



## **JOURNEY SCHOOL – COVID-19 SAFETY PLAN**

CDS Code: 30-66464-6117758

Charter School #: 0294

To Whom It May Concern:

Enclosed, please find Journey School's Covid-19 Safety Plan (CSP). Journey School's CSP consists of two parts, as indicated by the California Department of Public Health (CDPH) K-12 Guidance. (1) The COVID-19 School Guidance Checklist and detailed descriptions of those items developed in accordance with appropriate guidelines and (2) Journey School's Cal/OSHA COVID- 19 Prevention Program (CPP) intended to help ensure a safe workplace.

Our goal is to reopen our entire campus and bring students and staff members back to school programming on campus while following the details included herein. It is important to highlight that Kindergarten through 2<sup>nd</sup> grade opened in mid-November, just prior to Orange County entering the Purple Tier on November 16<sup>th</sup>. Our plans to reopen 3<sup>rd</sup> through 8<sup>th</sup> grade on November 18<sup>th</sup> were therefore delayed due to regulations directing school reopening within the Purple Tier and escalating COVID-19 rates. To date, our safety protocols and programming has worked well for Kindergarten through 2<sup>nd</sup> grade and there have been zero instances of COVID-19 transmission on our campus.

At this time, we are requesting permission to reopen 3<sup>rd</sup> grade through 6<sup>th</sup> grade and recognize that in doing so, it is incumbent upon the school's administration and the governing board to ensure student and staff safety. At a later date and upon exiting the Purple Tier, we will resubmit our CSP with pertinent information as it pertains to reopening our middle school (7<sup>th</sup> and 8<sup>th</sup> grade).

This CSP is in alignment with school reopening guidelines developed by the [California Department of Public Health](#) and [Orange County Department of Education](#). Our top priority as an organization remains in protecting the health, safety and wellness of students and staff, while providing students access to a learning experience that is as close to normal as health and safety allow.

We appreciate your consideration of this plan and look forward to your response.

Best regards,

Gavin Keller  
Executive Director  
Journey School

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# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_\_\_\_

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2<sup>nd</sup> ☐ 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 11<sup>th</sup>

☐ K ☐ 3<sup>rd</sup> ☐ 6<sup>th</sup> ☐ 9<sup>th</sup> ☐ 12<sup>th</sup>

☐ 1<sup>st</sup> ☐ 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

Type of LEA: \_\_\_\_\_

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

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

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

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

☐ I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

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

Please provide specific information regarding:

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

SEE ATTACHED

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

SEE ATTACHED

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

SEE ATTACHED

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

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

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

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

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

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

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

SEE ATTACHED

Maximum: NO MAX. feet

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

SEE ATTACHED

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

SEE ATTACHED

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

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

SEE ATTACHED

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

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

SEE ATTACHED

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

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

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

☐ Labor Organization

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Parent and Community Organizations

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

## COVID-19 SCHOOL GUIDANCE CHECKLIST (additional information)

### **Stable Group Structures**

Student cohorts will be utilized, where students and staff members remain in a small stable group throughout the school day. These cohorts will remain inside their respective classrooms for the entirety of the instructional day and cohorts will not interact with other cohorts on campus. Snack periods will be taken within the classroom and cohorts will attend recess only within a small assigned area of the larger playground. Communal materials and equipment will not be available at recess.

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

Our classrooms allow for no more than 16 students and 2 consistent supervising staff members while maintaining 6ft of clearance between cohort members.

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

Departmentalized classes are not offered to students in K through 6<sup>th</sup> grade at Journey School.

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

Electives are offered to students in K through 6<sup>th</sup> grade at Journey School. However, electives will be offered after noon dismissal and students will log in to their respective specialty classes from home. Students remaining on campus for “extended day” childcare, from noon dismissal until the end of the school day, will remain in their assigned cohort and with their assigned staff member.

