and/or Office of Human Resources.
- Participating in weekly staff and student updates.
- If experiencing symptoms staying home inform Office of Human Resources

## Student and Parent Participation

- Reporting any identified COVID-19 hazards immediately so that they can be addressed
- Following all COVID-19 related safety protocols

## Employee Screening

Employees are screened twice as outlined below.

- **Home Screening (Staff).** All employees who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by local order.

- Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
- If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
- **Campus Screening (Staff)**
  - All staff members are required to complete a self-assessment prior to leaving their home. Proof of a clear self-assessment will be required upon arrival.

## Student Screening

Students participate in::

- **Home Screening.** Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
  - Any student who has a fever or other COVID-19 symptoms must stay home from school for at least 10 days after the onset of symptoms, or such period as required by local health order or directive.
- **Campus Screening.** Staff shall actively monitor students for COVID-19 symptoms when the student enters the school site.
  - If a student appears ill, they will be sent directly to the Nurse's Station where the School Nurse will complete an in-person wellness check for signs and symptoms of COVID-19.
    - If a student answers "no" to all questions and appears well, the student's temperature will be taken before they are allowed to proceed onto campus.
    - If the student answers "yes" to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student's temperature should be taken, preferably using a touchless infrared thermometer.
    - If the student's temperature is 100.4 or above or they have verbally confirmed symptoms, have them don a surgical facemask and go to the isolation area; have office staff contact the parent to pick up the student.
- **Bus Screening (if applicable).** A staff member shall conduct a wellness check of each student prior to entering the bus, which should include a temperature check using a no-touch thermometer, if possible. In the event that a temperature or wellness check confirms that a student is exhibiting symptoms of COVID-19, the student shall not be permitted to ride.
- To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.
- Consult the local county health order to determine whether temperature checks are required.
- To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
  - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.
  - Thermometers must be properly cleaned and disinfected after each use.
- The School will not penalize students and families for missing in-person instruction due to COVID-19.

## Visitor Screening:

- Each visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
  - The staff member who greets the visitor at the entrance shall either
    - ask the visitor to complete an online health screening through a web-based application or
    - administer an in-person wellness check prior to escorting the visitor to his or her destination:
      - If the visitor answers “no” to all questions, he or she may enter the school.
      - If the visitor answers “yes” to any of the questions, he or she may not enter the school.

## Correction of COVID-19 Hazards

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

Each COVID-19 hazard will be assessed by the Director of School Operations, Facilities Manager and Director of Human Resources to determine the severity. The correction time frames will be assigned by the Director of School Operations. A follow-up report will be conducted by the Director of School Operations and Facilities Manager with the Director of Human Resources and Chief of Staff to ensure the timely correction.

## Control of COVID-19 Hazards

### Physical Distancing

While physical distance is not required, we encourage physical distancing of at least 3 feet when possible. Especially when eating indoors. Where possible:

- indoor capacity limits will be capped at 75%
- buses (when applicable) will also be capped at 75% capacity
- students and employees are encouraged to use outdoor facilities for activities that involve food or high-exertion

### Material Sharing

#### Instructional Resources

Protocols have been developed to minimize the need to have multiple students sharing high touch materials to the greatest extent possible. In doing so, the sharing of materials between students will be restricted. These materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, hall passes, art supplies, and learning aids. Single-use disposable materials are encouraged when feasible. Each school will try to supply each student with their own materials when feasible, but if school materials must be used by multiple students, no two individuals may use the same materials on a given day without being cleaned and disinfected between users. Additionally, all school materials used by students will be disinfected between users and at the end of the school day. If a student is assigned a specific cubby or locker to store his or her personal belongings, it can only be accessed while socially distant and within their cohort. Cubbies and lockers may not be shared.

#### Communication/Paper

General paper flyers and communications to all school communities, parents and students should be digital whenever possible, such as email, text message, or video to limit the distribution of paper materials. If forms are distributed on site, a staff member can place forms on a table or counter as each individual is assisted, to minimize the spread of germs. Do not place forms or flyers stacks for people to help themselves. Equipment, devices, and

completed paperwork should be placed in a collection box. Items should not be handed directly between two people.

### Writing Instruments/Tool

Encourage people to use their own writing tools. Do not re-use pens or pencils. Once a provided writing utensil has been used, place it in a collection box to be sanitized for later use. Equipment and devices such as chrome books should be placed in a box on the counter or table with the parent on one side and the employee on the other side. Items should not be handed directly between two people. Visually verify paper signatures and have each person place their forms in a designated collection box. Store boxes of collected items and completed forms in a secure, dry storage area for a minimum of 48 hours and sanitize as necessary.

