

# THE WALDORF SCHOOL OF MENDOCINO COUNTY

2020-2021

## COVID-19 Prevention and Safety Protocols (CPSP)

This CPSP is designed to control exposures to the coronavirus or “COVID-19, that may occur in our workplace. **The Waldorf School of Mendocino County (WSMC)** takes the health and safety of its employees and students very seriously. With the spread of the coronavirus or “COVID-19,” WSMC must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, all employees and visitors are required to adhere to this CPSP.

### Authority and Responsibility

The WSMC COVID-19 Task Force oversees all COVID-19 related decision, plans and activities. They delegate the implementation to WSMC School Administrator Spring Senerchia.

Spring Senerchia is registered with Mendocino County Public Health as the designated WSMC COVID-19 Liaison and will coordinate COVID-19 related issues on campus. As the liaison, she is responsible for maintaining regular communication in the event of any exposure at the school involving a COVID-19 positive individual and for responding to COVID-19 issues and concerns of students, parents, teachers and staff. If you observe any violations of this protocol, contact **Spring Senerchia or Kelly Austin or Debra McCarthy *immediately***.

WSMC Registrar and Office Coordinator Coordinator, Jami O'Connor, is responsible for ensuring that all employees are participating in regular COVID-19 Surveillance Testing and will report any positive cases to the COVID-19 Liaison.

The School Administrator is the point of contact for employees regarding any COVID-19 issues or concerns covered by this document. She may assign responsibilities for follow up measures to address concerns or hazards to appropriate staff/individuals when necessary.

Each WSMC employee is responsible for familiarizing themselves with the practices of the CSPS and following them while performing their assigned work whenever they are on campus. Employees are expected to use safe work practices, follow all directives, policies and procedures, and assist in maintaining a safe work environment for themselves and others they encounter while at school.

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- All staff, students and visitors are asked to **self-screen** (see section below).
- 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 our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed (at least monthly) to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### Employee, Visitor and Student Self Screening and Reporting

All employees, visitors and students are required to **self-screen** prior to coming to work on campus using the following CDPH guidelines. People are advised to stay home if they exhibit any of the following symptoms:

- Fever of 100.4 or higher
- Cough, shortness of breath or difficulty breathing
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- Sore throat

Employees \*exposed to someone with an active COVID-19 case in the past 14 days within or overlapping the “high-risk exposure period” regardless of whether or not they were wearing face coverings), or who have a positive COVID-19 test result, must inform the School Administrator, Spring Senerchia, immediately and may not work on campus until the **Return-to-Work/School Criteria** (see section below) has been met.\*\*

High-risk exposure period:

For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 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

For persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

\* Exposure = close contact within six feet for a cumulative total of 15 minutes or more in any 24-hour period.

\*\*“Fully vaccinated” employees (using standard of the CDC) are not required to quarantine after a known COVID exposure.

### Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting to the front office, in writing, if they discover a possible hazard – [office@mendocinowaldorf.org](mailto:office@mendocinowaldorf.org).

### Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented in written form and collected by the Registrar/Office Coordinator, Jami O’Connor. Reported Hazards will be evaluated and corrected in a timely manner based on the severity of the hazards. The appropriate staff or Individual will be assigned by the School Administrator.

### Control of COVID-19 Hazards

#### Physical Distancing

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

- Eliminating the need for some workers to be in the workplace – e.g., telework or other remote work arrangements.
- Limiting the number of persons in an area at one time, including visitors.
- Limiting enrollment in each class to ensure adequate space for distancing.
- Visual cues such as signs and floor markings to indicate where employees, students and others located in classrooms and around campus.

- Staggered arrival, departure, work, and break times for staff and students.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved – for example, in outdoor classrooms or in Early Childhood classes where children do not consistently observe physical distancing.

### **Face Coverings**

We provide clean, undamaged face coverings and we require that they be properly worn by all people on campus over the nose and mouth when indoors and outdoors. This practice complies with orders from the California Department of Public Health (CDPH) our local health department (MCPH).

Supplies are maintained by the front office and have been provided to staff for all classrooms. Additional supplies are provided as needed by verbal, electronic, or written request to the front office.

We ask all employees to please kindly remind anyone who is observed in the building, or outdoors, who is not wearing a facial covering or not wearing one properly, that this is a requirement. Any noncompliance should be reported to the front desk.

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

- When an employee is alone in their own classroom or office and they are able to air it out for at least 15 minutes prior to any visitor.
- 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. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason other than the above exceptions, will be expected to comply. Noncompliance is not acceptable in the workplace and could result in disciplinary action.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Sneeze guards and partitions have been placed in work areas where social distancing may not be possible at all times.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Increasing the number air filtration systems as needed, where the amount of outside air needs to be minimized due to occasional hazards, such as heat and wildfire smoke. If the outside air quality presents a hazard inside the building and cannot be mitigated by these measures, the building will be closed.
- Regular and proper maintenance of our ventilation system as required by maintenance staff.
- Increased filtration efficiency is achieved by using the highest quality HEPA filters in our ventilation system.

