Worksite Specific COVID-19 Prevention Plan - County of Ventura, State of California

Business Name: Grace Brethren Jr-Sr High School	**Business Sector: Education**	**Person Responsible for Implementing Plan: Marc Koster**	
COVID-19 General Checklist for Grace Brethren Jr-Sr High School	**Procedure** (write a short statement on how you will address the checklist item)	**Frequency** (hourly, daily, etc…)	**Resources Needed** (gloves, signage, barriers etc…)
1. Promote Healthy Hygiene Practices			
1	Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.	Teachers, staff and students will be taught proper hygiene with the proper washing of hands, avoiding contact with your face and covering your face properly when you sneeze or cough.	Daily	Proper signs throughout campus and training procedures
2	Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.	Every time students enter the classroom they will sanitize their hands. Everytime they use the restroom they will be expected to wash their hands. All classrooms have hand sanitizer.	Frequently	Hand sanitizer in each classroom.
3	Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.	Proper signs outlining the correct procedures to wash hands will be in every classroom and restroom.	Daily	Proper signs in all classrooms and restrooms.
4	Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.	Staff will wash their hands to model proper procedures.	Daily	
5	Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.	Appropriate hand sanitizers will be available in all classrooms for student use.	Daily	Ensure facilities director has CDC approved hand sanitizer.
6	Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.	Facilities staff will ensure that all supplies are properly stocked and ordered to ensure healthy practices.	As needed	Ensure supply chain and preparedness
2. Face Coverings			

1	Teach and reinforce use of face coverings, or in limited instances, face shields. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.	Training will take place for teachers and students on the proper use of a face covering at the start of the year with documentation but also in person training. Signs will be posted on campus to remind staff and students on proper use of face coverings. Part of the training will explain when staff may wear a face shield for pedagogical reasons and when students may be exempt for medical reasons.	Staff Development	Signs about facial covers around campus
2	Student requirements for face coverings will be outlined to all families.	All students will be required to wear a face covering when on the school campus. The school will distribute cloth face coverings to all students and will have a back up supply of additional face coverings for all students.	Daily	Cloth face coverings and disposible face masks
3	In order to comply with this guidance, schools must 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. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.	Students and all adults will not be allowed to enter campus unless they have a face covering. We will have extra face coverings on campus in case a student forgets theirs at home or they require a fresh face covering.	Weekly	Have additional face coverings available on campus
4	All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.	All staff will wear face coverings in accordance with CDPH guidelines while on campus.	Daily	
3. Teacher and Staff Safety				
1	Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults	Part of teacher and staff training will be about maintaing proper social distancing while on campus to reduce transmission.	As Needed	
2	Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.	Staff meetings and professional development training will take place in the MPR to allow for social distancing or remotely via Zoom.	Weekly	
3	Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.	The teachers' lounge will have several of its chairs removed to limit the number of staff in the break room at the same time. Teachers will be encouraged to eat in their classrooms or outside to limit congregation.	Daily	
4	Implement procedures for daily symptom monitoring for staff.	Staff will go through a daily health screening including taking their temperature. Staff will also be asked to self screen at home prior to arriving to campus. All staff will enter through the front office.	Daily	
4. Intensify Cleaning, Disinfection and Ventilation				

