COVID-19 PREVENTION PROGRAM

HESCHEL

2020-2021

Table of Contents

Authority and Responsibility 3
Identification and Evaluation of COVID-19 Hazards 4
Procedure for Identifying COVID-19 Hazards 4
Protocol for Employee Covid-19 Symptom Screening 5
A. Symptoms Associated with COVID-19 5
B. Self-Screening and Self-Reporting Obligations 6
Exclusion from Worksite Based on Symptoms of COVID-19 7
Control of COVID-19 Hazards 8
A. Reduction of In-Person Headcount at Any Given Time 8
B. Physical Distancing in Classrooms 11
Protocols for Face Coverings 13
A. Face Coverings 13
B. Face Shields 14
Engineering Controls/ Ventilation Systems 14
Protocols for Cleaning and Disinfecting 15
A. Established Cleaning and Disinfecting Schedule 15
B. Promoting Cleaning and Disinfecting Habits 16
C. Cleaning After a Symptomatic or Infected Person Has Been On the School Campus 16
D. Shared Tools, Equipment and Personal Protective Equipment (PPE) 17
E. Hand Sanitizing 17
F. Use of Personal Protective Equipment (PPE) to Limit Employee Exposure to COVID-19 17
Policy & Protocols for Accommodation of Employees Who Are High-Risk of Severe Illness from Covid-19 . 18
A. Those Eligible to Request Accommodations 18
B. Process for Accommodation Request 18
Travel Policy 20
Investigating and Responding to COVID-19 Cases 21
System for Communicating 21
Training and Instruction 22
Exclusion of COVID-19 Cases 23
Reporting, Recordkeeping, and Access 23
Return-to-Work Criteria 25
Appendix A: Identification of COVID-19 Hazards 26
Appendix B: COVID-19 Inspection Form 27
Appendix C: Investigating COVID-19 Cases 29
Appendix D: COVID-19 Training Roster 33

Authority and Responsibility

Amy Jamieson, Chief Financial Officer has overall authority and responsibility for implementing the provisions of this CSP in our workplace. In addition, the Head of School, all administrators, managers and supervisors are responsible for implementing and maintaining the CSP 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.

This CSP is designed to mitigate exposures to the SARS-CoV-2 virus that may occur in our workplace. Date: January 21, 2021

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our 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, our 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 mitigation controls in our 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 our COVID-19 policies and procedures.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards. We have several members of our faculty and staff included as part of our COVID-19 Task force and we encourage feedback on the School's COVID-19 mitigation strategies. We also conduct weekly faculty meetings where information is shared, and constructive feedback is sought to ensure faculty/staff voices are heard as part of the process as we navigate the ever changing policies and procedures.

Procedure for Identifying COVID-19 Hazards

All faculty, staff ,and employees are encouraged to notify the Business Office of any potential unsafe or unhealthy work conditions, practices or procedures. These will be documented on **Appendix B: COVID-19 Inspections** form and corrected in a timely manner.

Protocol for Employee Covid-19 Symptom Screening

In order to protect the safety of our students, employees, and the school community at large, employees will be screened for symptoms of COVID-19 prior to entering School facilities/campuses. The School adopts this Employee COVID-19 Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control ("CDC"), California Department of Public Health, California Department of Industrial Relations, California Department of Education, and local public health officials. This policy will remain in place until further notice.

A. Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as ≥ 100.4 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Rash
- Diarrhea

Each of these symptoms is hereinafter referred to as a "symptom associated with COVID-19." This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

Employees who present a symptom associated with COVID-19 prior to the start of the school day should not come to work, and should report their need for time off to their supervisor as soon as possible.

B. Self-Screening and Self-Reporting Obligations

School employees shall self-screen by checking their temperature and observing for other symptoms associated with COVID-19 prior to arriving on our campus. An employee exhibiting one or more symptoms associated with COVID-19 shall stay home and notify his or her supervisor of the reason for his or her absence.