### **Face Coverings:**

The School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff, students and families are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

### **Until such time as the statewide order is lifted, all adults and students must wear a cloth face covering at all times while on campus including but not limited to:**

- o In any indoor spaces (except when in an enclosed space alone, if more than one person is in an enclosed space a mask is required regardless of vaccination status)
  - o While waiting to enter the school campus.
  - o In any area outside of the classroom (except when eating or drinking)
  - o While leaving school
  - o While waiting for or riding on a school bus
  - o Employees excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Employees and students should wear a clean face mask to work every day.
  - Employees and students should avoid touching the mask and should wash their hands frequently, including after removing the mask.
  - Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
  - Teachers may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
  - Proper use of cloth face coverings by employees and students will be strictly enforced. The School will exclude from campus anyone who refuses to wear a face mask.
    - o People excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
  - The School will post signs regarding the proper use, removal, and washing of face coverings.
  - The School will post signs to remind employees that the CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be worn at all times in K-12 settings regardless of vaccination status in public settings with certain limited exceptions.

- The School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- A cloth face covering or face shield may be removed for meals, snacks, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- The School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.

### **Engineering Controls**

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

- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary hand washing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

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

- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
  - The School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.

### **Cleaning and Disinfecting**

The School will incorporate the CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

- Custodial staff will perform thorough cleaning every school day when students are not present. When cleaning, the space will be aired out before children arrive.
- The School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely cleaned.
- Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned and disinfected between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, The School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions.

- o To reduce the risk of asthma and other health effects related to disinfecting, The School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- o The School will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- o Staff shall follow label directions for appropriate dilution rates and contact times.
- o The School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.
- To the extent feasible, site resources that necessitate sharing or touching items (e.g., drinking fountains) will not be used and replacement items (e.g., reusable water bottles) will be used to the extent practicable.
- Each student's belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.

### **Hand Sanitizing**

- The School will develop routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Sanitation routines will enable students and staff to regularly wash their hands at staggered intervals.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The School shall make soap, tissues, no-touch trash cans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- If soap and water are not readily available, The School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers.)
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- The School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

### **Personal Protective Equipment (PPE)**

The School requires employees to wear gloves and other Personal Protective Equipment ("PPE") in accordance with the following standards.

- The School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.

- The School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
  - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
  - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
  - All cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, The School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

## **Investigating and Responding to COVID-19 Cases**

- **If the event of a suspected COVID-19 case(s) on campus:**
  - The School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
  - Any students or staff exhibiting symptoms should continue wearing the required face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- **In the event of one or more confirmed COVID-19 case(s) the School will follow the CDPH Framework for Reopening K-12 Schools, including implementation of the following practices:**
  - If the individuals who tested positive have been on campus within 10 days prior to notification, the school shall notify the county public health department immediately (within 24 hours) by visiting <https://www.coronavirus.cchealth.org/> and filling out the reporting form:
    - <https://cdph.force.com/SPOT/s/IntakeForm>
  - If the individuals who tested positive have not been on campus within 14 days prior to notification, the school shall notify the individual of recommended next steps and shall record the notification for tracking purposes only.
  - Notify all staff and families who are identified as close contacts of potential exposure within 24 hours while maintaining confidentiality as required by state and federal laws.
  - Close off areas used by any sick person and prevent use of that space before cleaning and disinfection are completed. Follow cleaning and ventilation procedures outlined in this plan.
  - Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
  - Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).



- o Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
  - o Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
  - o Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - o Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
  - o Maintain regular communications with the local public health department.
  - o Where stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 10 days if not fully vaccinated.
  - o Where stable classroom cohorts have not been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
  - o For the purposes of this framework, a “close contact” is defined as someone who has been within six feet of the person who tested positive for a prolonged period of time (at least 15 minutes) regardless of face covering use, or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you.
    - A close contact also includes a situation in which a person provided care at home to someone who is sick with COVID-19.
  - o Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 10 days from the first day of symptoms or the test date.
  - o In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention 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.
- **Staff Close contacts of confirmed COVID-19 case(s):**
    - o Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and remain at home for ten (10) days after their last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 10 days after either
      - the date of last exposure to COVID-19 positive non-household contact or
      - the date that COVID-19 positive household member completes their isolation.
    - o No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
    - o Fully vaccinated individuals who have had a COVID-19 exposure do not need to quarantine if asymptomatic.
    - o Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
  - **Staff Returning to school after home isolation:**
    - o Symptomatic individuals who test negative for COVID-19 can return 3 days after resolution of fever (if any) and improvement in symptoms.

