Stone Bridge School

COVID-19 Prevention Program (CPP) 2020-2021

This report and its sections is aligned with the 2021 COVID-19 School Guidance Checklist as required and has been posted on the school’s website by 2-1-21

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GUIDING PRINCIPLES and RESOURCES

Guiding Principles
Taking into consideration a wide range of input and guidance, Stone Bridge School (SBS) has created this COVID-19 Prevention Program (CPP) with these overarching principles:

- Ensure safety of staff and students while adhering to guidelines from public health departments, CDC, etc. and responding to local COVID data
- Provide optimal learning opportunities for all students
- Address social emotional needs of students
- Address students most in-need

Resources
SBS’s COVID-19 School Plan (CSP) was developed to align with the 2021 COVID-19 School Guidance Checklist and with consideration and input from the following:

- 2021 COVID-19 School Guidance Checklist
- California Department of Public Health Guidelines
- Napa Public Department of Health Guidelines
- Stone Bridge School Return to In-Person Learning Plan
- Napa County Office of Education - Consideration for Opening Schools

Reopening
After closing our campus on Friday, March 13, SBS welcomed students back to in-person learning using the schedule below:

Kindergarten students return to campus: Week of Monday, October 26
First, Fifth, and Eighth Grades return to campus: Week of Monday, November 2
Third and Fourth Grades return to campus: Week of Monday, November 9
Sixth and Seventh Grades return to campus: Week of Monday, November 30

SBS adopted a Hybrid learning approach, utilizing a two cohort model with a 2-1-2 plan (see description below).

Hybrid 2-1-2
Each grade was split into two groups or cohorts: Group A and Group B. Group A receives in-person learning for two days (Monday/Tuesday) and Group B receives in-person learning for two days (Thursday/Friday). All students will participate in distance learning on days not receiving in-person learning.

Additionally, distance learning will continue for those families who are not able or ready to participate in in-person learning.

Students are grouped into small stable groups during the school day. Multi-class gatherings or all-school events are suspended until deemed safe by the Napa Department of Public Health (NDPH).
Stable Group
With one class per grade, SBS students stay in stable groups of fixed memberships. Number of students in each group is limited by space and the ability to have students 6 feet apart in the classroom, whenever possible. In the event that class size necessitates, students may be distanced at 4 feet as long as masks are worn. Students receive instruction with their designated cohort, thus minimizing exposure to other students.

Recess
Each class is assigned a designated rotating area of the play yard. Playground equipment is off-limits currently.

Eating
Eating areas are assigned to individual grades with outdoor eating preferable, if weather permitting. Students are spaced at least six feet apart and not facing each other. Students are allowed to remove masks while they are eating.

Bathroom Use
The use of the bathrooms on campus has been re-configured and with the rental of porta-potties, each class has been assigned to a specific restroom. Bathroom occupancy is still restricted to one student per bathroom. Signs are posted at each restroom noting which class should use that particular restroom and how many students are allowed per use. In stalled bathrooms, doors are kept open with an occupancy sign on the outer door.

Entrance, Egress, and Movement within the School
SBS students enter campus from one of the two drive-through drop-off points (which are assigned based on grade level). Parents remain in their vehicles, and students are directed to go straight to the classroom. If there is more than one are waiting outside the classroom, students line up outside the classroom standing on the physical distancing marks. Six feet spacing icons can also be found in seating areas.

Movement of students is managed by directional arrows in traffic areas. Teachers have been instructed to release students for recess when no other classes are in the traffic area. Yard duty adults ensure that students maintain the appropriate distance for the return to the classrooms.

Face Coverings and Other Essential Protective Gear
Students, staff and any visitors are required to wear face coverings, which include cloth and disposable masks, face shields, and gaiters, while on campus. Masks should be at a minimum two-ply, preferably three-ply. Bandanas and masks with valves are not to be used. Gaiters must fit snugly and not slip off of the face.