Note: Teachers of elective courses will remain remote and provide instruction via Zoom to cohorts at school AND students learning remotely from home. Cohorts at school will attend the same electives and will attend to Zoom instruction projected on a screen in the front of the classroom. Supervising staff will support classroom management within their assigned cohort.

### **Entrance/Egress/Movement**

All students enter the campus via the designated drop-off area at the front of campus. Parents are not permitted to enter campus and must drop their children off at the appropriate time per

the staggered schedule below, strategically arranged to limit the number of students arriving at any one time. After drop off, students walk directly to their assigned classroom.

*Arrival Schedule (K through 6<sup>th</sup> grade)*

8:30 – Students whose last name begins with A-H

8:40 – Students whose last name begins with I-P

8:50 – Students whose last name begins with Q-Z

All students exit the campus via the designated pick-up area at the front of campus. Parents are not permitted to enter campus and must pick up their children at the appropriate time per the staggered schedule below, strategically arranged to limit the number of students congregating at any one time. Students are assigned a specific area to wait for their car/parent with other members of their cohort.

*Dismissal Schedule (K through 6<sup>th</sup> grade)*

12:00 – Students whose last name begins with A-H

12:10 – Students whose last name begins with I-P

12:20 – Students whose last name begins with Q-Z

*“Extended Day” Dismissal Schedule (K through 6<sup>th</sup> grade)*

2:35 – Students whose last name begins with A-H

2:45 – Students whose last name begins with I-P

2:55 – Students whose last name begins with Q-Z

Students are not permitted to congregate on campus at any time during the school day and supervising staff ensure that students are moving around campus in the proper direction, with members of their cohorts only, and adhering to social distancing guidelines and other safety expectations (masks, hand washing, etc.)

**Face Coverings/Protective Gear**

All individuals on campus are required to wear face coverings over both the nose and mouth while at school/on campus at ALL TIMES except when eating or drinking. Face coverings are optional when alone in a room or private office, unless it is a room that serves the public (front office) and then face masks are required at all times. Disposable face masks are available for those individuals who have misplaced or forgotten their masks at home.



Signs indicating this protocol will be displayed in every classroom, office space, bathroom, and at all entrances to the school. Teachers and staff members will remind those who fail to comply, however:

Students who refuse to wear face coverings as indicated and required by health ordinances will be isolated on campus until their parents/guardians are able to pick them up and they will subsequently be assigned to remote learning unless they are able to comply. Students who are unable to wear a face mask due to a disability are afforded an interactive process to determine reasonable accommodations, including the use of a face shield where appropriate.

Staff members who refuse to wear face coverings as indicated and required by health ordinances will not be permitted on campus. Remote work will be provided to the greatest extent possible, though staff members may need to take a leave of absence if remote work is not available.

Lastly, students and staff members are reminded frequently to not touch the face covering and to wash their hands frequently.

Disposable gloves are used by staff handling items used by students/staff members, taking temperatures, attending to injured/ill students, handling commonly touched items, and working to disinfect campus areas.

Medical grade eye and face protection are used by staff who are attending to injured/ ill students and working to disinfect campus areas.

### **Health Screenings for Staff/Students**

Students and staff members are required to complete a thorough health screening, each day prior to arrival, through an application called Parent Square. The screening includes questions about symptoms, exposure, recent travel, etc. Those individuals who are unable to pass the screening are directed to remain at home. The school is able to track completion and participation and follow up with those who have failed to complete the screening.

Upon arrival, staff members are required to complete a temperature check using infrared forehead thermometers. Secondly, staff members take student temperatures immediately upon arrival. Any staff member or student who have a temperature of 100.4 F or higher are immediately sent home or isolated from others until they are able to exit campus safely. Additionally, any staff member or student who develops symptoms during the school day that are indicators of COVID-19 will be isolated from others until they are able to exit campus safely.

