

SAGE COVID-19 School Safety Plan
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SAGE Covid-19 Safety Plan (CSP)

Overview

SAGE (Students Achieving Greatness in Education) Academy is a year-round non-profit private school. We believe that all students can find joy and power in learning. The mission of SAGE Academy is to assist, inspire, and engage students in order to cultivate lifelong learners who find joy and power in knowledge. Our desire is to develop a student prepared for life after high school, whether college, trade school, or the work force. We recognize that students have unique abilities and talents, and we strive to bring these out to their highest potential in each of our students.

Upon the Santa Clara County Public Health (SCCPHD) order for Social Distancing as a response to initial cases of Covid-19 in March of 2020, SAGE immediately implemented distance learning using separate ZOOM conferences for students in each of our three classrooms. These were led by our three teachers 5 days a week during regular school hours. Our students attended these classes with most having perfect attendance.

During August, in response to Recommendations from we worked with Santa Clara County Public Health Department (SCCPHD) and to develop a Fall Opening Plan incorporating the California Department of Public Health (CDPH) and Cal/OSHA Guidance and Mandatory Directives. In early September, Sage met all requirements for an Early Waiver reopened full-time in-school K-6 classes. Middle School and High School classes which initially began the 2020-2021 school year through full-time distance learning, was again allowed to resume full-time in classroom instruction under the guidance of the CDPH on September 23, 2020.

Additionally, in early September, the Santa Clara County Emergency Operations Center (EOC), Santa Clara County Office of Education (SCCOE), and SCCPHD began to host a Weekly Update and Technical Assistance Zoom Meeting. During these weekly meetings, a team of EOC Staff along with other key representatives from Santa Clara County provide an overview of new guidance, regulations, and emerging issues. The SAGE COVID-19 Designee regularly attends.

Purpose

Under operative executive orders and provisions of the California Health and Safety Code, to comply with orders and guidance issued by the CDPH and SCCPHD, to limit the spread of COVID-19, and protect the health of SAGE employees, students, and their families and eliminate in-school transmission.

To comply with two other public health directives issued January 14, 2021, related to: (1) reporting details of any positive case of a person who has been on campus to SCCPHD and (2) reporting to CDPH whether and to what degree SAGE has reopened to serves students in-person on campus.

To meet Cal/OSHA requirements to document the COVID Prevention Program (CPP) for SAGE which is designed to control exposures to the SARS-CoV-2 virus that may occur in the school workplace.

To respond to confirmed COVID-19 infections when: (1) a case of COVID-19 is confirmed in a student or staff member; and (2) a cluster or outbreak of COVID-19 at a school is being investigated.

To provide a written comprehensive set of procedures that provide all staff with the specific guidance to implement for in-person instruction and their responsibilities in assuring that multiple layers of mitigation strategies are maintained.

Procedure

Key Mitigation Strategies

A key goal for safe schools is to reduce or eliminate in-school transmission. A helpful conceptual framing as schools plan for and implement safety measures for in-person instruction, is the layering of mitigation strategies.

CDPH has ordered a list of interventions known at this time to be more effective in reducing the risk of transmission. These appear before the ones that are helpful but may have a potentially smaller effect or have less evidence of efficacy. These include (1) Face coverings, (2) Stable groups, (3) Physical distancing, (4) Adequate ventilation, (5) Hand hygiene, (6) Symptoms, and Close Contact Exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact, and (7) Surveillance or screening testing. Each of these strategies are addressed below in order.

1. Use of Face Coverings

1.1 Teachers and Staff

All staff must wear face masks continuously while on campus, except while eating or drinking. Cal/OSHA standards recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.

Staff who are unable to wear a face covering for medical reasons Cal/OSHA currently considers a face shield plus drape an acceptable alternative.

A face shield plus drape preferably:

- Extends down below the chin,
- Extends around to the ears.
- Has no gap between the forehead and the visor (or cover the gap), and

- The addition of a cloth drape extending from the bottom edge of the shield and tucked into the shirt or collar.