Training will be provided for students and staff in the proper use and etiquette of all face coverings.

Staff: Face coverings are required in classrooms and public/common areas, such as hallways, break rooms, bathrooms and lounges, shared office space, and reception areas. Teachers may use clear face shields when engaged in instructional activities, especially when seeing facial expressions or lip movements is beneficial. Face shields must include a cloth drape attached across the bottom and tucked into the shirt.
Employees are not required to wear face coverings while alone in private offices or in situations where physical distancing can be maintained. However, please be sensitive to the fact that some individuals may feel more comfortable if a face covering is used along with physical distancing.

Both cloth and disposable face coverings, as well as face shields, are available for staff use and staff is welcome to wear their own face coverings.

**Students:** As per CDC recommendation all students K - 8 must wear a mask while on campus. Teachers will allow for face covering breaks throughout the day where students can spread out and/or remove their face coverings, e.g. outside.

Face coverings, minimally two but preferably 3-ply, should cover both nose and mouth and must comply with the SBS dress code to avoid logos, words, and distracting visual images. Masks with valves built into them are not permitted, as valves increase the number of respiratory droplets released in the air.

Face coverings will not be required while students and staff are engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times.

Students are asked to come to school with a clean face covering daily, labeled with their name along with an additional mask in the event their mask becomes dirty and needs to be changed. The school will have extras on hand if one is needed.

Training will be provided for students and staff in the proper use and etiquette of all face coverings. (This includes flyers, posters, and accessible videos.)

(CDPH Guidelines on *How to Wear/Take-off Face Coverings* have been given to all staff, accessible on electronic copies of this plan, and can be found as an attachment to this document.)

- How to wear/take off Face Covering Infographic (ENGLISH)
HEALTHY SCREENINGS FOR STUDENTS AND STAFF
In order to have screening be most effective, staff, students, and families must know the symptoms of COVID-19.

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

SBS Community Health Pledge
All parents have been asked to sign a SBS Community Health Pledge before returning to in-person learning. This pledge acknowledges that parents will:

- Conduct daily home symptom screening of my child(ren).
- Keep my child(ren) home when they show any signs of illness or if a household member exhibits any symptoms of COVID-19.
- Abstain from pre-medicating my child(ren) with symptomatic relief medications, unless for known, chronic conditions; e.g. seasonal allergies, sinusitis.
- Notify the school immediately if:
  - My child(ren) or household member has any symptoms of COVID-19.
  - My child(ren) or a household member has a known COVID-19 exposure.
  - My child(ren) or a household member is being tested or tests positive for COVID-19.
- Limit my family’s social activities and/or travel to reduce possible exposure to COVID (following the guidance of Napa County Department of Public Health).

Symptom Assessment for Students
While we understand the importance of walking your child to class, the number of individuals on campus has been restricted, so all students will be dropped off in a drive-through fashion.

All passengers in cars must wear a mask. Once the car is stopped, students will roll down the window (right side of car, if possible), and lean out to have a staff member take their temperature with a no-touch
thermometer. (Temperature must be 100.3 or lower - 99.3 on infrared/ambient thermometers.) If any signs of illness are evident, the staff member will request that the student return home.

Once the ok is given, students will exit the car (right side of car), and be directed to class.

Symptom Assessment for Staff
Staff have been asked to self-screen at home or before entering campus. Upon arrival at school, the temperatures of all staff are taken with a no-touch thermometer and are asked to respond to the statements below:

- I have not been exposed to someone with COVID-19 in the past 14 days
- I do not currently have any of the symptoms on the displayed list within the last 72 hours.

If a “no” answer is given to the statements and the employee’s temperature is below 100.4, the employee is clear to work.

Anyone, staff or student, who shows symptoms of COVID-19 will be denied entry to the school.

