

Date: 1/26/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

John Muir Charter Schools

Number of schools:

1

Enrollment:

573

Superintendent (or equivalent) Name:

Michael Wegner

Address:

117 New Mohawk Rd, Suite F

Phone Number:

5302724008

City

Nevada City

Email:

mwegner@johnmuircs.com

Date of proposed reopening:

County:

Nevada

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Independent Charter

Grade Level (check all that apply)

TK

2nd

5th

8th

X 11th

K

3rd

6th

9th

X 12th

1st

4th

7th

X 10^t

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

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

X I, Michael Wegner, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

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

Please provide specific information regarding:

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

Student / staff groups are set by the site-specific enrollment.

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

N/A

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

N/A

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

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

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

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

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

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

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

Maximum: feet

Minimum feet

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

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

JMCS will recommend asymptomatic testing for staff on a rotating basis with 25% of staff being tested every 2 weeks.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Students exhibiting symptoms will be recommended to be tested locally and will not be allowed to return to the site until meeting the return to school guidelines.

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

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

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

Labor Organization

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

Name:

Date:



Parent and Community Organizations

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

Name:

Date:

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

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



Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Nevada. County has certified and approved the CRP on this date: 2/3/2021. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 Prevention Program (CPP)

John Muir Charter Schools

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

Date: 1/12/21

Authority and Responsibility

The John Muir Charter Schools CEO 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.

We will collaborate with each partner agency to evaluate potential workplace exposures at each individual location.

Employee Participation

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

Employees are responsible for screening students through a symptom checklists before admitting students to class. Employees are to immediately contact their school administrator if there are any concerns about COVID-19 hazards at their work site.

Employee Screening

We screen our employees by:

Employees self-screen according to CDPH guidelines. Employees have been directed to contact school administration and quarantine if they exhibit symptoms or have had a known exposure.

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 by the JMCS CEO and other school leadership as well as site level partners. Correction time frames will be assigned accordingly and site level individuals will be responsible for timely correction. The JMCS CEO and other school leadership will implement follow-up measures to ensure timely correction.

Controls of COVID-19 Hazards

Physical Distancing

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

Eliminating the need for students and staff to be on campus via distance learning procedures.

Reducing the number of persons in an area at one time, including visitors.

Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

Staggered arrival, departure, work, and break times

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

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.

Washable face coverings have been provided to all employees. Each school site has disposable face masks available for any person who arrives on campus in need of a face mask.

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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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:

Partitions will be provided for locations in need.

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

Encouraging outdoor class, and keeping windows and doors open when feasible. Portable filtration systems will also be provided for each classroom.

Cleaning and disinfecting

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

All school sites have been supplied with ample cleaning supplies and cleaning of all high touch surfaces and common items is conducted regularly in between visitors and at the end of every day.

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

JMCS will coordinate with our partner agency staff to clean and disinfect the classroom either with partner agency staff who are properly trained and equipped or through contracting with a certified cleaning service.

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:

Staff and students will sanitize any shared materials before and after each use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

require all staff and students to wash hands with soap regularly and/or utilize appropriate hand sanitizer on a regular basis.

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

All staff and school sites have been provided with enough PPE to protect JMCS employees and visitors. Supplies are replenished as needed.

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:

Directed to their local health care system for testing options and/or care. Staff will quarantine following CDC guidelines for safe return to work.

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:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Employees who report symptoms or possible known exposure should immediately contact their supervisor and begin the quarantine process.

- That 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:
- 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 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.

Staff are encouraged to limit exposure outside of the workplace in an effort to minimize the potential for infection and then spread to the workplace. Staff have been provided with resources to work from home safely and encouraged to limit travel to essential functions.

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.

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
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- 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.

Michael Wegner

1/26/2021

Title of Owner or Top Management Representative

Signature

Date

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 Employees and Authorized Employee Representative that Participated:

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

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
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):	
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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.

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

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

Additional Consideration #2

Major COVID-19 Outbreaks

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

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

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

Notifications to the local health department

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

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

Spring 2021

JMCS has outlined the following plan for phased reopening, in response to the recently passed AB-86 and in compliance with the the guidelines set forth in the [California Blueprint for a Safer Economy](#) and the [California Consolidated School Guidance](#). More information can be found on the state websites linked above or by visiting <https://covid19.ca.gov/safer-economy/>.

The JMCS Phased Reopening Guidelines allow for in-person instruction to be offered at JMCS sites for the remainder of the 2020-21 school year, based on county specific conditions. There are increasing levels of in-person instruction available to students as pandemic conditions improve. The various phases are connected to the official “tier status” assigned to the county of the school site location by the State and follow state statute and recommendations to offer in-person learning “to the greatest extent possible.”