1.2 Students

All students, K-12 are required to always wear face coverings on campus:

- while arriving and departing from school campus
- in the classroom
- and in any area outside of the classroom (except when eating, drinking, or engaging in physical activity).

Students will not be excluded from the classroom if they occasionally fail to wear a face covering, instead they will be reminded to don a mask.

Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.

Back-up masks are recommended to students/staff to be kept in their bag in case of forgotten or soiled mask. Disposable masks are available on campus as well as cloth masks for sale.

Students are educated on the rationale and proper use of face coverings and how they are to be washed and will be reminded, as needed of proper use. They will be frequently reminded not to touch the face covering and to wash their hands frequently.

Participants who in youth and adult sports should wear face coverings when, even with heavy exertion as tolerated, both indoors and outdoors. participating in the activity

The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.

Persons exempted from wearing a face covering due to a medical condition, as confirmed by their medical provider, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, if their condition permits it.

2. Stable Groups

Stable groups provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities.

Stable groups are utilized, and students are assigned to a classroom for all activities. This to minimize/avoid contact with other groups or individuals who in separate classrooms. Each classroom will be limited to 2 teachers and 1 staff person.

Students eat lunch and go to recess with their group at times that are staggered and separated from other groups.

3. Physical Distancing

3.1 General

Prior to beginning classes information on Physical Distancing requirements and recommendations is emailed to all staff and families.

Staff meetings, professional development training and education, and other activities involving staff will be held via video or phone conference. When in-person attendance is needed, they will be conducted outdoors, if feasible, and with required physical distancing

Staff and returning students receive a review of protocols for physical distancing for both indoor and outdoor spaces the initial day of school. New students will receive training their first day of class.

Signage is posted reminding students and staff about physical distancing at each classroom entrance and on a sandwich board at the hall entrance.

Hallways are marked with 6 ft tape designations.

Staff maintain six feet or more of distance between one another while on the school campus.

Only necessary visitors and volunteers will be allowed, and student and staff contact will be limited. Facemasks will be required.

No outside organizations utilize school facilities outside school hours

3.2 Arrival and Departure

All students, parents and staff have been instructed and must wear face masks during arrivals and departures from the school campus.

Close contact between students, staff, families, and the broader community is minimized at arrival and departure through the following methods:

- Our three classrooms are on a single hallway at one end of the building and there is a single entrance and exit.
- Drivers remain in their vehicles, to the extent possible, when dropping off or picking up students. When necessary a single parent or caregiver may enter the campus to pick up or drop off the child.
- Parents and caregivers are not to enter the classroom to limit the possibility of adult-spreading of COVID-19.

Signage at the hallway entrance lists COVID-19 symptoms.

Hallways are marked with 6ft tape designations.

Students are screened for signs and symptoms of COVID-19 at home by parents prior to coming to the campus. (See: 6.2. Symptom and Exposure Screening Daily)

An adult will wait at hallways entrance between 815am-910am and greets students as they arrive:

- To monitor attendance and report absences to the School Administrator for follow-up, if needed,
- To provide supervision and disperse student gatherings during school arrival, and
- To perform daily health for all students and during morning drop-off.

Note: A teacher will monitor the hallway at the end of the school day to assure physical distancing between students.

Daily health screening will consist of:

- Visually observing the student for any noticeable symptoms,
- Asking the following **4 Questions**:
 - 1) Within the last 14 days have, have you been diagnosed with, or have you had a test confirm you have the Covid-19 virus?
If Yes - STAY HOME and seek Medical Care

2) Do you live in the same household or have you had close contact with someone who answers “yes” to number one or a test confirming they have the virus? (Close contact is less than 6 feet for 15 minutes or more.)

If Yes - STAY HOME and seek Medical Care and testing.

3) Have you had any of these symptoms in the past three days (points to our symptom sign).

If Yes - STAY HOME and seek Medical Care and testing.

4) Have you had any of these symptoms in the past three days (points to our symptom sign). If yes, are these symptoms not explained by another reason?

If Yes - STAY HOME and seek Medical Care and testing.

