

Date: 02/25/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Wonderful College Prep Academy

Number of schools:

1

Enrollment:

1939

Superintendent (or equivalent) Name:

Dr. Adrian C. Manuel

Address:

2070 Veneto St

Phone Number:

(661) 721-2887

City

Delano

Email:

Adrian.Manuel@wonderfulcollegeprep.org

Date of proposed reopening:

March 15, 2021

County:

Kern

Current Tier:

Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Charter School

Grade Level (check all that apply)

TK

2<sup>nd</sup>

5<sup>th</sup>

8<sup>th</sup>

11<sup>th</sup>

K

3<sup>rd</sup>

6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

1<sup>st</sup>

4<sup>th</sup>

7<sup>th</sup>

10<sup>t</sup>

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](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  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:**

X I, Dr. Adrian C. Manuel, Superintendent, 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:

Wonderful College Prep Academy ("WCPA") intends to reopen for in-person instruction with a phased in-model. Once Kern County maintains an adjusted COVID-19 case rate of less than 25 cases per a population of 100,000 for five consecutive days, WCPA will begin reopening its elementary school with its TK-3rd grade students. WCPA is targeting a reopening date of March 15, 2021. WCPA will then phase in grades 4 and 5. Once Kern County meets the metrics of the red tier under the Blueprint for a Safer Economy, WCPA will phase in middle and high school students.

While Kern County remains in the purple tier, WCPA will also provide in-person instruction and services to cohorts of middle and high school students with identified needs, including: Students with Disabilities, foster and homeless youth, English Learners, students unable to access online instruction, disengaged students, and students at risk of abuse. WCPA will follow the Cohorting Guidance and prioritize students who are most in need of in-person instruction.

WCPA is committed to implementing the following layered health and safety strategies consistent with guidance from the California Department Public Health and the Kern County Department of Public Health:

- 1) Stable Group Structures;
- 2) Entrance, Egress and Movement Within the School;
- 3) Face Coverings and Other Essential Protective Gear;
- 4) Health screenings for students and staff;
- 5) Healthy Hygiene Practices;
- 6) Identification and tracing of Contacts;
- 7) Physical Distancing;
- 8) Staff training and family education;
- 9) COVID testing of staff;
- 10) COVID Testing of students;
- 11) Identification and reporting of cases;
- 12) Communication plans; and
- 13) Consultation with staff and parent/community groups

X **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.

Students will be placed into a stable group that stays together all day. Students will eat lunch, have recess, and other group time within the stable group. Transition times will be staggered in order ensure that stable groups remain physically distant from one another.

At the elementary school, each stable group will have two assigned staff members. These staff members may interact with one additional stable group of students to allow the core teacher and instructional aide to have a rest period or a period for prep and/or conference.

At the middle and high school grades, teachers will also only be assigned to, at maximum, two stable groups of students. This will permit students to have in-person instruction for certain departmentalized or elective courses, while still maintaining a stable group environment to the greatest degree possible.

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?)

Approximately 25 students and staff will be in each stable group structure. This will vary depending how many students elect to attend in-person instruction. To allow for staff prep and rest periods in the elementary grades, and to permit departmentalized staff to teach in-person in the middle and high school grades, each staff person will only be permitted to provide in-person support or instruction to up two stable groups of students. As such, two staff members will stay with one stable group of students or move back and forth between the same two stable groups of students.

While Kern County is in the purple tier, WCPA will also provide in person-instruction and supports to middle and high school students with targeted needs pursuant to the cohorting guidance. For these groups, stable group size will not exceed 14 students and up to two adults, or 15 students and one adult.

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

Students will be kept in one stable group that stays together with no more than two different instructors who will teach them directly part of the day. Other departmentalized instructors will teach students in the stable group virtually during other parts of the day.

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

Electives will be offered virtually while students are supported in-person by the staff assigned to the stable group.

**X** **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.

Entrance, egress and movement throughout the school facilities will be conducted in a way to ensure a minimum of six feet of physical distancing among students, parents and staff at all times.

Cohorts will be separated by staggered arrival, departure and transitions. Families will be provided with designated pick-up and drop-off locations. Students and staff will enter and exit campus at designated entrances.

WCPA will employ physical distancing strategies in all outdoor and indoor areas. Each student's desk will be fitted with a custom plexiglass divider, creating a fully transparent physical barrier on three sides of each student. All desks will be spaced to maximize physical distancing between desks. Student desks will be spaced at least six feet apart from staff desks.

Signs will be posted throughout the campus to remind staff and students to distance at least six feet and to refrain from congregating. Traffic patterns will be mapped throughout the campus. Transitions will be limited to arrival, restroom breaks, outdoor activity, and departure. In areas where a line is likely to form, markings and signage will indicate six feet of physical distancing.

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

All students and staff will be required to wear a face covering at all times, including upon entering or exiting the campus, on campus, and on school buses. The only exception is when students or staff are eating or drinking in designated areas.

WCPA will provide every student and staff member with face coverings. WCPA will provide students and staff with three-ply surgical masks and cloth face coverings. Staff will also be provided with face shields.

Parents/caregivers, students, and staff will receive training on how to properly use and clean face coverings. Parents/caregivers of students who are unable to wear a cloth or disposable face covering due to a medical condition will be asked to contact the Director of Student Services so that appropriate arrangements may be made. Students who refuse to wear face coverings will be excluded from the in-person program. WCPA will have extra face coverings for students or staff who inadvertently forget their face covering.

Staff who cannot wear a face covering due to a medical condition will be asked to contact Human Resources, so a reasonable accommodation may be made, if necessary. Staff will also be provided with other personal protective equipment as may be appropriate for their specific job function. This may include, but not be limited to, clothing covers and gloves.

**X 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.

Parents/caregivers of students are required to conduct a daily health screening of their child prior to taking their child to school. Parents/caregivers should screen for symptoms consistent with COVID-19 and may not send a sick child to school. A list of questions will be provided to parents/caregivers of students for daily screening at home.

Staff must also conduct a daily wellness self-assessment to screen for symptoms consistent with COVID-19. Staff may not come to work sick.