The table below illustrates the phases of JMCS operations as related to the county tier status:

State/Local Lockdown Orders	Only Distance Learning offered, NO in-person instruction
Purple - Widespread	Small Cohort: Essential Groups in-person and distance learning offered
Red - Substantial	Modified On-Site instruction and distance learning
Orange - Moderate	Modified On-Site instruction and distance learning
Yellow - Minimal	Return to normal class schedules (distance learning still offered)

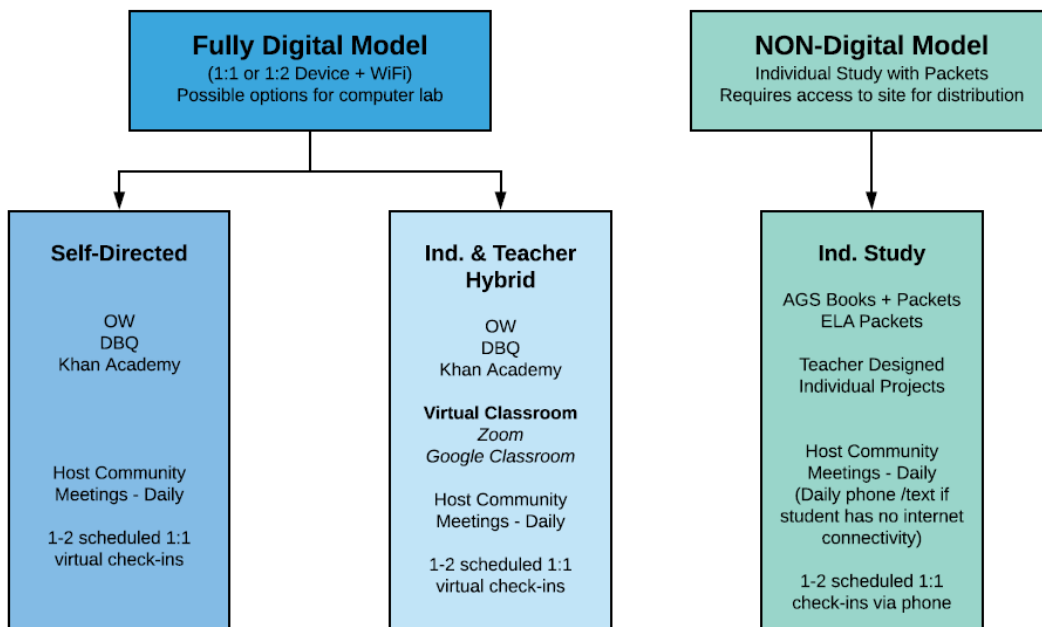
The following pages provide detailed requirements and guidelines for each phase of reopening, along with a plan template that must be completed and approved by the JMCS CEO/COO, JMCS staff and partner agency director prior to reopening. The plan must be updated when a site moves from one phase to the next. If a county slips back into a more restrictive tier status, JMCS sites will also move to the more restrictive in-person services phase that corresponds with the county tier status.

John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

Shelter In Place: Full Distance Learning

1. If the county of the school site location is ordered by State or Local health officials to “shelter in place”, in-person instruction is prohibited and JMCS site operations will remain in 100% distance learning.
2. The site must develop a distance learning plan to provide a continuity of learning opportunities and meet the needs of all students. The plan should include:
 - a. Type of instructional model being utilized
 - b. Schedule for online instruction and materials distribution
 - c. Schedule indicating daily, live interaction between students and teachers
 - d. Masks/face shields must be worn during any in-person contact for meal and materials distribution.
 - e. System for tracking student progress and monitoring student engagement and attendance both daily and weekly