- All students, faculty, and staff are required to complete a daily health screening before entering campus each day via the SchoolPass app.
- Any approved visitor entering campus must also complete a health screening form.
- Upon entering Heschel's parking lot, every individual must remain in their vehicle and have their temperature checked before they are permitted to enter campus.
- Students, faculty, staff, and all persons on our campus are instructed to wash hands before/when entering a classroom or office upon arrival on campus, before and after eating, and as part of their daily schedule (no more than 120 minutes between hand washings).
- In addition to daily reporting the results of self-screenings, employees are obligated to report the following information as applicable and isolate at home as recommended by the CDC (See Heschel Exposure Management Plan):
    - If an employee has had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the last date of close contact. According to the CDC: “Close contact” exposure means being within six (6) feet of an infected individual, for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specific collection until the time the patient is isolated).
    - If a household member has a confirmed or presumed case of COVID-19, the remaining household members will be asked to remain off campus until a minimum of 14 days has passed following the discontinuation of their isolation period.

Exclusion from Worksite Based on Symptoms of COVID-19

No persons who have a fever of ≥ 100.4° F (38.0° C) or other symptoms associated with COVID-19 will be permitted on campus. If the screener determines that an employee is presenting with symptoms associated with COVID-19, the employee will not be allowed to enter the School facilities/campus and will be sent home pursuant to the School's Protocol When an Employee Exhibits Symptoms Associated with COVID-19 at work.

Employees who are sent home based on symptom screening results must notify their supervisor(s) as soon as possible by phone or email and await further instructions. The School may track employees' potential exposure to COVID-19, and such documentation, as well as any documentation regarding an employee's medical symptoms, will be considered confidential medical records.

If an employee has been on campus and subsequently reports that they have tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local county department of public health to determine necessary next steps.

Employees exhibiting symptoms associated with COVID-19 will not be allowed to return to School until one of the following occurs:

● If COVID-19 diagnosis is confirmed with testing, they certify that at least 10 days have passed since the symptoms first appeared AND the employee has been free from fever without the use of fever-reducing medication for at least 3 days AND respiratory symptoms have improved;

● They provided the School with a negative viral test result for COVID-19 after 10 days have passed since symptoms first appeared, (antibody tests may not show when someone has a current infection and are not acceptable) have no alternative diagnosis, and employee is 72 hours fever free without the use of fever-reducing medication.

● They have an alternative diagnosis (strep, flu, UTI), are 72 hours fever free without the use of fever-reducing medication, AND improving symptoms AND at least 10 days since symptoms first appeared AND with have a note from a physician stating that the individual has an alternate diagnosis and has clearance to return to school.; or

● If COVID-19 diagnosis is NOT confirmed with testing, they certify that at least 14 days have passed since the symptoms first appeared AND the employee has been free from fever without the use of fever-reducing medication for at least 3 days AND respiratory symptoms have improved.

Employees must complete the Return to Work Certification form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act ("FMLA") and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School's policies. Employees may also elect to use any sick leave or vacation. These return to school guidelines may be updated as the CDC identifies additional exposure management action plan

Control of COVID-19 Hazards

Policies and Protocols for Physical Distancing and Individual Responsibility at School for Employees

The Centers for Disease Control and Prevention ("CDC") recommends physical distancing to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within approximately 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The state, county, and the California Department of Education ("CDE") have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for employees in schools and is adopted for the protection of students, employees, and families. Employees will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

The School may modify this policy, as necessary, to comply with changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such social distancing measures are no longer necessary.

A. Reduction of In-Person Headcount at Any Given Time

To comply with CDC, CDE, state and/or local guidance regarding social distancing protocols, the School may allow, encourage, or require remote work as appropriate for any employee, at any given time. The School will also implement flexible or staggered work hours, including staggered breaks, to accommodate the School's on-campus class scheduling and physical distancing strategies, as needed.

1. Campus Access

The School will establish one entry and two exit points to the School's campus to promote physical distancing. The entry and exit points will be the Breezeway and White Oak Gates. Employees will be assigned to enter and exit at specific entry and exit points each school day they are on campus, and at staggered times.

As stated above, prior to entering the School's campus, all employees will be subject to health screening requirements consistent with the School's Policy and Protocol for Screening Employees. While waiting to be screened, employees must remain at least 6 feet apart from others. Employees who pass the screening requirements will be required to wash or sanitize their hands prior to entering their worksites and/or classrooms.

During this time, the School will restrict access to the School's campus and limit visitors and volunteers, including parent volunteers. All campus visitors must be approved in advance by an Administrator or Facilities

Supervisor. All campus visitors, including any work persons, who are authorized to enter the School's campus, will not be able to do so until they have cleared the screening protocols set forth in the School's Policy and Protocol for Screening Students/Employees.