Temperature screening of students and staff will NOT be required unless a fever is suspected.

If temperature screening is performed, contact-less thermometers will be used.

Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately with parent until testing and/or medical evaluation has been conducted and the individual is cleared to return.

If parent has left the school, they will be contacted to return immediately to pick up their student.

The student will remain outside separated from other students. If the weather prohibits waiting outside, the Administrators office will be used to isolate the student until the parent returns. (See Section

3.3 Classroom Settings

Classrooms are capped to 12 students per classroom.

All desks face toward the front of the classroom.

Student workspaces are arranged to maximize distance between students with a minimum of 6 feet between students.

- Most students set at individual desks facing the front of the class.
- An exception is made to allow 2 siblings or a single-family pod to share a 6 ft table.
- 3 Kindergartener siblings set on the outside of a horseshoe shaped preschool table with plastic sneeze guard barriers to maximize the space between children.

Teacher desks are situated 6 ft away from closest student.

Elective teachers who move in and out of stable groups can become points of exposure for themselves and the students they work with. In such a case, the elective teacher will increase their distance from students (e.g., 8-12 feet) and limit up close person to person contact.

Staff and students are trained to maintain at least six feet of distance from each other as much as possible during educational instruction, indoors and outside.

Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), if the duration is minimized, and masks worn.

On occasion, as weather permits, a stable group may be moved outside for a class such as art, or one or more students may be moved out of doors to work independently with a teacher/staff, from the same stable group, for individual assistance

Food Services are not provided at SAGE, each student brings their own individual lunch. Student lunches are eaten at their workspace and spaces are then sanitized. Physical Distancing is maintained.

As weather permits, students are brought to spread out on the field or other large open spaces during breaks, or after eating lunches, as weather permits.

3.4 Physical Education and Recess

School athletic activities and sports follow the CDPH Outdoor and Indoor Youth and Adult Recreational Guidance.

Due to the increased risk of infection transmission during indoor activities; Physical Education classes are held out of doors. Classes are held for each of the stable classroom groups. Face masks and Physical Distancing are required.

When weather permits a class may be taken outside for recess. The field is quite large and accommodates all three stable grouped classrooms for recess at the same time. The stable groups maintain 25 ft or more distance between each other. Each classroom's teacher/staff assures that the groups maintain social distancing and do not mix.

3.5 Extracurricular Activities Requirements

Physical distancing (at least six feet) and face covering will always be maintained.

Aerosol generating activities, including in-person choir, band, and vocal is now permitted, out of doors and with 6 ft social distancing and required use of face masks.

In-person non-aerosol generating activities, such as guitar, keyboard, rhythm instruments when held will comply with social distancing, use of face masks and cleaning and sanitizing before and after each use.

Wind instruments are not recommended to be included due to increased risk of disease transmission.

Staff/ Students will maintain physical distancing of at least six feet between participants and face coverings are worn.

3.6 Non-Classroom Settings

Restrooms - Students may go to the restroom in pairs for safety purposes and will wear face masks and maintain physical distancing.

Libraries - Each of the three classrooms has an in-room library.

Staff Break-room - There is no staff break-room.

Offices - There is a single administrative office accessible in a single classroom.

Bus Transportation to and from school - is not provided

3.7 School Events

Will only occur to the extent allowed under any applicable requirements for gatherings accruing in the community, Attendance at school events will be limited to students and staff or those participating in a presentation.

3.4 Field Trips – SCCPHD

In planning and executing field trips SAGE:

- Prioritizes field trips to outdoor locations over indoor locations,
- Requires six feet of distancing from others in the community,
- Requires students to wear face coverings unless the student is exempt,
- Maximizes physical distancing between students in a vehicle by limiting available seats to the extent practicable,

- Increases ventilation in vehicle by opening windows, for good circulation,
- Thoroughly cleans and disinfects high touch surfaces before and after being used for field trip transportation,
- Assures all students and driver wear face masks and provides extra face coverings for students who misplace their facemask,
- Provides drivers with disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day,

Students from different stable groups do not mix.