1	Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.	Drinking fountains have been capped but the touchless water bottle refill stations are still open. Students and staff are encouraged to use those.	Daily	
2	Staff should clean and disinfect frequently-touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff.	Teachers will disinfect frequently touched surfaces in the classroom each time students leave the classroom. Frequently touched surfaces would include but not be limited to door handles, chairs, desks, light switches. Custodial staff will be responsible for disinfecting all common areas each time students leave the area (lunch tables, bathrooms, sinks and exterior door handles).	Daily	Create schedule for custodial staff
3	Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.	Classroom supplies will not be shared but will instead be used individually by students.	Daily	
4	When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.	All purchased cleaning products will be from the approved list from the EPA.	As Needed	Provide list of EPA approved products to facilities manager.
5	Ensure safe and correct application of disinfectant and keep products away from students.	Products kept in the classroom will be kept away from students and will only be used as directed.	Daily	Ensure adequate classroom supplies
6	Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.	Teachers will be encouraged to open their windows and doors to allow ventilation as much as possible. Facilities staff will ensure that air filters are regularly checked to ensure optimal air quality	As Needed	Create an air filter checklist
5. Implement Distancing In and Out of the Classroom				
1	Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.	Students will be admitted through one of two different entry points. While waiting to for their health screening students will be socially distanced. Upon exit students will be monitored and asked to stand with adequate space between them and others as they wait for their ride to	Daily	
2	Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families. Designate routes for entry and exit, using as many entrances as feasible.	Parents will have from 7:30 AM - 8:00 AM to drop their students off in the morning. There will be three separate entrances to ease congestion and congregation.	Daily	
3	Implement health screenings of students and staff upon arrival at school	All students will be health screened and have their temperature taken before they can enter campus. Students with a temperature above 99.5 with a no-touch thermometer will not be allowed on campus.	Daily	
4	To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.	Only half of student body will be on campus at any given time, less than 200 students. Classrooms will be half filled. Students will remain with grade level whenever practicable. Clear seating charts will be used to allow for more effective contact tracing.	Daily	

5	Prioritize the use and maximization of outdoor space for activities where practicable.	Teachers will be allowed to do activities outdoors when practical.	Daily	
6	Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.	The majority of classrooms are by specific grade levels. When classes have multiple grade levels, seating charts will be used to group students by grade level.	Daily	
7	Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.	All student desks are 6 feet away from where the teacher will provide instruction. Student desks are spaced out 6 feet apart. Student desks all face forward to minimize face to face contact between students.	Daily	
8	Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.	Extra furniture has been removed from the classroom to help maintain student separation.	As needed	
9	Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.	Staff will develop classroom procedures to minimize student movement and maximize spacing within the classroom and outdoor spaces.	As needed	
10	Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.	Band and choir will only practice outdoor, 6" apart, with proper PPE.		Ensure necessary art supplies for fall
11	Implement procedures for turning in assignments to minimize contact.	Teachers will develop procedures for students to turn in assignments to minimize contact and close proximity.	As needed	
12	Limit nonessential visitors, volunteers and activities involving other groups at the same time.	Parents and other visitors will not be allowed on campus without appoint in order to limit the number of adults on campus.	Daily	
13	Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.	Communal activities will be limited or banned entirely if possible. All communal spaces such as lunch tables will be disinfected after each use.	Daily	
14	Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider partday instruction outside.	Teachers will be allowed to use outdoor spaces for classroom instruction when practical.	Daily	
15	Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.	There will be two entrances besides the front office where students will enter campus. Once on campus, student movement will be limited to eliminate congregation and promote distancing. All hallways are outdoors which allows for increased distancing and safety as students move across campus. Locker use will be eliminated.	Daily	

16	Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.	All student meals will be eaten outdoors or in a classroom whie maintaining a 6" distance from others. Students eating outside will do so while social distancing. All food served is prepackaged before it arrives on our campus. Lunch staff will wear gloves and face coverings when passing out meals.	Daily	
17	Consider holding recess activities in separated areas designated by class.	N/A	Daily	
7. Limit Sharing				
1	Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.	Each students belongings will only be used by them and will be kept separated.	Daily	Include in regular communication to staff and parents
2	Ensure 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.	Each student will have their own classroom supplies that will be kept at their desk and not shared with other students.	Daily	
3	Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.	Teachers will limit the amount of sharing that takes place within the classroom for learning aids and electronic devices. However, when items must be shared they will be disinfected after each use.	Daily	
8. Train all Staff and Educate Families				
1	Train all staff on procedures and protocols for safely reopening school	All staff will be given the school prevention plan. Staff development time will be utilized to go over it in detail. Special attention will be paid to sanitation practices, physical distancing guidelines, proper use of face coverings, screening practices, how COVID-19 is spread, symptom identification, preventing spread and procedures for if a student or staff member has symptoms or tests positive for COVID-19.	As needed	Provide all relevant documents to staff
2	Educate families on reopening plans	All families will be given access to the schools reopening plans through the schools website. Special attention will be paid to sanitation practices, physical distancing guidelines, proper use of face coverings, screening practices, how COVID-19 is spread, symptom identification, preventing spread and procedures for is a student or staff member has symptoms or tests positive for COVID-19.	As needed	Publish all relevant documents and FAQ page on the school website for all families to access.
9. Check for Signs and Symptoms				