WCPA will conduct temperature and symptom screenings of all children and staff before entering the facilities. Temperature screenings will be conducted with a "no touch" infrared thermometer and in accordance with all applicable safety and privacy guidelines. Any individual with a temperature at or above 100.4 Fahrenheit or 38 degrees Celsius or who is exhibiting symptoms consistent with COVID-19, will not be permitted on site.

In addition to temperature screenings, students and staff will be monitored throughout the day for potential symptoms consistent with COVID-19. Students who develop symptoms of COVID-19 will be separated from others right away. WCPA has designated "isolation" areas on campus specifically for symptomatic students. Students will be asked to wait in these areas until a parent or guardian can pick them up. Staff who are exhibiting symptoms consistent with COVID-19 will be asked to go home.

X **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.

Hand sanitizing stations and foot sanitizing baths have been placed throughout the facilities. Students and staff will be required to wash their hands upon entering campus, and frequently throughout the day.

Hygiene best practices are visually posted throughout the campus and staff will provide additional reminders to students throughout the day.

Students and staff will be encouraged to scrub with soap and water for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Students and staff will be encouraged to wash hands when: arriving at and leaving home; arriving at and leaving the campus; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using the restroom; after blowing their nose, coughing, and sneezing; and before and after eating or preparing foods. Students and staff will be encouraged to refrain from touching their faces or face coverings.

X **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.

#### COVID-19 Case and Contact Management

##### 1. Isolation of sick students and removal of sick staff

In addition to temperature screenings, students and staff will be monitored throughout the day for potential symptoms consistent with COVID-19. Students who develop symptoms of COVID-19 will be separated from others right away. WCPA has designated "isolation" areas on campus specifically for symptomatic students. Students will be asked to wait in these areas until a parent or guardian can pick them up. Staff who are exhibiting symptoms consistent with COVID-19 will be asked to go home. WCPA will provide COVID-19 testing to symptomatic students and staff.

##### 2. Reporting of confirmed or suspected COVID-19 infections

Staff and parents or guardians of students must immediately report suspected or confirmed COVID-19 infections to WCPA. Parents or guardians should contact the Director of Student Services. Staff should contact the Director of Human Resources.

##### 3. Contact tracing in collaboration with Kern County Department of Health

In the event of a positive case and/or possible exposure, designated WCPA staff will immediately contact the Kern County Department of Health to seek assistance in responding to the case, including but not limited to, contact tracing and exclusion of exposed individuals. WCPA has designated the Superintendent, Dr. Adrian Manuel, as the main contact for Kern County Department of Health. The Superintendent will work collaboratively with the Head of Human Resources and the Senior Director of Operations to implement the contract tracing protocols and develop a list of exposed students and/or staff.

##### 4. Quarantine of confirmed COVID-19 case in compliance with CDC guidelines

Confirmed COVID-19 cases may not return to the school unless:

- At least 10 days have passed since symptoms first appeared, or if asymptomatic, 10 days have passed since specimen collection, AND
- At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
- Other symptoms have improved.

#### 5. Identifying exposed students or staff

When a case is reported, all students and staff who were potentially exposed to the case while they were infectious will be identified as soon as possible. (Exposure is defined as being within 6 feet of an infectious case for a cumulative total of 15 minutes or more over a 24-hour period. Cases are considered infectious for 48 hours before symptom onset, or if asymptomatic, for 48 hours before date of positive test.) In consultation with the Kern County Health Department, an entire stable group may be excluded and required to quarantine if a case is reported within the stable group. In consultation with the Kern County Health Department, the exposed students or staff will be notified and required to quarantine for 10 days from their last exposure to the infectious case, regardless of whether they subsequently have a negative COVID-19 test. The school community will be notified about a positive case. The room and primary areas where the COVID positive individual spent significant time will be sanitized and cleaned.

Students or staff who have been exposed to COVID-19 outside of school, will be excluded from the school facility. They will be required to quarantine at home for 10 days after their last exposure to the infectious case, regardless of whether they subsequently have a negative COVID-19 test.

WCPA will provide PCR testing to close contacts approximately 5 to 7 days from last exposure, but a negative test will not shorten the 10-day quarantine period.

#### 6. Students or Staff Who Test Negative After Symptoms

Students and staff who have had no known exposure and who test negative after symptoms, or whose healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition, may return to school after 24 hours have passed without fever and symptoms are improving.

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

WCPA will employ physical distancing strategies in all outdoor and indoor areas. Each student's desk will be fitted with a custom polycarbonate divider, creating a fully transparent physical barrier on three sides of each student. All desks will be spaced to maximize physical distancing between desks and students in classrooms. Student chairs will be spaced 6 feet diagonally and horizontally, and they will be spaced 4.5 feet from back of chair to back of chair, with a polycarbonate barrier in between. Student desks will be spaced at least six feet apart from staff desks.

Signs are posted throughout the campus to remind staff and students to distance at least six feet and to refrain from congregating. Traffic patterns are mapped throughout the campus. Transitions will be limited to arrival, restroom breaks, outdoor activity, and departure. In areas where a line is likely to form, markings and signage indicate six feet of physical distancing.

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

Maximum:  feet

Minimum  feet

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

Student desks and chairs will be staggered in order to maximize physical distance. In two directions (diagonally and horizontally), student chairs will be spaced at least six feet apart. Front to back (vertically), chairs will be spaced at minimum 4.5 feet apart, although in some instances they may be spaced farther apart.

To further mitigate COVID transmission and to address spacing issues, WCPA has installed clear polycarbonate dividers on three sides of every student desk. In all instances where students are vertically spaced 4.5 feet apart, they will have this added clear barrier between them. In addition, WCPA has installed a state-of-the-art ventilation system, a UVC light sanitation system, and MERV-13 filters.

WCPA has made its best efforts to physically distance students in classrooms to the greatest extent possible. WCPA significantly modified existing spaces in order to be able to maximize space between individuals. WCPA will also use outdoor space whenever feasible and maximize use of non-classroom indoor space. Based on the number of WCPA students and staff available to supervise those students, it is not possible to space student chairs 6 feet from all angles in all instances. However, WCPA is committed to conscientiously implementing all COVID-19 mitigation strategies to provide every student who would like to attend in-person with a safe space to do so.

