

Board Safety Policy 3035 and 3050

Board Agenda Item

January 15th, 2023

BP 3035: COVID Protection Program

In light of the dynamic reality of the COVID-19 pandemic-turned-endemic, this CPP is designed to limit the transmission and spread of COVID-19. Below is a timeline which tracks the various actions that CAL-OSHA has taken in response to the disease. As this revision is published, the January 2023 non-emergency standards are nearly in place, and waiting for approval by the Office of Administrative Law (OAL). Most of the revisions of this document are in direct alignment of these standards.

November 30, 2020 – June 17, 2021: COVID-19 Prevention Emergency Temporary Standards Developed

June 17, 2021 – January 13, 2022: COVID-19 Prevention ETS Revised

January 14, 2022-May 5, 2022: COVID-19 Prevention ETS Revised—Remain in effect until December 31, 2022

December 15, 2023-OSHA voted to adopt non-emergency COVID-19 Prevention regulations. Once approved by the OAL, these standards will remain in effect for two years. An update that covers the regulations can be found [here](#). All updates to the BP 3035 are aligned with these updates.

BP 3050: Health & Safety Policy for COVID

This policy is aligned with other COVID plans for Nord as we move into a different phase of disease mitigation.



INTRODUCTION

Employers must address COVID-19 as a workplace hazard under the requirements found in section 3203 (Injury and Illness Prevention Program, IIPP). This document represents the COVID-19 procedures to prevent this health hazard.

AUTHORITY AND RESPONSIBILITY

Nord Country School Admin Team 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:

- In the case that administration and/or any employees see a need to evaluate where or when transmission might occur, specific evaluations may be conducted using **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 quarterly inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

EMPLOYEE PARTICIPATION

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by reviewing procedures and observing practices, reporting on discrepancies between the two, and suggesting improvements to either to better mitigate any hazards.

EMPLOYEE SCREENING

We screen our employees by requiring self-screening daily prior to coming to the work site.

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **general quarterly safety inspection form** and corrected in a timely manner based on the severity of the hazards.

At least quarterly, the Facilities Team will inspect the worksite for unsafe or unhealthy work conditions. Any COVID-19 hazards will be recorded in the regular inspections. Hazard severity will be assessed by the inspection team and the action plan for correction reported to the Admin Team. If the Facilities Team believes that a more detailed inspection is necessary, notes and findings will be documented with the form in Appendix B. The inspection team will continue to report status to the Administration daily until all actions are satisfactorily corrected.

CONTROL OF COVID-19 HAZARDS

FACE COVERINGS (REVISED JANUARY 2023)

- No person will be prevented from wearing a mask, unless wearing a mask would pose a safety hazard (e.g., watersports or heavy exercise);
- Employees have the right to wear face coverings at work and to request respirators from the employer when working indoors and during outbreaks;
- Nord Country School will provide face coverings and ensure that they are worn by employees when the CDPH requires their use. By reviewing the guidance from the CDPH, Nord Country School will stay updated on when and where masks are required;
- If a student or staff member would like to wear a mask but inadvertently fails to bring one, masks will be available for use in all classrooms upon request.

ENGINEERING CONTROLS

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by windows that open, HVAC optimizers and increased outside air gap in HVAC air handlers combined with higher MERV rated filters (MERV11 or better) and stand-alone HEPA air purifiers.

Heat, cold, and smoke may periodically make outside air maximization impractical. In these circumstances, the use of the stand-alone HEPA filters is crucial. A schedule for the replacement of HEPA filters and HVAC filters shall be determined and adhered to.

HAND SANITIZING

In order to implement effective hand sanitizing procedures, we installed outdoor hand washing stations in several areas across campus. Each hand washing station is supplied with soap, paper towels, and hand sanitizer. Additionally, there are hand washing sinks in each classroom and work area. These sinks are also supplied with soap, paper towels, and hand sanitizer. Adequate time is allowed for all staff and students to wash their hands for at least 20 seconds.

Hand sanitizer containing methanol or methyl alcohol are prohibited.

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. Respirators will be provided for voluntary use to employees who request them and for those who work indoors or in vehicles with other persons. (Cal. Code Regs., tit. 8, § 3205©(7)(D)).