### **Cleaning and disinfecting**

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

- Cleaning and disinfecting supplies are provided for all staff and are made available by the office. Classrooms that are in regular use are maintained daily by the staff using those areas. All frequently touched surfaces in classrooms are to be wiped down daily. Classroom supplies that are distributed to staff are kept in the individual classrooms.

- Supplies for cleaning bathrooms are kept in the bathrooms closet. General cleaning and disinfecting of the school including the bathrooms are done regularly by staff.
- Office staff is responsible for wiping down frequently touched surfaces in the office and lower bathrooms daily and procuring and dispensing supplies for proper cleaning and disinfecting as required and necessary.

*Should we have a COVID-19 case in our workplace, we will implement the additional procedures:*

- The affected area will be closed off for 24 hours prior to a cleaning and disinfection conducted by janitorial staff. Janitorial staff are aware of proper disinfection procedures and are provided the necessary supplies to properly disinfect the area.

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

PPE must not be shared, e.g., 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 wiping down the item with the appropriate disinfecting wipes provided for this purpose by the school.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Have installed and maintain mounted hand sanitizer dispensers outside or inside each classroom as well as high traffic areas.
- Individual Hand Sanitizer bottles have also been provided for personal use to all staff and are available by request.
- Soap and running water are available in all classrooms and bathrooms.
- Signage encouraging employees to wash their hands for at least 20 seconds each time has been placed in the bathrooms.

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

We 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. Requests for additional items are directed to the office.

## **School-Based COVID-19 Exposure Plan**

### **Investigating & Responding to COVID-19 cases**

Procedure for School-Based Response to a Confirmed case of COVID-19 Infection at School:

- The WSMC COVID-19 liaison will confer verbally with County Public Health immediately (within 24 hours of notification of a confirmed case). They will be given direction on proper cleaning of the school, isolation of COVID-19 positive individuals and quarantine instructions of all exposed persons at the school.
- The school will close off the classroom or office where the COVID-19 positive individual was based and will wait at least 24 hours before cleaning and disinfecting. The classroom or office will remain closed for a minimum total of 72 hours (including the 24 hour waiting period). WSMC may remain open unless otherwise directed to close by the County or State Health Officer or if they meet the criteria for **School Closures** (see **School Closures**).
- WSMC will work with County Public Health to isolate the COVID-19 positive individual(s) and

exclude them from school for the isolation period (see **Exclusion of COVID-19 Cases**).

- WSMC will work with County Public Health to identify close contacts at the school, (i.e., all persons within 6 feet of the positive individual for 15 minutes or more cumulatively over a 24-hour period), and exclude close contacts from school (which likely includes the entire cohort/classroom) for 14 days from the last date for close contact while infectious (i.e., the 48 hours before symptoms began or within 48 hours before the COVID-19 positive test sample was collected). WSMC will advise school-based close contacts not to return until they have been released from home quarantine pursuant to the health officer blanket quarantine orders. The quarantine period is 10 days from the last known contact with the case. Any positive COVID Test results will follow the **Return-to-Work/School Criteria**.
- WSMC will document any blanket orders that they serve if they are not issued by County Public Health.
- WSMC will investigate any work-related factors contributing to the risk of infection and update protocols as needed to prevent further cases. See [AB 685 COVID-19 Workplace Outbreak Reporting Requirements](#)

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours. Free testing sites information is available through the Mendocino County website: <https://www.mendocinocounty.org>
- Mileage reimbursement forms for travel to and from the nearest available free local testing facility are available upon request through the office.
- Given the option of filing a worker's compensation claim if the illness has occurred from a confirmed workplace exposure.

Procedure if a staff member, child or visitor becomes sick with symptoms associated with COVID-19 while at WSMC during the work/school day:

- Isolation Room and Safe Transportation: The affected employee or student will be isolated in the White Rose if arrangements for transportation of the individual to (home or a healthcare facility) needs to be arranged. Office staff will assist with arrangements if needed.
- Procedure for School-Based Response to Student(s)/Teacher(s)/Staff/Volunteers(s) with COVID-19 symptoms Who Are Not Confirmed COVID-19 Cases:
  - Staff/Visitors will be immediately sent home with instruction to contact their primary care provider as soon as possible for evaluation and testing or to a healthcare facility (as appropriate).
  - Students should immediately communicate with their parents/caregiver. They will wait in White Rose (designated isolation room) until they can be safely transported home or to a healthcare facility.
  - The school and classroom(s) may remain open.