Signs will be placed at conspicuous places at all School entrances that instruct employees, students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (*e.g.*, cough, shortness of breath or difficulty breathing, and/or more of the following: fever (temperature over 100.4° F or 38° C) without having taken any fever-reducing medications, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, new rash, or any other symptom associated with COVID-19 identified by the CDC).

The signs also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain six feet of distance between themselves and others while on campus.

2. Physical Distancing – On Campus Generally

Employees shall maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment.

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and playgrounds/outside spaces. Markers that designate intervals of 6 feet are placed throughout campus and must be followed. Signage and barriers are also be in place to direct and designate foot traffic patterns, such as one-way hallways.

The School has rearranged classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for 6 feet between individuals. The School has also added physical barriers (such as plexiglass shields) to increase protection against airborne particles in areas where physical distancing between workspaces and/or between employees was limited.

Non-essential meetings should be cancelled or postponed. In-person meetings, including parent- teacher conferences, should be replaced with other means of communications, such as phone conferences or a virtual format. If an in-person meeting is held, it must take place in a location that allows all individuals to maintain a minimum distance of 6 feet, be held outside whenever possible, and all individuals should sign-in to document attendees. Persons attending the meeting should disinfect the space they occupied during the meeting (*e.g.,* chair, area of the table at which they sat), and the location used for the meeting must be cleaned and disinfected according to the School's Policy for Cleaning and Disinfecting before it can be used again.

The School will conduct trainings virtually, or if in-person, employees shall avoid grouping together and ensure minimum physical distancing is maintained. The School will require virtual activities and events in lieu of field trips, assemblies, and on-site performances. The School may stagger use of communal spaces such as cafeterias to minimize gatherings.

Employees are expected to enforce the School's physical distancing strategies and shall take measures to decrease students congregating in any one location. For example, employees may require students to stay in an assigned section of the school yard or playground as opposed to mingling with other classes. The School will schedule student restroom breaks if needed to avoid overcrowding. Additionally, each class will be assigned a designated restroom to limit cohort mingling.

Physical distancing is key to preventing the spread of COVID-19. The School discourages employees and students from gathering elsewhere, off campus, or creating situations where there are large group gatherings (*e.g.,* parties, etc.)

3. Social Visits to Be Avoided

Employees should refrain from unnecessary social visits to other employees' workstations or classrooms. If socializing cannot be avoided, employees must observe the requirement that they maintain minimum physical distance of 6 feet between themselves and any other person at all times.

B. Physical Distancing in Classrooms

Consistent with CDC, CDE, state, and county guidelines, all students will be grouped in static educational cohorts of no more than 12 students. These cohorts will be grouped together each day they are at the School to minimize the mixing of student groups. The library, art room, lunch pavilion, Beit Midrash, de Toledo Pavilion, music room, and all other available rooms on campus have been repurposed for use as primary classrooms to maintain student ratios with 6-foot distancing guidelines.

When middle school is permitted to resume on campus instruction, to limit contact, those grade levels will be assigned distinct areas of campus. 6th grade classrooms, 7th grade classrooms, and 8th grade classrooms will be clustered in a specific area with a designated stairwell and restroom. Stairwells are one way with signage indicating directions. Where there is two-way traffic, only one grade will be using that stairwell and signage has been placed to ensure clear notification. Signage and barriers are in place to direct and designate foot traffic patterns, such as one-way hallways, breezeway distancing, and six-foot distancing reminders. 6th grade students will have the use of lockers. Student lockers will be spaced to meet social distancing guidelines. Students in 7th and 8th grade will not have access to lockers in order to limit cohort mixing and congregating in the locker area. Teachers are expected to stay within their assigned educational cohort and enforce physical distancing strategies amongst the students.

All classrooms will be required to meet maximum capacity limits that adequately provide for physical distancing of students and teachers. The maximum capacity limit is posted in the entryway of all classrooms.

Students will be required to maintain, and teachers shall enforce, at least 6 feet of physical distancing from others in the classroom whenever possible. Desks, activity stations, tables, and chairs will be spaced a minimum of 6 feet apart. Student desks will be arranged facing the same direction (rather than facing each other). If students sit at tables, they will only be allowed to sit on one side of the table, spaced apart, so that children are not facing one another. Assigned seating arrangements will be used to the extent possible.