JMCS Distance Learning Model



John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

Small Cohort On-Site Services: Essential Groups

1. If the county of the school site location is listed as a Purple tier county, widespread, in-person instruction will be offered to “prioritized” pupil groups as defined by the state (homeless, foster, special ed, English learner and those without access to internet). Instruction will be offered to these students following the [“cohort” guidance](#) from the state as summarized below. Additionally, “non-prioritized” students can be offered in-person instruction as long as the cohort maximum numbers are not exceeded. The site will continue to provide distance learning instruction for students not attending in-person instruction and for days when students are not on-site.
2. Cohort Guidelines:
 - a. No more than 14 students are allowed in a cohort with a maximum of 2 staff per cohort
 - b. The size of the cohort must not exceed the number of students who can be served in the educational space while maintaining 6 ft of physical distancing
 - c. Cohorts cannot mix while on-site (no common break times)
3. The site must develop an in-class plan that meets the following requirements:
 - a. Physical distancing: Through utilizing alternative spaces, staggered class scheduling and/or arrangement of furnishings, JMCS staff and students shall maintain a minimum spacing of 6 ft distance between individuals.
 - b. Increased ventilation with outside air should be maximized. Holding class outside whenever possible is encouraged and highly recommended. Sites will be issued an air filtration system to utilize when outside spaces or ventilation with outside air is not possible.
 - c. Masks/face shields are to be worn by staff and students at all times.
 - d. Daily screening of students and staff using the “Screening Questions”
 - e. Non-contact thermometers will be used to check temperatures prior to admitting students.
 - f. Staff and students shall wash their hands or use hand sanitizer containing a minimum of 60% alcohol before entering and exiting the classroom.
 - g. Desks, chairs, computer equipment, doorknobs, and all other items regularly touched by staff and students are to be disinfected using disinfectant wipes, cleaner, or bleach solution before class, and after class.
 - h. Restrooms should be cleaned and sanitized on a regular basis in conjunction with partner agency COVID-19 cleaning protocols.
 - i. In-person instructional class time may not exceed 2 hours per day per cohort
 - j. Distance learning practices must continue in addition to limited in-class operations to account for all other education requirements (minimum of 4 hours per day).
 - k. The JMCS CEO or COO AND the partner agency site director must approve the plan.
 - l. If sites are unable to meet these guidelines due to space or scheduling issues, they may not begin small cohort in-class operations.

***JMCS is required to notify a local health officer within 24 hours with the name and contact information of any staff or student who tests positive for COVID-19 and was on campus while infectious.**

John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

Modified On-Site Services: Blended Learning

1. The county of the school site location must be in the Red or Orange tiers, substantial or moderate, of the California Blueprint for a Safer Economy, <https://covid19.ca.gov/safer-economy/>, for more than 5 consecutive days in order to consider broader in-person instruction for all enrolled students above the 14 maximum for small cohorts and develop a plan for modified on-site services.
2. The site must develop an in-class plan that meets the following requirements:
 - a. Physical distancing: Through utilizing alternative spaces, staggered class scheduling and/or arrangement of furnishings, JMCS staff and students shall maintain a minimum spacing of 6 ft distance between individuals.
 - b. Increased ventilation with outside air should be maximized. Holding class outside whenever possible is encouraged and highly recommended. Sites will be issued an air filtration system to utilize when outside spaces or ventilation with outside air is not possible.
 - c. Masks/face shields are to be worn by staff and students at all times.
 - d. Daily screening of students and staff using the “Screening Questions”
 - e. Non-contact thermometers will be used to check temperatures prior to admitting students.
 - f. Staff and students shall wash their hands or use hand sanitizer containing a minimum of 60% alcohol before entering and exiting the classroom.
 - g. Desks, chairs, computer equipment, doorknobs, and all other items regularly touched by staff and students are to be disinfected using disinfectant wipes, cleaner, or bleach solution before class and after class.
 - h. Restrooms should be cleaned and sanitized on a regular basis in conjunction with partner agency COVID-19 cleaning protocols.
 - i. In-person instructional class time may not exceed 4 hours per day.
 - j. Distance learning practices must continue in addition to limited in-class operations to account for all other education requirements (minimum of 4 hours per day).
 - k. The JMCS CEO or COO AND the partner agency site director must approve the plan.
 - l. If sites are unable to meet these guidelines due to space or scheduling issues, they may not begin medium in-class operations.

***JMCS is required to notify a local health officer within 24 hours with the name and contact information of any staff or student who tests positive for COVID-19 and was on campus while infectious.**

John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

Return to Normal Daily Scheduling

1. The county of the school site location must be in the Yellow Tier, minimal, of the California Blueprint for a Safer Economy, <https://covid19.ca.gov/safer-economy/>, for more than 5 consecutive days and the county has lifted stay at home orders.
2. The site must develop an in-class plan that meets the following requirements:
 - a. Classes may resume in a traditional format.
 - b. Increased ventilation with outside air should be maximized. Holding class outside whenever possible is encouraged and highly recommended. Sites will be issued an air filtration system to utilize when outside spaces or ventilation with outside air is not possible.
 - c. Masks/face shields are to be worn by staff and students at all times.
 - d. Daily screening of students and staff using the “Screening Questions”
 - e. Non-contact thermometers will be used to check temperatures prior to admitting students.
 - f. Staff and students shall wash their hands or use hand sanitizer containing a minimum of 60% alcohol before entering and exiting the classroom.
 - g. Desks, chairs, computer equipment, doorknobs, and all other items regularly touched by staff and students are to be disinfected using disinfectant wipes, cleaner, or bleach solution before class and after class.
 - h. Restrooms should be cleaned and sanitized on a regular basis in conjunction with partner agency COVID-19 cleaning protocols.
 - i. Class schedules may resume in their pre-shutdown format.
 - j. The JMCS CEO or COO AND the partner agency site director must approve the plan.