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

Staff will be trained in all applicable health and safety protocols, including, but not limited to, COVID-19 safety; the worksite-specific COVID-19 prevention plan; proper use and cleaning of face coverings and PPE; COVID-19 case and exposure management; and healthy hygiene practices. All staff will be trained over the course of four days prior to the start of in-person instruction.

Students and parents/caregivers will be provided with easily understood written materials (in both English and Spanish) explaining COVID-19 health and safety protocols, including but not limited to the following topics: not sending sick children to school; wearing and cleaning face coverings; conducting symptoms checks; the importance of physical distance; the spread of COVID-19; proper handwashing and hygiene; and when to report a positive case or possible exposure. Staff will encourage and remind students throughout the day to practice healthy hygiene and physical distancing. WCPA has also put together videos for students and parents/caregivers demonstrating what campus life will look like with WCPA's COVID mitigation strategies in place.

**X** **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.

WCPA will provide staff who have symptoms of COVID-19 or who have been exposed to someone with COVID-19 with PCR Testing. Staff may not come to school while waiting for test results. Staff who test negative after having symptoms consistent with COVID-19 with no known exposure, will be instructed that they may return to school after 24 hours have passed without fever and symptoms are improving.

Staff who test positive after having symptoms of COVID-19 will be instructed that they may not return to the school unless:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
- Other symptoms have improved.



Staff who have been exposed to COVID-19 will be instructed to quarantine for 10 days from the date of the last exposure, regardless of negative COVID test.

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

WCPA will initially implement asymptomatic PCR testing of staff on a weekly basis. WCPA will closely monitor COVID transmission with its community and the communities in which its students and staff reside. WCPA will adjust its testing cadence based on the COVID transmission in the communities it serves.

**X** **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.

WCPA will provide students who have symptoms of COVID-19 or who have been exposed to someone with COVID-19 with PCR Testing. Students may not come to school while waiting for test results. Students who test negative after having symptoms consistent with COVID-19 with no known exposure, will be instructed that they may return to school after 24 hours have passed without fever and symptoms are improving.

Students who test positive after having symptoms of COVID-19 will be instructed that they may not return to the school unless:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
- Other symptoms have improved.

Students who have been exposed to COVID-19 will be instructed to quarantine for 10 days from the date of the last exposure, regardless of negative COVID test. Students will be provided with distance learning during the quarantine period.

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

WCPA will initially implement asymptomatic PCR testing of students on a monthly basis, testing 25% of the student population on a weekly basis. WCPA may increase this asymptomatic testing cadence when middle and high school students return to the campus. WCPA will closely monitor COVID transmission with its community, the communities in which its students and staff reside, and the county as a whole. WCPA will adjust its testing cadence based on the COVID transmission in the communities it serves.

**X** **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](#).

WCPA will notify its local health officer at the Kern County Department of Public Health of any known case of COVID-19 among any student or employee who was present at the school campus within the 10 days preceding a positive test for COVID-19.

WCPA will report: the full name, address, telephone number, and date of birth of the individual who tested positive; the date the individual tested positive, the school at which the individual was present on-site the 10 days preceding the positive test, and the date the individual was last on-site at the school site; and the full name, address, and telephone number of the person making the report.

WCPA will report this information by telephone within twenty-four hours from the time WCPA is first made aware of a new case.



X **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.

Consistent with privacy requirements, the Superintendent will send a notification to parents/caregivers and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the Kern County Health Department to notify exposed individuals.

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

WCPA leadership met with stakeholder groups to discuss school reopening and the COVID-19 mitigation strategies as follows:

- 1) Faculty (10/12, 10/26, 2/24)
- 2) Staff (10/30, 11/14, 2/24)
- 3) Students (10/5, 10/12, 10/13)
- 4) Parents (via survey available to complete during the month of October)
- 5) Board of Directors, parents, community (during Public Board meetings 7/28/20, 8/25/20, 9/22/20, 10/20/20, 12/08/20, 01/19/21, 02/23/21)

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: n/a

Date:

X Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: (1) Board of Directors and (2) School Site Council

Date: (1) 7/28/20 -

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

WCPA Leadership held several sessions with both faculty and classified staff to address any concerns and recommendations they had regarding school reopening, safety mitigation measures, screening & contact tracing protocols. These sessions provided staff with an open forum to speak with the Superintendent directly and helped school leadership with the development of planning efforts to help address their concerns.

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Kern. 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](#)



# Wonderful college prep academy™

## Environmental Health and Safety Program

### COVID-19 Prevention Plan

Delano Campus  
2070 Veneto Street  
Delano, CA

<b>Control Number and Version:</b>	WCPA-PG-030 Ver. 004
<b>Issue Date</b>	July 10, 2020
<b>Last Updated</b>	February 25, 2021

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**Addendum E:** Program Evaluation Checklist

## Purpose

This Program provides an overview of the processes and procedures Wonderful College Prep Academy (“WCPA”) has in place for the prevention of COVID-19 illnesses. This program is written in compliance with federal and state regulatory requirements, the Reopening and In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California 2020-21 School Year, California Department of Public Health Guidance related to Cohorts and recommended guidelines for office workspaces, from the Department of Public Health.

This program will be posted on the WCPA website as part of its COVID-19 Safety Plan (“CSP”) and will be made available at the workplace to employees, authorized employee representatives, and to representatives of the division upon request.

## Scope and Applicability

This program applies to all personnel including employees, visitors, contractors, suppliers, and vendors working at Wonderful College Prep Academy, which is referred to as “The Site” in this program. “Worksite” is used to refer to the building, campus area other location where a worker worked during the infectious period for COVID-19; it does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter.

### Contractors:

Contractors are required to have their own COVID-19 Prevention Plan that complies with federal, state, local, as well as WCPA site specific requirements. Contractors must review and train their employees on all applicable site-specific requirements before entering a WCPA location.

## Responsibilities

WCPA will designate individuals for two primary roles under this program.