Classroom stable groups remain at least 25 ft apart from each other.

4. Adequate Ventilation

SAGE is located on the campus of the Campbell Community Center which follows American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE) guidance to ensure sufficient ventilation in all school classrooms and shared workspaces.

Routine system maintenance is contracted by the Community Center.

The Ventilation system has recently been upgraded uses Minimum Efficiency Reporting Value (MERV) of 13.

The Ventilation System timers are set to turn on 2 hours prior to school occupancy and remain on for 2 hours beyond after school elective classes.

Rooms are closed and the Ventilation System turned off by timer to ensure minimum outside air circulation while classrooms are unoccupied.

There are three separate classrooms, one of which includes the Administrators Office. Windows located on one side of the classrooms do not open. Therefore, classroom doors are kept open to maximize airflow when classrooms are in use.

Air Conditioners and fans are not used in the classrooms, or in cars or vans when used for field trips.

Windows are opened in cars or vans when transporting students on approved field trips.

5. Healthy Hand Hygiene Measures

Signs are posted at each hand sanitizing and hand washing stations to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.

Hand sanitizing stations are set up at each door entrance and in the hallway.

Hand washing stations_with soap are in each classroom.

Staff and Students:

- Wash/sanitize hands every time they enter the room
- Clean their personal space and wash hands after eating snacks and lunch.
- Clean their workspace including desk and chair handles at the end of the day.

Training and reinforcement as needed for staff and students includes:

- Proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- To use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow. Discard tissue in trash can.
- To wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- To wash their hands for 20 seconds with soap, rubbing thoroughly after application.

Note: Soap products marketed as “antimicrobial” are not necessary or recommended.

Staff model and practice handwashing to reinforce healthy habits and monitor proper handwashing.

Students and staff use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer is rubbed into hands until completely dry.

Note: Frequent handwashing is more effective than the use of hand sanitizers.

Ethyl alcohol-based hand sanitizers are used at SAGE.

Isopropyl alcohol-based hand sanitizers and those that contain methanol are not used.

Children under age 9 only use hand sanitizer under adult supervision.

Call Poison Control if hand sanitizer is consumed: 1-800-222-1222.

Adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60

percent ethyl alcohol for staff and children who can safely use hand sanitizer are maintained and available in each classroom.

5.1 Cleaning and Disinfection

Definitions:

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks.

“Disinfection” kills germs on surfaces using specific agents (see below for those approved for use). If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator) should be disinfected.

Note: Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.

At least daily, and more frequently if feasible, frequently touched hard surfaces are cleaned (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.

Note: Desks or chairs do not need daily cleaning if only used by one individual during the day.

Furniture and equipment in the classroom have been reduced to facilitate distancing and reduce high-touch surfaces.

Students have their own classroom supplies that include their own crayons, markers, stapler, tape, glue, scissors, etc. to minimize the sharing of classroom items.

Students, particularly younger elementary school students, are educated on the rationale and proper use of face coverings, washing of hands, wiping clean their assigned workstations and chairs, shared objects, and any touched bathroom surfaces.

Each student has an assigned cubby to hold their books, extra supplies, and personal items in place of a locker.

When it becomes necessary to share an item it will be cleaned between use.

Staff/student wipe clean:

- their own workspace and chairs, after use and
- their own personal school supplies
- any touched bathroom surfaces.

Sage Staff clean:

- shared objects or supplies in their classroom
- hard surfaces in their classroom including Sink handles
- frequently touched surfaces including doorknobs, light switches, and classroom desks/tables and chairs
- Shared technology and supplies.

Outdoor playgrounds/natural play areas only need routine maintenance which is provided by the Campbell Community Center.

Children wash their hands before and after using these spaces.

5.2 Custodial Service

Campbell Community Center provides Custodial services

Nightly Janitorial service cleans and vacuums, cleans and disinfects classroom floors, empties trash, washes classroom sinks, maintains high traffic areas and cleans and sanitizes restrooms. They take extra precaution to do the additional wiping of high touch areas.

