



CalOSHA COVID-19 Prevention Plan

Santa Rosa Academy

Developing a habit of mind for success through the timeless principles of excellence, integrity, and respect.

SANTA ROSA ACADEMY

COVID-19 Prevention Program (CPP)

Per California Code of Regulations (CCR), Title 8, section 3205(c)

BOARD APPROVAL DATE: JANUARY 21, 2021

Revisions: February 23, 2021

The information and procedure in this CPP has been reviewed and approved by the Santa Rosa Academy Executive Director, Dr. Robert Hennings, on February 23, 2021.



This plan is a requirement from CalOSHA and the Governor's reopening plan for all schools in the state of California. This COVID-19 Prevention Plan is designed to control exposures to the SARS-CoV-2 virus that may occur on the Santa Rosa Academy Campus. Employee, parent, and community feedback will be reviewed to revise the plan as necessary. Any hazard areas on campus will be immediately investigated and all attempts will be made on campus to keep in compliance with policies and regulations. Any potential of exposure to COVID-19 will be investigated by the School Nurse and Human Resources. All appropriate notifications will be sent out to all stakeholders and the public health department, as applicable. The Facilities Department will maintain all cleaning, disinfection, and sanitation schedules and requirements on campus. Employees will continue to receive updated training for all health, safety, and campus policies, and benefits information they may be entitled to during the COVID pandemic as information is available and updated from the federal, state, and local agencies. Information is also sent out by Parent Square to notify Santa Rosa families and students of ongoing COVID-19 related updates. We will also conduct periodic inspections of the workplace to ensure compliance with the plan and continually monitor the campus. This plan may be revised, as needed.

Authority and Responsibility

- **Dr. Robert Hennings**, Executive Director, Santa Rosa Academy
- **Anastasia Bradshaw**, Director of Student Services/Special Education
- **Michele Aguilar**, Director of Education Services
- **Sondra Evans**, Director of Human Resources
- **Andrea Pasolini**, Director of Community Relations
- **Peter Arballo**, Campus Security, and Facilities Manager
- **Aaron Capp**, Secondary Principal
- **Margaret McDarimant**, Elementary Principal
- **Daniel Torres**, Athletic Director
- **Ashley Caldwell**, School Nurse
- **Leticia Hermosilla**, Front Office Manager

The staff listed above have 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 Santa Rosa employees, independent contractors working on campus, parents, students, and visitors are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment and student educational environment while on campus.

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Employee/Parent/Community Participation

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

- Employees can notify the Facilities Department of any concerns or hazard areas on campus by email or phone. Employees have been notified to email the Facilities Department regarding a hazard area or an area that needs sanitation, cleaning, or disinfecting due to COVID-19 related issues on campus.
- The Site Safety Team and Health Committee conducted multiple walkthroughs of campus to determine hazard areas and identify measures to reduce contact or exposure. These teams continue to meet and address any concerns from staff, parents, and the community, as needed.
- An employee questionnaire was sent out by email to each employee by the Human Resources Director to receive individual input and feedback on working conditions, shared spacing, and possible requests for telework agreements, as applicable. Follow up meetings were held with each employee on campus by zoom meeting to discuss their alternative working options.
- An employee/independent contractor survey has been sent out to assist in identifying the hazard areas, COVID 19 signage, face-covering and handwashing policies, and other COVID-19 related concerns while working on campus. This feedback is to be reviewed to correct hazard areas and future staff training and/or notifications, as applicable.
- A parent survey has been sent out to assist in identifying the hazard areas, COVID 19 signage, face-covering and handwashing policies, and other COVID-19 related concerns while on campus. This feedback is to be reviewed to correct hazard areas and future training and/or notifications, as applicable.
- Parent meetings have been held for Santa Rosa Academy family members to ask questions to Principals, the School Nurse, and the Campus Security and Facilities Manager.
- Safety and Health Teams will meet with the Santa Rosa Academy Parent Advisory Committee to answer any questions parents may have and receive feedback on the COVID-19 Prevention Plan.
- Staff, parents, and community members can always reach out to Dr. Hennings, Executive Director of the Santa Rosa Academy regarding health, safety, policies regarding the campus at rhennings@sra.mn

Employee and Student Screening

Each morning all employees are asked to log onto the Frontline Health Portal to complete a Pre-Screening Health check in the system and are asked to answer the following questions below. If they answer yes to any of the self-screening questions listed below on the system, they are to stay home and contact our School Nurse, Director of Human Resources, and Director of Student Service/Special Education. Employees are not permitted to come on campus if they have any symptoms, test positive, or have been exposed to COVID-19.

