



## **NEW HORIZON SCHOOL WESTSIDE CAMPUS COVID-19 SAFETY PROGRAM (CSP)**

At New Horizon School Westside, we cannot wait to reconnect with the students we love so much! This CPP is designed to mitigate exposures to the SARS CoV 2 virus that may occur in our school.

We are fully committed to providing a warm and loving environment for all students and are doing our part to keep everyone safe and healthy. Thank you for your confidence in us as we take necessary steps to allow us to reopen our campus.

### **A. Authority and Responsibility**

The Head of School has the overall authority and responsibility for implementing the provisions of the New Horizon School Westside COVID-19 Safety Plan (CSP) in our School. In addition, all directors and administrative staff are responsible for implementing and maintaining the CSP in their assigned work areas and for ensuring employees and parents receive answers to questions about the program.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. New Horizon School Westside's main focus during the reopening of the school amidst the pandemic is to provide and promote a safe and healthy environment for every student and School employee.

### **B. Identification and Evaluation of COVID-19 Hazards**

The School closely follows all guidelines and updates from the State and the Los Angeles County Department of Public Health (DPH). The administration participates in the weekly tele-briefings offered by the DPH on guidelines specific to schools.

1. Conduct campus-specific evaluation using the Appendix A (Identification of Covid-19 hazards form)
2. Evaluate the campus' potential exposure to any person entering the school through any one of the access gates
3. Review applicable guidance provided by the Department of Public Health and local officials related to Covid-19 hazards and prevention in schools
4. Evaluate existing Covid-19 prevention controls in School and the need for different and/or additional controls
5. Conduct periodic inspections using Covid-19 Inspection Form to identify unhealthy conditions, work practices, and work procedures related to Covid-19, and to insure compliance with our Covid-19 policies and procedures.

### ***B.1 Employee participation***

All teachers, who are on campus will, do the following:

1. Participate daily in identifying and evaluating Covid-19 hazards in their classrooms and outdoor play areas
2. Supervise their students to ensure batching and monitoring guidelines are in effect at all times
3. Enforce social distancing requirements are followed at all times
4. Follow an enhanced schedule for hand washing, cleaning and disinfecting of areas used by students in their cohort
5. Teachers monitor students to check for the following symptoms:
  - a. Fever
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. Sore throat
  - h. Congestion or runny nose
  - i. Nausea or vomiting
  - j. Diarrhea
6. Teachers will call the School office at ext. 110 to report if a student requires any medical attention, regardless of the type of health needs and assistance.
7. If a student displays any of the Covid-19 symptoms, teachers need to:
  - a. Notify the School office at ext110 for parents to be contacted
  - b. Remove the student from the group and move him/her to the designated isolation area

### ***B.2 Employee screening***

COVID-19 screenings will be implemented safely and respectfully, and in accordance with applicable privacy laws and regulations.

1. All employees, parents, and students are required to test for Covid-19 on a weekly basis. A negative test result must be submitted before employees and/or students are allowed on campus.
2. Daily morning screening for teachers and employees before they enter the school campus. The screening includes:
  - a. Completing a health screening questionnaire to screen health of employees during morning check in at the gate
  - b. Temperature check for employees using non-contact thermometer
3. Student check-in
  - a. Parents complete a health screening questionnaire for every student at the gate
  - b. A designated employees performs the temperature check using non-contact thermometer before letting students enter the campus

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4. Any employee or student who responds with a yes to any of the screening questions will not be allowed on campus.
5. All employees and students must wear adequate face coverings in compliance with DPH requirement at all times on campus

### **C. Correction of COVID-19 Hazards**

An assessment of COVID-19 hazards was completed at the beginning of the school year and all the necessary modifications have been corrected (see **Appendix B**).