To ensure proper ventilation during cleaning and disinfecting, the classroom door is kept open to introduce fresh outdoor air as much as possible.

Cleaning is completed after school hours when students are not present, and the room is aired out before students arrive.

Cleaning products used by Custodial staff are away from the classroom and stored in a space with restricted access and away from students.

Custodial staff and any other workers who maintain the campus are equipped with proper personal protective equipment, including gloves, eye and ear protection, respiratory protection, and other appropriate protective equipment as required by Community Center contracts.

5.3 Disinfecting following an in-school COVID-19 case

The Administrators office/Isolation Room will be closed until it can be cleaned and disinfected.

Although 24 hours is preferred, it will need to be disinfected at the end of the school day once all students have left.

Disposable gloves will be worn to clean and disinfect the chair and desk, as well as other possible high-touch surfaces.

An appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2 (hydrogen peroxide, citric acid or lactic acid) will be used thus reducing the risk of asthma and other health effects related to disinfection.

Directions on the disinfectant label for appropriate dilution rates and contact times will be followed.

Staff receives training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

6. Symptoms and Close Contact Exposures

Note: Staff and students who are sick or who have recently had close contact with a person with COVID-19 are instructed to stay home.

All staff, parents and students are ensured that they will not face reprisals because of following these instructions and students are not penalized for missing class.

6.1 Health Screenings for Students and Staff

Screening requirements will be communicated to all staff and families and periodic reminders sent throughout the school year.

Screening for COVID-19 symptoms and for exposure to someone with COVID-19 prior to attending school each day can prevent some people with COVID-19 from coming to school while infectious, thus preventing in-school transmission.

Note: Possible COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting, or diarrhea.

Screening does not prevent asymptomatic cases from being at school and spreading SARS-CoV2, the virus that causes COVID-19.

The presence of any of the symptoms below generally suggests a student has an infectious illness and should not attend school, regardless of whether the illness is COVID-19. **For students with chronic conditions, a positive screening should represent a change from their typical health status.**

- Temperature external of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever

Students should not attend school in-person if they or their caregiver identifies new development of any of the symptoms above.

6.2 Home Symptom and Exposure Screening Daily

Parents are provided a Health Screening Tool listing of the health screening symptoms and instructed to complete daily visual health and symptom screenings for students at home and verify that the student has not had a close contact with a known case of COVID-19.

Parents are instructed to keep their child at home in the following circumstances:

- If the child is feeling ill or has any of the symptoms listed on the health screening symptoms paper provided.
- If they are a close contact with a confirmed case of COVID-19 they will need to isolate at home for 10 days from the last exposure.

Parents are instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild.

Parents must notify SAGE and keep the child home until they are clear of symptoms or a fever of 100.0 F for 3 days without use of a fever reducing medication.

If the student's symptoms worsen medical advice and SARS-CoV2 testing is recommended.

NOTE: A Medical note is not needed for clearance to return to school.

Staff members are also provided with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2.

Note: If a student or staff member has chronic allergic or asthmatic 28 symptoms (e.g., cough or runny nose), then a change in their symptoms from baseline is considered a positive symptom.

Although not required, visual and health screening is performed by an adult greeting students and staff as they arrive at campus each morning, as a reminder to students and staff of the importance of health screening and protective measures including proper wearing of a face mask and maintaining social distancing. (See 3. Physical Distancing - Arrival and Departure)

6.3 Symptoms at School

The Administrator's office is used as an Isolation room or area to separate anyone who exhibits COVID-19 symptoms.

Staff and students self-monitor throughout the day for signs of illness; staff observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.

Any students or staff exhibiting 1 or more symptoms will be required to wait in the isolation room until the parent can be called to come and pick the student up and has the student evaluated by a medical professional.

Testing of symptomatic students and staff can be conducted through local health care delivery systems or other testing resources, as fits the context of the local health jurisdiction.

Staff members and students with symptoms of COVID-19 infection are reminded not to return for in-person instruction until they have met CDPH criteria to discontinue home isolation for those with symptoms:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation to the parent that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Distance learning is provided to ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

7. Surveillance or Screening Testing

7.1 Staff to Staff Interactions

All staff maintain physical distancing of six feet from each other is critical to reducing transmission between adults and use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.