INVESTIGATING AND RESPONDING TO COVID-19 CASES

Employees will be notified of exposure and close contacts through email communication, including the date of exposure. "Close contact" is now defined as sharing the same indoor space with a COVID-19 case for a

cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. Employees who had potential COVID-19 exposure in our workplace will be provided with a list of testing locations and COVID-19 testing will be offered at no cost during their working hours. Tests will be made available to employees upon request and without cost. Local public health authorities will be notified when there is an outbreak, and all responses to COVID-19 outbreaks will be under their guidance.

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 symptoms to Kathy Dahlgren, Principal, Amber Hayes, Education Director, or Allison Ward, Education Director. Employees should report symptoms remotely (telephone or text preferred) to decrease risk of exposure to others.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees can access information on local COVID-19 testing sites upon request. They will also be provided COVID-19 tests stored upon request without cost.
- 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.
- Our COVID-19 policies and procedures are communicated to staff through dissemination of written materials, in staff trainings, and in reminders during the work day.

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.
- 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.
- COVID-19 symptoms, the importance of obtaining a COVID-19 test if the employee experienced an exposure, and not coming to work if the employee has COVID-19 symptoms and/or a positive test
- All pertinent procedures and updated information are made available to the employee through signage in the staff room. It is also accessible on the homepage of the Nord Country School website.
- Training and information provided to employees is evidenced by staff agendas and email communication.

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.
- Providing the most recent information and recommendations to employees who have had close contact with a confirmed 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

- providing remote work responsibilities at the same rate of pay and with the same number of hours per week.
- 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

For return-to-work criteria, please refer to BP3050 Health and Safety Policy for COVID-19.

IN THE EVENT OF MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This section of CPP will go into effect if our workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in our workplace within a 14-day period and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 TESTING

- COVID-19 testing will be provided at no cost 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 consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later, regardless of vaccination status. 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. All actions will be made with the core value in mind that students benefit most from in-person instruction, and the tenets put forth in the California Department of Health publication [“California Smarter: The Next Phase of California’s COVID-19 Response.”](#)

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.
- 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.
 - 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.

IN THE EVENT OF MAJOR COVID-19 OUTBREAKS

This section of CPP will go into effect should our workplace experience 20 or more COVID-19 cases within a 30-day period and will stay in effect until there are fewer than three COVID-19 cases detected in our workplace for a 14-day period. Major outbreaks will also be reported to Cal/OSHA.

COVID-19 TESTING

We will require 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 continue to 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 continue to use filters with the highest compatible filtering efficiency. To the extent possible, we will utilize portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems that may help reduce the risk of transmission. When not feasible to maintain a distance of six feet, individuals will be as far apart as feasible.
- 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**.

SCREENING

Through regular email communication with our employees and school community, we will encourage any passenger or driver to communicate possible exposure or symptoms before riding in a vehicle during a school event. In the case of symptoms, passengers or drivers will not participate in school-sponsored transportation. In the case of exposure, face coverings and twice weekly testing are recommended, as defined by the Nord Country School COVID-19 Safety Plan revised in August of 2022.

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.

Kathy Dahlgren, Principal/Superintendent

APPENDIX B: COVID-19 INSPECTIONS

Date: _____ Name of person(s) conducting the inspection: _____

Work location evaluated: NORD COUNTRY SCHOOL

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

APPENDIX C: INVESTIGATING COVID-19 CASES

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

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

Date: _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	

<p>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):</p>			
<p>Notice given (<i>within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case</i>) of the potential COVID-19 exposure to:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

APPENDIX D: COVID-19 TRAINING ROSTER

Date: _____

Person that conducted the training: _____

Employee Name	Signature



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

Effective Date: November 30, 2020; Revision Date: August 11, 2021; Revision Date: April 27, 2022; ~~Revision Date: December 2, 2022~~ Revision Date: December 30, 2022

In light of the dynamic reality of the COVID-19 pandemic-turned-endemic, this CPP is designed to limit the transmission and spread of COVID-19. Below is a timeline which may help guide our site as we navigate the new normal of life at work in the post-COVID-19 Pandemic world. As this revision is published, we will be looking to the January 1, 2023 Cal/OSHA ETS Revision, with anticipation and readiness to revise our COVID CPP to align with any new or different standards.

November 30, 2020 – June 17, 2021: COVID-19 Prevention Emergency Temporary Standards Developed

June 17, 2021 – January 13, 2022: COVID-19 Prevention ETS Revised

January 14, 2022-May 5, 2022: COVID-19 Prevention ETS Revised—Remain in effect until December 31, 2022

INTRODUCTION

Employers must address COVID-19 as a workplace hazard under the requirements found in section 3203 (Injury and Illness Prevention Program, IIPP). This document represents the COVID-19 procedures to prevent this health hazard.