The School shall designate additional indoor and outdoor spaces which will be used as classroom space, such as Butterfly Courtyard, Library, Beit Midrash, de Toledo Pavilion, Lunch Pavilion, Elementary Side Yard, Middle School Side Yard, Takjef Amphitheater and Yard. All School buildings and rooms will have maximum capacity limits consistent with implementing social distancing, and the maximum capacity limits will be posted in the entryway of these rooms and buildings.

Weather permitting, classes will be held outside. Five outdoor classrooms have been created and will be used whenever practical. When inside, weather permitting teachers shall open windows and doors to increase ventilation, and if doing so does not pose a safety and health risk to children. If doing so poses a health or safety risk to persons in the classroom, the School will consider alternatives.

Teachers shall have enough supplies to minimize the sharing of high-touch materials to the extent possible (such as art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of students at a time and clean and disinfect these items between uses.

Teachers should prohibit the sharing of electronic devices, books, games, and other learning aids. Students may need their own materials for learning – and these materials will need to be cleaned and disinfected regularly. To the extent possible, each student's belongings must be separated from others and in individually labelled containers, cubbies, or areas. Students are required to bring their belongings home each day to be cleaned before bringing them back to school.

Teachers are encouraged to implement strategies for classroom discussion and turning in assignments that minimizes contact but encourages engagement and participation. Teachers should develop practices that promote physical distancing but also permit students to have movement.

Physical distancing strategies should not result in unintended segregation of students or interfere with specific support for needs (or medical needs) for students with disabilities or behavioral challenges. Physical distancing strategies should also not inhibit emergency protocols, or prohibit access to students. Teachers are expected to meet student personal or support needs, as necessary.

Protocols for Face Coverings

A. Face Coverings

All employees must wear face coverings while at school in accordance with CDPH and county guidelines, except during designated meal times, or unless Cal/OSHA standards require respiratory protection. CDPH guidelines on face coverings are accessible here:
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance- for-Face-Coverings_06-18-2020.pdf

All students are required to wear a face covering while at school unless they are exempt. A face covering should be removed for meals, snacks, or when it needs to be replaced. When a face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again. All parents have been informed that students should have two face coverings to wear per day and to change them out after lunch. Extra face coverings are in all classrooms and the office for student use.

Employees must monitor the use of face coverings for students who are 8 years of age or younger to ensure that they are able to breathe without choking or suffocating.

Face coverings must be made from breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Face coverings are meant to protect other people in case the wearer is unknowingly infected. Face coverings are not surgical faces masks, respirators, or personal protective equipment. However, the School will provide some employees surgical face masks, respirators, or personal protective equipment dependent ("PPE") dependent on the employee's job duties.

Face coverings that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Employees are responsible for maintaining face coverings with proper care. Face coverings should be washed daily per CDC guidance found at:
https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face- coverings.html.

The School will provide each employee and student with two (2) washable face coverings. Employees are welcome to use their own face coverings from home, as long as they are workplace appropriate. The School will have face coverings or face shields available for employees who fail to bring one or whose face covering becomes damaged while at school.

Employees with medical conditions or disabilities that prevent them from being able to wear a face covering, will be provided with accommodations made on a case-by-case basis consistent with the School's Policy on Reasonable Accommodation of Employees.

B. Face Shields

Every employee has been offered the use of a face shield to be used in conjunction with their face covering. In limited situations where face coverings cannot be used for pedagogical or developmental reasons (i.e. communicating or assisting young children or those with special needs), a face shield may be used instead of a cloth covering with the express permission by the Head of School and only as long as the wearer is outside if feasible or while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.

Engineering Controls/ Ventilation Systems

We implement the following measures for situations where we cannot maintain at least six feet between individuals: We have installed plexiglass partitions where needed. Additionally, we have several portable plexiglass partitions that can be moved to locations when additional protection is required.

The School will maintain the School's ventilation systems, air filters, and HVAC systems and maximize the central air filtration for HVAC systems with a targeted filter rating of at least MERV 13. The School will also increase circulation of outdoor air by opening windows and doors to the extent possible and safe.

We have created outdoor classrooms and classes take place outside with shading tents when weather permits.

Protocols for Cleaning and Disinfecting

School protocols include utilizing products listed by the United States Environmental Protection Agency and in accordance to the CDC guidelines (including storing products securely away from children) use against COVID-19.