None of the current SAGE staff are at higher risk for severe illness or unable to safely distance from household contacts at higher risk. If needed, the option to switch their class to a distance learning context is possible.

All staff meetings, professional development training and education, and other activities involving staff with physical distancing are measures in place, outside, or virtually, where physical distancing is a challenge.

SAGE is a small school and does not have staff rooms or break rooms. Congregation of adults is minimized and space outside is used whenever possible.

Social Distancing is maintained regardless of setting.

7.2 Limit Sharing

Each Classroom has its own cleaning supplies and teaching materials.

Students have their own classroom supplies that include their own crayons, markers, stapler, tape, glue, scissors, etc. to minimize the sharing of classroom items.

Each student has an assigned cubby to hold their books, extra supplies, and personal items in place of a locker.

Sharing of objects and equipment, items such as electronic devices, clothing, toys, games, and art supplies is limited to the extent practicable. When necessary the items are cleaned thoroughly between use.

7.3 Staff Training and Educate Families

All staff receive training and educational materials provided to families in the following safety actions:

- Proper use, removal, and washing of face coverings.
- Physical distancing guidelines and their importance.
- Symptoms screening practices.
- COVID-19 specific symptom identification.
- How COVID-19 is spread.

- Enhanced sanitation practices.
- The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- For staff, COVID-19 specific symptom identification and when to seek medical attention.
- The employer’s plan and procedures to follow when staff or students become sick at school.
- The employer’s plan and procedures to protect staff from COVID19 illness. Consider conducting the training and education virtually, or, if in-person, outdoors, and ensure a minimum of six-foot distancing is maintained.

Parents are encouraged to review the school website for updates on school protocols and announcements.

Educational Signs are posted:

- at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms, and
- in high visibility areas to remind students and staff when and where coverings are required, appropriate use of face coverings, and washing cloth face facemasks.

7.4 Maintain Healthy Operations

Staff are directed to call in as early as possible if they are going to be absent so that a substitute can be contacted to arrive prior to school starting.

Monitor symptoms among your students and staff on school site to help isolate people with symptoms as soon as possible.

A COVID-9 Designee has been assigned as a staff liaison who serves as a main point of contact for COVID-19 tracking, policies, and procedures.

The COVID Designee conducts the following activities, working closely with the SAGE Administrator:

- Works to provide instructions for isolation or quarantine until test results return.
- Works to track quarantine period and next steps for student/staff.
- Advises on required cleaning if there is an exposure.
- Works to identify and report school-based Close Contacts per Public Health direction.
- Tracks test results.
- Based on test results, follows test result flowchart actions and advises Administrator.

- Provides Administrator with appropriate forms/letters for communications (students/staff).
- Responsible for entering staff COVID cases into the educational portal.
- Documents the School Safety Plan and assists in Staff Education on it.
- Attends EOC, SCCPHD and SCCOE scheduled updates and Designee trainings and informs the Administrator on updates and required changes.

The SAGE Administrator maintains communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality, as required by 31 FERPA and state law related to privacy of educational records.

8. Steps to be Taken for a Confirmed or Suspected Case of COVID-19 at School

SCCPHD may know of a confirmed or probable case of COVID-19 in a student or staff member before the school does, or it is possible that the school becomes aware of a case before SCCPHD via a parent or staff member.

8.1 Coordination with SCCPHD

The SAGE Administrator and COVID-19 Designee will work together in coordination with SCCPHD to assure that appropriate steps are taken including:

- Adhere to reporting requirements and notify, as indicated, SCCPHD of any newly reported case of COVID-19 in a student or staff member, if SCCPHD has contacted SAGE Administrator or COVID-19 representative,
- Utilize the tools provided by SCCPHD as described below to recognize the appropriate scenario and follow the guidance appropriately, and
- Limit the spread of the virus and keep all students, their families, and SAFE staff safe.