An isolation area has been organized at the outdoor lunch table area (note: this area is no longer used for lunch/mealtimes and congregating and is available for isolation purposes) near the front of campus, where students can be safely supervised at a safe distance and physically distanced from one another if there happens to be several students assigned to isolation. This location is not in plain view from classrooms, as some visual barriers have been erected, which serves to protect confidentiality to the greatest extent possible. Students will remain in this location until their parent/guardian arrives to pick them up. This location may also be used for staff members who fail temperature screening or are symptomatic or are exposed to COVID-19 and are unable to immediately transport themselves home safely.

The school is using the student symptom decision tree and staff symptom decision tree released by the OCHCA on 12/10/20 to determine an appropriate course of action depending on the number and severity of symptoms.

### **Healthy Hygiene Practices**

Journey school installed 24 knee operated hand washing stations across campus and hands-free hand sanitizing stations are installed in every classroom, office and in strategic areas across campus. Students and staff members are expected to sanitize when entering and exiting a classroom building or office.

Hand washing signage and best practices are explicitly taught to student and steps to correct hand washing are displayed above all hand washing stations. Hand washing periods are arranged into each cohort schedule, specifically upon arrival, before and after recess and before and after meal periods. Additionally, students are explicitly taught to cough and sneeze into their arm to prevent the spread of airborne particles.

Journey uses electrostatic disinfectant sprayers in every classroom, office, bathroom throughout each day. Additionally, students and teachers clean table surfaces in classrooms using disinfectant wipes multiple times each day. Janitorial staff supports these efforts and also clean doorknobs and light switches with disinfectant wipes multiple times each day.

Doors and windows to classrooms are left open through the day to increase ventilation. Additionally, each classroom and office space are equipped with Vollara air purification units that target viruses, mold spores and other allergens.

All drinking fountains and communal water sources have been shut down. Students are encouraged to bring water from home; however, water bottles are available for students on campus.

All communal items and materials have been removed from the school; each student is equipped with their own school materials.

## Identification and Tracing of Contacts

Designated staff member Amanda Girard ([amandag@journeyschool.net](mailto:amandag@journeyschool.net)) will conduct the information gathering process and are responsible for completing school-related case investigation and contact tracing for COVID-19 positive staff and students. The school will then provide notifications to students and staff for isolation, quarantine, exclusion, and monitoring of symptoms. The school will report all cases and close contacts to the Orange County Health Care Agency using their forms and mechanisms. This process will be completed in accordance with the directive from OCHCA released to schools on December 9, 2020 and will be updated should updates come from the HCA.

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

- Offered COVID-19 testing at no cost during their working hours. Staff members who had exposure to COVID-19 are directed to schedule an appointment for testing at Orange County Testing: <https://occcovid19.ochealthinfo.com/covid-19-testing>
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## Physical Distancing

Journey school has limited class size to as few students as possible and require that all adhere to physical distancing requirements, remaining at least 6 ft apart. Journey has designed a hybrid instructional program to limit the number of students on campus and in classrooms on a given day, including an online only option for those students and families who are at an elevated risk.

Student desks are arranged 6ft from one another and some instruction occurs outdoors when feasible. Bookshelves, sofas, play spaces, and communal items have been removed to facilitate separation.

A maximum of 3 individuals may use the bathrooms at any one time, while maintaining 6 feet of distance from one another. Every other stall and every other urinal will be operational to facilitate physical distancing. Students waiting to use the restroom will wait in a line, 6 feet from the person in front of them. Two staff members (there are two bathroom locations on campus) will be assigned to monitor bathroom entrances and line spacing, should a line form.

A lunch period and recess will not be offered on campus each day, the majority of students will be dismissed prior to lunch. Those students remaining on campus for “extended care” will eat lunch at their desks and will be physically distanced from one another.

Handshakes and other similar greetings that break physical distancing are not permitted on campus.

The front desk is equipped with plexiglass barrier to minimize interactions between individuals who are unable to maintain 6 ft of distance from one another.