HEALTHY HYGIENE PRACTICES
General safety reminders have been provided to staff and students:

- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Wash your hands often with soap and water for at least 20 seconds (as long as it takes to sing Happy Birthday). Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Scheduled Hand-washing/Sanitizing
Students will wash their hands or use hand sanitizer upon entering or leaving a classroom, before and after meals, before and after restroom and playground use, and at regular intervals during the day.

Hand sanitizer is also stationed outside the bathrooms and students will be expected to disinfect their hands as they enter and leave the restroom. They will also be instructed to wash their hands after using the restroom.
Cleaning and Disinfecting
Custodial staff at SBS have been thoroughly trained in the proper cleaning and disinfecting of the campus. Based on updated guidance, SBS has decreased its focus on disinfection as frequent disinfecting can pose a health risk to children and students due to the chemicals used, as well as, the proof that disinfecting has limited to no impact on COVID-19. Disinfection with specified products will occur after a case has been identified in the school, in the spaces where the case spent a large proportion of their time (e.g. classroom, or administrator’s office if an administrator). Particular attention is given to frequently or “high” touched surfaces (e.g., door handles, desks, faucets, light switches) in classrooms and common areas.

Drinking Fountains
Drinking fountains will be turned off and covered.

Recess
Play equipment (e.g. balls, jump ropes) within a cohort may be shared and all equipment must be sanitized after use. (Playground structures are not in use at this time.)

Classroom Materials
All classroom materials will be used by individuals only and no materials may be shared by more than one student. Students will be asked to bring their own materials each day during hybrid learning.

Personal Items
Any personal items that are not necessary for the school day (including toys) should be kept at home. Exceptions may not occur without the expressed permission of the teacher. Water bottles and lunch bags are permissible.

Ventilation/HVAC
Whenever possible, windows and doors in classrooms, offices, common areas will remain open for fresh air circulation. The filters for our HVAC system will be changed at least once every 3 months. HEPA filters are in all workspaces with filters changed twice as often as required. Each classroom and common area has a minimum of two air purifiers with HEPA filters.

Outdoor Learning
Outdoor learning is an option for student instruction providing weather and air quality permit it and is conducted per teacher discretion.

Cleaning Supplies
Cleaning supplies are present in each classroom to clean desks and chairs after use.

More guidelines for a healthy workplace environment can be found in the Healthy Workplace Plan during COVID-19 attachment to this document. All staff have received these instructions.
IDENTIFICATION AND TRACING OF CONTACTS

When there is a confirmed case of COVID-19, SBS will follow the actions delineated in the NCOE Considerations for Schools (pages 17 & 18), which can be found in the Additional Resources at the end of this plan.

SBS will work with the Napa Department of Public Health for contact tracing and may need to trace, track, recommend testing, and respond to students, staff, and family members who may exhibit symptoms of and/or test positive for COVID-19. Swift responsiveness to potential exposures of cohort members is critical to our ability to support on-going classroom-based instruction.

A member of the Administrative team has attended training for contact tracing and will follow-up if the need arises. Any exposure or confirmed case is noted on a HIPAA compliant log. Upon confirmation of an active case, the school administrator contacts the family to assess what exposure students, staff, and the school community might have had and what actions need to be taken - quarantine, testing, etc. Students who have been exposed are asked to test while quarantining.

PHYSICAL DISTANCING

All individuals (students and staff) on campus must maintain at least 6 feet separation from others (whenever possible). Six feet spacing icons can be found in the front of classrooms, seating areas, and the school office. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

Desks
If feasible, desks should be placed 6 feet apart and all face the same direction to minimize face-to-face contact. However, with cohorts in place, it is permissible to relax the 6-feet recommendation if it ensures all/more students receive in-class instruction. (e.g. if reducing to a minimum of 4 feet allows for more practicable cohort sizes). Face coverings and cohort stability are higher priorities if they allow for more practical utilization of physical spaces to provide in-person instruction.