### Site COVID Safety Officer

- Ensures effective training materials are available to employees
- Tailors the COVID safety plan to the location
- Handles physical Worksite modifications & PPE
- Handles screening & testing protocols
- Manages day-to-day compliance

### Site HR Representative

- Leads communication of COVID Policy with employees
- Conducts and manages contact tracing & form submission
- Administers employee leaves of absence & potential workers’ compensation cases

## Site Specific Plan

### Component 1: COVID Safety Officer

The location has designated Marcus Morillo as the site COVID Safety Officer, as such he will oversee the implementation of this program for the location. This person will conduct or coordinate efforts to ensure COVID-19 Work Site Risk Assessments are completed, as well as the periodic program compliance evaluations.

### Component 2: Work Area Risk Assessments

The Site will observe the guidelines developed for Individual Control Measures, Cleaning and Disinfecting, and Physical Distancing (Addendum A), as a method to effectively identify and evaluate workplace hazards at the time the program is first implemented at the location.

Additional evaluations of the workplace will be conducted in the following manner:

- A. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational health hazard,
- B. Whenever the Site COVID Safety Officer is made aware of a new or previously unrecognized hazard; and
- C. On a bi-weekly basis to verify program compliance. To aid in this process the site will follow the program evaluation checklist (Addendum E), or similar document or process.

Any identified deficiencies will be corrected and documented on the document version history section of this program.

### Component 3: Local Health Department Contact Information

County/City:	Kern County Department of Public Health
Address:	1800 Mt. Vernon Ave, Bakersfield, CA 93306
Phone Number:	(661) 321-3000

#### Component 4: Training and Instruction

Training on this plan will be provided to employees at the following times:

- New employees,
- Employees given a new job assignment,
- Whenever the Site COVID Safety Officer becomes aware of a new or previously unrecognized hazard, or when policies are updated or revised.

Training will include a minimum of the following:

- Wonderful College Prep Academy COVID-19 Safety and Testing Policies
- COVID-19-related benefits to which employees may be entitled under applicable federal, state or local laws, as well as our own organization's employee benefits.
- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines and CDPH guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol when employees cannot get to a sink or handwashing station, per CDC guidelines)
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
  - Face coverings protect the wearer and those around them and are not respirators.
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Employees should wash or sanitize hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
  - Face coverings should be washed after each shift, or a new disposable face covering worn.



### Component 5: Investigation of Cases and Return to Work

Any COVID-19 cases of which the Site COVID Safety Officer is made aware will be investigated for contact tracing purposes and to determine if any work-related factors could have contributed to risk of infection. The Site COVID Safety Officer will direct employees that report or present symptoms consistent with COVID-19 (as outlined in CDC guidance) to leave the site and contact Human Resources (“HR”). If necessary, employees may need to wait in the site’s identified temporary isolation area (Sick Room) while making arrangements to leave the site.

**STEP ONE:** If the impacted employee is at work, ask the employee to leave work or isolate the employee if immediate transportation is not available. The Site HR Representative should interview the impacted employee by telephone and document their responses as it relates to symptoms, testing, travel and contacts.

**STEP TWO:** The Site HR Representative will follow, complete and process an Employee COVID-19 Screening Form.

**STEP THREE:** The Site HR Representative will notify any other individuals who may have been exposed and close contacts should be instructed to quarantine at home for 10 days and monitor for symptoms.

**STEP FOUR:** The Site COVID Safety Officer will ensure the following cleaning and disinfecting procedures are undertaken:

- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. Cleaning should be conducted within 24 hours and it should ideally be performed in a manner that effectively disinfects and sanitizes the area, equipment and tool (Addendum B), or by a professional cleaning service.
- Any worker cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

**STEP FIVE:** The Site HR Representative communicates directly or indirectly with employees at the site that: there has been a COVID case; all close contacts have been notified; and deep cleaning of worker’s area has been completed. The Site will adhere to the Wonderful College Prep Academy COVID-19 Testing Policy to test close contacts.

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

In the event the Site experiences three (3) or more COVID-19 cases within a 14-day period or 20 or more COVID-19 cases within a 30-day period the site will follow Addendum C of this plan.

## Return to Work

In the event an employee has a confirmed or suspected case of COVID-19 or who lives with or otherwise had close contact with someone with COVID-19, the following will be observed before the employee can return to the Site:

Workers	Minimum Criteria for Return to Work	CDC Reference Page
		<i>(Consult the most recent CDC guidance prior to allowing the worker to return to work)</i>
<p><b>Symptomatic Positive</b></p> <p>Workers with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 1 day (24 hours) has passed since last fever, defined as resolution of fever without the use of fever-reducing medications <b>and</b> improvement in symptoms (e.g., cough, shortness of breath); <b>and</b>, at least 10 days have passed since symptoms first appeared.</p>	<p><a href="#">For worker cases who did not require hospitalization</a></p> <p><a href="#">For worker cases who required hospitalizations</a></p>
<p><b>Asymptomatic Positive</b></p> <p>Workers who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days has 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.</p>	<p><a href="#">Discontinuation of Isolation</a></p>
<p><b>Symptomatic Negative</b></p> <p>Workers who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria for return to work as laboratory confirmed cases.</p>	
<p><b>Asymptomatic Negative</b></p> <p>Workers who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Workers should quarantine at home for 10 days after the last known close contact with the case patient.</p>	
<p><b>Symptomatic Untested</b></p> <p>Workers who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the worker cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>	
<p><b>Asymptomatic Untested</b></p> <p>Workers who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p><b>OR</b></p> <p>Workers who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>Workers should be quarantined at home for 10 days after the last known close contact with the case patient.</p> <p>Workers who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider.</p> <p>Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>	<p><a href="#">For worker cases who did not require hospitalization</a></p>

Employees who return to work following an illness are required to promptly report any recurrence of symptoms.