Additionally, teacher desks are equipped with plexiglass barriers to minimize interactions between students who may approach the teacher desk and are unable to maintain 6 ft of distance from the teacher. It should be noted that the expectation is for students to primarily raise their hand and the teacher will subsequently arrange a safe, physically distanced interaction to resolve the question or concern.

Lastly, there are some instances where intervention services for Special Education students occur where it is impossible to maintain 6 feet of distance between interventionist and student(s). In these instances, the minimum distance between individuals shall be 3 feet and plexiglass barriers will be used as a barrier between the individuals.

It should also be noted that Journey School has limited the number of administrative staff members who are on-site to the minimum number necessary and we have instituted alternate or staggered shift schedules to maximize physical distancing.

### **Staff Training and Family Education**

We will provide effective training and instruction on a weekly basis that includes:

- Our COVID-19 policies and procedures to protect staff members and students from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which staff members, students or families may be entitled under applicable federal, state, or local laws.
  - The fact that:
    - COVID-19 is an infectious disease that can be spread through the air.
    - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
    - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when individuals do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

COVID-19 training and communication is on-going. All staff members are required to complete periodic training to mitigate the effects of COVID-19 risk and implement safe practices at our school campus. Furthermore, all the COVID-19 information will also be on the school website.

### **Testing of Staff/Testing of Students**

A testing cadence is not currently implemented or required for staff; however, Journey will adopt the necessary COVID-19 testing cadences should this be a requirement of the CDPH or OCHCA.

At-Home Testing kits are available at no cost for staff members and can be mailed into the OCHCA. Testing may also be completed by a personal physician, Xpress Urgent Care Clinics, or at the Orange County Super Sites. All testing is confidential.

A testing cadence is not currently implemented or required for students; however, Journey will adopt the necessary COVID-19 testing cadences should this be a requirement of the CDPH or OCHCA.

Students may be tested by their family physicians, or at an urgent care facility. Students may also be tested by the OCHCA at Marco Forster Middle School in Capistrano Unified School District (Journey School's Authorizing Agency) on Saturdays.

Families will take student temperatures each day before going to school and staff members will take student temperatures upon arrival as a secondary measure. Any student with a fever of 100.4 F or higher will not be permitted onto campus. Personal illness, quarantine, and COVID-19 illness or symptom related absence will be excused. Parents should refer to the Student Symptom Decision Tree on the school website ([www.journeyschool.net](http://www.journeyschool.net)) to determine the low

and high-risk symptoms their child is exhibiting. The Student Symptom Decision Tree will guide parents in the next steps to take and whether or not the student may attend school. The student should be fever free, without the use of fever reducing medication, for 24 hours prior to the return to school.

### **Identification and Reporting of Cases – Within 24 hours**

Positive cases of COVID-19 within the Journey community of staff and students will be reported to the Orange County Health Care Agency within 24 hours. The school community will be notified of a COVID- 19 case on campus. The notification will not name the person positive for the coronavirus but will give information regarding the date of the incident and whether a person is at low-risk or a close contact. On the school's website, a Positive COVID-19 Case Dashboard is updated daily. Information regarding individuals with COVID-19 symptoms, close contacts with someone COVID- 19 positive or individuals who have tested positive for the coronavirus is sensitive, confidential information. All staff members are responsible for respecting the confidential nature of an individual's private health information.

### **Communication Plan**

Our goal is to ensure that we have effective two-way communication with our staff members, students and families and school community members are encouraged to report COVID-19 symptoms and possible hazards to the Executive Director. The Executive Director will respond and/redirect the report to the appropriate staff members and/or facilities agency and where testing is required, how families can access COVID-19 testing.

Journey School has a Positive COVID-19 Case Dashboard on the school website. In addition, when a person who is diagnosed as COVID positive has been determined to have been infectious while on campus, the staff members and families are notified by the Executive Director with letters via email. Anyone determined to be in close contact are also notified immediately and separately. Information regarding individuals with COVID-19 symptoms, close contacts with someone COVID-19 positive, or individuals who have tested positive for the coronavirus is sensitive, confidential information. All staff members are responsible for respecting the confidential nature of an individual's private health information.

