

Exceptional Children's Foundation

**Kayne Eras
COVID-19 Safety Plan**



Exceptional Children's Foundation

Message from the Director

Thank you to each and every staff member at the ECF Kayne Eras School who are making sure teaching and learning continues during the global pandemic. Thank you to our parents and families for partnering with us to meet the needs of our students. Three documents (*ECF COVID-19 Prevention Program, Kayne Eras Safety Plan, COVID-19 School Guidance Checklist*) on our school website serve as the ECF Kayne Eras COVID-19 Safety Plan. These documents include all the COVID-19 related safety measures implemented by the school. All implementations are in accordance with the California Department of Public Health's COVID-19 School Guidance Checklist and the Cal/OSHA COVID-19 Prevention Program. Student and staff safety remain our top priority during the pandemic period. We believe our concern for student and staff safety has protected many during this pandemic. Furthermore, we remain dedicated to serving the educational needs of all Kayne Eras students. At the end of this unprecedented time the entire ECF Kayne Eras community will be stronger and more resilient than ever before.

George Woods

Director of School Program
ECF Kayne Eras School

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The purpose of this COVID19 Safety Plan is to identify and communicate ECF Kayne Eras' plan for protecting the health of all employees, students and visitors to our school. This plan is effective immediately in response to guidance and regulations put in place by the The Center for Disease Control, California Department of Public Health and County of Los Angeles Department of Public Health.

The ECF Kayne Eras School continues to be dedicated to ensuring the health and safety of students, families, faculty, and staff. In an ongoing effort to create a safe work environment for all staff, each staff member is required to participate in our *COVID-19 Prevention Program Training*. Onsite temperature checks and screenings will also be performed when students report to school and staff report to work.

Face Coverings and PPE

Employees must wear face protection at all times when near others in the work place. Unless medically exempt (document health issue) or if an employee is working alone in a building, eating or drinking at six feet away from others, or works alone in a separate area/office away from others, she/he does not need to wear a face covering, but one should be available.

- Reusable cloth face masks will be provided, and the expectation is for daily wear.
- Masks must be worn covering the nose and mouth.
- Gloves, masks, and shields which comply with CDPH and LACDPH guidance and/or recommendations, will be provided as needed. Additional protections, based on the potential for increased exposure will also be provided.
- Plexiglass partitions and barriers are installed at the front lobby of the school, and offices where face-to-face interaction with the public occurs.

Hygiene Practice

- All persons will maintain at least six (6) feet of spacing (social distancing), as practicable.
- Mandated ongoing trainings on Coronavirus will be completed by all employees.
- All staff, students, and parents will be provided with information regarding proper hygiene procedures pertaining to COVID-19 transmission including:
 - Washing hands regularly with soap and water for at least 20 seconds
 - Using hand sanitizer if soap and water are not regularly available
 - Covering mouths during coughs or sneezes
 - Wearing face coverings - nose and mouth covered
 - Social distancing at a minimum of six feet
 - Not touching faces or eyes

Visitors

For additional safety, all visitors must comply with our visitor screening policy. Body temperature will be taken in accordance with the CDPH guidance, and if temperatures are elevated, 100 °F or higher, or if visitors answer “yes” to any of the screening questions on the document, they will not be allowed on the site.

The school site will restrict non-essential visitors, volunteers, and activities involving other groups.

All visitors must wear face coverings at all times while in the school. This applies to all adults and to children 2 years of age and older. If visitors arrive without a face covering, one will be made available to them.

All visitors must adhere to the 6 feet social distancing requirement.

Screening Questions

Name:	
Student's Name:	
1	Are you experiencing any symptoms such as current or recent fever (100 °F or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastro-intestinal illness? Fever Chills Shortness of Breath Difficulty Breathing I have NOT had any of the above
2	Are you living with, or have you been in close contact* with anyone, such as a family member, who is experiencing symptoms, or have been diagnosed with COVID-19? Yes No
3	Have you traveled outside of the continental United States within the past 14 days? Yes No

* Close contact is defined as a person who is less than 6 feet from a case for 15 minutes or more.