8.2 COVID-19 Scenarios

SCCPHD has created a Table listing 4 possible scenarios with steps to be taken with each scenario. (Refer to Appendix 1.)

The four Scenarios are:

1. An individual exhibits one or more symptoms of COVID-19
2. An individual identified as a “Close Contact” to a person who has tested Positive for COVID-19.
3. An individual who has tested positive in a cohort or non-cohort setting.
4. Routine COVID-19 Screening (no symptoms, not a close contact).

For each scenario, the Immediate Actions to be taken, required notifications, informational materials to be provided and letters to notify parents/guardians when warranted, are listed, and will be followed by SAGE Administrator and COVID_19 Representative, in conjunction with SCCPHD.

The Administrator will arrange for cleaning and disinfection of the classroom and primary spaces where an individual with COVID-19 spent significant time (see 5.1 Cleaning and Disinfection above for recommendations).

This does not need to be done until students and staff in the area have left for the day.

8.3 School Closure Determination

School closure determinations will be made in consultation with the SCCPHD.

A school with confirmed cases and even a small cluster of COVID-19 cases can remain open for in-person education if contact tracing identifies all school contacts for exclusion and testing in a timely manner, any small cluster is investigated and controlled rapidly, and SCCPHD agrees that the school can remain open.

Note: Education Code sections 43503 and 43504 address distance/remote learning for the 2020-2021 school year. Education Code section 43504 states that schools in California “shall offer in person instruction to the greatest extent possible.” Education Code section 43503 states, “Distance learning may be offered under either of the following circumstances: (A) On a local educational agency or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officer. (B) For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID19.”

COVID-19 Prevention Program (CPP) for SAGE Academy

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 2/1/21

Authority and Responsibility

Jessica Hurst has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

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 prevention 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 and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Discussing Safety requirements and Guidelines in staff meetings and encouraging them to report all COVID-19 hazards they become aware of so they can be addressed in prompt manner.

Employee screening

We screen our employees by: **Employees are directed to self-screen daily according to CDPH guidelines prior to coming to the campus and to report any symptoms that might begin while at work as soon as they are recognized. A non-touch thermometer is available at the school to verify an employee's external temperature if they suspect a fever. Face coverings are used while temperatures are measured.**

Correction of COVID-19 Hazards

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

The severity of the hazard will be assessed, and correction time frames assigned, accordingly.

An Individual is identified as being responsible for timely correction.

Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing

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

- **All classes are prepared to switch to remote learning using ZOOM classes allowing for remote learning, if required.**
- **The number of persons in a classroom is limited based on square footage, with student desks spaced minimally 6 ft apart. Visitors are discouraged from entering the classroom. The Teacher's desk is spaced minimally 6 ft from the nearest student.**
- **The Hallway floors are marked with X's spaced at 6 ft intervals and employees and students are instructed to pick an X when they are outside to assure safe physical distancing between individuals.**

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. **All employees and students provide their own face coverings. Additionally, a supply of disposable face masks is available if a face mask becomes soiled during school hours. Instruction in regular washing of cloth masks is reviewed, as needed. All employees are responsible to remind students, visitors, and co-workers to don a mask, adjust it to cover the mouth and nose properly, if they see that a mask is not being worn or is being worn incorrectly.**

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 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, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: **In the elementary classroom a single horseshoe shaped table is used for three siblings and clear plastic partitions are used between the children. This set up was discussed with and approved by the Public Health Department.**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by: **Propping the doors open in each classroom.**

- **If circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat, and wildfire smoke the doors are closed. Air cleaners are available to use in each classroom temporarily until it safe to prop the doors open again.**
- **The School is located on the Campbell Community Center Campus. They recently had the ventilation system upgraded to a MERV-13. They**

provide for regular maintenance of the ventilation system. The System is set to turn on at least two hours before Classes begin each day and remains on for at least two hours following school closing.