Signs and Messages
Signs that promote protective measures are posted in visible locations throughout SBS. These include, but are not limited to, self-assessment of possible COVID-19 symptoms/exposure, when to stay home, proper use of PPE, access to training and where to obtain more information, and direction for hallways and common areas.
STAFF TRAINING AND FAMILY EDUCATION
Staff will be trained on the application and enforcement of this plan by:
- Presentation and discussion over the course of two Faculty meetings
- Receipt of a hard copy of this plan, along with an electronic one prior to its posting
- Offer of Admin office hour for questions and concerns

SBS families will be trained on this application and enforcement of this plan by:
- Receipt of an electronic copy of this plan, along with notice that hard copies are available in the school office.
- Presentation and discussion at a Parent Council meeting
- Offer of Admin Zoom office hour for questions and concerns
- Information from this plan will be included in the Parent Handbook as an appendix

Community Safety Responsibility

SBS will do its best to provide as safe an environment as possible for its students by mitigating as many risks as possible. Safety starts at home, however, and a successful return to in-person learning can only happen if parents are an active partner in the quest to keep our school open and COVID-free.

Parents are asked to be in partnership with SBS by:
- Educating the child in an age-appropriate way about safe practices: thorough hand washing, no face touching, mask wearing, and social distancing when around those outside your immediate household.
- Reporting illness or exposure: If anyone in a family tests positive for COVID or if a student has come in close contact with someone who has tested positive for COVID.
- Getting tested: If there is any likelihood of an exposure to COVID, pursue testing.
- Following the CDC, State, and local recommendations: practice physical distancing and wear a mask. Stay current with the Guidances in place to mitigate continued exposure and spread.

TESTING OF STAFF
SBS staff will be tested as suggested for the color tier of the school’s county and per the recommendation of the Napa Public Health Department. Napa County is in the purple tier which means that COVID-19 testing for staff is recommended to be two weeks.

Following suit with our authorizer, NVUSD, SBS will be using Curative Testing Resources and conducting COVID-19 testing on site. Administrative staff have been trained to direct a mouth swab test. The Administrative Office Assistant maintains a spreadsheet of employees testing dates and results. All HIPPA laws will be followed in the test administration and any and all recordkeeping of medical information.

TESTING OF STUDENTS
The testing of SBS students will follow any and all guidance as directed by legislation and/or per the recommendation of the Napa Public Health Department.

If required, SBS will use Curative Testing Resources and conduct COVID-19 testing on site. The Administrative Office Assistant will maintain a spreadsheet of students testing dates and results. All
HIPPA laws will be followed in the test administration and any and all recordkeeping of medical information.

IDENTIFICATION AND REPORTING OF CASES
At all times, reporting of confirmed positive and suspected cases in students, and employees will be consistent with the Reporting Recommendations of CalOSHA. Guidance from Napa County of Public Health will also be followed.

SBS will notify the local health department within 24 hours of any known case of COVID-19 among any student or employee present* at campus. This will include name, address, phone number and DOB, date of positive test, and schools at which the individual was present for the 10 days preceding the positive test. A School Community Notification of a Known Case after a confirmed positive COVID-19 case on campus will be sent out, notifying the community that a student or staff member tested positive, and that SBS will work closely with the local health department to notify exposed people.

SBS will follow the guidelines and reporting letters provided in the NCOE Considerations for Schools (pages 17 & 18), which can be found in the Additional Resources at the end of this plan.

COMMUNICATION PLANS
All communication, be it written, electronic, or oral, with students, staff, and parents about cases and exposures at SBS will be consistent with privacy requirements such as FERPA and HIPAA.

CONSULTATION
Because Stone Bridge School was already open, consultation was not needed.