Cleaning and Disinfecting

Disinfectant and related supplies are available to employees in their immediate work areas.

Hand sanitizer is available in bottles throughout the building, including in every classroom.

Employees are offered frequent opportunities to wash their hands. Soap and water are available to all employees.

Common and other high touch areas are frequently disinfected. Cleaning products that are effective against COVID-19 are used.

The school site HVAC system is in good working order meets guidelines.

Signage

Signage has been posted throughout the school sites with reminders of the following:

Physical distancing at a minimum of six feet

Designated entrances and exits

Use of face coverings

The importance of hand washing

Academic Programs

A quality academic instruction and a commitment to student success continues to be a focus for the ECF Kayne Eras' educational program. The needs of our students and families vary, which is why we have provided options that will allow parents to make the best choice for their child(ren).

Distance Learning Program

- Students engaged in rigorous virtual learning
- Rigorous standards based curriculum
- Synchronous and asynchronous learning periods
- Attendance taken daily

Hybrid Learning Program

- Student Cohorts to alleviate cross socializing
- Rigorous standards based curriculum
- Students participate in online and in person instruction
- Learning schedule is teacher designed to meet student needs
- Attendance taken daily

Related Services

All related services are delivered via virtual platform and in compliance to each student's IEP

Home and School arrival protocols

Screening at home:

Families are asked to take temperatures daily before their student(s) go to school. Anyone with a fever of 100° F or higher will not be allowed to physically go to the school site.

Families will complete a COVID-19 written screening that will be required before students enter the school bus or van.

Staff members are required to self complete a daily COVID-19 self-assessment prior to coming to work. If staff members are experiencing symptoms, they should stay home and contact Human Resources.

Arriving at school:

Students and staff members will be required to wear face coverings.

Parents and visitors will have limited access to the school campus.

The school will designate routes for entry and exit in order to limit direct contact with others.

Non contact thermometers will be used at school entrances along with routine daily screenings.

The school building will have signage through-out building to remind students and staff about social distancing, hand washing, and spreading germs.

ECF Kayne Eras is stocked with Personal Protective Equipment, such as masks, gloves, face shields, plexiglass partitions, hand sanitizers, etc.

On Campus and In the Classroom

The Department of Public Health states that social distancing will limit the spread of the virus. ECF Kayne Eras will adhere to the following strategies to maintain social distancing as much as possible

- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
- Group activities will be limited and/or resume via virtual platforms wherever practicable (i.e. assemblies, award ceremonies, enrichment activities).
- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Student desks will be arranged to maximize space allowing for 3-6 feet distancing.
- Routes will be designated for entry and exit to lunch, recess and other transition times, as feasible.
- Staff is asked to practice social distancing, including, but not limited to, the following:
 - When working indoors or outdoor areas
 - Before and after the work shift
 - Coming and going from vehicles
 - Entering, working, and exiting physical the building
 - During breaks and lunch periods
- The school will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Students will be encouraged to bring refillable water bottles as water fountains will not be in use.

Transportation

Students and staff will sanitize their hands upon entering the bus using the supplied hand sanitizer.

All drivers, school staff and students will be required to wear masks unless exempt due to a noted medical condition(s).

Buses and vans will have a supply of face masks to pass out to students in the event that a student does not have an appropriate covering.

Buses and vans will be sanitized between routes, and disinfected twice daily.

Buses and vans transport students at 50% capacity and with students maintaining social distancing.

Students will board the bus from back to the front to limit passing by other students.

Students will exit the bus from front to back whenever possible to limit passing by another students.

Addressing Possible Positive COVID-19 Cases

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> • Send home • Recommend testing (if positive, see #3, if negative, see #4) • School/classroom remain open 	No action needed
2	Close contact* with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home with direction to follow up with a medical professional • Recommend testing • School/classroom remain open after sanitization 	Consider school community notification of a known contact
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts*, cohort**, and recommend medical follow up • Recommend testing of contacts • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	School community notification of a known case
4	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	Consider school community notification if prior awareness of testing

*Contact is defined as a person who is less than 6 feet from a case for 15 minutes or more. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors. **A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts

ECF Kayne Eras will have designated health isolation rooms or areas for staff or students who display symptoms of COVID-19.