Each morning all students are asked to log onto the Parent Square Health Portal to complete a Pre-Screening Health check in the system and are asked to answer the following questions below as well as report temperatures. The system and daily entries will be monitored by the School Nurse. Students are not permitted to come on campus if they have any symptoms, test positive, or have been exposed to COVID-19.

Passive temperature checks will be utilized on campus in addition to symptom checks when on campus.

Screening Questions:

- Do you have any of these symptoms that are not caused by another condition?
 - Persistent fever (100.4 or higher) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Recent loss of taste or smell
 - Sore throat
 - Congestion
 - Nausea or vomiting
 - Diarrhea

- Have you had contact with anyone that you know had COVID-19? Contact is being 6 feet (2 meters) or closer for a cumulative of 15 minutes or more within a 24-hour period with a person.

- Have you had a positive COVID-19 test in the past 10 days?

- Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

Testing Plan

	Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing). **
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing). **

COVID 19 Testing Information:

All Covid-19 Testing Information was sent out to all employees to the Santa Rosa Academy school email accounts. Information was provided from the School Nurse and the Director of Human Resources

- All employees were notified by email of the link to the Riverside County Testing location website to schedule voluntary testing at a local testing center <https://gettested.ruhealth.org/home>
- All employees were notified they could be tested at private locations or by their health care providers.
- The purpose is to give employees the tools to get tested when they have COVID-19 related symptoms or have been exposed to someone who has tested positive to COVID-19 to reduce the likelihood of bringing the virus to work.
- The School Nurse, Director of Human Resources, and Director of Student Services/Special Education monitor email correspondence daily to exclude employees from coming to work and scheduling testing, as applicable.
- The School Nurse continues to answer health-related questions and testing questions regarding COVID-19.
- 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.
 - Employees are notified by school email when a person tests positive that is on campus per the AB685 guidelines.
 - Employees are notified of an outbreak by school email when three (3) or more positive test results in their specific work location/building occurs because of an employee exposure on campus.
 - They are instructed to schedule a COVID-19 test at either a local testing center, health care provider or private testing location or utilize the on-campus COVID-19 testing. The school will pay all cost associated with COVID-19 testing. Testing can be scheduled during their normal working hours including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
 - If an employee does pay out of pocket for any testing, the employee will submit their receipt to Human Resources, and they will be reimbursed for any expenses.
 - Investigations and contact tracing will continue while employees are submitting their COVID-19 testing results. All results are kept confidential and documented properly by the Investigation Team.
 - Information to employees also includes the disinfection and sanitizing of the closed work area or building and the employee benefits entitlements, as appropriate.
- Testing locations link shared with employees: <https://gettested.ruhealth.org/>.

Employee and Student Symptoms Develop After Reporting to School

If an employee or student does not have any COVID-19 related symptoms listed above or has not been exposed/tested positive to COVID19, then they are free to come to work or school on campus. All employees are required to wear their appropriate face covering during the screening process and when working on campus.

If an employee is on campus and becomes ill or starts to show any COVID-19 related symptoms, they are asked to remain in their assigned work location and call the School Nurse on campus for an assessment. The employee will be released from work duties and sent home to be evaluated by their medical provider. The employee will follow all procedures for the quarantine process and COVID-19 testing. Human Resources and the Facilities Department will be notified to follow all applicable procedures for sanitizing and disinfection and to send out campus notifications, as needed.

If a student is on campus and becomes ill or starts to show any COVID-19 symptoms, they will be escorted by staff to the isolation area and will remain in the isolation area for an assessment by the School Nurse. The student's

parents will be notified and will be sent home to be evaluated by their medical provider. The student will follow all procedures for the quarantine process and COVID-19 testing.

On-Campus Employee and Student Testing

We contracted with Live Fit Nation for weekly surveillance and symptoms testing. Testing will be provided on campus free of charge to all employees, family members and students every Tuesday from 11:30 am. to 3:00 p.m. (Days and times may be modified depending on the number of testing requested). Documented results will be tracked by the school administration for purposes of testing rate compliance. Should testing rates not be met, student/parent refusal will be documented. Documentation will be submitted to Risk Management. Santa Rosa Academy will encourage compliance of testing cadence in order to ensure weekly or biweekly testing. As vaccines become available, the company will provide vaccinations for students and employees at no cost.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazards** form. As additional hazards are identified, our Facilities department will investigate, and all attempts will be made to keep our campus in compliance with policies and regulations.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our campus.
- 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 **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. Additional COVID-19 Inspections on campus will continue to occur, as identified or as needed per federal, state, and local requirements permit.
- Monitor employee shared space on campus. All employees have been placed in separate work areas/classrooms or have been assigned an alternative/modified work schedule to reduce exposure. Employees on campus also have access to request for a full-time telework agreement while the students are in the Distant Learning education model.
- Limit employees from gathering in shared areas on campus such as staff lounge and/or break rooms, mailroom, workrooms, outside eating areas.
- CDC and appropriate signage have been placed on campus to direct staff from hazard areas and to follow approved policies.
- The Administration, the School Nurse, Human Resources, and the Facilities Department have sent out videos, email notifications, employee in-person and online training to all employees, parents, and the community regarding health and safety issues related to COVID-19 while on campus, as applicable.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures are documented in **Appendix B: COVID-19**

