

Revised COVID-19 Prevention Plan

January 29, 2021

Authority and Responsibility: Jason Gross, Governance Council

Identification, Evaluation and Correction of COVID 19 Hazards

All COVID-19 orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention are reviewed and implemented. We continue to evaluate existing COVID-19 prevention controls and protocols in our workplace and revise them as new orders, guidelines, information and conditions warrant. As with any workplace hazard we correct them in a timely manner.

Employee Participation

We encourage participation and solicit input from all employees regarding any workplace hazards, including but not limited to COVID-19 hazards. Should a potential or existing hazard be identified, Carrie Woordridge, HR Coordinator, should be notified immediately at carrie@summerfieldwaldorf.org or 707.235.1399. Carrie will coordinate with the appropriate stakeholders to mitigate or eliminate the hazard.

Employee Screening

We ask that employees complete a health assessment every day before coming to work. Any employee who is sick, has a temperature of 100°F, or who have recently been in close contact (<6 ft. from a case for >15 within a 24-hour period) with a person with COVID-19 is required to stay homes.

If symptomatic, employees will stay home for 10 days or until they have tested negative or have a doctor's written release and at least 3 days (72 hours) have passed since recovery (defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath). Anyone who has been exposed to or has symptoms of COVID-19 will be required to meet these requirements.

We check faculty and staff temperatures with no touch thermometers and screen for visual signs of illness. Faculty and staff are tested weekly for COVID-19 by Curative Labs.

Any employee who develops symptoms of COVID-19 while at work will be excluded from campus immediately. Immediate testing will be requested, and offered on-site (at no cost) should the employee choose.

We are making it possible for employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home, including when a member of a student's household has been sick with COVID-19. We are revising and extending our illness policies to require sick employees and students to stay at home without fear of reprisal, and will continue to communicate with employees, students, and students' families to be aware of these policies.

Face Coverings:

We follow all current requirements for face coverings. Employees are required to wear a clean, undamaged face covering that is properly worn over the nose and mouth when indoors and less than six feet away from another person. Masks are available in case an employee forgets or loses their mask.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Persons exempted from wearing a face covering due to a medical condition should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Physical Distancing

- Where possible we ensure at least six feet of physical distance at all times in our workplace.
- When feasible employees work remotely from home and stagger their on-site work days to limit the number of employees in the main offices at any given time.
- Employee meetings take place outdoors whenever possible.
- Visitors are asked to make an appointment
- Signs are posted at the entrances of the main offices limiting entry to one visitor at a time
- Plexiglass shields are mounted in the main offices to add a level of protection.

Healthy Hygiene and Hand Sanitizing

Employees are encouraged to wash hands regularly, for at least 20 seconds. Signs are posted above all sinks with proper hand-washing instructions. Hand sanitizer (ethanol based 70% denatured hand sanitizer) is available in all offices and work areas. Because we are a school, employees are responsible for modeling and teaching healthy hygiene habits to students, so in addition to incorporating regular hand washing into the schedule of the day, teachers also instruct and support students in other healthy hygiene practices such as avoiding contact with one's eyes, nose, and mouth; and covering coughs and sneezes.

Cleaning and Disinfection

Bathrooms are being professionally cleaned and disinfected after each work day, and approved cleaning materials are available for cleaning after use. Employees have the majority, if not all, of their own supplies. Shared surfaces such as tables/counters, supplies, technologies and door handles will be cleaned regularly. If a COVID-19 “case” has been identified, the spaces where the case spent a large proportion of their time will be disinfected.

Shared tools, equipment and personal protective equipment (PPE)

PPE is not shared. To the extent possible employees do not share items that are regularly used and required for their work, such as phones, computers/keyboards, writing materials, etc. Cleaning supplies are readily available to disinfect any shared items and work areas.

Testing

Employees are tested weekly (at no cost) for COVID-19 by Curative Lab.

Training/Education and Communication

Employees have received and collectively reviewed the SWSF Reopening Plan that outlines our COVID-19 protocols.