Parents or guardians will be called to pick up students as soon as possible.

Isolation rooms or areas will be disinfected after each individual use.

Website Resources

Center for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

California Department of Public Health

<https://www.cdph.ca.gov>

Los Angeles County Department of Public Health

<http://publichealth.lacounty.gov/index.htm>

**Exceptional Children's Foundation
COVID-19 Prevention Program**

***Addendum to
Exceptional Children's Foundation
Injury and Illness Prevention Program***



Exceptional Children's Foundation

Insperty's Safety Services are provided to help reduce workplace injuries and illnesses to worksite employees. But only your company controls its worksite safety and operations. For that reason, your company remains solely responsible for compliance with all health and safety Laws applicable to your worksites and motor vehicles. Our Safety Services Consultants' knowledge of workplace standards and best practices may aid your company's efforts to meet its responsibility to provide a safe workplace, but any reference to those standards or any support we provide to your company does not alter the allocation of responsibilities in our Client Service Agreement

Policy Statement

Exceptional Children's Foundation is committed to ensuring that our worksites, employees, subcontractors, and vendors are prepared for and in compliance with the Centers for Disease Control and Prevention (CDC), the California Division of Occupational Safety and Health (California/OSHA), and local, state, and federal guidance regarding COVID-19. Our leadership team fully supports this global effort. The health and safety of our employees is the paramount concern for our company.

This plan is developed in accordance with the guidelines outlined by the CDC and California/OSHA, as well as ECF's Injury Illness Prevention Program (IIPP), ECF's Infectious Disease Control policy, in addition to state and local guidelines and best practices.

COVID-19 Overview

COVID-19 is an infectious disease that can be spread through the air when an infected person talks, sneezes, coughs, or exhales. Particles containing the virus can travel more than six feet, especially indoors. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although this is less common.

An infectious person may have no symptoms.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Tiredness
- Coughing
- Fever
- Sore Muscles
- New Loss of Smell or Taste
- Aches and Pains
- Nasal Congestion
- Runny Nose
- Sore Throat
- Nausea or Vomiting
- Diarrhea, and
- Shortness of Breath or Difficulty Breathing

Evaluation of COVID-19 Hazards

ECF will conduct an evaluation of the workplace to identify and evaluate COVID-19 hazards. Employees and authorized employee representatives shall be allowed to participate in this evaluation.

This evaluation will include identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Further, this evaluation will include identification of all places and times when employees may congregate or come in contact with one another.

ECF will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the Company's policies and procedures.

Roles and Responsibilities

ECF's team members all share unique roles and responsibilities within our company, many of these responsibilities are outlined in ECF's IIPP manual. COVID-19 presents a need for these roles and responsibilities to grow to enact both our safety protocols and our business continuity response plan.

Below is a general guideline of Roles and Responsibilities. ECF will train all employees on their roles and responsibility with regards to this plan. Managers and supervisors are familiar with this plan and are prepared to answer any questions.

Roles and Responsibilities (continued)

Manager/Supervisor Roles

- Responsible for overall implementation and enforcement of this plan.
- Responsible for job site compliance and work health and safety.
- Ensuring proper required signage is current and properly posted.
- Monitoring compliance with the 6-foot social distancing protocols.
- Ensuring workers that must work within 6 feet of each other are properly protected.
- Enforcing the face covering requirement.
- Coordinating facility operations related to COVID-19 response among responsible staff, subcontractors, customers, etc.
- Responsible for ensuring proper training of ECF employees.
- Enforcing rules including re-training and potential discipline for safety policy violations.
- Ensuring tenants and subcontractors incorporate COVID-19 safety protocols.
- Ensuring any changes to ECF's COVID-19 response or procedures, will be communicated to the team.