- o Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset or test date.
  - o Asymptomatic individuals, regardless of vaccination status, who test positive for COVID-19 may return to work after completing their 10 day isolation/quarantine period.
  - o The school may request medical verification of health.
- **Student Close contacts of confirmed COVID-19 case(s):**
    - o Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and remain at home for ten (10) days after their last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 10 days after either
      - the date of last exposure to COVID-19 positive non-household contact or
      - the date that COVID-19 positive household member completes their isolation.
    - o No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
    - o Fully vaccinated individuals who have had a COVID-19 exposure do not need to quarantine if asymptomatic.
    - o Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
    - o Modified Quarantine
- **Student Returning to school after home isolation:**
    - o Symptomatic individuals who test negative for COVID-19 can return 3 days after resolution of fever (if any) and improvement in symptoms.
    - o Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset or test date.
    - o Asymptomatic individuals, regardless of vaccination status, who test positive for COVID-19 may return to work after completing their 10 day isolation/quarantine period.
    - o The school may request medical verification of health.

## Systems 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:

- Students and staff should report COVID-19 symptoms and possible hazards to the following people:
  - o **Students:** Luz Becerra, School Nurse at [lbecerra@mwacademy.org](mailto:lbecerra@mwacademy.org)
  - o **Staff:** Office of Human Resources at [humanresources@mwacademy.org](mailto:humanresources@mwacademy.org)
- Staff and students may report symptoms and hazards without fear of reprisal.
- procedures or policies for accommodating staff with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Staff and students may access COVID-19 testing at the available on campus testing at no-cost, local testing site or health care provider. **See Appendix A: COVID-19 Testing Sites.**
- Any student or staff with COVID-19 symptoms should get tested. Common symptoms include fever, chills, cough, shortness of breath or difficulty breathing, fatigue (feeling tired), muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. If an individual suspects symptoms, they should contact their doctor or health care provider to arrange for evaluation and 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 students and staff (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

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

## **Exclusion of COVID-19 Cases**

When 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 students and staff with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- For staff, 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 the employer-provided sick leave benefits.
- Providing staff at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

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

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Employees will be required to get the COVID-19 vaccination in order to return to work on campus once MWA moves from a distance learning and/or hybrid environment. Vaccination updates and resources will be shared weekly through the HR Connect newsletter and HR Staff Portal.
- Employees who have been completely vaccinated are still required to follow the guidelines outlined in this document.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. For staff, the Office of Human Resources will use a COVID-19 System Tracker to keep a record of and track all cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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**Elizabeth Martinez, Chief Operating Officer**

## Appendix A: COVID-19 Testing Sites

- **Making Waves Academy**
  - Location: 4123 Lakeside Drive, Richmond, CA
  - No referral or appointments required. Patients are required to pre-register through the online portal with the vendor in person.
  - Photo ID required.
  
- **Contra Costa Health Services (CCHS) and State sites**
  - You must make an appointment to get tested at a CCHS or State testing site. Only people who live or work in Contra Costa County will be tested at county-operated testing sites. If you have COVID-19 symptoms and would like to get tested, visit <https://www.coronavirus.cchealth.org/get-tested> or call (844) 421-0804.
  
- **Primary Care Physician**
  - You can get tested for COVID-19 through your primary care physician and submit your results to:
    - **Students:** Luz Becerra, School Nurse at [lbecerra@mwacademy.org](mailto:lbecerra@mwacademy.org)
    - **Staff:** Office of Human Resources at [humanresources@mwacademy.org](mailto:humanresources@mwacademy.org)



## Appendix B: 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:**

**Date:**

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

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 C: COVID-19 Inspections

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

<b>Exposure Controls</b>	<b>Status</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<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>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			



## Appendix D: 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:**

**Name of person conducting the investigation:**

COVID-19 Case Investigation Information

<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>	
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<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 status.

## Appendix E: COVID-19 Training Roster

**Date:**

**Person that conducted the training:**

Employee Name	Signature
Maria Arechiga, Director of School Operations	
Fe Campbell, Director of Human Resources	