For any questions or feedback regarding this report, please contact SBS Administrator, Maria A. Martinez, at maria.m,@stonebridgeschool.org. Thank you.
How to Safely Wear and Take Off a Mask

WEAR YOUR MASK CORRECTLY
- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE A MASK TO HELP PROTECT OTHERS
- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings when around people who don’t live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don’t live with you
- Don’t put the mask around your neck or up on your forehead
- Don’t touch the mask, and, if you do, wash your hands or use hand sanitizer

FOLLOW EVERYDAY HEALTH HABITS
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Avoid crowds and places with poor ventilation
- Wash your hands often

TAKE OFF YOUR MASK CAREFULLY, WHEN YOU’RE HOME
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see: cdc.gov/coronavirus
HEALTHY WORKPLACE PLAN DURING COVID 19

Employee Protocols during Covid-19 (8/3/20)

Scope
This plan applies to all Stone Bridge School (SBS) employees and contractors. This plan is intended to address the current situation and may change as circumstances evolve and/or information becomes available.

Purpose
This plan describes health protocols required to promote a healthy workplace for all who physically work at SBS. These health protocols are not a limit on the health protocols that employees may adopt. Employees are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees.

The viruses that cause communicable or transmissible diseases can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, SBS asks that all employees rigorously follow the practices specified in these protocols.

Quick Facts
- Employees have a responsibility to prevent the spread of communicable disease when they are aware or suspect that they are or may be a carrier of a communicable disease.
- Any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as permitted and/or required by law.

SBS’s Commitment to its Staff
- Additional cleaning and sanitation
- Provide personal protective equipment
- Workplace spacing to support physical distancing
- Building and workspace enhancements (e.g., barriers)
- Hand sanitizers and wipes in each office and location
- Limited in-person meeting attendance and visitors
- Provide notice to Napa Co. health officials if an employee tests positive for COVID-19 and follow all directives from NCPH.

Employee Responsibilities
- Employees must contact Maria Martinez, maria.m@stonebridgeschool.org or 707-372-2005 immediately if they are medically diagnosed or have been in contact with someone diagnosed with a communicable disease.
- Employees should self-screen for signs of any contagious disease before reporting to work at SBS. (Home Screening Checklist). We recommend employees get tested for COVID-19 if symptomatic.
- Employees should not report to work at SBS while they are ill and/or experiencing the following symptoms which cannot be explained by allergies or non-infections reasons: Fever (above 100.4 degrees), cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue and new loss of taste and smell.
- Supervisors or managers of staff exhibiting unexplained high risk symptoms while at work may send the employee home.
- Cover your nose and mouth when sneezing or coughing, otherwise avoid touching your face. Wash your hands frequently.

Physical Distancing
- Employees should maintain at least 6 feet separation from other employees and individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Employees should be respectful of the safety concerns and measures of others, e.g. wearing masks even with 6 feet of distancing.
- Employees are strongly urged to practice physical distancing and other precautions in their time away from work.
- Replace handshakes with other forms of greeting (elbow touch, head nods, or hand waves, etc.).

Common Areas/Articles
- Employees should avoid touching common area items to the extent possible, such as trash cans, soap dispensers, buttons, phones, equipment, etc.
- All employees will need to help with regularly cleaning and disinfecting commonly used items.
- Use tissues and dispose of them immediately after use.
- Wash hands frequently throughout the day.
- Use hand sanitizer frequently, especially after touching common area items.
- Limit items brought from home and store at your personal workspace rather than in common areas as much as possible.
- We encourage employees to bring lunches that can be stored in their workspace that do not require refrigeration or heating. Employees should maintain physical distancing while eating.

Face Coverings Required
- In accordance with county public health ordinance, face coverings are required in public areas.
- Face coverings are required in common areas of buildings such as hallways, break rooms, bathrooms and lounges, shared office space, and reception areas. Face coverings should also be worn if sharing a vehicle with another employee for work-related travel.
- Employees are not required to wear face coverings while alone in private offices, or while seated in a semi-enclosed area surrounded by partitions on three sides.
- If employees have a medical condition which precludes the wearing of a face covering, they should notify their supervisor.