Inspections form and were corrected from March 2020 to July 2020. All current identified hazards areas will be corrected by May 2021. Any new hazard areas on-campus will be addressed as they are reported and identified. They will be addressed in a timely manner to comply with all guidelines. Hazards will be addressed based on the severity of the hazards, as follows:

The safety team, leadership, and all employees are always able to submit input to our Campus Security and Facilities Manager, Peter Arballo or Dr. Robert Hennings, Executive Director, regarding any hazard areas on the campus or safety policies that are not being followed. The process below will be followed to document and correct hazard areas on campus:

Hazard Areas on Campus:

- Employees, parents, or community members can notify the Executive Director or the Facilities Manager regarding hazard areas/safety concerns on campus. See Appendix A for examples.
- The Facilities Manager and maintenance employees assess the hazard area and it is either immediately returned to compliance or approval may be needed by the Executive Director if the material needs to be purchased.
- Employees are then notified of the solutions that were determined by the Facilities Departments.

Safety Policies on Campus:

- Parent or community members can notify the Executive Director regarding safety policy concerns on campus.
- Employees can notify the Executive Director or the Director of Human Resources regarding safety policy concerns on campus.
- These concerns will be reviewed, and appropriate action and notification will be determined to immediately enforce the safety policies on campus.

COVID-19 Hazards

1. Physical Distancing
2. Face Coverings
3. Engineering Controls
4. Cleaning, Disinfecting, and Sanitation
5. Shared tools, equipment, and personal protective equipment (PPE)
6. Hand Sanitizing and Hand Washing

1.) Physical Distancing

We follow all current CDC and Public Health Guidelines as it pertains to physical distancing for student and for teachers at all times in our workplace by:

Social Distancing on Campus:

- Restrict non-essential visitors, volunteers, and activities involving other groups.
- Limit group activities.
- Arrange classroom space to remove non-essential furniture, allowing maximum space for students and staff.
- Arrange student desks to use student desktop barriers and to support 6 feet of physical distancing according to

- current guidelines.
- Designate routes for entry and exit during transition times.
 - All Staff workspaces spaces adhere to current CDC and Public Health guidelines as it pertains to 6 feet physical distancing.
 - Staff is placed on modified work schedules or reassigned to new work areas.
 - Staff has the opportunity to telework when requested.
 - Stagger students in areas for high traffic, such as passing between periods, lunch services, and lining up for classes. Minimize the mixing of students from different classrooms in common areas.
 - Students will stay within the same stable groups and will be on a Hybrid schedule to minimize the mixing of students from different classrooms in common areas.
 - New drop/off schedules and routes for students will be implemented to minimize possible exposures and interactions when students can return to campus.
 - Students will take part in recess/breaks in their grade levels and stable groups only to reduce exposure between classes and other grade levels. Staff will monitor students to ensure 6 feet physical distancing while at recess.
 - Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
 - Stagger arrival and drop off-times and locations consistently to minimize scheduling challenges for families.
 - Designate routes for entry and exit, using as many entrances as feasible.

Classroom Seating Options

- As recommended by State guidelines class sizes will be reduced to accommodate 6 feet social distancing.
- Per the CDC or the state regulations at the time of school re-opening, the classroom will be limited to 50% capacity to enable stable grouping. Students will be on a Hybrid A/B schedule to reduce the number of students on campus and allow for 6 feet social distancing.
- Students will have assigned seating.

Lunch and Recess Precautions

- Students will be monitored by staff to ensure 6 feet physical distance while students wait in line, are walking to be seated, and on the playground.
- Students must wash their hands frequently and/or use hand sanitizer before and after they eat.
- Staff will sanitize tables and surfaces before students are seated and again when students are finished with their meal.
- Students will be seated two per table with 6 feet physical distance.
- Students will not be permitted to walk around while they eat.

2.) Face Coverings

We provide clean, undamaged face coverings upon request and ensure they are properly worn by employees and students when both indoors and outdoors, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Employees can wear their own face coverings to work as long as it follows the CDC and CDPH guidelines.

Employees, parents, students, and visitors are provided a face-covering upon request at our main floor reception area. In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings. Students and staff must utilize face coverings:

- During health screening
- While in the classroom, outdoors, or at a work office location
- While waiting to enter campus
- While on school grounds (except when eating or drinking)
- While leaving school

Personal Protective Equipment (PPE) will be provided to staff and students upon request and as determined by essential functions of their job duties.