Team Member Roles

- Help minimize the spread of COVID-19.
- Participate in and understand Response Plan.
- Practice good hygiene.
- Immediately report sickness or potential sickness to supervision.
- Immediately report possible COVID-19 hazards in the workplace.
- Support and emphasize social distancing practices.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should notify Exceptional Children's Foundation (**Training Manager, Teresa Morrissey contact at (310) 773-9342 or tmorrissey@ecf.net**) of such condition. ECF will work with the employee to determine if accommodations are feasible.

Operation Best Practices

1. Facility access will be limited to employees, customers, and the customer's immediate family. No guests.
2. Employees should wash hands or use hand sanitizer upon arrival at facility.
3. Gates or doors that require PIN code or card reader should remain open during normal business hours.
4. Social distancing is required in areas where crowds normally gather (restroom, break room, etc.).
5. Avoid shared use of phones, desks, radios, tools, etc.
6. Leave windows open to increase ventilation providing conditions are safe and secure.
7. Encourage payment via credit/debit card.
8. Common areas will be sanitized daily (restrooms, etc.).
9. Employees will be provided disinfectant or sanitizing wipes to clean their workspace, equipment, and tools daily.

Employee Screening

Employees should evaluate their own symptoms before reporting to work each day.

ECF will utilize worksite entry temperature screening guidelines in accordance to any and all applicable local, state, or federally approved procedures. Extreme care will be taken to keep employees' personal information private to avoid evaluation/classification of illness by those who are not qualified.

Exceptional Children's Foundation has implemented a program that allows for and encourages proper social distancing, and protection of those performing temperature scanning. Any individual tasked with performing scanning operations will be properly trained and will be required to wear a face covering while performing the screening. Non-contact thermometers will be used.

Employees will be required to wear a face covering while being screened.

The safety and health of employees requires participation of all employees, without fear of reprisal.

Exceptional Children's Foundation asks employees to report COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace.

Confirmed or Probable Case of COVID-19 Case

Exceptional Children's Foundation will follow this four-step plan when addressing a confirmed or probable case of COVID-19 case in the workplace:

1. Isolate/Quarantine Confirmed Employees

The employee should remain at home until cleared to return to work.

2. Address And Isolate Employees Working Near An Infected Co-Worker

When engaging in contact tracing, the employee will be asked to identify all individuals with whom they worked in close proximity (less than six feet away for 15 cumulative minutes or more) starting 48-hours before the onset of symptoms.

All employees who had close contact with the infected employee will be sent home for 10 days after last exposure, or per CDHP/local public health department guidance, to ensure the infection does not spread. While quarantined, those employees should self-monitor for symptoms/emergency warning signs (check temperature twice a day, watch for fever, cough, or shortness of breath), avoid contact with high-risk individuals, and follow CDC guidance if symptoms develop. ECF will inform employees that are self-isolating, of the terms and conditions for returning to work. ECF will rely on CDC and state and federal health guidelines on employees returning to work.

3. Clean and Disinfect the Workplace

After a confirmed or probable COVID-19 case, ECF will follow the CDC and California guidelines for cleaning and disinfecting the workplace. These guidelines include:

- Closing off areas where the person who is a probable or confirmed case of COVID-19 worked, and if possible, opening outside doors and windows and using ventilation fans to increase air circulation in the area.
- Waiting as long as practical, a minimum of 24 hours, whenever possible, before beginning cleaning and disinfection.
- Cleaning staff shall clean and disinfect all areas such as offices, bathrooms, and common areas used by the employee.

Confirmed or Probable Case of COVID-19 Case (continued)

4. Notify Employees

Following a confirmed or probable COVID-19 case, ECF will notify all employees, visitors, clients, and all others, who may have had COVID-19 exposure within one business day. This will be done without revealing any confidential medical information such as the name of the employee, unless the employee has signed an authorization to disclose their diagnosis. ECF will inform employees of the actions it has taken, including requiring employees who had close contact with the worker to go home, sanitizing and cleaning efforts and remind employees to seek medical attention if they exhibit symptoms/emergency warning signs.

COVID-19 testing will be offered at no cost during working hours to all employees who had potential COVID-19 exposure in the workplace. Employees shall be paid during the time spent testing.