***JMCS is required to notify a local health officer within 24 hours with the name and contact information of any staff or student who tests positive for COVID-19 and was on campus while infectious.**

John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

Re-Opening Plan Site Template

Site Name:	
County Tier Status:	
Projected Enrollment:	
Classroom Maximum Capacity:	

Face Coverings:

Masks/face shields are to be worn at all times in the classroom and common areas by both teachers and students. Students that refuse to wear a mask/face shield shall be asked to leave and return when they agree to comply with face coverings guidelines.

Stable Groups / Cohorts / Class Schedules:

Please describe how students will be scheduled (staggered scheduling) at [SITE] in order to maintain stable cohorts of no more than 14 students and limit mixing of student cohorts: In-class time must follow the guidelines based on county status of no more than 2 hours per day in purple tier and no more than 4 hours per day in Red or Orange tiers.

Meals / Food Consumption:

Data shows that virus transmission is increased when adults are eating indoors in close proximity. Food consumption shall not be permitted in classrooms. Drinking should be limited while indoors. Staff and students shall eat outdoors and physically distanced by at least 6 feet as much as possible.

Sanitation:

Desks, chairs, computer equipment, doorknobs, and all other items regularly touched by staff and students shall be sanitized regularly using disinfectant wipes, cleaner, or bleach solution.

John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

Physical Distancing:

Please describe how [SITE] will implement appropriate physical distancing (6 feet between students and between teacher and students) in the classroom under JMCS Modified On-Site Services.

Adequate Ventilation:

Describe how [SITE] will maximize ventilation for in-person instruction. Consider alternative areas with increased ventilation, opening windows and doors, use of outside spaces, use of air filtration systems, etc.

Hand Hygiene:

Staff and students shall wash their hands or use hand sanitizer containing a minimum of 60% alcohol before entering and exiting the classroom, and after sneezing or coughing.

Daily Symptoms Screening / Symptomatic Testing:

Staff shall self assess and assess all students daily before entering the classroom, using the symptoms “Screening Questions” (Last page of THIS document). Staff and student temperatures will be taken upon entry into the classroom. Staff will refer students to local testing facilities when appropriate and are encouraged to utilize similar facilities for staff testing when appropriate.

JMCS is required to notify a local health officer within 24 hours with the name and contact information of any staff or student who tests positive for COVID-19 and was on campus while infectious.

John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

Please describe continuing distance learning practices that will be used concurrently with this reopening plan:

Attendance Collection	
Hours of Work Completed	
Verification of Work Completion	
Technology Check Out	
Non-Technology Materials Check Out	

Signatures of Approval:

[NAME], JMCS Teacher

Date

[Name], [Partner Agency Representative]

Date

JMCS CEO/COO

Date

John Muir Charter Schools Phased Reopening Guidelines for Individual Sites

COVID-19 Screening Questions for Entry Into JMCS Classrooms

Temperatures should be taken with a non-contact thermometer and the following questions must be asked of each staff member and student that enter the classroom:

Since your last day of work or school attendance, or last visit here, have you had: any of these symptoms?

- Tested Positive for COVID-19 or been under evaluation for COVID-19 in the past 14 days
- Had close contact with someone who has tested positive for COVID-19 in the past 14 days
- Had any of these symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of these symptoms:
 - Fever - 100.4° or higher
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

If the answer is **YES** to any of these questions and/or the person has a temperature above 100.4°, the person who screens shall:

- Not let the staff or student enter the school site;
- Share where to get medical help
 - The Closest Medical Clinic or Testing Site to my JMCS Classroom is:

- Notify the JMCS Regional Director, COO, or CEO immediately.
- The staff member or student may return to the site when they show verification of a negative COVID-19 test or no symptoms for 14 days.

***JMCS is required to notify a local health officer within 24 hours with the name and contact information of any staff or student who tests positive for COVID-19 and was on campus while infectious.**