A. Established Cleaning and Disinfecting Schedule

The school has established a regular cleaning and disinfecting schedule for all School buildings, facilities, and grounds in order to promote a safe and healthy School campus and to minimize the possibility of under- and over-using cleaning and disinfectant products.

1. *Outdoor Areas*
   The School will clean outdoor areas of the School campus routinely. Playground equipment will be closed until further notice.
2. *Restrooms*
   The School will clean and disinfect restrooms and all restroom surfaces frequently throughout the school day and workday.
3. Areas Where Meals Are Prepared and Eaten
   The School will clean and disinfect the school kitchen and other locations where meals are prepared and eaten regularly. The School will also clean and disinfect surfaces frequently touched by students in outdoor eating areas, including, but not limited to, tables, chairs, carts, and payment devices, between each meal service time during the school day. If students eat lunch in their classrooms, the School will clean and disinfect the students' desks and/or tables before and after use.

• Hand sanitizing stations are placed throughout campus.

• Every student and staff member will be given a mini hand sanitizer to attach to their backpack, bag, or belt loop for their personal use.

• Each school day and workday, the School will clean and disinfect with an appropriate disinfectant frequently touched hard and non-porous surfaces or objects, such as glass, metal, or plastic, within the School's buildings, facilities, and grounds. Examples of frequently used surfaces or objects that will receive routine disinfection include, but are not limited to:

Tables
Doorknobs
Light switches
Countertops
Handles
Desks
Phones
Keyboards
Toilets
Faucets and sinks
Touch screens
Copiers

Electronic devices
Learning aids
Printers
Books/binders
Refrigerators
Microwaves
Coffee makers
File cabinets and shelves
Shared computers
Shared tools/equipment
Stairways and stairwells
Handrails

• Procedures are in place and faculty and staff are trained in disinfecting protocols.

• Procedures and equipment are in place for our facilities team to clean and disinfect frequently touched surfaces and restrooms.

• Cleaning at the end of each school day includes the use of a UV mobile disinfecting unit and an electrostatic sprayer.

• Faculty and staff are instructed to disinfect desks and classrooms before exiting, after each class, and before turning over the classroom to another teacher or group of students.

B. Promoting Cleaning and Disinfecting Habits

The School and each employee of the School serve a critical role in promoting a safe and healthy school and workplace. To that end, the School will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees as set forth in the School's IIPP so employees can carry out the following individual responsibilities:

- Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, in office workspaces, breakrooms, classrooms, copy rooms, restrooms, and communal areas.
- Teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, sink handles, and any other surface or object in the classroom touched or used by students.
- Teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, pencils, pens, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.
- Teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning.

C. Cleaning After a Symptomatic or Infected Person Has Been On the School Campus

In the event a student, employee, or visitor who exhibits symptoms of COVID-19 or who tests positive for COVID-19 has been on the School campus, the School will close all areas of the campus the individual used or visited. The School will wait 24 hours before having a Facilities Staff clean and disinfect the areas. The Facilities Staff will use disinfectants and will wear appropriate PPE while cleaning and disinfecting the areas. The School will provide PPE to such staff as set forth in the School's IIPP. The School will prohibit anyone from entering the areas until after they have been cleaned and disinfected. The School will also clean and disinfect any surfaces or objects touched by the individual.

D. Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE such as (but not limited to) masks, gloves, goggles, face shields, and dressing gowns must not be shared.

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 facilities crew. All communal spaces are cleaned daily.

E. Hand Sanitizing

In order to implement effective hand sanitizing procedures, we have implemented the following:

- CDC guidelines for handwashing are clearly posted at every sink.
- Signage is posted notifying employees to wash their hands upon entering campus.
- Access to hand sanitizer is present at our campus entrance point, classrooms, main and academic office entrances, and throughout campus.
- Education and reinforcement on 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.

F. Use of Personal Protective Equipment (PPE) to Limit Employee 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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Policy & Protocols for Accommodation of Employees Who Are High-Risk of Severe Illness from Covid-19

Absent an undue hardship to the School or a direct threat to the health and safety of School employees, the School may at its discretion provide certain employment-related accommodations to employees who are at higher risk of severe illness if they contract the virus that causes COVID-19, in order to reduce the risk of such employees contracting the virus.