For employees excluded from work because of exposure to COVID-19 in the workplace, ECF will continue and maintain the employee's earnings for up to 14 days, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Any leave, whether paid or unpaid, will run concurrently with all other leave provided under the Company's policy or provided by local, state or federal law.

After any and all positive workplace cases, ECF will investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could have been done to reduce exposure to COVID-19 hazards.

Return to Work Criteria

A COVID-19 case with COVID-19 symptoms will not be permitted to return to work until:

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed symptoms will not be permitted to return to work until a minimum of 14 days have passed since the date of specimen collection of their first positive COVID-19 test.

Note: Return to Work guidance issued by the California Department of Public Health (CDHP) or the local public health department in the location in which the employer is located, differs from the information on this list, the CDHP and/or the local public health department guidance will prevail.

Training Requirements

Exceptional Children’s Foundation will train employees on the potential hazards of COVID-19 and will utilize CDC guidelines as a baseline for meeting this training requirement.

Employees will be trained and provided instruction on the ECF’s COVID-19 policies and procedures to protect employees from COVID-19 hazards.

Employees will be trained and provided instruction on COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

All training shall be performed by a competent person and documented.

Exceptional Children’s Foundation employees and those working on Exceptional Children’s Foundation property must be properly trained in the following categories when required based on exposure assessment, California/OSHA regulation, and/or CDC guideline:

- Respiratory Protection
- Bloodborne Pathogens
- Hygiene (i.e. proper handwashing)
- Sanitation
- SDS Sheet & Product Data
- Avoiding Close Contact with Sick Persons
- Avoid Touching Eyes, Nose and Mouth with Unwashed Hands
- Avoid Sharing Personal Items with Co-Workers
- Emergency Procedures
- PPE
- Hand Hygiene
- Cough & Sneeze Etiquette

Physical Distancing

Physical distancing shall be practiced in accordance with

Exceptional Children’s Foundation, CDC, and California/OSHA guidelines. Below is a summary of guidelines:

- All employees must be separated from other persons by at least six feet, except where six feet of separation is not possible;
- In the event a work task requires working within 6 feet of other workers, employees shall observe and utilize proper PPE requirements.
- Start times will be staggered as necessary.
- Interactions between employees and those outside ECF will be limited.
- Work processes or procedures will be adjusted, when possible.
- Implementing employee screening checks is not in lieu of social distancing. Screening checks should not give a false sense of security on social distancing. It is possible for a person to have COVID-19 and be asymptomatic or not presenting any obvious symptoms.

Face Coverings

Face coverings shall be provided to employees. Employees must wear face coverings over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and when required by orders from the California Department of Health or local health department. Face shields are not a replacement for face coverings but may be worn together for additional protections.

The following are exceptions to the face coverings requirement:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
- Specific tasks which cannot feasibly be performed with a face covering.

Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

Personal Protective Equipment

Teams should have reviewed required and necessary PPE for each task and will ensure that workers are properly trained to utilize applicable PPE. OSHA's standard on PPE shall be followed at all times.

Eye Protection

Employees must use appropriate eye and/or face protection to prevent contact with airborne COVID-19 particles. I don't think the rest of this applies to ECF.

Hand Protection

- Gloves are required to be worn when performing work which may potentially expose the hands' surfaces to COVID-19 or chemicals.
- If applicable, Chemical Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify that PPE gloves should be used.
- ECF will provide disposable gloves for those who need or want to use them while performing job duties.

Cleaning Procedures

Exceptional Children's Foundation will implement increased cleaning and sanitation efforts at all work sites. In the event employees are performing cleaning methods, proper training and protective equipment will be available and must be utilized. Supervisors will review product data (SDS sheets) and train all workers on the product that is being utilized. SDS sheets must always be made available to employee.

It is ECF's expectation that job sites are cleaned on a frequent and consistent basis in a manner appropriate with its exposure. Bathrooms, doors, high use areas, etc. shall be cleaned daily. Workstations shall be cleaned daily or as needed.