## Component 6: Reporting

- **OSHA** – A fatality occurring within thirty (30) days of an exposure to COVID-19 in the workplace must be reported to OSHA within eight hours of knowing both that the employee has died, and that the cause of death was a work-related case of COVID-19. In-patient hospitalizations must be reported to OSHA only if the hospitalization occurs within twenty-four (24) hours of an exposure to COVID-19 in the workplace. Such hospitalizations must be reported within 24 hours of knowing both that the employee has been in-patient hospitalized and that the reason for the hospitalization was a work-related case of COVID-19.
- **Cal/OSHA** – Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately but not longer than 8 hours after the employer knows; for COVID-19, this includes inpatient hospitalizations and deaths among workers. Employers must report serious injury, illness, and death, including hospitalization and death from COVID-19, even if work-relatedness is uncertain.
- **Workers Compensation** – Employers must notify their claims administrator whenever the employer knows or reasonably should know that an employee has tested positive for COVID-19. The notice must occur within three business days via email or fax and must include the date the employee tested positive, the address(es) of employment the employee worked at in the past 14 days, and the highest number of employees who reported to workplace in the past 45 days. The notice should not include any personally identifiable information about the employee unless the employee files a workers' compensation claim.
- **Local Health Authority** –
  - Employers must notify the local health department in the jurisdiction where the workplace is located and where the infected worker resides if there is a known or suspected outbreak in the workplace; an outbreak is defined as three or more laboratory-confirmed cases of COVID-19 among workers who live in different households within a two-week period.
  - Each local educational agency shall notify its local health officer of any known case of COVID-19 among any employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational shall report the following information:
    - The full name, address, telephone number, and date of birth of the individual who tested positive;
    - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
    - The full name, address, and telephone number of the person making the report.
    - This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.

- **Other employees** –Within one business day of receiving notice of an individual’s potential exposure to COVID-19, an employer must provide written notice to all employees and the employers of subcontracted employees who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19. In addition, within one business day, employers must notify all employees or other individuals who had a COVID-19 Exposure to a COVID-19 case at the workplace of that potential exposure and advise them of all benefits available to them.

### Component 7: Guidelines

Specific guidelines covering Individual Control Measures and Screening, Cleaning and Disinfecting, and Physical Distancing (Addendum A) shall be observed accordingly.

### Records

Records generated as part of this Program include:

Record
Program Evaluation Checklist
Training Related Records
Employee COVID 19 Screening Form

### Definitions

**“COVID-19”** means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

**“COVID-19 case”** means a person who:

- (1) Has a positive “COVID-19 test”;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a “COVID-19 case” when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

**“COVID-19 exposure”** means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. This definition applies regardless of the use of face coverings.

**“COVID-19 hazard”** means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

**“COVID-19 symptoms”** means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

**“COVID-19 test”** means a viral test for SARS-CoV-2 that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**“Exposed workplace”** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

**“Face covering”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

**“High-risk exposure period”** means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected. (c) Written COVID-19 Prevention

**MERV** – Minimum Efficiency Reporting Value which was developed by the American Society of Heating, Refrigeration and Air Conditioner Engineers (ASHRAE). MERV values vary from 1 to 16. The higher the MERV value the more efficient the filter will be in trapping airborne particles.

## **Addendum A: Individual Control Measures and Screening, Cleaning and Disinfecting, and Physical Distancing Guidelines**

### **INDIVIDUAL CONTROL MEASURES AND SCREENING**

Access to the Site by non-employees (visitors, customers, contractors, inspectors) will be limited and restricted to only the necessary areas to reduce the risk of exposure. All contractors, temporary employment agencies, and vendors installing or maintaining equipment on the Site's property will be required to have their own COVID policy and review it to ensure it meets the guidelines.

#### **Face Coverings**

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- WCPA will teach and reinforce use of face coverings, or in limited instances, face shields.
- Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.

#### **Students**

- Students in all grade levels TK-12 are required to wear face coverings at all times, while on school buses and while on a school campus, unless exempted.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, 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.
- WCPA will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. WCPA will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

#### **Staff**

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. WCPA will provide staff with three-ply surgical masks, cloth face coverings and face shields.
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Disposable gloves will be used when may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Compliance with The Wonderful College Prep Academy COVID-19 Safety Policy is mandatory.

- Wonderful College Prep Academy will maintain healthy operations and monitor staff absenteeism and have a roster of trained back-up staff where available.
- The types of illnesses and symptoms will be monitored among students and staff to help isolate them promptly as needed.
- WCPA has designated a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
- Communication systems are maintained to allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

### Screening Process

Temperature and/or symptom screenings will be provided for all workers at the beginning of their shift and any personnel entering a Site, or boarding a WCPA assigned vehicle for initial transportation. The temperature/symptom screener should avoid close contact with workers to the extent possible. Employees will be compensated for the time associated with temperature and/or symptom screenings.

The following are the steps that will be followed:

- The screening location(s) should be identified so that they may support the screening equipment (e.g. temperature scanner) limitations such as ambient temperature parameters, while limiting interaction to the workplace by those being screened.
- Upon arrival, the screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, wear eye protection and a single pair of disposable gloves. A gown could be considered if extensive contact with an employee is anticipated.
- Protecting the face via one of the following options:
  - *Option 1:* screener and employee wears face covering, or *Option 2:* screener wears a facemask or stands behind barrier.
- The screener shall make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue, and confirm that the employee is not experiencing coughing or shortness of breath.
  - Require employee to complete COVID-19 Screening Questions (see Addendum D)
  - Take the employee's temperature, if the temperature is 100.4 or above or employee answers "Yes" to any COVID-19 Screening Question, follow the procedures in Component 5.
- If performing a temperature check on multiple individuals, the screener is required to use a clean pair of gloves for each employee and ensure that the thermometer and other screening tools have been thoroughly cleaned between each check. *If disposable or non-contact thermometers are used and no physical contact with an individual occurred*, there is no need to change gloves before the next check. If non-contact thermometers are used, clean and disinfect them in between users and at the end of each shift.
- Once completed, remove and discard PPE (gloves), and wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.