Staff Support
- If you have any medical work restrictions, including those related to COVID-19, email Maria Martinez at maria.m@stonebridgeschool.org or Christine Waskowiak at christine.w@stonebridgeschool.org and provide a copy of your doctor’s note.
- If you need an explanation of regular leave options available including sick leave or Family Medical Leave and/or unpaid leave of absence, please contact Maria Martinez at maria.m@stonebridgeschool.org.
- Additional Leave Options are available for COVID-19 related reasons.
- Returning to work and having to adhere to new guidelines may be anxiety provoking to some. Take care of yourself and each other. Talk to each other and your supervisor if you feel you need additional support. Understand that shifts in practice will take time, forethought and intentional action.

Contacts For Questions and Concerns
- Maria Martinez maria.m@stonebridgeschool.org
- Christine Waskowiak christine.w@stonebridgeschool.org
- Napa County Public Health Coronavirus@countyofnapa.org
# Napa County Public Health COVID-19 Closure and Notification Requirements for Schools

- Exposure to a confirmed COVID-19 case requires a 14 day quarantine.
- COVID-19 Symptoms require a 10 day isolation from the start of symptoms, and at least 24 hours since symptoms cleared.
- The Health Self Checker (p. 15) should be used in all scenarios.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
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</thead>
<tbody>
<tr>
<td><strong>Symptomatic Positive</strong></td>
<td>A student or staff member with symptoms who are laboratory confirmed to have COVID-19</td>
<td><strong>Action</strong>&lt;br&gt;• At least 10 days have passed since symptoms first appeared; and at least 24 hours have passed since last fever without the use of fever-reducing medications; and symptoms (e.g., cough, shortness of breath) have improved.&lt;br&gt;• Cohort/Class CLOSED for 14 days from last exposure&lt;br&gt;<strong>Communication</strong>&lt;br&gt;To: student families and staff&lt;br&gt;Template Letter: “Confirmed COVID-19 in Cohort/Class”</td>
</tr>
<tr>
<td><strong>Asymptomatic Positive</strong></td>
<td>A student or staff member who never had symptoms and are laboratory confirmed to have COVID-19</td>
<td><strong>Action</strong>&lt;br&gt;• A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.&lt;br&gt;• Cohort/Class CLOSED for 14 days from last exposure&lt;br&gt;<strong>Communication</strong>&lt;br&gt;To: student families and staff&lt;br&gt;Template Letter: “Confirmed COVID-19 in Cohort/Class”</td>
</tr>
<tr>
<td><strong>Symptomatic Negative</strong></td>
<td>A student or staff member who had symptoms of COVID-19 but test result returned negative</td>
<td><strong>Action</strong>&lt;br&gt;• May return to school 3 days after symptoms resolve.&lt;br&gt;• Cohort/Class OPEN</td>
</tr>
<tr>
<td><strong>Asymptomatic Negative</strong></td>
<td>A student or staff member who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</td>
<td><strong>Action</strong>&lt;br&gt;• The student or staff member should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure.&lt;br&gt;• Cohort/Class OPEN</td>
</tr>
<tr>
<td><strong>Symptomatic Untested</strong></td>
<td>A student or staff member who had symptoms of COVID-19 but were not tested</td>
<td><strong>Action</strong>&lt;br&gt;• Testing is highly recommended. If the student or staff member cannot be tested, use the same criteria for return to school site as laboratory confirmed cases.&lt;br&gt;• Cohort/Class OPEN</td>
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</table>
### Napa County Public Health COVID-19 Closure and Notification Requirements for Schools

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<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
</tr>
</thead>
</table>
| **Asymptomatic Untested**     | • The student or staff member should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended.  
• Student or staff members who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for returning to school sites should be used as laboratory-confirmed cases.  
• **Cohort/Class OPEN**     |               |
| OR                            | A Student or staff member who had close contact to a laboratory-confirmed case patient and do not have symptoms.  
A student or staff member who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from NCPH, and do not have symptoms. |               |