Employees receive regular written communication:

1. Daily Protocols which include:

- A wellness-check reminder
- the list of COVID-19 symptoms
- instructions to stay home if sick:
 - Return to work guidelines:
 - For 10 days from the onset of symptoms OR
 - Until the employee has tested negative for COVID-19 OR
 - The employees healthcare provider provides a written release
 - AND at least 3 days have passed since recovery
- Instructions to stay home if the employee has had a close contact with someone with a confirmed case of COVID-19:
 - Return to work guidelines:
 - Quarantine at home for 14 days, testing recommended 8-10 days following exposure (a negative test will not reduce the quarantine period)
 - Monitor their health for signs and symptoms
- COVID-19 testing facilities in Sonoma County

SWSF is making it possible for Faculty/Staff who are sick or who have recently had close contact with a person with COVID-19 to stay home, including when a member of their household has been sick with COVID-19. Return to work instructions are provided regularly but will be reviewed whenever an employee is out due to symptoms or any COVID-19 related reason. SWSF

is revising and extending our illness policies to require sick employees to stay at home without fear of reprisal, and will continue to communicate with employees, to be aware of these policies.

2. State and County orders and guidelines (with links to source):
 - Stay home orders
 - Travel and After-travel guidelines (Return to work guidelines)
 - Stay home for 14 days OR
 - Stay home until providing a negative COVID-19 test taken at least a week after travel.
 - CDC guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
 - Holiday/Vacation considerations
3. Notification (within one day) of confirmed or potential exposures within the workplace, maintaining confidentiality
4. COVID-19-related benefits available to employees:
 - <https://www.dol.gov/agencies/whd/pandemic/ffera-employee-paid-leave>
(Expires 3/31/21)

Employees are encouraged to contact Michelle Bovard, our COVID-19 contact, with any questions or concerns relating to COVID-19, SWSF policies, and State and County guidelines. Michelle is in regular contact with the Sonoma County Public Health Nurses to address those questions in a timely manner.

Investigation and Responding to COVID-19 Cases

Michelle Bovard, School Receptionist (707-575-7194, ext 100), is the designated staff person for employees and the Public Health Department to contact about COVID-19. Six staff members, including Michelle, have completed the COVID-19 Contact Tracing online course offered by John Hopkins University and are prepared to conduct contact tracing as needed. We will make every effort to communicate regularly with the Public Health Nurse and the County Health Department to work through their existing protocols and follow their guidelines for proper reporting and privacy.

Any employee exhibiting COVID-19 symptoms at work will immediately be excluded from the workplace. Immediate testing will be recommended. The employee may use their health care provider or a Curative test will be available for rapid testing at no cost. The employee will be required to isolate for 10 days or provide a negative test result prior to returning to work.

If we are notified that an employee member tests positive for COVID-19, and they are on campus, we will immediately isolate the case and exclude them from work for a minimum of 10 days from the test date, or from the first day signs and symptoms first appeared. Our COVID-19 point of contact, Michelle Bovard, will initiate a list of close contacts and communicate possible exposure to employees of a case.

- A contact is defined as a person who is less than 6 feet from a case for more than 15 minutes within a 24-hour period, regardless of whether face coverings were worn.
- It will be determined if the “case” had close contact with any other employee during the “high-risk period”:
 - If the case is symptomatic, the high-risk period is two days before symptoms developed until 10 days after the symptoms appeared — as long as the employee has been fever-free for 24 hours without use of fever-reducing medication, and other symptoms have improved.
 - If the infected employee never developed symptoms, the high-risk period is two days before until 10 days after the initial specimen collection for the employee’s first positive test.

Michelle will immediately notify the Public Health Department Disease Control Nurse and begin contact tracing efforts if required. Close contacts will be notified, advised to stay home and quarantine for 14 days since last exposure, provided with information and instructions about what it means to quarantine, and to consult with their healthcare provider for evaluation and determination if testing is recommended. The case will be contacted to help make a list of any additional potential close contacts, to help identify a support network, and plan to ensure that the case will be able to self-isolate. They will be informed of the emergency warning signs that would warrant immediate medical attention if they are symptomatic. Information will be provided to the households of the case with guidelines for how to care for a sick person and stay safe. Close contacts will be excluded for 14 days after the last date the case was present at school while infectious. Any areas used by the case will be closed off and not used until after cleaning and disinfecting. Following the recommended guidelines, we will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible. The area will be cleaned and disinfected by the cleaning company that we have contracted with.

Carrie Wooldridge, HR Coordinator, will record work-related COVID-19 CASES ON Cal/OSHA 300 logs. Carrie will also report to Cal/OSHA any work-related hospitalizations or fatalities.