## CLEANING AND DISINFECTING GUIDELINES

The site has established a routine schedule to clean and disinfect common surfaces and objects in the workplace. The schedule includes but is not limited to the following table and may be documented in separate Standard Operating Procedures (SOP's) and referenced below:

General Area	Specific Items	Frequency	Cleaning Procedure
<b>Classroom areas</b>	Door handles, light switches, sink handles, bathroom surfaces, tables, student and teacher desks, chairs.	<i>Daily</i>	See Cleaning and Sanitizing SOP
<b>Shipping/Receiving areas</b>	Door handles, hand railings, light switches, tables.	<i>Daily and/or once per shift</i>	See Cleaning and Sanitizing SOP
<b>Restrooms/Locker Rooms &amp; Portable Toilets</b>	Sinks, countertops, toilets, urinals, floors, light switches & door handles.	<i>2 x per shift</i>	See Cleaning and Sanitizing SOP
<b>Breakrooms/Cafeterias/Receptions/Ingress and Egress/Elevators and, other Common Areas</b>	Chairs & tables, sinks, countertops, microwaves, coffee machines, door handles, handrails light switches, shared condiments containers, drink dispensers with spouts, vending machines, elevator controls, ice machines.	<i>2 x per shift</i>	See Cleaning and Sanitizing SOP
<b>Conference Rooms</b>	Chairs & tables, door handles, light switches.	<i>Between each use</i>	See Cleaning and Sanitizing SOP
<b>Private Offices or Cubicles</b>	Chair arm rests, keyboards, phones (desk & mobile), radios, desktops, door handles & light switches	<i>Daily</i>	See Cleaning and Sanitizing SOP
<b>Shared Offices/Cubic</b>  <i>*sharing office or equipment should be avoided when possible.</i>	Chair arm rests, keyboards, phones (desk & mobile), radios, desktops, fax machines, copiers, printers, door handles & light switches.	<i>Daily or between use</i>	See Cleaning and Sanitizing SOP
<b>Shared Tools, Equipment &amp; Controls</b>	<ul style="list-style-type: none"> <li>All applicable, discontinue sharing of tools where feasible unless equipment can be properly disinfected after use.</li> <li>Shared equipment and materials (e.g. three holepunch, copy machines) should be reduced or eliminated</li> <li>When they cannot be eliminated ensure disinfected wipes are readily available.</li> </ul>	<i>Between shifts or between users, whichever more frequent</i>	See Cleaning and Sanitizing SOP
<b>Shared Vehicles and Delivery Vehicles</b>	<ul style="list-style-type: none"> <li>Doorknobs, steering wheels, keys, controls</li> </ul>	<i>Daily or between use</i>	See Cleaning and Sanitizing SOP

<b>Reusable Personal Protective Equipment</b>	Face Shield, Cloth Mask Please Note: Sharing of individually assigned Personal Protective Equipment are prohibited	<i>Individual Use Only</i>	Individual Use Only
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When choosing cleaning chemicals, the site must use products approved for use against COVID-19 included on the Environmental Protection Agency (EPA)-approved list and follow product instructions <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 60% ethyl alcohol or 70% isopropyl alcohol that are appropriate for the surface. Provide employees training on manufacturer’s directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

The site will also:

- Keep each child’s belongings separated and in individually labeled storage containers, cubbies or areas and ensure belongings are taken home each day to be cleaned.
- There will be adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, WCPA will clean and disinfect between uses.
- Ensure there are hand sanitizer stations at all building entrances and adequately dispersed throughout high contact areas.
- Ensure sanitary facilities (restrooms and handwashing stations with soap and hand sanitizer) are provided at all workplaces, and that these facilities are operable and stocked and provide additional soap, paper towels, and hand sanitizer when needed. No-touch sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers should be installed whenever possible.
- Ensure there are adequate supplies to support cleaning and disinfection practices.
- Will provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time. Schedule should be staggered if possible, to maintain physical distancing.

**Ventilation**

- Ensure that the site HVAC System utilizes filters that have a minimum MERV Rating of 13, which are changed quarterly by a third-party vendor (min change frequency of 6-8 weeks depending on environment).
  - Equivalent alternatives to MERV 13 rated filters are: Micro-Particle Performance (MPR) 1500-1900 and Filter Performance Rating (FPR) 10

- Where feasible, facilities should increase fresh air circulation by opening windows or doors or increasing air changes to at least 5 air changes per hour, but Site should evaluate what their systems can achieve.
- Site could also consider retrofitting HVAC System with UV Light Systems for Office environments.

## PHYSICAL DISTANCING GUIDELINES

The Site has established a policy to ensure physical distancing of at least six feet between workers whenever possible<sup>1</sup>.

The table below are the identified areas and procedures in place to ensure physical distancing:

General Area	Physical distancing guidelines
<b>Classroom areas</b>	<ul style="list-style-type: none"> <li>• Modify the alignment of Desks</li> <li>• Use physical barriers,</li> <li>• Monitor distancing,</li> <li>• Require employees to avoid handshakes and similar greetings</li> <li>• Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.</li> </ul>
<b>Restrooms/Locker Rooms &amp; Portable Toilets</b>	<ul style="list-style-type: none"> <li>• Modify or stagger start times and alternate locker locations</li> </ul>
<b>Breakrooms/Receptions/ Other Common Areas</b>	<ul style="list-style-type: none"> <li>• Stagger breaks to limit the number of workers in a break room or cafeteria at the same time</li> <li>• Remove or rearrange chairs and tables in break rooms and other areas workers may frequent, seating shall be spaced at a min of 12 ft with No employees seated face to face and No physical barrier or 6 ft spacing of seating with No employee seated face to face and a physical barrier.</li> <li>• Appliances must be separated from each other by at least 6ft.</li> <li>• Small break rooms/ coffee rooms (&lt; 100 sq. ft) should be limited to 1 person at a time.</li> <li>• Identify alternative areas to accommodate overflow volume</li> <li>• Install production transfer-aiding materials, such as shelving and bulletin boards</li> <li>• Workers should consider bringing a lunch made at home or purchase take out or delivery</li> </ul>

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### <sup>1</sup> Accommodations

An evaluation of both the work area and work responsibilities will be conducted for those Employees identified to be at high risk due to being part of an identified vulnerable group as identified by the Center for Disease Control and Prevention (CDC) as those older than 65, people with certain medical conditions, and pregnant women. Necessary accommodations will be managed by the site Human Resources.