*If a person tests negative after symptoms, they may return to school after 24 hours without a fever and without use of fever reducing medications, if other symptoms are resolving, and with a provider's note or negative test result. Positive test results follow the **Return to Work/School Criteria**.*

## School Closures

In the event the school has multiple COVID-19 cases in multiple cohorts or classrooms, or when 5 percent or more of the total number of teachers/students/staff test positive for COVID-19 within a 14

day period, WSMC will have a school-wide closure. WSMC has the option to close prior to meeting this threshold if their governing board chooses.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, students, staff and the public in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards as soon as they are discovered to the School Administrator/COVID-19 Liaison, [admin@mendocinowaldorf.org](mailto:admin@mendocinowaldorf.org) or phone the WSMC front office (707) 485-8719.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may notify the School Administrator, Spring Senerchia, to determine if accommodations are required.
- In the event of a workplace exposure to any employee(s) or students, they will be notified by the School Administrator and asked to test for COVID-19. They will isolate for 10-14 days after the last contact with the person who has COVID-19, depending on their test results and the exposed employee's symptoms (see **Return-to-Work/School Criteria**).
- If the employee is able to work from home, they may continue to do so as long as they are capable of performing their work duties.
- If there is a schoolwide outbreak, it will be promptly reported to the local Public Health agency to determine the best plan of action. If testing is required, we will inform the affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards will be provided to employees should the need arise via email and/or OneCallNow.
- Current information regarding COVID-19 relevant to WSMC employees has been distributed in hard copy and may be requested from the office at any time.
- WSMC will notify the public of a school-wide closure through our [website](#).

## Surveillance Testing Plan:

Regular monthly testing is required of all employees that are working on or visiting our campus. Employees can access free COVID-19 testing through the county and do this during their regular paid hours. Information on testing sites may be found on the Mendocino County website: <https://www.mendocinocounty.org>. Employees report the results of their COVID-19 test to WSMC Registrar/ Office Coordinator, Jami O'Connor. Submit either a hard copy directly to Jami O'Connor by placing it in her box in the White Rose or email it to her: [office@mendocinowaldorf.org](mailto:office@mendocinowaldorf.org).

## Training and Instruction

Our mandatory trainings cover the following areas:

- 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.
- Our 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.

## Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our **Return-to-Work/School Criteria** has been met (\*see next section).
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits that are applicable whenever we've demonstrated that the COVID-19 exposure is work related. Employees may use accrued sick leave benefits or may be eligible for worker's compensation benefits or other benefits under the Families First Coronavirus Response Act.
- Employees may contact Jennifer Krauss at the time of exclusion for information on available

## Procedure for School Response/Return-to-Work/School Criteria

All COVID-19 positive individuals must isolate and are excluded from school until they have been released from home isolation per the guidance from Mendocino County Public Health. Please see Appendix 1.

For confirmed COVID-19 Cases Infection with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 10 days have passed since COVID-19 test sample collection
- At least 72 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications AND COVID-19 symptoms have improved.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until

- At least 10 days have passed since COVID-19 test sample collection
- A negative COVID-19 test will not be required for an employee to return to work.

*If an order was issued by the school, they must document it. 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 [blanket isolation order](#) is lifted.

## **Reporting, Recordkeeping and Access**

If there is a positive case of COVID-19 on campus, it is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department as 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 our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- 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.

## **Appendix 1**



## Guidelines for returning to Work/School following Isolation or Quarantine Orders

Criteria for return to school, childcare, or other programs after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Return when all of the following are true:
Child or Staff has a negative test after symptoms of COVID-19	<ul style="list-style-type: none"> <li>• No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve) .</li> <li>• Symptoms are improving.</li> <li>• Must show documentation of the negative test or a primary care provider's note.</li> </ul>
Child or Staff had symptoms of COVID-19 and had a positive test/ confirmed COVID-19 OR was not tested OR was tested and is still waiting for result	<ul style="list-style-type: none"> <li>• After 10 days since symptoms began.</li> <li>• Symptoms are improving.</li> <li>• No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve) .</li> <li>• A primary care provider's note is not needed.</li> </ul>
Unvaccinated Child or Staff had close contact with someone with confirmed COVID-19	<ul style="list-style-type: none"> <li>• 14 days after the last close contact(*), even if the child has a negative test during this time, or is still waiting for test result.</li> <li>• No symptoms have developed since the last close contact.</li> </ul> <p><i>If the child or staff has ongoing close contact with the person with COV/D-19 (for example, a parent or caregiver), they must quarantine for 14 days after the person with COVID-19 is no longer infectious. In most cases, this is a total of 24 days after the person with COVID-19 first developed symptoms, or if asymptomatic, had a positive test.</i></p>
Child or Staff had a positive test but never had symptoms	<ul style="list-style-type: none"> <li>• 10 days after their positive test was collected (not 10 days after the result was received)</li> </ul>

(\* ) A close contact is a person who is less than 6 feet from the infected person for 15 minutes or more cumulatively over 24 hours (including 48 hours prior to symptom onset or test date of index case.)

## Appendix 2 Stakeholder Statements of Support

July 30, 2020

The Waldorf School of Mendocino County has been engaging with parents, teachers and employees to plan for the 20/21 school year. This letter certifies that our constituents have had an active voice in plans and are in support of reopening the school year to include onsite instruction.

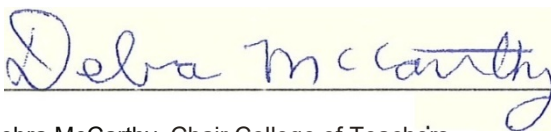
The COVID-19 Task Force has made careful plans that take into account current best practices from the CDC and Health Orders from the State of California and the County of Mendocino.

We support reopening campus for onsite learning on August 18, 2020.



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Jim Logg, Board President



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Debra McCarthy, Chair College of Teachers



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