1	Prevent discrimination against students who were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.	The school will maintain proper HIPAA protocols to protect student and staff identity and maintain confidentiality. The teachers and staff will also educate students on the need to care for all students to prevent discrimination.	Daily	
2	Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.	It will be communicated weekly in the all school communication from the Principal that staff and students who have symptoms or have recently been in contact with COVID-19 are to stay home. Students that are not able to be on campus will be provided the instructional resources necessary to continue in the educational process. Students and staff will not suffer consequennces for missing school for COVID-19 related reasons.	Weekly	Include in all parent communication
3	Implement screening and other procedures for all staff and students entering the facility. Conduct visual wellness checks of all students. If checking termperatures, use a no-touch thermometer. Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms	All staff and students will be health screened upon entering campus. They will answer questions related to COVID symptoms, contact with COVID and if they have tested positive for COVID. Every student will also have their temperature taken. The school has purchased several no-touch thermometers to ensure adequate coverage. The staff conducting the screening will also conduct visual wellness checks of students as they arrive.	Daily	
4	Make available and encourage the use of hand-washing stations or hand sanitizer	Students will be required to use hand sanitizer upon entering the classroom. Hand sanitizer will also be around campus.	Daily	Ensure a supply of soap and hand sanitizer is available at all times.
5	Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.	The principal's office through his assistant will take the primary responsibility of tracking possible exposures and notifying health officials of any exposure. The school will maintain confidentiality in all communication.	As needed	Provide list of contacts for staff
6	If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.	If a student is exhibiting COVID-like symptoms they will immediately be brought to the front office and isolated to prevent possible spread. Their parents will be notified and their health history will be examined to look for possible allergies that may cause the symptoms.	As needed	
7	Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 99.5 degrees or higher with a no-touch thermometer , cough or other COVID-19 symptoms.	Staff and students will be monitored throughout the day and anyone with a fever over 99.5 with a no-touch thermometer, cough, or other COVID-19 symptoms will be sent home.	Daily	
8	Policies should not penalize students and families for missing class	Students will not be penalized from missing class. They will have full access to all the curriculum through Google Classroom if they are not in school. Great care will be given to assist and accomodate students through this time.	As Needed	

10. Plan for When a Staff Member, Child or Visitor Becomes Sick				
1	Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.	The school has established a space within the front office that is designated as an isolation room if anyone is exhibiting symptoms of COVID-19.	As needed	Ensure proper signs posted and staff are made aware.
2	Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.	All staff and students will already be wearing face coverings while on campus.	As needed	
3	Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms	Parents/guardians will be immediately contacted if a student has exhibited symptoms of COVID-19. They will be required to provide safe transportation home or to a healthcare facility. If there is a serious injury or illness the school will call 9-1-1.	As needed	
4	Notify local health officials immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.	The school will notify the proper local health officials any time there is a positive case on campus. The school will also notify the families within the cohort of possible exposure.	As needed	
5	Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.	All sick staff members and students will be notified of CDC criteria to discontinue home isolation and return to campus. One must be fever free for three days with no symptoms and at least 10 days since symptoms first appeared.	As needed	Generate communication to remind families and staff of CDC criteria for return.
6	Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.	When students are out of the class they will be able to join their class via Zoom. Students will also have access to a weekly tutoring session via Zoom with their instructor to go over any material they may have questions about.	Daily	
7	Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit coffering distances learning.	For families that need to remain in distance learning due to unique circumstances may meet with administration to develop a plan for their student to continue to receive a Grace Brethren education.	As needed	
8	Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.	The school will follow the necessary process and protocols in the event of an outbreak which would include the possibility of shutting down mulitple cohorts or the entire school. In such a situation, remote learning will be implemented for the impacted students.	As needed	
9	Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.	The school prevention plan will be investigated any time there is a COVID-19 illness to ensure that no work related factors contributed to the infection.	As needed	