A. Those Eligible to Request Accommodations

This policy applies to and covers all School employees who can demonstrate that they are at higher risk of severe illness if they contract the virus that causes COVID-19 as defined by the CDC at https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html.

Further, employees may request accommodations, and the School will consider these requests, if they are unable to safely distance themselves from members of their household who are at higher risk of severe illness if they contract the virus that causes COVID-19.

B. Process for Accommodation Request

If an employee is at higher risk for severe illness if they contract the virus that causes COVID-19, the employee may inquire with the School's Head of School regarding a potential workplace accommodation.

While the request for accommodation under this policy is separate and distinct from a request for a reasonable accommodation under the ADA and the FEHA, an employee at higher risk of severe illness if they contract the virus that causes COVID-19 must make such an accommodation request in accordance with the School's Reasonable Accommodation Policy.

Following receipt of the request, the School may require a note from the employee's health care provider certifying that the employee has a qualified underlying medical condition that exposes the employee to a higher risk of severe illness if the employee contracts the virus that causes COVID-19. The School may require additional information from the health care provider, including, but not limited to, documentation to determine whether the employee's underlying condition necessitates an accommodation.

An employee who is unable to safely distance themselves from members of their household who are at higher risk of severe illness if they contract the virus that causes COVID-19, may inquire with Head of School regarding a potential accommodation, and the School will consider this request. In considering this request, the School may require a note from the household member's healthcare provider certifying that the household member has a qualified underlying medical condition that exposes the household member to a higher risk of severe illness if they contract the virus that causes COVID-19.

Determinations regarding accommodations under this policy will be made on a case-by-case basis by the School. Accommodations may include, but are not limited to, the following:

- Alternative work assignments or locations
- Telework
- Reassignment
- Increased social distancing measures; and/or
- Leave

This Policy will remain in effect until the end of the present public health emergency, as declared by the Governor or local health officials.

Travel Policy

- In addition to daily self-screening and temperature checks, and as recommended by the CDC, we strongly encourage faculty, staff, and families to avoid non-essential travel and check the CDC Travelers Health Notices and guidance.
- Heschel requires the completion of a 14-day quarantine following any international travel, or travel by air (domestic or international), by train, or by ship prior to a return to campus. (Note, this policy does not apply to the use of public ground transportation for travel to and from work). While we understand that the CDC has adopted shorter quarantine timelines, at this time we will continue to require a full 14-day quarantine.
- LA COUNTY DEPARTMENT OF PUBLIC HEALTH has instituted a mandatory directive on travel (12/30/2020) which requires:
  - All persons traveling into Los Angeles County by car, directly or indirectly from a point of origin outside the Southern California Region, defined as the counties of Imperial, Inyo, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura, must quarantine for at least 10 days after arrival.
  - Quarantine requirements and exemptions can be found at: http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Directive_Travel.pdf
  - Information, resources, and guidance on quarantine, including recommendations on when to get tested and what to do in the case of the development of symptoms or a positive test result, are available at: http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/.

- According to the CDC, the following activities and situations can increase your risk of exposure to COVID-19: (https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html)
  - Being in an area that is experiencing high levels of COVID-19, including destinations with a Level 3 Travel Health Notice. You can check the Travel Health Notices for recommendations for places you have traveled, including foreign countries and U.S. territories. You can also check states, counties, and cities to determine if these areas are experiencing high levels of COVID-19.
  - Going to a large social gathering like a wedding, funeral, or party.
  - Attending a mass gathering like a sporting event, concert, or parade.
  - Being in crowds, for example, in restaurants, bars, airports, bus and train stations, or movie theaters.
  - Traveling on a cruise ship or river boat.

Investigating and Responding to COVID-19 Cases

Employees who had potential COVID-19 exposure in our workplace are directed to Heschel's Return to School Guidelines and Exposure Management Plan. See **Appendix C: Investigating COVID-19 Cases** form.

System for Communicating

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

- Our school nurse, Christina Holman, RN has been clearly designated as the person of contact to report COVID-19 symptoms, questions, and quarantine related issues.
- Employees have been notified that they can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness have been communicated and posted.
- Surveillance testing of faculty and staff was implemented in October, 2020. We currently require employees to do PCR testing bi monthly. Faculty/staff may choose to test at our on campus clinics, or off site at any PCR testing site or county clinic. All employees must notify School of the results.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information has been communicated about COVID-19 hazards employees' (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Information is shared at the weekly staff meeting to keep faculty and staff aware of any changes or new policies or procedures relating to COVID-19 mitigation strategies.