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 condition or disability, who are hearing-impaired or communicating with a hearing-impaired person. In lieu of a face mask, employees and students can wear a face shield with a drape attached at the bottom.
- A face covering is required at all times on the campus and property of Santa Rosa Academy. At no time should a person be without a face covering per the school policies. If a person is on campus and not following the approved guidelines, it is to be reported to their direct supervisor and the Director of Human Resources. The administration will then notify the individual of the proper procedure and policy regarding face coverings. If an employee or person continually does not wear their face-coverings appropriately or does not wear their face covering at all, they will be removed from the campus and have privileges taken. Issues with staff will be addressed per the employee handbook for discipline.
- Students who do not wear face coverings, one will be provided. Administration and teachers will support daily reminders to students to wear face coverings properly. When a student is not wearing a proper face covering they will be redirected and reminded of the appropriate guidelines. If it continues to affect the classroom, then the administration may contact the parent.

3.) Engineering Controls

We implement the following measures to maintain at least 6 feet needed between individuals

- A reminder that barriers between employee and student assigned work or class locations do not necessarily prevent close contact between them. In the classroom, we have rearranged the room for only 50% capacity if students return. Desk Barriers/plastic shields have been put into place to promote as much distance as possible. Assessors will be provided a plexiglass shield to use during the 1:1 assessment to provide a barrier for both assessor and student. IEP services will be delivered with adherence to the wearing of facial coverings, social distancing, increased handwashing, and sanitizing. Outside eating areas/Picnic tables have been relocated to maximum physical distancing so staff and/or students are not sitting near each other.
- Enclosed Plaza Area has one-way entry and exit, also tables and chairs have been limited to requirements.
- Areas of high traffic where students, staff, and visitors may be waiting have signage on

the ground to limit exposure and remind them of the 6-foot physical distancing required.

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

- All HVAC units have been upgraded. The facilities department has installed economizers to assist with air-flow. The economizer will control the airflow from outside and inside the classroom with a sensor, allowing fresh outdoor air to enter the classroom and/or campus facilities. All HVAC filters have been upgraded to MER-13 air filters. These filters help reduce small particles, such as allergens and pollutants that are in the air.
- We have hired an independent contractor that maintains the entire campus HVAC system and filter replacement quarterly. The HVAC system continually is monitored to perform the highest level compatible with the ventilation system.
- Added exhaust ventilation to the school nurse's office to prevent exposure to the main office and administration building. The airflow in this office is blown out through the exhaust ventilation.

4.) Cleaning, Disinfecting, and Sanitation

We implement the following cleaning measures for frequently touched surfaces:

- Increased frequency of routine cleaning on campus with Asthma friendly ingredients used (such as hydrogen peroxide, citric acid, and lactic acid).
- Ongoing staff training on new classroom/facilities cleaning standards and recommendations from the CDC and public health.
- New sanitizer dispensers have been installed around campus.
- Hand Sanitizer pumps are available in every classroom, office, and work area.
- Hand soap dispensers in all classrooms with sinks. Increased disinfection of frequently touched surfaces on campus.
- Daily use of Clorox 360 machines to clean all restrooms, high traffic areas on campus, and buildings. This machine provides electric static sanitation to clean the area.
- Use COVID-19 approved cleaners to clean campus and work area, per the CDC approved chemical cleaning list.
- Follow the CDC guidelines, implement a cleaning and disinfecting plan based on the established learning model.
- Display CDC guidelines for safe behavioral practices regarding social distancing, face coverings, and hand washing.
- The Facilities department provides cleaning schedules for employees for bathrooms and other high traffic areas. These schedules are posted on the work area door.
- All high populated areas and shared items will be cleaned daily. Facilities have developed a schedule for the routine cleaning of high-touch areas, such as door handles, sink handles, countertops, desks, chairs, etc. Disinfecting will occur when there is a confirmed positive case on campus.
- Also, utilize an independent contracting company to assist with cleaning and sanitation requirements daily.
- All custodian employees/independent contractors are continually trained and updated on the most recent cleaning/sanitation and chemical guidelines, as applicable. Equipment used (examples: Xerox 360 machine, floor cleaning machine, vacuum

backpack)

- A full cleaning schedule is available by request or can be accessed on our school website at www.sra.mn, and in this link: https://drive.google.com/drive/folders/1hcMy2ty4oma3_aMI0lgyLK05FWtaLkLj?usp=sharing. The cleaning schedule may change due to update federal, state, or local regulations and guidelines.
- Link to approved EPA cleaning supplies used at Santa Rosa Academy: https://drive.google.com/drive/folders/1hcMy2ty4oma3_aMI0lgyLK05FWtaLkLj?usp=sharing

5.) Shared tools, equipment, and personal protective equipment (PPE)

Where there is sharing, the items will be cleaned between uses by staff and the facilities team members. 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.