AUTHORITY AND RESPONSIBILITY

~~Kathy Dahlgren, Principal/Superintendent~~ Nord Country School Admin Team 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:

- In the case that administration and/or any employees see a need to evaluate where or when transmission might occur, specific evaluations may be conducted ~~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 quarterly inspections ~~using the Appendix B: COVID-19 Inspections form~~ as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

EMPLOYEE PARTICIPATION

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by reviewing procedures and observing practices, reporting on discrepancies between the two, and suggesting improvements to either to better mitigate any hazards.

EMPLOYEE SCREENING

We screen our employees by requiring self-screening daily prior to coming to the work site.

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices or procedures will be documented on the ~~Appendix B: COVID-19 Inspections form, general quarterly safety inspection form~~ and corrected in a timely manner based on the severity of the hazards.

At least ~~quarterly~~ monthly, the Facilities Team will inspect the worksite for unsafe or unhealthy work conditions. ~~This inspection will be documented using the form in Appendix B. Any COVID-19 hazards will be recorded in the regular inspections.~~ Hazard severity will be assessed by the inspection team and the action plan for correction reported to the ~~Principal/Superintendent Admin Team~~. ~~If the Facilities Team believes that a more detailed inspection is necessary, notes and findings will be documented with the form in Appendix B.~~ The inspection team will continue to report status to the ~~Principal/Superintendent Administration~~ daily until all actions are satisfactorily corrected.

CONTROL OF COVID-19 HAZARDS

FACE COVERINGS (REVISED ~~MARCH~~ JANUARY 2023)

- No person will be prevented from wearing a mask, unless wearing a mask would pose a safety hazard (e.g. watersports or heavy exercise);
- Employees have the right to wear face coverings at work and to request respirators from the employer when working indoors and during outbreaks.
- Nord Country School will provide face coverings and ensure that they are worn by employees when the CDPH requires their use. By reviewing the guidance from the CDPH, Nord Country School will stay updated on when and where masks are required.
- If a student or staff member would like to wear a mask but inadvertently fails to bring one, masks will be available for use in all classrooms upon request. Employees

~~On February 28, 2022, Governor Newsom signed Executive Order N-5-22. This order eliminates the masking order for K-12 school employees effective March 11, 2022 and by reference here, changes the mandatory masking references to a strong recommendation.~~

~~Masks are strongly recommended for both vaccinated and unvaccinated employees. Any employees requesting a mask will be provided with one at no cost.~~

~~The Executive Order may be reversed at any time by the Governor. Additionally, the local county public health~~

department has the authority to implement additional safety requirements beyond state guidance at any time depending upon current local conditions.

FACE COVERINGS

For maximum comfort, we encourage students and staff to provide their own face coverings. When necessary, we provide clean, undamaged face coverings. We ensure face coverings are properly worn by employees and students over the nose and mouth when indoors.

All entrances are clearly marked with a sign stating face coverings are required indoors for all students and for adults when children are present. Should someone be observed not wearing a face covering as required they should be reminded of this requirement. If they refuse to comply, they should be referred to the Principal/Superintendent.

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

- When outdoors
- 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 maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by windows that open, HVAC optimizers and increased outside air gap in HVAC air handlers combined with higher MERV rated filters (MERV11 or better) and stand-alone HEPA air purifiers.

Heat, cold, and smoke may periodically make outside air maximization impractical. In these circumstances, the use of the stand-alone HEPA filters is crucial. A schedule for the replacement of HEPA filters and HVAC filters shall be determined and adhered to.

CLEANING AND DISINFECTING

We purchased large quantities of cleaning and disinfecting supplies to ensure availability during the school year. All frequently touched surfaces are cleaned and disinfected daily. All employees are instructed on the appropriate use of cleaning and disinfecting supplies.

Should we have a confirmed COVID-19 case in our workplace, we will close off the indoor areas occupied by the infected person. The indoor areas will be ventilated by opening windows and doors and HEPA filtration will be run for as long as practicable. Following ventilation and filtration, custodial staff will clean and disinfect the area prior to reopening. During cleaning, custodial staff will be gloved, masked, and use proper disinfecting procedures.

