



COVID-19 SAFETY PLAN

February 1, 2021

COVID-19 Prevention Program (CPP) for St. HOPE Public Schools

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur at St. HOPE Public Schools ("St. Hope" or the "School").

Date: February 1, 2021

Authority and Responsibility

Kari Wehrly, Elisha Ferguson Parsons, and Priya Singh have overall authority and responsibility for implementing the provisions of this CPP in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

The School will implement the following in the workplace:

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

Employee participation

- As part of this plan, the school holds bimonthly safety meetings.
- Employees may participate by connecting with their manager about any concerns/hazards. Managers shall report any concerns to Facilities at St. HOPE Public Schools who will manage the concern.
- The school will perform regular safety inspections at school sites. All employees who are interested are welcome to participate.
- If employees and/or exclusive representatives have specific COVID-19 hazard concerns, they may notify their manager who will report to Facilities at St. HOPE Public Schools.

Employee screening

The School will screen employees by having them self-screen according to CDPH guidelines. Should any Charter School employees screen positive while at home or on campus, employees must follow all policies and procedures regarding isolation, quarantine, and testing to prevent or reduce the possible transmission of COVID-19 in the workplace.

Correction of COVID-19 Hazards

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

- If any COVID-19 hazards become apparent, the Facilities Department at St. HOPE Public Schools will work to correct the potential hazard.

Control of COVID-19 Hazards

Physical Distancing

Where possible, the school ensure at least six feet of physical distancing at all times in the workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.
- Have partitions in high contact areas such as the Front Office.
- Close or limit access to common areas where employees are likely to congregate and interact.

Face Coverings

The School will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Current guidance requires all individuals two years of age and older to wear a facial covering at all times. Any employee or non-employee who does not already have their own face mask can retrieve a face mask from the front offices at any of the sites.

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

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

Engineering controls

- The School will encourage all staff and students to stay 6 feet away from each other at all times.
- Per Sacramento City Unified School District, all air dampers have been opened to the fullest extent in order to maximize air flow throughout the buildings.

Cleaning and disinfecting

- Every evening where campus is in-session with scholars, regular cleaning will occur using EPA-approved cleaning products across all common spaces on campus and in every classroom and office.
 - Cleaners go through each space, take out the trash, clean dirt and grime with peroxide based cleaner on all hard surfaces- floors, desks, countertops, doorknobs and high touch surfaces.
 - Two additional cleaners come in and spray Waxy 710 on all hard surfaces.
 - Cleaners come back and wipe off the hard surfaces.
- Every evening where campus is not in-session with scholars, regular cleaning will occur using EPA-approved cleaning products across all common spaces on campus and in every individual classroom and office that were 'accessed'.
- In the event that there is a positive COVID-19 test, the classrooms that were occupied by the individual will be thoroughly cleaned to ensure the disinfection of all spaces using EPA-approved cleaning products.
 - Such cleanings will be completed by Enviroclean.

- There will be no sharing of supplies between students. For example, if a scholar borrows a pencil, they will take it from a sanitized jar and then return it to a “used” jar. These supplies will be disinfected by the lead teacher before putting back into rotation using disinfectant spray or a disinfectant wipe.

Shared tools, equipment and personal protective equipment (PPE)

- The School will not allow any employees, students, or other persons to share any form of PPE, including but not limited to: Gloves, goggles, and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between uses by the use of a cleaning/sanitizing crew and providing the employees with the materials and training to do it themselves.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the School will:

- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained. All employees are encouraged to wash their hands frequently. Employees should wash their hands for at least twenty (20) seconds each time.
- Provide employees with an effective hand sanitizer.
- Addition of 17 hand sanitizing stands/stations throughout buildings.
- Provided hand sanitizer for each classroom and common area.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.

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

The School will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. When it comes to respiratory protection, the School will evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. The School will provide face shields as eye protection upon request. Face shields are not suitable substitutes for facial coverings absent an applicable exemption.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **SCPH COVID-19 Reporting & Contact Tracing Form for Schools form**.

- Upon one (1) “COVID-19 case”¹ in the workplace, the School will:
 - Investigate the COVID-19 case, determine the day and time the COVID-19 case was last present on the Charter School campus, the date of the positive test and/or diagnosis, and the date the case has one (1) or more COVID-19 symptoms, if any.
 - Investigate whether other Charter School employees or any other third parties may have had a COVID-19 exposure by evaluating the activities of the COVID-19 case at the Charter School campus during the “high-risk exposure period”².
 - Give notice of potential exposure, within one (1) business day, and without revealing any personal identifying information³ of the COVID-19 case, to:

¹ Cal/OSHA regulations define a “COVID-19 case” as a person who: 1) Has a positive COVID-19 test, 2) is subject to a COVID-19 related order to isolate issued by a local health department 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.