- Daily use of Clorox 360 machines to clean all restrooms, high traffic areas on campus, and buildings. This machine provides electric static sanitation to clean the area.
- Use approved COVID-19 cleaners to wipe high touch objects and/or items (computer screens, keyboards, phone, desk area items, and classroom items).
- Each employee has their own assigned work area and/or classroom.
- Shared spacing workstation is limited on campus to reduce items being touched by multiple staff members.
- Staff has been trained and given cleaning supplies, as needed for high touch areas.
- No PPE items are shared on campus.

6.) Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

- When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. (Refer to reference section 3205(c)(E) for details on required respirator and eye protection use.)
- We will provide and ensure the 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.
- PPE is provided to our School Nurse and Health Clerk when they are conducting evaluations and testing employees or students.
- Employees, parents, students, and visitors are provided a face-covering upon request at our main floor reception area.

7.) Hand Sanitizing and Hand Washing

In order to implement effective hand sanitizing procedures, we:

- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e. methyl alcohol).

- Staff and students must wash hands thoroughly upon arriving and before leaving the campus.
- New sanitizer dispensers have been installed around campus.
- Hand Sanitizer pumps are available in every classroom without sinks.
- Hand soap dispensers in all classrooms with sinks.
- Increased disinfection of frequently touched surfaces on campus.
- Handwashing signage is displayed in the bathrooms, lunch/break rooms, and other areas applicable on the campus. These signs are reminders for staff and students to wash their hands for at least 20 seconds each time and wash their hands frequently.
- SRA will have signage throughout campus to remind students and staff about handwashing and proper hygiene.
- Additional cleaning, sanitation, and disinfecting throughout the campus daily.
- The Facilities Department continues to evaluate the need for hand sanitizing stations and wall units in high traffic areas.

Reported COVID-19 case in the Workplace

Under the CalOSHA FAQ, a “Fixed Work Location” is defined as a workstation where an employee is assigned to work with minimal movement from that location for extended periods of time. Should Santa Rosa Academy have a COVID-19 case on our campus, the work location will be identified, and we will implement the following procedures:

School Employees:

- Per AB685, employees and independent contractors working in the assigned Fixed Work area/location are notified in writing by email.
- An email notification is also sent out to all employees or independent contractors on campus of a potential exposure or positive case is known. This notification is sent out by electronic mail through the SRA email account.
- Facilities are then notified so the custodian staff and complete deep cleaning, disinfecting, and sanitizing of the work area/building.
- Documentation will be completed by the Facilities Manager and/or designee.
- Also, utilize an independent contracting company to assist with cleaning and sanitation requirements daily. (All custodian employees/independent contractors are continually trained and updated on the most recent cleaning/sanitation and chemical guidelines, as applicable. Equipment used, some examples are Xerox 360 machine, floor cleaning machine, vacuum backpack.)
- The School Nurse will contact the employee and trace all close contacts for the 48-hour lookback period prior to the employees’ positive COVID-19 test result or onset of symptoms.
- The School Nurse will advise employees of isolation protocols, testing procedures, and guidelines regarding Covid-19 exposure. She also will review federal, state, and local policies regarding Covid-19 and the steps for them to return to work, when they are symptom-free and complete their quarantine or isolation period.
- The School Nurse will contact all identified close contacts that were given to her from the exposed employee and instruct them on quarantine guidelines and COVID-19 testing procedures.
- The School Nurse will report the positive case, and all identified close contacts, to the Riverside County Public Health Department.
- All investigations, contract tracing, and medical information are documented and kept confidential and only an employee representative on the Health and Investigation

Team is notified, as needed.

- The Human Resources Director follows all documentation and notification protocol under federal, state, and local laws regarding a potential COVID-19 exposure in the workplace.

Students:

- Per AB685 and California Reopening revision and guidelines, students and parents will be notified by email via Parent Square of a possible exposure each time Human Resources is officially notified from an individual student or employee with COVID related symptoms and/or a positive test result.
- An email notification will be sent out to all parents and employees in case of a potential exposure and/or positive case as required by current guidelines and regulations.
- Facilities will be notified, and the custodian staff will complete deep cleaning, disinfecting, and sanitizing of the work area/building.
- Documentation will be completed by the Facilities Manager and/or designee.
- Also, utilize an independent contracting company to assist with cleaning and sanitation requirements daily. (All custodian employees/independent contractors are continually trained and updated on the most recent cleaning/sanitation and chemical guidelines, as applicable. Equipment used, some examples are Xerox 360 machine and EPA approved cleaning products.
- The School Nurse will contact the student and parents of the student and trace all close contacts for the 48- hour lookback period prior to the students' positive COVID-19 test result or onset of symptoms.
- The School Nurse will advise students and parents of isolation protocols, testing procedures, and guidelines regarding Covid-19 exposure. The nurse also will review federal, state, and local policies regarding Covid-19 and the steps for them to return to school when they are symptom-free and complete their quarantine or isolation period.
- The School Nurse will contact all identified close contacts that were received from the exposed student and instruct them on quarantine guidelines and COVID-19 testing procedures.
- The School Nurse will report the positive case, and all identified close contacts, to the Riverside County Public Health Department utilizing the Shared Portal for Outbreak Tracing (SPOT) System.
- All investigations, contact tracing, and medical information are documented and kept confidential and only an employee representative on the Health and Investigation Team is notified, as needed.
- The Human Resources Director follows all documentation and notification protocol under federal, state, and local laws regarding a potential COVID-19 exposure in the workplace.

Investigating and Responding to COVID-19 Cases for Employees and Students

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

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

- If an employee or student has a potential COVID-19 exposure on our campus, Human Resources will send out an AB685 notification to all staff and independent contractors on campus to the staff SRA email account, along with a notification to parents of the possible exposure.
- On campus surveillance and symptomatic testing will be offered every Tuesday. (The testing dates and times may be changed depending on testing need.) The testing will be provided by Live Fit Nation during normal work and school hours and is free to all employees and students.
- If an employee gets tested and pays out of pocket for this expense, Santa Rosa Academy will reimburse the full cost to the employee.
- The School Nurse will investigate all exposures and positive cases on campus. All employees and students that have either tested positive or have been exposed, will be asked to report any close contacts (any person within 6 feet for a cumulative

period of 15 minutes or more in a 24-hour period) directly to the School Nurse. The School Nurse will then contact each identified close contact and screen for possible symptoms and provide education on both quarantine and COVID-19 testing guidance.

- All positive cases and close contacts will be reported to the Riverside County Public Health Department utilizing the Shared Portal for Outbreak Tracing (SPOT) reporting system for Riverside County Public Health Department.
- The Human Resources Director and School Nurse will document and will follow notification protocol under federal, state, and local laws regarding a potential COVID-19 exposure in the workplace.
- The School Nurse advises employees to remain off work and will be excluded from the workplace due to the potential exposure due to the related symptoms, positive testing, or COVID-19 exposure. Employees must speak to the School Nurse prior to returning to campus after they are symptom-free and have completed their quarantine and/or isolation period.
- All employees have received notifications from Human Resources, training, and/or instructions regarding benefit entitlements related to COVID-19.
- Continual monitoring of staff on campus will be conducted as needed regarding a COVID-19 investigated and reported appropriately.

Students who had potential exposure to Covid-19 at school.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case on our Santa Rosa Academy campus, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days quarantine 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 have demonstrated that COVID-19 exposure is work-related.
- All employees that are excluded from work because they were identified for quarantining or isolation will have the opportunity to work from home if applied by their essential job duties if they are well enough to do so until they are cleared by the School Nurse to return to campus.
- The School Nurse and Director of Human Resources will continue to stay in contact with them when they are not on campus for follow up investigation questions/contact tracing and to give the employee information, as needed.

Employees have been notified in staff meetings and by school email of their benefit entitlement as it relates to COVID-19. Through December 31, 2020 employees could use the FFCRA benefits related to COVID-19 exposures and or extended FMLA regarding childcare leaves. If an employee is off work to a non-work-related exposure or quarantine, they have the choice to telework or use sick leave benefits, as appropriate. If an employee is off work to a work-related exposure or quarantine, they will continue to be in a fully paid status, as permitted by federal, state, and local laws.

Return-to-Class and Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work or school 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 the date of the last positive test.
- COVID-19 cases who tested positive, but never developed COVID-19 symptoms will not return to work or school until a minimum of a 10-day period has passed from their LAST positive test. If an order to isolate or quarantine an employee or student is issued by a local or state health official, the employee or student will not return to work or school 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 10 days quarantine from the time the order to quarantine was effective.
- All employees and students must speak to the School Nurse prior to returning to campus.
- The Executive Director formally approving the program will sign and date in the designated area at the end of the plan.