# **JOURNEY SCHOOL**

## **COVID-19 Prevention Program (CPP)**

This CPP of Journey School (the “School”) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. This CPP supersedes and replaces any prior inconsistent workplace policies or procedures relating to COVID-19.

**Date:** February 5, 2021

### **AUTHORITY AND RESPONSIBILITY**

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

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

### **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee participation**

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any suspected workplace hazards to the Executive Director or Human Resources.

### **Employee screening**

Employees will self-screen and/or the School will screen employees for [symptoms](#) of COVID-19 prior to entering the workplace and will be encouraged to continuously self-monitor for symptoms. Employees will wear face coverings during on-site screening and if temperatures are measured, non-contact thermometers will be used.

## **Correction of COVID-19 Hazards**

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

- The Executive Director or designee will assess the hazard and determine whether it poses an imminent risk of harm, the nature of the potential harm and the individuals at risk of harm.
- The Executive Director or designee will seek to immediately isolate and correct the hazard, and if unable to do so, will arrange to isolate and correct the hazard as soon as possible and put in place available interim measures to protect any individuals identified as being at risk.
- The Executive Director or designee will monitor the hazard until corrected.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

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

- All employees will practice social distancing - leaving 6 feet of space between them and co-workers - the extent possible.
- Furniture may be removed/rearranged to maintain social distancing.
- There will be no classroom visits from parents or other observers. Administration may visit the classrooms from time to time.
- Face to face meetings will be minimized.
- Access to common areas where employees are likely to congregate and interact, e.g. office and staff lounge, will be limited.

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

### **Face Coverings**

We make available to employees clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings will be provided and replaced, as needed and as supplies permit, at the front office.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or



disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

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

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: installation of physical barriers, such as clear plastic sneeze guards, at high traffic desks where employees have frequent face-to-face contact with students/parents.

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

- Increase ventilation rates.
- Ensure ventilation systems and air filtration devices operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
- Check filters to ensure they are within service life and appropriately installed.
- Keep systems and devices running longer, 24/7 if possible, to enhance air exchanges in the building space.
- The School will utilize outdoor space to the extent possible.

## **Cleaning and disinfecting**

The School and employees will maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. High-touch surfaces, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks, will be more frequently cleaned and disinfected. Any shared materials, including copy machines, will be disinfected before each use or as much as possible.

The School will utilize cleaning products with Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. To the extent possible, the School will provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for employees to clean as needed. Teachers will be trained on and expected to use cleaning supplies when the need arises.

Should we have a COVID-19 case in our workplace, we will follow the CDC [cleaning and disinfection recommendations](#). These services will be provided by a qualified contractor, or if not available, by a trained staff member provided with appropriate personal protective equipment and disinfectants.

- If it has been less than 7 days since the sick employee has been in the facility, the School will close off any areas used for prolonged periods of time by the sick person: and (a) wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets, or (b) if waiting 24 hours is not feasible, wait as long as possible. During this waiting period, outside doors and windows will be opened to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility

### **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, desks, offices and other work tools and equipment must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, the School will promote frequent and thorough hand washing and/or use of hand sanitizer that contains methyl alcohol. The School will provide facilities/stations throughout the workplace for washing hands with soap and water and/or use of hand sanitizer. Employees will be encouraged to wash their hands for at least 20 seconds each time (or sanitize them if unable to wash with soap and water): before and after work shifts; before and after work breaks; after blowing their nose, coughing, or sneezing; after using the restroom; before eating or preparing food; and after putting on, touching, or removing cloth face coverings.

### **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.

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

### **Investigating and Responding to COVID-19 Cases**

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

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

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form

they can readily understand, and that it includes the following information, detailed in Journey's workplace safety protocols, which we will communicate to employees' through their exclusive representative, by email and by posting at the workplace.