² “High-risk exposure period” is defined by Cal/OSHA as: 1) For individuals with COVID-19 symptoms, from two (2) days before the symptoms first develop until ten (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 asymptomatic individuals who test positive for COVID-19, from two (2) days before until ten (10) days after the first positive COVID-19 test specimen was collected.

³ All personally identifying information related to COVID-19 cases or those with COVID-19 symptoms shall be kept confidential. However certain information may be provided to public health authorities, as required by law.

- 1) All employees and if applicable their authorized representatives, if any, who may have had COVID-19 exposure, and
- 2) Independent contractors at the workplace during the high-risk exposure period if they are considered a close contact.
- Offer testing for COVID-19 to all employees with potential COVID-19 exposure in the workplace, at no charge and during working hours, as well as:
 - Information regarding COVID-19-related benefits under all applicable federal, state, and local laws, as well as potential salary continuation rights during any period of exclusion due to the COVID-19 exposure.
 - Employees will be Notified directly via email and provided access to free testing through Sacramento County Health Department's Free COVID-19 Testing Webpage.
- Investigate the potential that workplace conditions contributed to the risk of COVID-19 exposure, as well as remedial steps that could have been taken to reduce the risk of COVID-19 exposure.
- If applicable, human resources will email the staff member information on the Families First Coronavirus Response Act.

System for Communicating

The School's goal is to ensure effective two-way communication with employees, in a form they can readily understand, and that it includes the following information:

- Employees who are experiencing symptoms of COVID-19 should report to their manager and Site Lead.
- Employees who test positive for COVID-19 or were in close contact with someone who tested positive for COVID-19 should report to their manager, Site Lead and the St. HOPE Contact Tracer.
- That employees can report symptoms and hazards without fear of reprisal.
- The School's procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing Employees can access testing through their medical provider or the COVID-19 Testing Webpage: https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx
- Any employees who are determined to be close contacts of an individual who tested positive will be notified directly via email.
- All employees are notified of any positive case.

Training and Instruction

The School provides effective training and instruction that includes:

- The School's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand

sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- All employees will be trained on how to properly execute COVID-19 procedures.

Exclusion of COVID-19 Cases

Where there is a COVID-19 case in the workplace:

- All employees with COVID-19 exposure shall be excluded from the Charter School campus for fourteen (14) days from the last known exposure to a COVID-19 case.
- Charter School employees with confirmed COVID-19 must not return to the Charter School campus as follows⁴:
 - For Employees who test positive and have symptoms consistent with COVID-19:
 - 1) At least twenty-four (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 ten (10) days have passed since COVID-19 symptoms first appeared.
 - Employees who test positive but remain asymptomatic shall not return to the Charter School campus until at least ten (10) days have passed since the date of specimen collection of their first positive COVID-19 test.

Reporting, Recordkeeping, and Access

It is the School's policy to:


- Report information about COVID-19 cases at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the School's written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b) for at least one year.
- Make the School's written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **SCPH COVID-19 Reporting & Contact Tracing Form for Schools form** to keep a record of and track all COVID-19 cases.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.

⁴ The Charter School will not require a negative test prior to an employee returning to work. 8 CCR 3505(c)(11)(D).

- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

 2/1/21

Priya Singh, Site Lead
PS7 Middle & Sacramento Charter High School

 2/1/21

Elisha Ferguson Parsons, Site Lead
PS7 Elementary

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

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

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions In Front Offices			
Markings to indicate that students and employees should stand 6 feet apart			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities and Hand Sanitizing (adequate numbers and supplies)			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields			

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
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Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: PS7

Number of schools: 1

Enrollment: 568

Superintendent (or equivalent) Name: Kari Wehrly

Address: 2315 34th Street

Phone Number: 916-649-7856

Sacramento CA 95817

Email: kwehrly@sthopepublicscho

Date of proposed reopening:
11/09/2020

County: Sacramento

Grade Level (check all that apply)

Current Tier: Purple

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

Type of LEA: TK-8th

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

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 but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

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

I, Elisha Ferguson & Priya Singh, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

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

Please provide specific information regarding:

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

2-20 varies with classroom physical size maintaining 6 ft social distance

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

All scholars are in a cohort and travel with the same cohort of scholars.

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

All scholars are in a cohort and travel with the same cohort of scholars.

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

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

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

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

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

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

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

Maximum: 6 feet

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

25% of staff is surveillance tested every 2 weeks.

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:

No scheduled student cadence testing at this time

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

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

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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

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

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

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
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Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Sacramento Charter High Sch

Number of schools: 1

Enrollment: 419

Superintendent (or equivalent) Name: Kari Wehrly

Address: 2315 34th Street

Phone Number: 916-277-6200

Sacramento CA 95817

Email: kwehrly@sthopepublicschoc

Date of proposed reopening:
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County: Sacramento

Grade Level (check all that apply)

Current Tier: Purple

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

Type of LEA: High School

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

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Scholars travel in cohorts to all classes

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