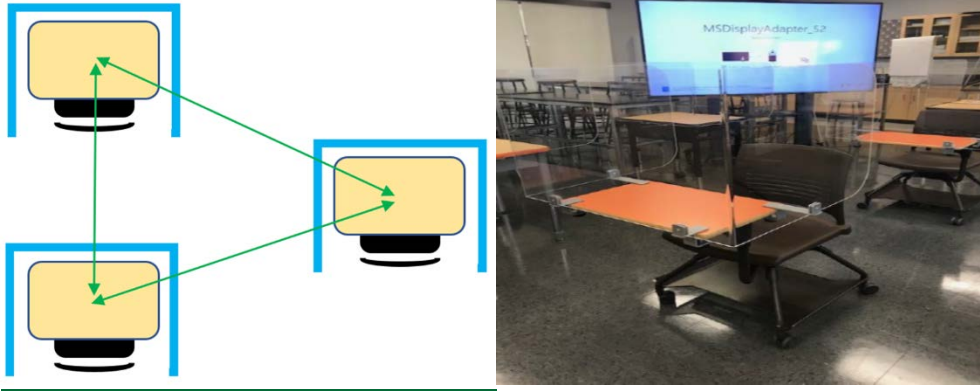
	<ul style="list-style-type: none"> <li>• Under no circumstance shall buffet, employee potlucks or outside vendors be allowed</li> <li>• Limit elevator capacity to levels that maintain physical distancing requirements</li> </ul>
<b>Meetings / Conference Rooms</b>	<ul style="list-style-type: none"> <li>• Limit the number of individuals in meetings and limit the number of participants in new hire orientations and other trainings.</li> <li>• Masks are always required</li> <li>• Decrease the capacity for conference and meeting to ensure workspaces allow for at least 6 feet between employees. with no one facing each other</li> <li>• Provide virtual meeting and training opportunities wherever possible.</li> <li>• Transition all meetings and interviews to phone or digital platforms or hold outside or in a space allowing for at least six feet of physical distance between employees.</li> </ul>
<b>Private Offices or Cubicles</b> <b>Shared Offices/Cubicles/</b> <b>Guard Shacks</b> <i>*sharing office or equipment should be avoided</i>	<ul style="list-style-type: none"> <li>• Redesign office spaces, cubicles, etc. Utilize telework options and modified work schedules, were feasible.</li> <li>• Physical barriers must be placed in all shared office or cubicle areas.</li> <li>• Redesign office spaces, cubicles, ensuring at least 6 ft between employees</li> <li>• Shared equipment and materials (e.g. three holepunch, copy machines) should be reduced</li> <li>• Disinfectant wipes and hand sanitize after each use.</li> </ul>
<b>Entry and Exit Routes</b>	<ul style="list-style-type: none"> <li>• Designate separate routes for entry and exit and post signage to this effect</li> </ul>
<b>Shipping and Receiving</b>	<ul style="list-style-type: none"> <li>• Implement protocols to keep drivers in their trucks while on property</li> <li>• Provide them a non-contact delivery protocol at the security gate.</li> <li>• Designate drop-off locations to receive deliveries away from on-site high traffic areas.</li> <li>• Call recipients ahead when making deliveries</li> <li>• Deliver to confirmed drop-off locations that eliminate physical contact with recipients</li> </ul>
<b>Shared Vehicles/Car pooling</b>	<ul style="list-style-type: none"> <li>• Limit the number of people per vehicle as much as possible</li> <li>• Maintain physical distancing as much as possible within the vehicle with a minimum of 3ft in all directions between passengers, regardless of the vehicle's normal capacity.</li> <li>• Use hand hygiene before entering the vehicle and when arriving at the destination</li> <li>• Face coverings are required</li> <li>• Clean and disinfect commonly touched surfaces after each carpool or shuttle trip (e.g., door handles, handrails, seat belts, seat belt buckles)</li> <li>• Follow coughing and sneezing etiquette when in the vehicle</li> <li>• Windows to be kept open and the ventilation system set to maximize outdoor air and not to recirculate air (windows do not need to be kept open if: <ul style="list-style-type: none"> <li>○ The vehicle has functioning air conditioning in use and the outside temperature is great than 90 degrees Fahrenheit</li> <li>○ The vehicle has functioning heat in use and the outside temperature is less than 60 degrees Fahrenheit</li> <li>○ Protection as needed from weather conditions, such as rain or snow</li> </ul> </li> </ul> <p>The vehicle has a cabin filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.</p>

## Arrival and Departure

- Wonderful College Prep Academy will maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- Contact at school between students, staff, families and the community at the beginning and end of the school day will be minimized.
- Arrival and drop off-times are staggered with locations as consistently as practicable as to minimize scheduling challenges for families.
- Routes for entry and exit have been designated using as many entrances as feasible as well as other protocols to limit direct contact with others as much as practicable.
- Health screenings of students and staff upon arrival at school have been implemented (see Section 9).
- School buses will be equipped with extra unused face coverings for students who may have inadvertently failed to bring one.

## Classroom Spaces

- To reduce possibilities for infection, students will remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. The same students and teacher or staff will stay together to the greatest extent practicable.
- Movement of students and teachers or staff will be minimized as much as practicable.
- Outdoor spaces will available for use within grade level divisions. Classes will maximize the use of outdoor spaces for instruction, weather permitting.
- WCPA has arranged each classroom space to maximize the distance between student desks. WCPA has replaced each two student partner desk with an individual desk to permit physical distancing amongst students. In addition, each student desk will be fitted with a custom plexiglass divider creating a fully transparent physical barrier on three sides of each student. All teacher desks and work stations will be at least 6 feet from all student desks. The following graphic shows the arrangement of student desks to maximize physical distance and indicates where each plexiglass divider will be placed in blue. The photo to the right of the graphic shows a student desk with an affixed plexiglass barrier.



- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted in doors.
- Activities that involve singing will only take place outdoors.
- In order to maximize physical distancing in classrooms, WCPA has rearranged its campus to utilize all available spaces for instruction. WCPA has further modified its spaces in order to maximize the ability to provide social distancing on campus.

### Non-Classroom Spaces

- Nonessential visitors, volunteers and activities involving other groups at the same time are not permitted
- WCPA has taken measures to minimize congregate movement through hallways as much as practicable.
- Meals will be served outdoors or in classrooms instead of cafeterias or group dining room areas where practicable. Students will be served individually plated or bagged meals

### Sports and Extra Curricular Activities

- Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time.