- Who employees should report COVID-19 symptoms and possible hazards to, and how. Employees who have symptoms before reporting to work should notify their supervisor and stay home. Employees who develop symptoms after reporting to the worksite, or who observe a symptomatic person or possible hazards in the workplace, should immediately notify the Executive Director and Human Resources.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Employees who are, or who live with, or who are a primary caregiver to, a person who is at increased risk for severe illness, must notify the Executive Director as soon as possible in order to request an accommodation or extra precautions. Employees who request a reasonable accommodation may be required to provide documentation of the medical necessity of their request. The Executive Director will evaluate the request, engage in the interactive process as required, and provide the unit member with a determination within ten calendar days.
- Where testing is not required, how employees can access COVID-19 testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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

### **Quarantining of COVID-19 Cases**

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

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

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

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**APPROVED:**



**Gavin Keller, Executive Director**

**2/16/21**

**Date**

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, classrooms, offices, break or eating areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, students, parents, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **GAVIN KELLER, SERGIO HUERTA**

Date: **February 12, 2021**

Name(s) of employee and authorized employee representative that participated: **SHELLEY KELLEY**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
COPY MACHINES	DAILY DURING SCHOOL HOURS	POTENTIAL EMPLOYEE EXPOSURE	DESIGNATE 1 PERSON TO USE COPY MACHINES. USE PRINT SHOP - EMAIL ITEMS TO BE PRINTED TO <a href="mailto:PRINTSHOP@JOURNEY.SCHOOL.NET">PRINTSHOP@JOURNEY.SCHOOL.NET</a> .
STAFF KITCHEN - Communal use	DAILY DURING SCHOOL HOURS	Journey will adopt the necessary COVID-19 testing cadences should this be a requirement of the CDPH or OCHCA.	Communal coffee maker, microwave and refrigerator use no longer permitted.

## Appendix B: COVID-19 Inspections

Date: **February 12, 2021**

Name of person conducting the inspection: **GAVIN KELLER**

Work location evaluated: **JOURNEY SCHOOL**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Operational		
Ventilation (amount of fresh air and filtration maximized)	Operational		
Additional room air filtration	Operational		
Air purification units	Operational		
Electrostatic sprayers	Operational		
Thermometers	Some need new batteries	Sergio Huerta	2/12/21
<b>Administrative</b>			
Physical distancing	Yes		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Yes		
Hand washing facilities (adequate numbers and supplies)	Yes		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Yes		
<b>PPE (not shared, available and being worn)</b>	Yes		
Face coverings (cleaned sufficiently often)	Yes		
Gloves	Yes		
Face shields/goggles	Yes		
Respiratory protection	Yes		

## 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: **[enter date]**

Name of person conducting the investigation: **[enter name(s)]**

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	



**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

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

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

## Appendix D: COVID-19 Training Roster

**Date:** [enter date]

Person that conducted the training: **[enter name(s)]**

[illegible]

**Additional Consideration #1 [Applies if workplace experiences 3 or more COVID-19 cases within 14-days or workplace is identified by a local health department as the location of a COVID-19 outbreak]**

**Multiple COVID-19 Infections and COVID-19 Outbreaks**

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

**COVID-19 testing**

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

**Exclusion of COVID-19 cases**

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

**Investigation of workplace COVID-19 illness**

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

**COVID-19 investigation, review and hazard correction**

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

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:

- Our leave policies and practices and whether employees are discouraged from remaining home when sick.
- Our COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

#### **Notifications to the local health department**

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

**Additional Consideration #2 [Applies if workplace experiences 20 or more COVID-19 cases within 30-days]**

**Major COVID-19 Outbreaks**

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

**COVID-19 testing**

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

**Exclusion of COVID-19 cases**

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

**Investigation of workplace COVID-19 illnesses**

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

**COVID-19 hazard correction**

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

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

**Notifications to the local health department**

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