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 person arriving at a workstation with shared items is responsible for wiping down those items with an 70%

~~alcohol based wipe prior to 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 installed outdoor hand washing stations in several areas across campus. Each hand washing station is supplied with soap, paper towels, and hand sanitizer. Additionally, there are hand washing sinks in each classroom and work area. These sinks are also supplied with soap, paper towels, and hand sanitizer. Adequate time is allowed for all staff and students to wash their hands for at least 20 seconds.

Hand sanitizer containing methanol or methyl alcohol are prohibited.

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. Respirators will be provided for voluntary use to employees who request them and for those who work indoors or in vehicles with other persons. (Cal. Code Regs., tit. 8, § 3205©(7)(D)).

~~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 will be notified of exposure and close contacts through email communication, including the date of exposure. "Close contact" is now defined as sharing the same indoor space with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.

Employees who had potential COVID-19 exposure in our workplace will be provided with a list of testing locations and COVID-19 testing will be offered at no cost during their working hours. Tests will be made available to employees upon request and without cost. Local public health authorities will be notified when there is an outbreak, and all responses to COVID-19 outbreaks will be under their guidance.

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 symptoms to Kathy Dahlgren, Principal, Amber Hayes, Education Director, or Allison Ward, Education Director. Employees should report symptoms remotely (telephone or text preferred) to decrease risk of exposure to others.
- Employees can report symptoms and hazards without fear of reprisal.
- ~~Where testing is not required, e~~Employees can access information on local COVID-19 testing sites upon request. They will also be provided COVID-19 tests stored upon request without cost.
- 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.
- Our COVID-19 policies and procedures are communicated to staff through dissemination of written materials, in staff trainings, and in reminders during the work day.
- ~~Studies reveal a significantly lower incidence rate for COVID-19 among younger children. Older students and other staff members present the most significant COVID-19 hazard on campus. Strict adherence to multiple mitigation strategies (cleaning/disinfecting, hand washing, universal masking) will minimize these hazards.~~

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.
- 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 if the employee experienced an exposure, and not coming to work if the employee has COVID-19 symptoms and/or a positive test
- All pertinent procedures and updated information are made available to the employee through signage in the staff room. It is also accessible on the homepage of the Nord Country School website.
- Training and information provided to employees is evidenced by staff agendas and email communication.

~~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 unvaccinated~~ Providing the most recent information and recommendations to employees with who have had close contact with a confirmed COVID-19 case.
 - ~~COVID-19 exposure from the workplace for 5 days. If the employee tests negative with a rapid antigen test on day 5 they may return to work as long as they do not have any symptoms of COVID-19 infection.~~
- ~~Excluding vaccinated employees with COVID-19 symptoms or a positive rapid antigen test from the workplace for 5 days. When the employee's symptoms resolve and they have a negative rapid antigen test they may return to work.~~
- 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 providing remote work responsibilities at the same rate of pay and with the same number of hours per week.
- 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

For ~~return-to-work~~return-to-work criteria, please refer to BP3050 Health and Safety Policy for COVID-19.

IN THE EVENT OF MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This section of CPP will go into effect if our workplace is identified by a local health department as the location of a COVID-10 outbreak, or there are three or more COVID-19 cases in our workplace within a 14-day period and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 TESTING

- ~~If required, we will provide~~ COVID-19 testing will be provided at no cost 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.~~
- ~~When required,~~ COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later, regardless of vaccination status. 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. All actions will be made with the core value in mind that students benefit most from in-person instruction, and the tenets put forth in the California Department of Health publication "California Smarter: The Next Phase of California's COVID-19 Response."

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.

IN THE EVENT OF MAJOR COVID-19 OUTBREAKS

This section of CPP will go into effect should our workplace experience 20 or more COVID-19 cases within a 30-day period and will stay in effect until there are ~~no new~~ fewer than three COVID-19 cases detected in our workplace for a 14-day period. Major outbreaks will also be reported to Cal/OSHA.

COVID-19 TESTING

~~When required, we will provide~~ require 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 continue to 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 continue to use filters with the highest compatible filtering efficiency. To the extent possible, we will also evaluate whether utilize portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would which may help to 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.**

~~COVID-19 Prevention in School-Provided Transportation~~

~~ASSIGNMENT OF TRANSPORTATION~~

~~We will prioritize shared transportation assignments in the following order:~~

- ~~Students residing in the same housing unit will be transported in the same vehicle.~~
 - ~~Students in the same cohort will be transported in the same vehicle.~~
- ~~Students who do not share the same household or cohort 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:~~

- ~~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. Through regular email a communication with our employees and school community, we will encourage any passenger or driver to communicate possible exposure or symptoms before riding in a vehicle during a school event. In the case of symptoms, passengers or drivers will not participate in school-sponsored transportation. In the case of exposure, face coverings and twice weekly testing are recommended, as defined by the Nord Country School COVID-19 Safety Plan revised in August of 2022.~~

~~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.