### **D. Control of COVID-19 Hazards**

New Horizon School Westside implemented the following to control COVID-19 Hazards:

#### **D.1 Campus Access for employees and students:**

1. Daily active screening for all students and employees. This involves screening questionnaires, visual wellness and temperature checks. Any person with body temperature greater than 100 degrees Fahrenheit, exhibiting COVID-19 symptoms, or has had exposure to a person who has tested positive for Covid-19 will not be allowed on campus.
2. All school personnel are required to self-screen at home prior to reporting to work. Screening check includes checking temperature, and Covid-19 symptom checks. Employees are required to stay home if they have a fever and/or symptoms consistent with Covid-19. The daily screening will also include a question regarding close contact with anyone who has tested positive for Covid-19.
3. Routine employees COVID-19 testing options are being implemented, per the most recent guidelines.
4. Testing: Any person on campus must provide a negative Covid-19 test result on a weekly basis

#### **D.2 Physical Distancing**

1. Staggered student drop-off timing
2. Routes will be designated around campus, using as many entrances as possible.
3. Established traffic-flow patterns around campus and placed visual cues and floor markings throughout the campus
4. Space will be maximized between desks and seating. Separation of students will be established through means such as 6 feet between seats, acrylic barriers at each desk, markings on floors to promote distancing, and/or seating arranged in a way that minimizes face-to face contact.
5. Arranged student desks in classrooms according to social distancing guidelines
6. Students will stay in stable cohorts/pods throughout the day
7. New Horizon School Westside's designated cohorts will be their grade levels
8. Class schedules have been modified to maintain stable cohorts
9. Staggered recess and lunch time for different grades to reduce the number of students in the outdoor spaces at any given time

10. Classes will use alternative spaces as needed, including regular use of outdoor space, weather-permitting.
11. Communal activities, such as assemblies or prayer, are being held virtually whenever applicable.
12. School will limit gatherings, events and extracurricular activities per LADPH and state guidelines.
13. Campus will not allow nonessential visitors, volunteers, and activities involving other groups during school hours.
14. Established a no-visitor policy on campus during school hours for parents, vendors, repair personnel, prospective families, delivery personnel, etc.
15. No visitors will be allowed on campus during the school day between 8:00 am and 3:00 pm
16. All deliveries and mail will be delivered and left at the school gate whenever possible.
17. Contactless deliveries for mail and parcels has been established. If verification of receipt is required, the school will request for electronic confirmation. Otherwise, delivery recipient and courier will observe the recommended physical distancing standards.
18. Only persons with an appointment will be allowed on campus only after 3:00pm.
19. For visitors who come to campus after 3:00pm, the following are required:
  - a. Temperature checks and health screening questionnaire are required prior to entry. Visitor badge stickers will be provided indicating proof of screening.
  - b. All visitors must wash their hands (or use alcohol-based hand sanitizer) and wear facial covering prior to campus entry.
  - c. Visitor name, phone, and email will be collected to allow for contact tracing if necessary.

### **D.3 Face Coverings**

1. Adopted the LADPH mask policy, which requires all adults and students over age 2 to wear cloth face coverings while on school property except while eating, drinking, or carrying out other activities that preclude use of face coverings
2. Provided clear face shields for students to wear on campus
3. As recommended by the CDC and LADPH, all employees will wear face coverings
4. Employees Protective Equipment will be provided as appropriate for work assignments.
  - a. Employees engaging in symptom screening will be given medical-grade masks, face shields, and disposable gloves.
  - b. The School office personnel will be provided with face coverings and disposable gloves.
  - c. The custodial staff will be provided with appropriate PPE.
  - d. Employees engaged in deep cleaning and disinfecting will be provided with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instruction.
  - e. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used, and training be provided to employees on the hazards of chemicals.
5. Parents are expected to provide face coverings for students each day.
6. The school will provide students with disposable masks whenever needed.
7. Students are trained on how to properly don and remove their own face coverings.

To be clear, face coverings are not a replacement for physical distancing, but they should be used to

mitigate virus spread when physical distancing is not feasible.