Training and Instruction

All members of our administration team completed the Johns Hopkins COVID-19 Contact Tracing Course in August 2020 to prepare for the 2020-2021 school year.

We have and will continue to provide effective training and instruction to all employees that includes:

- 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.
- 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.

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

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 requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by **employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation].**
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain a calendar tracking COVID related exclusions to campus (including quarantine and isolation dates), and travel related exclusions to campus.
- 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 section3203(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.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

If One COVID-19 Case is Identified on Campus

Heschel will instruct the employee/parent or guardian to consult their physician and follow COVID-19 home isolation instructions.

- Heschel will notify DPH of confirmed case via completed line list email within one business day.
- Heschel will inform the employee/parent or guardian that the DPH will contact the case directly to collect additional information.
- Heschel will work with the employee or student/parent/guardian to identify school contacts.
- Heschel will notify school contacts of exposure per our policies and procedures.
- Heschel will send a general notification to inform the wider school community of the school exposure and precautions taken to prevent spread.
    - We will not share the faculty/staff/student's name or any other personally identifiable information with any School employees unless that employee has a legitimate need to know
    - We will not share the faculty/staff/student's name or any other personally identifiable information with any students, parents, members of the School community.

If Two COVID-19 Cases are Identified on Campus Within a 14-day Period

- Heschel will investigate whether the two cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.
- If epidemiological links do not exist, the school will continue with routine exposure management.
- If epidemiological links exist, the school will reinforce messages to students, faculty, and staff on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

If Three COVID-19 Cases are Identified on Campus Within a 14-day Period

- We will report the cluster to the LADPH immediately via phone or email and follow all requirements set forth by the Health Department.

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.
- 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. (See below)

Heschel Exposure Management Plan

Student or Faculty/Staff with:	Action	Communication

COVID-19 Symptoms (such as but not limited to): Fever of ≥ 100.4*, chills, cough, shortness of breath or difficulty breathing, fatigue, body or muscle aches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and/or rash
 	
*Note: Temperature of ≥ 100.4 that does not resolve within 15 minutes of cooling
	▪ Contact parent
	▪ Send home
	▪ Use PPE and isolate individuals until they can be picked up.
	▪ Refer individuals to their Primary Care Physician.
	▪ Recommend testing
	  ▪ If positive, see action steps below for "*Testing Confirms COVID-19 Case Infection (With Symptoms)*"
	  ▪ If negative, see action steps below for "*Testing Results are Negative for COVID-19 (With Symptoms)*"
	▪ School/classroom remain open
	▪ Begin contact tracing*
	  ▪ Close contact is defined as being within 6 feet for 15 minutes or more of an individual who tests positive for or is suspected to have COVID-19, up to 48 hours before the onset of symptoms.
		Contact tracing* has been conducted and the appropriate parent or guardian of the identified close contacts have been notified with proper privacy in place: "There has been a case of suspected COVID-19."