Kathy Dahlgren, Principal/Superintendent

APPENDIX B: COVID-19 INSPECTIONS

Date: _____ Name of person(s) conducting the inspection: _____

Work location evaluated: NORD COUNTRY SCHOOL

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

APPENDIX C: INVESTIGATING COVID-19 CASES

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

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

Date: _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	

<p>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):</p>			
<p>Notice given (<i>within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case</i>) of the potential COVID-19 exposure to:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

Nord Country School

BP3050 – Health and Safety Policy for COVID-19



This policy reflects the most current public health research which balances the importance of maintaining high quality in-person instruction with the recommended actions that mitigate the spread of COVID-19 in our school. It is the policy of Nord Country School (“Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School implements health and safety measures to mitigate the spread of COVID-19 and all other transmissible diseases. This policy recognizes that these measures are each designed to provide some protection against COVID-19 and other transmissible diseases and reflects modifications based on current findings regarding transmission spread. While there may be times when one measure may not be feasible, implementing the other measures can make up another’s absence. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on the most recent guidance provided by the Department of Education and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. Each Charter School must individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

1. Campus access:

- Students excluded from campus for five or more days on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with independent study opportunities to support their academic success to the greatest extent possible during quarantine or sickness.
- Any student exclusions from campus and the reasons for exclusion shall be documented and maintained in the student record.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify the principal, respectively, and the Charter School will work with them to ensure that the most recent CDC-recommended precautions are followed.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Health and safety standards and procedures shall be applied equally to all users of a public school campus that is subject to a co-location arrangement.
- All updates and communication regarding mitigation of the spread of disease will be placed on the homepage of our website, on a button entitled “COVID-19 Resources.”

2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- *Home Screening (Students).* Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - It is recommended that any student who has a fever or other COVID-19 symptoms should test for COVID-19 and stay home from school for at least 5 days after the onset of symptoms, or such period as required by local health order or directive.
- *Home Screening (Staff).* All employees who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by local order.
 - Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to notify his or her supervisor, stay home, and take a COVID test.

3. COVID-19 testing and reporting:

- Provided that doing so is supported by a local public health order, the Charter School expects students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms or if one or more household members or close contacts test positive for COVID-19.
- In the event of a positive test result:
 - The Charter School requires that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 4 below.
- Follow the process set forth in Section 4 upon receipt of test results.

4. Response to suspected or confirmed cases and close contacts:

The Charter School will continue to follow recommended reporting requirements that are expected from the Butte County Office of Public Health (BCPH). Based on updated guidance, the Charter School will stay vigilant of increased community transmission, and communicate to families any important information regarding the spread of COVID-19 and other transmissible diseases. The Charter School will no longer *individually* notify all staff and families that are considered close contacts. The most recent definition of a close contact has changed to include any person who has shared the same indoor space that is 400,000 or fewer cubic feet with a positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. Due to this shift in the definition and widespread nature of COVID-19, the Charter School's communication policy has shifted. All families will be made aware of the COVID-19 resources on our website, and will be sent broad communication as needed. If a case emerges in a specific class, and the spread of COVID-19 seems to have occurred in school, families will be notified and made aware of the situation through email.

- Close contacts to confirmed COVID-19 case(s):
 - It is recommended that everyone, regardless of vaccination status, do the following when exposed to individuals with COVID-19:
 - Test within 3-5 days after last exposure;
 - wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
 - Get boosted or vaccinated;
 - If symptoms develop, they should test and stay home;
 - If the test result is positive, they should follow isolation recommendations, listed below.
 -
 - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
 - Regardless of vaccination status, for those who test positive, it is recommended that the following isolation recommendations including:
 - Stay home for at least 5 days after start of symptoms (or after date of first positive test in no symptoms);
 - Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on Day 5 or later tests negative;
 - If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications;
 - If fever is present, isolation should be continued until 24 hours after fever resolves;
 - If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are

severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments;

- Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.
- Returning to school **after** home isolation:
 - It is recommended that symptomatic individuals who test negative for COVID-19 return 24 hours after resolution of fever (if any) and improvement in symptoms.
 - In lieu of a negative test result, students and staff may return to school 24 hours after resolution of symptoms.
 - Symptomatic individuals who test positive for COVID-19 will not return to work until **ALL** of the following have occurred:
 - Stay home for at least 5 days;
 - Isolation can end after day 5 if symptoms are not present or are resolving AND diagnostic specimen collected on day 5 or later tests negative* (*Antigen test preferred);
 - If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.
 - If fever is present, isolation should be continued until fever resolves.
 - If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after day 10.
 - Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.