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

1. When an employee is alone in a room.
2. While eating and drinking at school, provided employees/students are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
1. Employees/students 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. Alternatives will be considered on a case-by-case basis.
2. Specific tasks that cannot feasibly be performed with a face covering, where teachers/ students will be kept at least six feet apart.
3. Any employee/student not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.
4. Students with IEP plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services, even if this places them with students not part of their general education stable group. This additional special education learning group should also follow stable group principles to keep membership the same day to day to the extent possible.
5. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.

#### **D.4 Engineering controls**

We implemented the following measures for situations where we cannot maintain at least six feet between individuals:

1. Installed cleanable solid acrylic clear partitions/barriers on the office main counter and in classrooms to reduce the risk of aerosol transmission.
2. Placed movable hand sanitizing stations around campus and outside classrooms
3. Installed new filters for existing ventilation system per CDC recommendations
4. Reduced the number of enrolled students in each classroom.
5. We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
  - a. Routinely changing and routinely changing HVAC system filters to exceed manufacturer standards. A minimum MERV-13 rated filter will be used whenever possible.
  - b. Ensuring that ventilation systems operate properly
  - c. Opening windows and doors, using fans, or other methods.

6. Unless contraindicated for students or staff with certain health conditions, doors and windows will be opened to encourage the introduction of sunlight and fresh air in the classroom before students enter the classroom, and during and after class instruction.
7. Windows and doors will be closed if they pose a safety or health risk (e.g., allowing smoke or pollen in or exacerbating asthma symptoms) to students using the facility, or to protect privacy and confidentiality.
8. In circumstances where the amount of outside air needs to be minimized due to other hazards (such as heat and wildfire smoke), we will adjust by moving to our remote learning instruction from home.

#### **D.5 Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

1. A safe and correct application of disinfectants using personal protective equipment and ventilation will be observed during cleaning and disinfecting ([Six Steps for Safe & Effective Disinfectant Use](#)).
2. Environmental Protection Agency (EPA) approved products against COVID-19 will be utilized and cleaning staff will follow product instructions.
3. Regularly scheduled daily cleaning and disinfection will take place around campus.
4. Shared surfaces will be disinfected between uses.
5. Students will be asked to participate in surface disinfecting in their classrooms, as appropriate.
6. High-touch surfaces such as door handles, light switches, handrails, sink handles, restroom surfaces, toys, art supplies, instructional materials, and playground equipment will be disinfected frequently throughout the school day.
7. Any areas used by a sick person will be closed off and not used before proper cleaning and disinfection occurs. To reduce risk of exposure, cleaning staff will wait up to 24 hours before cleaning and disinfecting such areas.
8. The school has enlisted the services of a third party janitorial services company to clean and disinfect the campus should we have a case at school.

#### **D.6 Shared tools, equipment and personal protective equipment (PPE)**

1. The School purchased enough Personal Protective Equipment (PPE) for staff use
2. We continue to update all employees with COVID guidelines, disinfecting protocols, and proper use of PPE
3. PPE must not be shared (e.g., gloves, goggles and face shields).
4. 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 using the disinfecting wipes and sprays that have been distributed to every employee.
5. Students will be asked to participate disinfecting surfaces in their classrooms, as appropriate.
6. Regularly scheduled daily cleaning and disinfection will take place around campus.
7. To eliminate the use of circulating shared paper and pens around, we actively utilized apps and systems for employees and student check-ins and check-outs.

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8. Classroom manipulatives will not to be shared among students. A schedule of activities will be implemented in the classroom, and manipulatives are stored in bins clearly marked as used/need to be disinfected or disinfected/ready to use.