## Addendum B: Post Event Deep Cleaning Record

This guidance provides direction on the cleaning and disinfection of rooms, areas and equipment occupied by those with suspected or with confirmed COVID-19. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Person Requesting Deep Cleaning:	Date:	
Area/Location:	Start Time	End Time:

Individuals Conducting Cleaning and Disinfecting Task:			
Cleaning Solutions Utilized:			
Personal Protective Equipment Worn:			
<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Gloves	<input type="checkbox"/> Coverall / Apron	<input type="checkbox"/> Face shield

Cleaning and Disinfecting Process	
WHEN	As soon as notified of positive case proceed to: <ul style="list-style-type: none"> <li>Communicate COVID-19 Safety officer</li> <li>Close off identified work area</li> <li>Close off areas visited by identified COVID-19 case</li> </ul> Within 24hrs proceed to start deep cleaning process in designated area(s)
WHAT	The following areas will be cleaned: <ul style="list-style-type: none"> <li>Individual work space</li> <li>Individual use items                             <ul style="list-style-type: none"> <li>(i.e. keyboard, tablets, chairs, desks, tools, other applicable equipment)</li> </ul> </li> <li>Shared equipment or tools:                             <ul style="list-style-type: none"> <li>(i.e. Fall protection equipment, maintenance tools, applicable vehicles)</li> </ul> </li> <li>Common use areas visited by COVID-19 case, such as:                             <ul style="list-style-type: none"> <li>Offices, bathrooms, tables, chairs, laptops, break areas.</li> </ul> </li> </ul> The following elements will be replaced: <ul style="list-style-type: none"> <li>HVAC filter for single unit in use of the work area (when applicable)</li> <li>Any fabric equipment should be laundered or otherwise disposed.</li> <li>Electronics should be cleaned in a manner as directed by the manufacturer</li> </ul>
HOW	<ol style="list-style-type: none"> <li>1. Wear appropriate personal protective equipment                             <ol style="list-style-type: none"> <li>a. Gloves, apron or disposable coverall, face shield or splash resistant safety glasses.</li> </ol> </li> <li>2. If surfaces are dirty, cleaned them using a detergent or soap and water prior to disinfection</li> <li>3. Follow manufacturers recommendations on use for cleaning agents. Use EPA-approved disinfectant agent</li> </ol>

Name of supervisor or person confirming cleaning process has been conducted accordingly:	
Name & Signature:	Date:



## **Addendum C: Multiple COVID-19 Infections and COVID-19 Outbreaks**

### **Multiple COVID-19 Infections**

This section applies if the workplace experiences 3 or more COVID-19 cases within a 14-day period and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 investigation, review and hazard correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.

- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

### **Major COVID-19 Outbreaks**

This section applies if the workplace experiences 20 or more COVID-19 cases within a 30-day period will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 hazard correction**

In addition to the requirements above, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation

system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.

- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

## Addendum D: COVID-19 Screening Questions

1. Have you or anyone in your household experienced any of the following in the past 48 hrs.? Fever (100.4 or greater), chills, cough, shortness of breath or difficult breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
  - a. If Yes; They are not allowed to enter facility, please have them contact HR
  - b. If No; Proceed to Question 2
  
2. Within the past 10 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes or more) with; anyone who is known to have laboratory-confirmed COVID-19 or anyone who has any symptoms consistent with COVID-19?
  - a. If Yes, ask: were you in close contact with the individual two days prior to symptom onset or later, or if they were asymptomatic, two days prior to COVID test or later?
    - i. If yes, they are not allowed to enter the facility, please have them contact HR
    - ii. If no, proceed to question 3
  - b. If No; Proceed to Question 3
  
3. Are you currently waiting on the results of a COVID-19 test other than a routine surveillance test conducted by WCPA?
  - a. If Yes; They are not allowed to enter facility, please have them contact HR
  - b. If No; Proceed to Question 4
  
4. Have you traveled outside of the U.S.A or flown commercially within the last 10 days?
  - a. If Yes; ask, have you been tested for COVID-19 after the travel?
    - i. If Yes; were the results negative
      1. If Yes; They may enter
      2. If No; They are not allowed to enter facility, please have them contact HR
  - b. If No; They may enter

### Addendum E: Program Evaluation Checklist

This checklist supports the program evaluations conducted every two weeks by the site to confirm compliance.

<b>Written Program</b>		
The site has implemented the COVID 19 Prevention Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Program is evaluated on a regular basis for compliance. If deficiencies are identified, they are documented accordingly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Has site evaluated local requirements or guidelines to ensure compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Work Area Risk Assessments</b>		
Frequent workplace evaluations are conducted and documented at a minimum of every two weeks.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Work area and vulnerable staff risk assessments have been performed and documented accordingly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Training and Instruction</b>		
Training has been provided to all employees at the site, and it has been documented accordingly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
COVID-19 training included all required information	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Have job task specific procedures been provided to employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Investigation of Cases</b>		
Site has an established procedure in place for investigation of positive cases in the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
An isolation area is readily accessible and properly supported.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
For situations involving a positive case, the site has performed and documented deep cleaning protocols accordingly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Individual Control Measures and Screening &amp; Physical Distancing – Addendum A</b>		
Site observes physical distancing requirement of 6 feet.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>

Site follows guideline for physical distancing in common use areas and shared vehicles as outlined in Physical Distancing Guideline.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
A process to manage entry for visitors, contractors and/or customers to the location has been established.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Approved signage is posted in required areas (common use areas, bathrooms, breakrooms, near sinks)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
The site has developed and established effective protocols for the screening process, and those conducting the screening.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
The site follows workplace face covering requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Site follows guideline for physical distancing in common use areas and shared vehicles as outlined in Physical Distancing Guideline.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Break Rooms</b>		
Break rooms have been rearranged to ensure appropriate physical distancing.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Physical distancing of at least 6 ft separation between appliances and vending machines, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Cleaning & disinfection procedures have been developed for break rooms.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Cleaning and Disinfecting</b>		
An established schedule to clean and disinfect <u>all</u> common surfaces and objects in the workplace has been established.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
The use of disinfectants and hand sanitizers is done in accordance with company guidelines and recommendations from EPA.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
Sanitary facilities (restrooms and handwashing stations) are equipped with soap and hand sanitizer.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
The use of MERV 13 filtration or greater is in place, and a filter exchange schedule is followed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Person Completing Program Evaluation:</b>	<b>Date of Evaluation:</b>	