5. Sanitizing/hygiene materials and practices:

- The Charter School will develop routines to ensure that students and staff wash or sanitize hands frequently throughout the day, including prior to arrival to campus, after using the restroom, before and after eating, after handling garbage, and after coughing or sneezing.
- Staff will teach and reinforce proper hand washing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. If soap and water are not readily available, the Charter School shall make available alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol.
- The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

6. Routine cleaning and disinfecting: The Charter School will incorporate the CDC Guidance for Cleaning and Disinfecting to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

- Custodial staff may perform routine cleaning when students are not present.
- All frequently touched surfaces in the workplace, such as desks, keyboards, telephones, handrails, and doorknobs, will be routinely disinfected.
- Staff will be trained in the safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment).
- Students are encouraged to take belongings home each day to be cleaned.

7. Facility measures: The Charter School will incorporate CDE guidance for maintaining a healthy facility.

- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary hand washing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.

8. Use of face masks: The Charter School shall follow CDPH guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH guidance on face coverings.

- No person will be prevented from wearing a mask, unless wearing a mask would pose a safety hazard (e.g. watersports or heavy exercise);
- If a student or staff member would like to wear a mask but inadvertently fails to bring one, masks will be available for use in all classrooms upon request;

NCS encourages students and staff to follow CDE masking recommendations in the case of exposure, infection, or the presence of symptoms, or having recently experienced exposure that are listed on our COVID-19 Resources website page, and in the recommended measures listed above.

9. Use of gloves and PPE: When mandated, the Charter School requires employees to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The Charter School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- The Charter School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - All cleaning and disinfecting products must be kept out of children's reach and stored in a space with restricted access.
- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

10. Protection of higher risk employees:

- The Charter School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.¹
- The Charter School will designate a staff liaison for responding to COVID-19 concerns.
- Consistent with operational needs, the Charter School shall support options to telework, if available and reasonable.
- The Charter School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

11. Communications to the Charter School community:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to unique complications that may arise as a result of the spread of COVID-19 or other transmissible diseases.
- The Charter School will communicate to staff, students, and parents about community transmission rates, or updated safety recommendations from county and state public health officials, including:
 - Physical distancing requirements and recommendations
 - Proper use of facemasks and PPE/EPG.
 - Cleanliness and disinfection.
 - Transmission prevention.
 - Guidelines for families about when to keep a student home from school.
 - Systems for self-reporting symptoms.
 - Criteria and plan to close schools again for physical attendance of students.
- If necessary, the Charter School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.

¹ This includes employees with any one or more of the following high-risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- Communications will be targeted in a broad fashion to the school community regarding transmission rates, with special consideration for the most vulnerable members of the Charter School community.
- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDE guidelines.

The Principal/Superintendent or designee is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the Charter School’s charter petition. The Principal/Superintendent or designee shall provide the Board with regular updates as to actions taken pursuant to this section.

12. Adoption and Review:

15.1 Originally Adopted: August 12, 2020

15.2 Most Recent Amendment: February 23, 2022

15.3 Most Recent Amendment: January 20, 2023



This policy reflects the most current public health research which balances the importance of maintaining high quality in-person instruction with the recommended actions that mitigate the spread of COVID-19 in our school. It is the policy of Nord Country School (“Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School ~~temporarily~~ implements health and safety measures to mitigate the spread of COVID-19 and all other transmissible diseases, while maintaining in person instruction for all students. This policy recognizes that these measures are each designed to provide some protection against COVID-19 and other transmissible diseases and reflects modifications based on current findings regarding transmission spread. While there may be times when one measure may not be feasible, implementing the other measures can make up ~~for the another’s~~ ~~absence of another~~. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on the most recent guidance provided by the Department of Education and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. Each Charter School must individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

1. Campus access:

- Students excluded from campus for five or more days on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with independent study/learning opportunities ~~through paper packets~~ to support their academic success to the greatest extent possible during quarantine or sickness/exclusion. ~~Students who have more than 14 days of independent study will transition to long term independent study.~~
- Any student exclusions from campus and the reasons for exclusion shall be documented and maintained in the student record.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify the principal, respectively, and the Charter School will work with them to ensure that the most recent CDC-recommended precautions are followed.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Health and safety standards and procedures shall be applied equally to all users of a public school campus that is subject to a co-location arrangement.