#### **D.7 Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

1. Enforce optimal healthy hygiene practices, including hand washing or the use of a 60% ethyl fragrance free alcohol-based hand sanitizers, to prevent infections and reduce the number of viable pathogens that contaminate the hands.
2. Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60% ethyl alcohol content until the content dries.  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
3. Hand sanitizing dispensers will be available throughout the campus for when a sink is not readily available.
4. Encourage students and employees to wash their hands or use 60% ethyl fragrance-free hand sanitizer often, such as:
  - a. Upon arrival to campus
  - b. After blowing nose, coughing, or sneezing
  - c. After using the restroom
  - d. Before eating or preparing food
  - e. Before and after touching face
  - f. After playing outside
  - g. Before and after providing routine care for another person who needs assistance(e.g., a child)
  - h. Before putting on and after removing gloves
  - i. After touching frequently touched areas (e.g., door knobs, handrails, shared computers)
5. Require individuals providing student care services to perform hand hygiene before and after contact with each student, contact with potentially infectious material, and before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.
6. Encourage individuals to cover their mouth and nose with a tissue when they cough or sneeze, and then place the used tissue in the opened-top waste basket.
7. Instruct individuals to avoid touching face or face covering.
8. Post signage in hygiene practice throughout the campus and in each classroom.
9. Include proper hygiene will be included in the regular classroom routine throughout the day.

#### **D.8 Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

The School has provided PPE to all employees based on their work location and duties. We evaluate the need for PPE (such as gowns, gloves, face masks, goggles, and face shields) as required by the CCR.

New Horizon School Westside will continue to 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 and update this policy accordingly.

## E. Investigating and Responding to COVID-19 Cases

This will be accomplished by using Appendix C: Investigating COVID-19 Cases form

### E.1 Staff Testing and Compensation

Any employee who reports that they had potential COVID-19 exposure will be required to do the following:

1. Undergo COVID-19 test at no-cost to them during working hours
2. Stay at home while they wait for their results and can continue to work remotely, if applicable
3. Follow the guidelines provided by LADPH (see Appendix C)

The School will provide employees with information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases

#### Case Investigation and Contact Tracing

Prompt identification, voluntary isolation or quarantine, and monitoring of a person diagnosed with COVID-19 and their contacts can effectively break the chain of disease transmission and prevent further spread of the virus. Case investigation and contact tracing are core disease control measures that have been used by state and local health departments for decades to slow or stop the spread of infectious disease. New Horizon School Westside will collaborate with LADPH in conducting these control measures for students and staff with suspected or confirmed COVID-19 infection.

The individual's privacy and confidentiality will be observed as required by state and federal laws.

### E.2 When an Employee or a Student Tests Positive for COVID-19:

Employees and parents are required to notify the School Administration immediately for a confirmed or positive COVID-19 test. In the event that we have a COVID-19 case in our School community, we will implement the following procedures:

1. The school will notify the Los Angeles County Department of Public Health (LACDPH) of any positive COVID-19 case for consultation and guidance. Public Health Officials will help school administrators determine a course of action:
  - a. On self-isolation orders of infected individuals and self-quarantining instructions for exposed individual
  - b. Whether school closure is warranted, including length of time necessary, based on the risk level within the community as determined by the local public health officer
  - c. Length of time necessary for appropriate cleaning, sanitizing, and disinfecting
  - d. The school's role in documenting, reporting, tracking and tracing infections
2. The school will comply with LACDPH Steps for Managing Exposures to 1, 2, and  $\geq$  3 COVID-19 Cases at School.



3. The school will notify employees and families of the positive case of COVID-19 while maintaining confidentiality of the infected individual, as required by state and federal laws.
4. The individual who tests positive for COVID must remain in home isolation for 14 days from the positive test date
5. Confirmed COVID individual may report back to school if 1 of the 2 criteria is met:
  - a. Symptom-based strategy: At least 24 hours have passed since the resolution of fever without the use of fever-reducing medications; improvement of symptoms; **AND** at least 14 days have passed since symptoms first appeared.
  - b. Time-based strategy or those asymptomatic but tested positive for COVID-19. At least 14 days have passed since the date of sample collection of the initial positive COVID diagnostic test assuming that the individual has not subsequently developed symptoms since their positive test. If symptoms develop, then the symptom-based strategy should be used.
6. Exposed individuals or contacts will be instructed to stay home and maintain physical social distance from others until 14 days after exposure. They should monitor themselves for development of COVID symptoms until such time that the individual who has screened positive for COVID-19 symptoms is negative for COVID-19. Exposed individuals will be advised to consult their healthcare provider for COVID-19 testing referral.
7. The School will clean and disinfect areas used by the infected individual focusing especially on frequently touched surfaces. Outside doors and windows will be opened to increase air circulation in the area. If possible, cleaning staff will wait up to 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.