**Source:**  
[CDPH Responding to COVID-19 in the Workplace](https://www.cdph.ca.gov/programs/coronavirus/Pages/COVID-19RespondingInTheWorkplace.aspx)  
[CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](https://www.cdph.ca.gov/programs/coronavirus/Pages/Pages/COVID19K-12Framework.aspx)
COVID-19 School Guidance Checklist

January 14, 2021
2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Stone Bridge School
Number of schools: 1
Enrollment: 269
Superintendent (or equivalent) Name: Maria A. Martinez
Address: 1680 Los Carneros Ave
Napa, CA 94559
Date of proposed reopening: Already opened as of 10-26-20
County: Napa
Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)
Type of LEA: Independent Charter

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

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.
The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:
K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

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

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

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

Please provide specific information regarding:

- How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)
  
  7 - 17

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

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

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

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

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

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

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

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

Maximum: ___________ 6 feet

Minimum: ___________ 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Classroom size and need to maximize number of students in classroom.

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

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

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:
Staff will be tested as suggested by current tier for the Napa County.

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

Planned student testing cadence. Please note if testing cadence will differ by tier:
Students will be tested as suggested by current tier for the Napa County.
Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

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

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

- Labor Organization
  Name of Organization(s) and Date(s) Consulted:
  Name: ____________________________
  Date: ____________________________

- Parent and Community Organizations
  Name of Organization(s) and Date(s) Consulted:
  Name: ____________________________
  Date: ____________________________

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

Local Health Officer Approval: The Local Health Officer, for (state County) ______________ Napa ______________. County has certified and approved the CRP on this date: ______________. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

Guidance on Schools
Safe Schools for All Hub
Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - 3205. COVID-19 Prevention
  - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
  - 3205.2, Major COVID-19 Outbreaks
  - 3205.3, Prevention in Employer-Provided Housing
  - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
  - The four Additional Considerations provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/
COVID-19 Prevention Program (CPP) for Stone Bridge School

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

Date: 2-1-21

Authority and Responsibility

Maria A. Martinez has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee participation

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting SBS Administration (Executive Director, through email, in person, or at Faculty Meetings.)

Employee screening

Staff is expected to self-screen at home or before entering campus. Upon arrival at school, an office staff member will take the temperature of each staff member with a no-touch thermometer. (Both of these employees are masked.) Employees are asked to respond to the statements below:

- I have not been exposed to someone with COVID-19 in the past 14 days.
- I do not currently have any of the symptoms on the displayed list within the last 72 hours.

If a “no” answer is given to the statements above and the employee’s temperature is below 100.4, the employee is clear to work.

Correction of COVID-19 Hazards

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

Once reported by a staff member to a member of the Administrative staff, a hazard is investigated as
soon as possible (maximum 24 hours) to determine the severity of the hazard. Depending on what correctional actions need to take place, the appropriate personnel is contacted to rectify the hazard. A call for action may be made to:

- Our maintenance person
- Our authorizing district personnel as responsible for the site. This may happen through a phone call to Maintenance and Operation or a work-order depending on the severity of the hazard.
- An outside vendor.

Administration is responsible for follow-up within 72 hours to ensure timely correction has happened.

**Control of COVID-19 Hazards**

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

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Using 6 ft. spacing icons at entrances to classrooms, school office, and common rooms.
- Adhering to Reference section 3205(c)(6) as applicable.

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

**Face Coverings**
Students and staff are required to wear face coverings while on campus, which include cloth and disposable masks, face shields, and gaiters. Masks should be at a minimum two-ply, preferably three-ply. Bandanas and masks with valves are not to be used. Gaiters must fit snugly and not slip off of the face. Teachers may use clear face shields when engaged in instructional activities, especially when seeing facial expressions or lip movements is beneficial. Face shields must include a cloth drape attached across the bottom and tucked into the shirt.