- All updates and communication regarding mitigation of the spread of disease will be placed on the homepage of our website, on a button entitled “COVID-19 Resources.”

2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
 - Fever or chills
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 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- *Home Screening (Students).* Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - It is recommended that any student who has a fever or other COVID-19 symptoms should test for COVID-19 and stay home from school for at least 5 days after the onset of symptoms, or such period as required by local health order or directive.
- *Home Screening (Staff).* All employees who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by local order.
 - Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to notify his or her supervisor, ~~and~~ stay home, and take a COVID test.

3. COVID-19 testing and reporting:

- Provided that doing so is supported by a local public health order, the Charter School expects students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms or if one or more household members or close contacts tested positive for COVID-19.
- In the event of a positive test result:
 - The Charter School requires that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.

- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 4 below.
- Follow the process set forth in Section 4 upon receipt of test results.

4. Response to suspected or confirmed cases and close contacts:

~~● In the event of a confirmed COVID-19 case(s):~~

~~○ The Charter School will continue to notify the county public health department immediately by submitting a report through the county public health website, or “Spot.” follow recommended reporting requirements that are expected from the Butte County Office of Public Health (BCPH).~~

~~The Charter School will notify all staff and families that are considered close contacts Based on updated guidance, the Charter School will stay vigilant of increased community transmission, and communicate to families any important information regarding the spread of COVID-19 and other transmissible diseases. The Charter School will no longer **individually** notify all staff and families that are considered close contacts. The most recent definition of a close contact has changed to include any person who has shared the same indoor space that is 400,000 or fewer cubic feet with a positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case’s infectious period.~~

~~⇒ Due to this shift in the definition and widespread nature of COVID-19, the Charter School’s communication policy has shifted. All families will be made aware of the COVID-19 resources on our website, and will be sent broad communication as needed. If a case emerges in a specific class, and the spread of COVID-19 seems to have occurred in school, families will be notified and made aware of the situation through email.~~

~~○ For students and staff considered close contacts, they may remain in school or at indoors, and monitor for symptoms for up to 10 days. Getting tested is highly recommended. work as long as they do not have symptoms. They must wear a mask when indoors, and monitor for symptoms for up to 10 days. Getting tested is highly recommended.~~

~~○ For middle schools/junior high schools, high schools, and any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 10-15 minutes) regardless of face covering use.~~

~~○ For all settings: Provide information regarding close contacts to the county public health department via the “Spot” portal.~~

- Close contacts to confirmed COVID-19 case(s):

~~○ For those who are vaccinated (completed the primary series of the COVID-19 vaccine) or who have been previously infected with COVID-19 within the last 90 days, quarantine is not recommended for close contacts (non-household) of confirmed COVID-19. It is recommended that~~

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everyone, regardless of vaccination status, do the following when exposed to individuals with COVID-19:

- Test within 3-5 days after last exposure;
 - These students without symptoms may remain in school and participate in all school activities wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.-
 - Get boosted or vaccinated;
 - -If symptoms develop, they should test and stay home-;
 - If the test result is positive, they should follow isolation recommendations, listed below.
 - If a family member or household member receives a positive COVID-19 test result, unvaccinated student(s) should not attend school and should quarantine. Quarantine can end after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative. If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10.
 - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
 - Regardless of vaccination status, for those who test positive, it is recommended that they should follow isolation recommendations including:
 - Stay home for at least 5 days after start of symptoms (or after date of first positive test in no symptoms);
 - Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on Day 5 or later tests negative;
 - If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications;
 - If fever is present, isolation should be continued until 24 hours after fever resolves;
 - If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments;
 - Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.
 - not return until they have met county health department criteria to discontinue home isolation.
- **Returning to school after home isolation:**
 - **It is recommended that symptomatic individuals who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.**

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- In lieu of a negative test result, students and staff may return to schoolwork 24 hours after resolution of symptoms.
 - Symptomatic individuals who test positive for COVID-19 will not return to work until **ALL** of the following have occurred:
 - Stay home for at least 5 days;
 - Isolation can end after day 5 if symptoms are not present or are resolving AND diagnostic specimen collected on day 5 or later tests negative* (*Antigen test preferred);
 - If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.
 - If fever is present, isolation should be continued until fever resolves.
 - If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after day 10.
 - Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.