Testing Confirms COVID-19 Case Infection (With or Without Symptoms)	▪ Notify the local public health department ▪ Isolate case and exclude from school ▪ If symptoms, must be 72 hours fever free AND symptoms improving AND at least 10 days since symptoms first started ▪ If no symptoms, must be at least 10 days after test confirmed diagnosis ▪ Recommend testing of contacts, identify symptomatic contacts.* ▪ Disinfection and cleaning of classroom and primary spaces where case spent significant time ▪ School remains open	Community notification will go out to entire school (privacy compliant)
Testing Results are Negative for COVID-19 (With Symptoms)	▪ If negative test on day 1, illness symptoms, no alternative diagnosis, must be 72 hours fever free and have negative COVID-19 test on day 10 ▪ With no alternative diagnosis, high likelihood of false negative ▪ If negative test and alternative diagnosis (strep, flu, UTI), 72 hours fever free, AND improving symptoms AND with a note from a physician stating that the individual has an alternate diagnosis and has clearance to return to school.	No community notification required
No Testing (With Symptoms)	▪ Can return after 14 days, as long as it's been 10 days since first symptoms AND 72 hours fever free AND symptoms improving. ▪ Note : Alternate explanation for symptoms ▪ Alternate explanation (Strep, Flu, UTI, etc.) Return to school after 72 hours of being fever-free without the use of fever reducing medications AND with a note from a physician stating that the individual has an alternate diagnosis and has clearance to return to school.	No community notification required
Symptomatic Close Contact of Someone With Presumed or Positive COVID-19	▪ Send home ▪ Quarantine for 14 days from last exposure ▪ Recommend testing ▪ If close contact tests positive, must remain home for 10 days from when symptoms began AND 72 hours without fever. (See action steps above for *Testing Confirms COVID-19 Case Infection*)	Community notification will go out to entire school (privacy compliant)
Asymptomatic Close Contact of Someone With Presumed or Positive COVID-19	▪ Quarantine for 14 days from last exposure to COVID-19 positive person. ▪ Recommend testing (but will not shorten 14 day quarantine unless positive) ▪ School/classroom remain open ▪ If exposure is to a household member, the individual should remain home until 14 days after the COVID-19 positive household member completes their isolation. This could be a minimum of 24 days, if not more. ▪ If rapid testing is available, quarantine can end with two consecutive negative tests, one on the first day after exposure and one on the tenth day after exposure AND with no symptoms or recent exposure. ▪ If asymptomatic with a positive test, the individual can return 10 days after positive test results assuming the individual remains asymptomatic. If an individual becomes symptomatic, isolation begins as of the first day of the onset of symptoms and follows protocol for *Symptomatic Close Contact of Someone With Presumed or Positive COVID-19*	

*Contact tracing by Heschel of identified or suspected cases at school will be limited to school contacts. The DPH is notified of all identified cases and DPH will utilize their own protocol for contact tracing.

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 Inspection Form

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

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:

Name of person conducting the investigation:

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present in the workplace):		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	**Date:**		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	**Date:**		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		**What could be done to reduce exposure to COVID-19?**	
Was local health department notified?		**Date:**	

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

CERTIFICATION FOR EMPLOYEE RETURNING TO WORK AFTER COVID-19 SYMPTOMS, POSITIVE TEST RESULT, OR EXPOSURE

I,_____("Employee"), certify that the following is true and correct *(check as appropriate):*

All of the following are true and correct:

☐ At least 10 days have passed since I first began to exhibit symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea; **AND**

☐ I have been free of fever (a "fever" is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines; **AND**

☐ Any respiratory symptoms I exhibited have improved.

I was tested for COVID-19 after I began exhibiting symptoms consistent with COVID-19 and the test shows that I am not infected with COVID-19. **A copy of the viral *(i.e.,* non-antibody) test is attached.**

My health care provider certifies that I am free from COVID-19. **A copy of the health care provider's note is attached.**

I tested positive for COVID-19, I am free of fever (a "fever" is defined as 100.4° F [37.8° C] or greater) without the use of fever-reducing medicines, any respiratory symptoms I exhibited have improved, and I was subsequently tested for COVID-19 using at least two consecutive respiratory specimens collected more than 24 hours apart and the tests show that I am not infected with COVID-19. **A copy of the viral *(i.e.,* non-antibody) tests are attached.**

I tested positive for COVID-19, but have not had any symptoms associated with COVID-19, and at least 10 days have passed since the test. **A copy of the viral *(i.e.,* non-antibody) test is attached.**

I tested positive for COVID-19, but have not had any symptoms associated with COVID-19, and I was subsequently tested for COVID-19 using at least two consecutive tests collected more than 24 hours apart and the tests show that I am not infected with COVID-19. **A copy of the viral *(i.e.,* non-antibody) tests are attached.**

I had close contact (was within 6 feet for 15 minutes or more) with a person known to have COVID-19, I have not had any symptoms associated with COVID-19 and I have not tested positive for COVID-19, **AND:**

☐ It has been 14 days since I had close contact with that person; **OR**

☐ It has been 14 days since the person who I had close contact with has been required to self-isolate.

I understand and agree that if I exhibit symptoms associated with COVID-19 *(e.g.,* fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) after returning to work, I must inform my supervisor immediately, and the School may direct me to stay away from work until I meet the School's requirements in the applicable policy to return to work.

Appendix D: COVID-19 Training Roster

Date:	Training	Who Attended:
Various	John Hopkins Covid-19 Training	Members of the administration
8-25-2020	Joffe COVID Presentation Safety and Return to Work	Heschel Staff