### **E.3 Contact Tracing**

Contact tracing, also referred to as contact investigation, is the identification, monitoring, and support of the individuals (contacts) who have been exposed to the patient and have possibly been infected themselves <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>.

1. Contact tracing is part of the process of supporting patients with suspected or confirmed infection. New Horizon School Westside will contact LADPH when an individual exhibits signs and symptoms of COVID-19.
2. Public health staff works with the individual to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious. Public health staff then warn these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.
3. Contacts are only informed that they may have been exposed to an individual with the infection, they are not told the identity of the individual to whom they may have been exposed.
4. Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for symptoms of COVID-19, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
5. Contacts are encouraged to stay home and maintain physical social distance from others (at least 6 feet) until 14 days after their last exposure. They should monitor themselves by checking their temperature twice daily and watching for COVID-19 symptoms (such as, cough, shortness of

breath). To the extent possible, public health staff should check in with contacts to make sure they are self-monitoring and have not developed symptoms. Contacts who develop symptoms should promptly isolate themselves and notify public health staff. They should be promptly evaluated for infection and the need for medical care.

#### **E.4 Plans for Individuals Who Are Medically Fragile And/Or Immune Compromised**

1. All employees will be asked to fill out the voluntary self-identification form to aid and protect employees who are at higher risk. [High-Risk Employee Self-Identification Request](#).
2. Parents will be asked to inform the School of any medical conditions their children may have and concerns associated with COVID-19.
3. Parents and employees will be asked to submit to the School any doctor-provided medical plans that may need to be instituted while at school.
4. Communication will be maintained with school employees and families on current mitigation levels in School to reduce employees' and students' risk of exposure to COVID-19.

### **F. System for Communicating**

#### **F.1 Employee Communication**

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

1. Employees must report COVID-19 symptoms and possible hazards to the office, or directly to the Head of School.
2. An employee can report symptoms and hazards without fear of reprisal.
3. The School has procedures and policies in place to accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
4. Routine Covid-19 testing is required at cadence that is aligned with the guidelines and recommendations of the local Department of Public Health and based on the case rate in our local community.
5. A list of suggested sites for Covid-19 testing is provided to all employees to book testing at no out of pocket cost. The list is updated in a regular basis.
6. Employees are given the opportunity to test during working hours including when the testing is in response to CCR Title 8 section [3205.1](#).

#### **F.2 Communication Process for individuals with COVID-like symptoms**

If an individual on campus is exhibiting COVID-like symptoms, the following will occur:

1. Student:
  - a. The student will be isolated from other students and teachers as soon as possible.

- b. Parents or guardians will be contacted for immediate pick up of the symptomatic student from school. Immediate pickup constitutes within a reasonable amount of time from location. If there is delay, parent must arrange for pickup by an emergency contact.
  - c. The student will remain in the isolation area with continued supervision and care until he/she can be transported home by the authorized adult.
  - d. Upon arrival the parent will notify the School office. School personnel will escort the student to the gate to meet the parent outside the premises.
  - e. Siblings of the student will be released from class to go home with the symptomatic student.
  - f. School employees conducting any assessments, supervision, or providing care to known symptomatic individuals in the isolation area will wear Personal Protective Equipment (PPE) which includes gloves, medical-grade mask, face shield and gown.
  - g. Assessment for symptomatic students or employees will include temperature and visual wellness checks and COVID screening questions, including a question about close contact with anyone who has tested positive for COVID-19.
2. Employee:
- a. An employee with symptoms will be advised to go home.
  - b. The employee will be advised to contact their medical health provider.
  - c. The employee will be required to conduct viral testing for SARS-CoV-2 to test individuals with symptoms consistent with COVID-19 and provide the administration with the test results.
3. Emergency Situation
- a. Emergency Medical Services will be activated if anyone is exhibiting any of these signs: Trouble breathing, persistent pain or pressure in the chest, new confusion, pulse oximeter reading <95%, inability to walk or stay awake, and bluish lips or face.
  - b. If the school decides to send a suspected case to a healthcare facility, EMS operator or healthcare facility staff will be made aware that the school is seeking care for someone who may have COVID-19.
4. General Information
- a. Individual will be instructed to isolate for 14 days if they have contracted COVID-19.
  - b. Individual should observe social distancing from other household members; stay in a specific "sickroom" and use a separate bathroom if available during isolation period.
  - c. Individual may report back to school if 1 of the 2 criteria is met:
    - i. Symptom-based strategy: At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; improvement of symptoms; **AND** at least 14 days have passed since symptoms first appeared.
    - ii. An alternative diagnosis to COVID-19 and a medical clearance note from a licensed medical provider.

## **G. Training and Instruction**

### **G.1 Training Sessions**

The School has provided continuous training sessions and educational materials and presentations that include:

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1. The School's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. Updated information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
3. Weekly updated information regarding COVID-19 as received from state and local health officials through directives or telebriefings
4. Webinars and presentations related to research data and findings, updates and vaccine information.

## **G.2. General Information:**

1. COVID-19 is an infectious disease that can be spread through the air.
2. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
3. An infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
5. 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.
6. 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.
7. 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.
8. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **H. Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our school, we will limit transmission by:

1. Ensuring that COVID-19 cases are excluded from the School until our return-to-work requirements are met.
2. Excluding employees with COVID-19 exposure from the campus for 14 days after the last known COVID-19 exposure to a COVID-19 case.
3. Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it was demonstrated that the COVID-19 exposure is work related. This will be accomplished by utilizing all resources available to the school through the state, county and our local district in compliance with current applicable laws.
4. Providing employees at the time of exclusion with information on available benefits.

## **I. Reporting, Recordkeeping, and Access**

The School's policy is to:

1. Report information about COVID-19 cases at our campus to the local health department whenever required by law, and provide any related information requested by the local health department.
2. 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 our place of employment or in connection with any employment.
3. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
4. Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
5. Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases who tested positive but never developed COVID-19 symptoms. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

#### **J. Return-to-Work Criteria**

1. COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - a. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - b. COVID-19 symptoms have improved.
  - c. At least 10 days have passed since COVID-19 symptoms first appeared.
2. 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.
3. A negative COVID-19 test will be required for employees to return to work.
4. 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.

**The COVID-19 Safety Plan has been approved by the Head of School representing New Horizon School Westside.**



**Dalal Hassouna-Antabli**

**Date: March 2, 2021**

## 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.

- For visitors who come to campus after 4:00pm, the following are required:
  - Temperature checks and health screening questionnaire are required prior to entry. Visitor badge stickers will be provided indicating proof of screening.
  - All visitors must wash their hands (or use alcohol-based hand sanitizer) and wear facial covering prior to campus entry.
  - Visitor name, phone, and email will be collected to allow for contact tracing if necessary.

Evaluation of potential workplace/school exposure will be to all employees and students at school or who may enter the school campus, including those who are allowed to come to campus after 4:00pm such as visitors, 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.

**Persons conducting the evaluation:** Dalal Hassouna-Antabli, Head of School

**Date:** [enter date]

**Name(s) of employee and authorized employee representative that participated:** Salwa Essaid, Director of Admission and Student Affairs, and Kafa Doufash, Preschool Director

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
Classrooms	Daytime	Low/cohort only	Social distancing, barriers, and ventilation
Play structures	Recess/Playtime	Low/cohort only	One cohort at a time
Playgrounds	During recess	Low/cohort only	One cohort at a time
Bathrooms	Operation hours	Low/cohort only	Assigned to cohorts
Main gate/Entrance	Drop off and pick-up	Congregation	Supervised at all times /social distancing
Staff Lounge	Daytime	Congregation	Staggered lunch time schedules

## Appendix B: COVID-19 Inspections

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 our COVID-19 policies and procedures.