5. Sanitizing/hygiene materials and practices:

- The Charter School will develop routines to ensure that students and staff wash or sanitize hands frequently throughout the day, including prior to arrival to campus, after using the restroom, before and after eating, after handling garbage, and after coughing or sneezing.
- Staff will teach and reinforce proper hand washing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. If soap and water are not readily available, the Charter School shall make available alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol.
- The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19. Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

6. Routine cleaning and disinfecting: The Charter School will incorporate the CDC Guidance for Cleaning and Disinfecting to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

- Custodial staff may perform routine cleaning when students are not present.
- All frequently touched surfaces in the workplace, such as desks, keyboards, telephones, handrails, and doorknobs, will be routinely disinfected d-d-once-daily.
- ~~Employees are discouraged from sharing desks, computers, books, phones, or other work tools and equipment, when possible.~~
- Staff will be trained in the safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.

- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) ~~before each use.~~
- Students are encouraged to take belongings home each day to be cleaned.

7. Facility measures: The Charter School will incorporate CDE guidance for maintaining a healthy facility.

- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary hand washing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.

8. Use of face masks: The Charter School shall follow CDPH guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH guidance on face coverings.

- No person will be prevented from wearing a mask, unless wearing a mask would pose a safety hazard (e.g. watersports or heavy exercise);
- If a student or staff member would like to wear a mask but inadvertently fails to bring one, masks will be available for use in all classrooms upon request;
- ~~NCS encourages students and staff to follow CDE masking recommendations in the case of exposure, infection, or the presence of symptoms, or having recently experienced exposure that are listed on our COVID-19 Resources website page, and in the recommended measures listed above. Until such time as the statewide order is lifted, all adults must wear a face covering at all times while inside a school building except while eating or drinking.~~
 - ~~Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.~~
- ~~Employees should wear a clean face mask to work every day.~~
- ~~Teachers may use clear plastic face shields with an appropriate drape (cloth covering extending from the bottom edge of the shield in certain limited situations to enable students to see their faces and avoid potential barriers to phonological instruction.~~
- ~~All students who are not prevented from doing so by a breathing problem or disability should wear a clean cloth face covering.~~

- ~~While indoors~~
- ~~While riding on a school bus.~~
- ~~Students exempted from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.~~
- ~~The Charter School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.~~
 - ~~If a student or staff experiences difficulty wearing his/her face covering, allow the individual to remove his/her face covering for a short period of time.~~
 - ~~The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.~~
 - ~~Students may be exempted from wearing a mask if a medical exemption form is filled out by a licensed medical professional. This form is available in the office.~~

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9. Use of gloves and PPE: When mandated, the Charter School requires employees to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The Charter School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- ~~The Charter School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.~~
- The Charter School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - All cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

10. Protection of higher risk employees:

- The Charter School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.⁴

¹ This includes employees with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- The Charter School will designate a staff liaison for responding to COVID-19 concerns.
- Consistent with operational needs, the Charter School shall support options to telework, if available and reasonable.
- The Charter School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

11. Communications to the Charter School community:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to ~~the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics, unique complications that may arise as a result of the spread of COVID-19 or other transmissible diseases.~~
- ~~Prior to the start of the school year, the~~The Charter School will communicate to staff, students, and parents about community transmission rates, or updated safety recommendations from county and state public health officials, including new, COVID-19 related protocols, including
 - Physical distancing requirements and recommendations
 - Proper use of facemasks and PPE/EPG.
 - Cleanliness and disinfection.
 - Transmission prevention.
 - Guidelines for families about when to keep students home from school.
 - Systems for self-reporting symptoms.
 - Criteria and plan to close schools again for physical attendance of students.
- If necessary, ~~t~~The Charter School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- Communications will be targeted in a broad fashion to the school community regarding transmission rates, with special consideration for ~~to~~ the most vulnerable members of the Charter School community.
- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDE guidelines.

The Principal/Superintendent or designee is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities ("Agencies"), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the Charter School's charter petition. The Principal/Superintendent or designee shall provide the Board with regular updates as to actions taken pursuant to this section.

12. Adoption and Review:

15.1 Originally Adopted: August 12, 2020

15.2 Most Recent Amendment: February 23, 2022

~~15.2~~15.3 Most Recent Amendment: January 20, 2023