System for Communicating with Employees

1. Reporting of COVID-19 Exposure or Hazard Areas
2. Alternative Working Schedules and Telework Agreements
3. COVID-19 Testing Information
4. Potential COVID-19 Notifications to Employees and Independent Contractors

1.) Reporting COVID Exposure or Hazard Areas:

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

- Employees should report COVID-19 related symptoms, positive testing, and COVID-19 related exposure to our Santa Rosa COVID-19 Investigating Team by using their Santa Rosa Academy work email. The staff has been informed to email the following individuals:
 - **Ashley Caldwell**, School Nurse
 - **Sondra Evans**, Director of Human Resources
 - **Anastasia Bradshaw**, Director of Student Services/Special Education
- Employees should report COVID-19 hazard areas and/or concerns to our Facilities Department and/or Executive Director. The staff has been informed to email the following individuals:
 - **Peter Arballo**, Campus Security, and Facilities Manager
 - **Dr. Robert Henings**, Executive Director, Santa Rosa Academy
 - **Sondra Evans**, Director of Human Resources
- Employees can report symptoms and hazards without fear of reprisal.
- Covid-19 Hazard communication on campus: Frequent updates will be emailed out on either school email or Parent Square on progress and completion of identified hazard areas. The areas will be monitored and evaluated. The policies and procedures will be updated, as needed.

2.) Alternative Working Schedules and Telework Agreements:

Our goal is to keep all staff healthy and safe while working on campus and to reduce the risk of exposure. The Safety Team, Health Committee, and Administration have evaluated the campus regarding each employee's work schedule, physical work area/location and/or classroom, office assignments, and all shared spaces on campus. An employee questionnaire was sent out by email to each employee by the Human Resources Director to receive individual input and feedback on working conditions, shared spacing, and possible requests for telework agreements, as applicable. Follow up meetings were held with each employee on campus by

zoom meeting to discuss their alternative working options. The employee has been offered alternative methods for completing their essential duties by the following:

- **Shared Work Areas on Campus:**
 - All employees sharing work areas with another employee have been:
 - Reassigned to another classroom or workspace to have their own individual work location on campus that is no longer shared.
 - Staggering work shifts, so all employees do not enter or exit the workplace at the same time.
 - Placed on Modified Work Schedule for the workweek (Work assigned day on campus and the other assigned days from home - teleworking)
- **Telework due to Medical Issues** - Accommodation of employees with medical issues and/or underlying medical conditions that may be affected by COVID-19 with full-time telework agreements to reduce them from increased exposure.
- **Telework due to Medical Issues of a Family Member** - Accommodations of employees that are primary caregivers to family members that have underlying medical conditions that may be affected by COVID-19 with full-time telework agreements to reduce them from increased exposure.
- **Telework for other conditions to reduce exposure** - Approval by the Executive Director and the Board of Santa Rosa Academy for a full-time telework agreement for other conditions when an employee requests to be off work to reduce the risk of COVID-19 exposure.

Training and Instruction

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

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 infected 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 handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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.
- Employees and parents will receive videos from Santa Rosa Academy Administration, the Facilities

Department, and the School Nurse regarding health and safety reminders while working on campus. Some of these videos that were already sent out are listed below:

- Video on cleaning and physical distancing for the safe return of students and staff to campus, by the school Facilities and Safety manager: <https://youtu.be/zTqomHOxaMw>
 - Video on face coverings and other health-related content by the school Nurse: <https://youtu.be/wbjsBEPHCHU>
 - Video on mental health during the Holidays, under the COVID-19 restrictions, by the school counselors: <https://youtu.be/7LmQMr5kHFU>
 - Video on support during COVID-19 distance learning, by school counselors and IT: <https://youtu.be/lqedCQ3VCfc>
 - Video on curriculum and materials drive-thru pick-up instructions, by curriculum staff: <https://youtu.be/5ZbEW8cVolk>
 - Video on back to school on distance learning, by the principal: <https://youtu.be/HCy6-h6NY0g>
- Employees have received in-person and online training and information related to COVID-19 topics:
 - During staff meetings
 - Notification by Santa Rosa Academy email
 - Online Training from CalOSHA website.
 - Videos Presentation
 - Training roster for employees will be kept in the Human Resources Office.
 - Please also refer to the Santa Rosa Academy Reopening Plan that was approved by the Santa Rosa Academy Board on November 19, 2020. For more information, please access the Santa Rosa Academy re-opening plan here:
[https://go.boarddocs.com/ca/sra/Board.nsf/files/BVFSGF705D50/\\$file/SRA%202020-21%20Re-Opening%20Plan%2011-19-2020.pdf](https://go.boarddocs.com/ca/sra/Board.nsf/files/BVFSGF705D50/$file/SRA%202020-21%20Re-Opening%20Plan%2011-19-2020.pdf).

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 representatives of Cal/OSHA immediately upon request.
- Use **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.
- Keep all records confidential.

Multiple COVID-19 Infections and COVID-19 Outbreaks

An outbreak is to have occurred where there are three (3) COVID-19 cases in the workplace, and all three (3) of the COVID-19 positive employees “worked in, used or accessed the same work location, working area or common area used or accessed in a 14-day period”. This section of the COVID-19 Prevention Plan will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period. (Reference section 3205.1 for details).