10	Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.	All protocols will be regularly updated and examined to ensure they are up to date.	Weekly	
11. Maintain Healthy Operations				
1	Monitor staff absenteeism and have a roster of trained back-up staff where available	The school will rely on current support staff and administration to fill in once the current sub pool is exhausted.	As needed	
2	Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed	The school will keep track of student illnesses and adjust any protocols and procedures as needed to respond.	As needed	
3	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.	The Dean of Student Life will be the liaison for both staff and public health officials. They will maintain documentation on potential exposures and will notify necessary parties with coordination of the principal.	As needed	
4	Maintain communication systems that allow staff and families to selfreport 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.	Our school operating system allows us to easily communicate with families as needed. All communication will maintain strict confidentiality as required by FERPA.	As needed	
5	Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.	All sick staff members and students will be notified of CDC criteria to discontinue home isolation and return to campus. One must be fever free for three days with no symptoms and at least 10 days since symptoms first appeared.	As needed	Generate communication to remind families and staff of CDC criteria for return.
6	Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.	The school will routinely check in with the VCPH department to ensure that our protocols are up to date.	Weekly	Create a schedule for staff to be tested
12. Considerations for Reopening and Partial or Total Closures				
1	Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.	Our designated Liaison and Principal will check daily for updates on both the VCPH and CDPH websites	Daily	
2	In consultation with the local public health department, the appropriate school official should ensure cleaning and quarantine of exposed persons and whether any additional intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.	The school will ensure proper isolation of infection as well as disinfecting all possible areas of exposure. The school liaison officer will coordinate with the Principal and local public health officer to determine any additional steps required.	As needed	

3	Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait for at least two hours and as long as possible.	School personnel will ensure proper cleaning and disinfecting of all necessary areas. The school will trace any additional movement of the student throughout the day to ensure all possible areas are cleaned. All proper PPE and procedures will be followed	As needed	
4	Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.	All impacted families and staff will receive communication about potential exposure of their student while maintaining confidentiality.	As needed	
5	When there is an individual with a confirmed COVID-19 test, coordinate with VCPH to determine who should be considered as a close contact. A close contact is someone who was within 6 feet of an individual for a sustained period of time (10-30 minutes).	When an individual on campus tests positive for COVID-19 the school will identify all staff and students who are considered to be close contact. This would include any adult who was in the classroom space with them or within 6 feet of the infected person for 15 minutes or more.		
6	Staff that are identified as a close contact of a confirmed COVID-19 will be referred for testing.	Any staff member that is identified as close contact will be referred to their health care provider for testing.		
7	Students who remained with the same cohort of individuals, the teacher and students in the classroom with the individual who was confirmed as being positive for COVID-19 should be considered contacts. Close friends with significant contact outside of the class should also be treated similarly. The students should be referred for testing.	Students that do not have a usual source of care will be coordinated with the VCPH PHN to arrange for same day testing through the PHL by contacting 805-981-5101.		
8	Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.	All applicable labor laws and information for our staff will be posted in public spaces for staff and communicated through Human Resources as applicable.		
9	Develop a plan for continuity of education	All of our classrooms will be ready to switch over to a remote learning platform with little warning.		
10	Maintain regular communications with the local public health department	Our designated Liaison and Principal will check daily for updates on both the VCPH and CDPH websites as well as ensure an open line of communication with VCPH.		
This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.				

Signature: **Date:**