Face coverings are required in classrooms and public/common areas, such as hallways, break rooms, bathrooms and lounges, shared office space, and reception areas. Employees are not required to wear face coverings while alone in private offices or in situations where physical distancing can be maintained. However, please be sensitive to the fact that some individuals may feel more comfortable if a face covering is used along with physical distancing.

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Training will be provided for students and staff in the proper use and etiquette of all face coverings.

Employees are not required to wear face coverings while alone in private offices or in situations where physical distancing can be maintained. However, please be sensitive to the fact that some individuals may feel more comfortable if a face covering is used along with physical distancing.

Both cloth and disposable face coverings, as well as face shields, are available for staff use and staff is welcome to wear their own face coverings.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and
outside air supply to the area, if indoors, has been maximized to the extent possible.

- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

However, employees should be sensitive to the fact that some individuals may feel more comfortable if a face covering is used along with physical distancing.

**Engineering controls**

Plexiglass partitions have been installed for situations where at least six feet between individuals can be maintained.

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

- Keeping doors open while rooms are in use to optimize ventilation.
- Keeping windows open while rooms are in use to optimize ventilation.
- Operating the HVAC system continually.
- HEPA filters are changed with increased frequency.
- Utilizing stand-alone HEPA filter air purifiers in each room.

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

The cleaning schedule has been increased with specific attention to high touch areas. All high touch areas, desks, and chairs are disinfected at the end of the school day use. A cleaning schedule has been provided to each class teach and is posted on the office bulletin board.

Appropriate and safety-approved cleaning supplies have been provided to school custodians, as well as teachers.

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

In the event a positive case of COVID-19 is identified on our campus a deep cleaning and disinfecting will be performed. SBS custodians have been properly equipped and trained.

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

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by school personnel who have been provided with the materials needed and have been trained.

**Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Having hand sanitizer stationed at the entrance to all classrooms, bathrooms, and common rooms.
- Each restroom is supplied with adequate and safety-approved soap.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.]

**Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.
Investigating and Responding to COVID-19 Cases

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

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

- Encouraged to test for COVID-19, given a list of resources, or tested on site if possible. The cost of testing approved by SBS will be covered by the school.
- Provided with information regarding necessary response to positive case or exposure to COVID-19.
- Provided with the information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

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 to an Administrative staff person by email, phone call, or text.
- 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.
- 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 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 D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

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

Maria A. Martinez, Administrator
2-1-21
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)]

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

This form is only intended to get you started. Review the information available at 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]

<table>
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<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
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<tbody>
<tr>
<td>Engineering</td>
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<tr>
<td>Barriers/partitions</td>
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<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
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<td>Additional room air filtration</td>
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<td>[add any additional controls your workplace is using]</td>
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<td>[add any additional controls your workplace is using]</td>
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<td>Administrative</td>
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<tr>
<td>Physical distancing</td>
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<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
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<td>Hand washing facilities (adequate numbers and supplies)</td>
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<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
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<td>[add any additional controls your workplace is using]</td>
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<td>[add any additional controls your workplace is using]</td>
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<tr>
<td>PPE (not shared, available and being worn)</td>
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<td>Face coverings (cleaned sufficiently often)</td>
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<td>Gloves</td>
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<td>Face shields/goggles</td>
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<td>Respiratory protection</td>
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<td>[add any additional controls your workplace is using]</td>
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</table>
Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

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

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

| All employees who may have had COVID-19 exposure and their authorized representatives. | Date: |
| Names of employees that were notified: |

| Independent contractors and other employers present at the workplace during the high-risk exposure period. | Date: |
| Names of individuals that were notified: |

| What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? | What could be done to reduce exposure to COVID-19? |

| Was local health department notified? | Date: |

*Should an employer be made aware of a non-employee infection source COVID-19 status.*
Appendix D: COVID-19 Training Roster

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

<table>
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<tr>
<th>Employee Name</th>
<th>Signature</th>
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