Cleaning and disinfecting

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

All frequently touched surfaces are cleaned daily, and any items is being shared between students it is cleaned between uses. Further by:

- **Ensuring adequate supplies and adequate time for cleaning to be done properly.**
- **Educating the employees of their responsibility for cleaning in their assigned rooms and of the frequency and scope of cleaning and disinfection.**
- **In response to a COVID-19 case in our workplace, we will implement the following procedures: The Administrators office/Isolation Room will be closed until it can be cleaned and disinfected.**
- **Although 24 hours is preferred, it will need to be disinfected at the end of the school day once all students have left.**
- **Disposable gloves will be worn to clean and disinfect the chair and desk, as well as other possible high-touch surfaces**
- **An appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2 (hydrogen peroxide, citric acid or lactic acid) will be used thus reducing the risk of asthma and other health effects related to disinfection.**
- **Directions on the disinfectant label for appropriate dilution rates and contact times will be followed.**
- **Employees are trained and experienced at disinfecting surfaces and the use of personal protective masks and gloves.**

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 **Employees are trained and experienced at disinfecting surfaces and the use of personal protective masks and gloves and assume responsibility for their classroom.**

Sharing of vehicles will be minimized to the extent feasible, **occurring only with the occasional field trip** and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected **before and after use.**

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

At SAGE, hand washing stations with soap are in each classroom and the following procedures are implemented, including:

- **Staff and Students wash/sanitize hands every time they enter the room,**
- **Clean their personal space and wash hands after eating snacks and lunch,**
- **Clean their workspace including desk and chair handles at the end of the day.**
- **Training and reinforcement as needed for staff and students includes:**
- **Proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes,**
- **To wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom,**
- **To wash their hands for 20 seconds with soap, rubbing thoroughly after application.**
- **Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).**
- **Encouraging employees to wash their hands for at least 20 seconds each time.**

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.

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.

Investigating and Responding to COVID-19 Cases

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

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

- **Notified of a Close Contact that tested Positive for Covid-19.**
- **Offered COVID-19 testing at no cost during their working hours.**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.]**

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:

- **Employees should report COVID-19 symptoms and possible hazards to, the SAGE Administrator, in person or by phone as soon as possible.**
- Employees 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.
- Where testing is not required, how employees can access COVID-19 testing. **Free testing for COVID-19 is currently available every Thursday on the campus of the Campbell Community Center, by appointment only. Santa Clara County Public Health also posts, in advance, locations throughout the County for free testing. Testing is also available through most major Health Plans.**
- **The purpose is to give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work.**
- **SAGE allows COVID-19 testing appointments to be scheduled during regular school hours and with advance notice of the appointment time will adult coverage for the employee's classroom.**
- **The plan for an Employee at work exposure is the same when the testing is in response to CCR Title 8 section [3205.1](#), Multiple COVID-19 Infections and COVID-19 Outbreaks, as well section [3205.2](#), Major COVID-19 Outbreaks. We are a small 3 classroom Private Not for Profit School with a small team of adults that can substitute in a classroom to provide necessary coverage.**
- Information 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.
- **Communication with Parents and Guardians includes training on required use of face masks for all students and staff and for visitors that have a need to come on campus. They are instructed to not enter classrooms, and required social distancing of 6 ft. The Primary mode of communication from the school is through e-mail. Parents and Guardians are encouraged to view the SAGE website for information on school plans and important dates and planned events, on occasion a paper communication is required and will be sent home with the student.**
- **If a COVID-19 exposure occurs on Campus parents will receive a notification and notice as to what level of exposure, if any, their child had and any specific actions they need to take. Specific names of the employee or Student that was symptomatic or tested positive will remain confidential.**

Training and Instruction

We will provide effective training and instruction 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.
- **School Plans for working with Santa Clara County Public Health to report possible exposures and Positive COVID test results, and actions that the school needs to take in response.**

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 10 days after the last known COVID-19 exposure to a COVID-19 case, unless symptomatic, then 14 days.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it has been demonstrated that the COVID-19 exposure is work related. This will be accomplished by **employer-provided employee sick leave benefits.**
- 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.
- 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.
- 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.

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.
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2/1/21

Jessica Hurst, SAGE Administrator