- Conducted walkthrough of the entire physical space of the classrooms, office space, playgrounds, restrooms, etc.
- Determined total square footage of each room to assess the number of employees and students that could occupy the space according to the COVID-19 health guidelines
- Identified available space on the campus to determine office space allocations for all employees to ensure social distancing
- Limit the number of students who will be able to occupy each classroom and determine classroom assignment based on the total number of students in each grade and the total square footage of each classroom
- Determine the number of desks and barriers for each classroom depending on the total number of students in each class
- Assessed the logistics of ensuring that there is no sharing of school supplies, textbooks, instructional manipulatives for Science, Math, etc. for Preschool and Elementary School
- Hired a HVAC contractor to assess the effectiveness of ventilation of classroom spaces

**[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]**

**Date:** June 21, 2020 – July 16, 2020

**Names of person conducting the inspection:** Dalal Hassouna-Antabli, Salwa Essaid, and Kafa Doufash

**Work location evaluated:** All classrooms, preschool and elementary playground, lunch area, Staff Lounge, Prayer Hall, School Office, Staff Offices, restrooms for students and staff

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Completed	Razanne Farshoukh Kafa Doufash	8/3/2020
Ventilation (amount of fresh air and filtration maximized)	Completed	Dalal Hassouna-Antabli and Contractor	8/6/2020
Additional room air filtration	Completed	Dalal Hassouna-Antabli and Contractor	8/6/2020
<b>Administrative</b>			
Physical distancing	Completed	Razanne Farshoukh Kafa Doufash	8/10/2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Hired fulltime janitor	Javier Reyna	8/3/2020

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Hand washing facilities (adequate numbers and supplies)	Adequate		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Ordered and secured adequate quantity	Razanne Farshoukh	7/16/2020
Morning health screening at check-in	Assigned	Mounia Laayouni Rima Saffieddine	8/17/2020
<b>PPE</b> (not shared, available and being worn)	On-going	Razanne Farshoukh	
Face coverings (cleaned sufficiently often)	On-going	Razanne Farshoukh	
Gloves	On-going	Razanne Farshoukh	
Face shields/goggles	On-going	Razanne Farshoukh	
Respiratory protection	Non-Applicable		



### Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: **[enter date]**

Name of person conducting the investigation: **[enter name(s)]**

<b>Employee’s (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors</b>	<b>Date:</b>		

<p><b>and other employers present at the workplace during the high-risk exposure period.</b></p>	<p><b>Names of individuals that were notified:</b></p>		
<p><b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b></p>		<p><b>What could be done to reduce exposure to COVID-19?</b></p>	
<p><b>Was local health department notified?</b></p>		<p><b>Date:</b></p>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

**Appendix D: COVID-19 Training Roster**

**Date:**

**Person that conducted the training:** We have been conducting on-going training on COVID-19 safety procedures, protocols, etc. since February 2020 during our staff meetings. We have also contracted with Joffe Emergency Services and CAIS for on-going guidance.

Employee Name	Signature

## **Additional Consideration #1**

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

**[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

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

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

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

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

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

##### **COVID-19 investigation, review and hazard correction**

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies
  - Insufficient outdoor air

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- Insufficient air filtration
- Lack of physical distancing
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

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

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

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## **Additional Consideration #2**

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

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

All employees are required to test for Covid-19 on a weekly basis before they are allowed to enter the school campus. All on-campus students, and all adults in their household are also required to test for Covid-19 on a weekly basis and submit their test results in a timely manner over the weekend before students are allowed to attend campus Monday morning.

A suggested list of testing sites to book Covid-19 Testing appointments is provided to all employees and parents. The list is updated periodically as needed.

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

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

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

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

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

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

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

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