High use or communal areas shall be given special attention and identified in site specific programs. Logs shall be kept by facilities management to ensure the program is being executed, these logs shall be reviewed as part of the job site inspection process on a regular basis. If cleaning procedures or practices are found to be inadequate, site supervision shall make immediate adjustments to meet CDC guidelines and/or close the area to workers until it can be properly cleaned.

- Restrooms and break/lunchrooms must be cleaned at least once per day
- Trash cans and debris bins shall be cleaned, sanitized, and emptied as needed but at least daily
- Company vehicles, tools, and equipment shall be cleaned at least daily and before any new user.

ECF will take steps to obtain emergency cleaning services and/or obtain emergency cleaning products in adequate supply to perform site cleaning if a positive COVID-19 case is confirmed at a work site. Extreme care shall be taken to ensure that the products being utilized to disinfect and sanitize an area are designed for COVID-19 and that workers performing the cleaning are adequately protected.

When selecting cleaning products, teams shall reference the approved EPA/CDC list of products prior to utilizing, ensuring that the product is appropriate for the intended surface.

Site Sanitation

Exceptional Children's Foundation has implemented a site sanitation program consistent with California/OSHA and CDC requirements, with an increased focus on worker hygiene and sanitation. ECF will consider the availability of equipment and cleaning products such as hand sanitizer and soap that is essential to employees' maintaining proper hygiene.

If proper sanitation cannot be maintained or if essential products are not available, Exceptional Children's Foundation may reduce, limit, or stagger work activities to ensure sanitation can be obtained.

Employees are encouraged to continuously wash their hands to prevent the spread of COVID-19.

Engineering Controls

Engineering controls help reduce exposure to hazards by isolating employees from the hazards.

Exceptional Children's Foundation has implemented the following engineering controls to increase employee safety, which may include but are not limited to:

- To the extent feasible, increased ventilation in the work environment.
- Providing required PPE for person responsible for temperature taking, for example, staggering employees, wearing appropriate facial coverings, and if contact is required, wearing gloves.
- Limiting interactions between employees and those from outside the organization.

Administrative Controls

Administrative controls require action by both the employee and ECF. These are changes in work policies and procedures to reduce or minimize exposure to COVID-19 in the workplace. These changes are discussed in further detail in this Plan and include, but are not limited to:

- Requiring sick employees to stay at home (or to go home).
- Minimizing contact between employees through social distancing.
- Providing employees with up-to-date education and training on COVID-19 and protective behaviors (e.g., proper hygiene, PPE, and cough etiquette).
- Providing employees with and training employees on proper use of personal protective equipment.
- Requiring regular hand washing and use of hand sanitizer.
- Having staggered start, break and stop times
- Having employees work remotely, as may be possible.

Confidentiality/Privacy

Except for circumstances in which Exceptional Children’s Foundation is legally required to report workplace occurrences of communicable disease, and/or the individual provides a written authorization to disclose his or her diagnosis to coworkers, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

Exceptional Children’s Foundation reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Exceptional Children’s Foundation also reserves the right to inform subcontractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Reporting, Recordkeeping, and Access

This COVID-19 Prevention Program will be available at the workplace to employees, authorized employee representatives, and to representatives of California/OSHA immediately upon request.

Exceptional Children’s Foundation will keep a record of and track all COVID-19 cases with the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test (if applicable). ECF will report information about COVID-19 cases at the workplace, including COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment, whenever required by law. Medical information will be kept confidential as required by law.

Employee Acknowledgment of COVID-19 Prevention Program

In 2020, the novel coronavirus/COVID-19 swept the country, requiring an urgent and extensive public health response, including sometimes lengthy stay-at-home orders imposed by state and local governments. As vaccines and treatments continue to be developed and distributed, Exceptional Children's Foundation remains committed to the health and safety of all employees. Therefore, as the stay-at-home orders are relaxed, and as we return to the workplace, safely working will require a commitment by everyone to new procedures and measures to protect employee health. These measures include those referenced in this Program and also include:

1. If an employee tests positive for COVID-19, he/she will not be permitted to enter the workplace and must seek immediate medical attention. An employee testing positive must stay away from the workplace and self-quarantine for the appropriate period required by public health officials. The results of the test will be kept confidential to the greatest degree possible, except that the results will be provided to appropriate officials or managers of ECF who have a need to know this information and, if legally required, to appropriate public health officials.
2. Coronavirus is spread through close contact. Even as stay-at-home orders are eased, government officials still require social distancing. Employees should maintain a safe distance of at least six feet from one another at all times.
- ~~3.~~ Employees are required to wear a mask at all times, with mouth and nose fully covered.
4. Employees may not congregate in any area. Social distance must be maintained during meetings. If a meeting requires more than 2, additional participants should be allowed the option to participate by telephone/video; or if they choose to participate in person, utilize social distance and implement the usage of barriers to ensure safety. Small groups should use large conference rooms for meetings, whenever possible.
5. Employees should frequently (at least every hour) wash their hands throughout the day for at least 20 seconds each time.
6. ECF will provide hand sanitizing stations at all work sites. Employees should use hand sanitizer after touching surfaces that may have been touched by others, such as doorknobs, handles and countertops.
7. Employees should report to management if they have been in close contact with someone who has been diagnosed with COVID-19 or who is exhibiting symptoms consistent with the virus.
8. Employees should avoid using multi-stall bathrooms when they are already in use. Limit # of persons in multi-stall bathrooms. Using single stall bathrooms, when available, is suggested.
9. Employees should frequently clean and sanitize work stations. Disinfectants and cleaning supplies will be available. Desks, computers, phones, pens and other office equipment must not be shared.
10. To keep the work place safe for everyone, family members are not permitted in the workplace. Employees should limit in-person visits with customers or contractors to the greatest extent. If in-person meetings with a customers or other approved visitors in our workplace cannot be avoided, employees must use social distancing, limit attendance, offer masks to visitors and clean and disinfect meeting areas before and after use.

Employee Acknowledgment	
I understand that the ECF is providing the personal protective equipment (PPE) and other safety measures described above. I agree to use PPE as required and to follow the above procedures to protect my health and the health of others. I understand that failure to do so may result in discipline, up to and including termination of employment. If, at any time, I have any concerns regarding how to work safely and protect my health or the health of others, I will contact a supervisor.	
Sign And Date Form	
Employee Name (Print Clearly)	
Employee Signature	Date Signed (mm/dd/yyyy)

Insperty's Safety Services are provided to help reduce workplace injuries and illnesses to worksite employees. But only your company controls its worksite safety and operations. For that reason, your company remains solely responsible for compliance with all health and safety Laws applicable to your worksites and motor vehicles. Our Safety Services Consultants' knowledge of workplace standards and best practices may aid your company's efforts to meet its responsibility to provide a safe workplace, but any reference to those standards or any support we provide to your company does not alter the allocation of responsibilities in our Client Service Agreement

COVID-19 School Guidance Checklist

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

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. This form is one part of the COVID19 School Safety Plan (CSP). See the Guidance on Schools for additional information on the CSP. For those in the Purple Tier and not yet open but making plans to re-open soon, LEAs must submit their CSP to their local health officer (LHO) and the State Safe Schools for All Team concurrently with posting the CSP to the LEA's website homepage, per the [Guidance on Schools](#), at least 5 days prior to re-opening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in counties with a case rate $\geq 25/100,000$ individuals can submit materials at least 5 days prior to re-opening but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, _____, 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 Cal OSHA 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 concurrently submitted to the local health officer (LHO) and the State School Safety Team.

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

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

Please provide specific information regarding:

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

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

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

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

Face Coverings and Other Essential Protective Gear: How [CDPH's face covering requirements](#) will be satisfied and enforced for staff and students.

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

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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

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

Maximum _____ feet

Minimum _____ feet.

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

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

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

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

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

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

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

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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

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

Date of Submission to Local Health Department: _____.

Note: LEAs intending to re-open K-12 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was published on January 14, 2021. It was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes. It was amended again on April 2, 2021 to reflect revised CDPH K-12 guidance from March 20, 2021 regarding changes to physical distancing guidance and school re-opening criteria.