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.
 - Testing for employees in the assigned work location will be offered to test:
 - At no cost to the employee regarding a work-related exposure.
 - Employees will continue to earn their wages for any time spent getting tested, which includes any travel time spent going to and from testing.
 - Mileage and public transportation will be reimbursed, if applicable

Exclusion of COVID-19 cases

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

Investigation of Workplace COVID-19 Illness

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

COVID-19 Investigation, Review, and Hazard Correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and

implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Employee training on proper wearing of face coverings and not to report to campus if they have COVID-19 related symptoms or have been exposed to COVID-19.

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.

Appendix A: Identification of COVID-19 Hazards

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

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

The person conducting the evaluation:

Peter Arballo, Campus Security, and Facilities Manager

Date: December 15, 2020

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

- Dr. Robert Hennings, Executive Director
- Anastasia Bradshaw, Director of Student Services/Special Education
- Sondra Evans, Director of Human Resources

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
Admin Staff Lounge/Patio Area and Mailboxes: Admin Building	Administration Building. Staff Lunches and Breaks, When Checking Mail Boxes or making copies	All staff members	Limited seating to two people per table. Posted signs on the door for no more than 4 people at a time in the lounge. The chairs were removed to reduce seating.
All Bathroom Areas and Bathrooms: Every other stall should be crossed off	All Buildings - Daily	All staff members, parents, students, and community members	Posted signs regarding handwashing on the door of no more than two people at a time. Closed every other stall, and urinal. The cleaning schedule is posted on the door.
Downstairs Hallway	Administration Building - When any staff is walking in the Hallway. The first floor has more foot traffic	All staff members, parents, students, and community members	Limited capacity at a time.
First Floor Admin Assistant Office	This office can access entry by the first-floor hallway and from outside the gate and door. During Business	All staff members, parents, students, and community members	Limited persons in the work area/office. Having different workdays, and hours.

	hours		
Lobby Area/Receptionist Area	Administration Building - During normal business hours.	All staff members, parents, students, and community members	Placed 6ft distance floor stickers on the admin front lobby floor. Added glass framing around the entire admin front desk reception with a serving window for distance from staff to the public. Also added a security door with electronic key card entry for staff. Placed Hand sanitizer station in the lobby. Signage in the lobby to wear a mask.
Main School Entrance near Lobby Area	Outside Administration Building - During normal business hours and after school events	All staff members, parents, students, and community members	Placed a sign on the front admin door of no entry without a mask. Also self-check symptoms sign on the front of the admin front door.
Student Exit Area/Attendance Window- Outside Lobby (Idea: take attendance while students are being dropped off.)	Administration Building - During normal business hours.	All staff members, parents, students, and community members	Added glass framing around the attendance desk, with three serving windows. Placed 6ft distance floor stickers on the floor in front of attendance windows.
Library Glass Area	Library building-during normal business hours	All staff members, parents, students, and community members	Added new glass contained area for staff work area, meetings, or student testing area. additional hand sanitizer unit to Library
Ranger Coral	Library building-during normal business hours		Added new glass contained area for staff work area, meetings, or student testing area.
Patio Area by Library - Closed to Students	Library building-during normal business hours	All staff members	Limited for staff meetings, or parent meetings. Reduced seating at all tables.
Stairs near Information Technology	Any Time on Campus	All staff members, parents, students, and community members	Limited Access use of stairs. Directional signage when students return to campus. A possible railing may be installed in the future to control the walk area.

Water Fountain area- Needs to be wiped off throughout the day.	Elementary, Middle school, High school, playgrounds, and Gym	All staff members, parents, students, and community members	Drinking fountains are wiped down routinely throughout the day. When students return to campus. Water fountains will be turned off, but they will have access to the touchless water bottle filling areas on campus
Middle School Stairs	Any Time on Campus	All staff members, parents, and students	Limited capacity on stairs and possible signage for directional movement of students and staff.
Loading Area in Presidio Building	Any Time on Campus	All staff members, parents, students, and community members, delivery contractors	Limit deliveries and reducing trafficking
Main Black Top Area	Any Time on Area	All staff members, parents, students, and community members	Limited access for students, and staff.
Baseball Fields and Football Fields	Any Time on Area	All staff members, parents, students, and community members	Limited access for students, and staff.
Elementary Playground Gate	Any Time on Area	All staff members, parents, and students	Limited access for students, and staff.
Boys and Girls Locker Rooms	Any Time in Area	Physical Education staff, coaches, and students	Signs placed on entry doors. The area is limited to no more than 4 people allowed at a time in the locker room. Will reassess locker usage when students return to campus
Gym Hallway	Any Time in Area	Physical Education staff, coaches, and students	Limited access during school hours.
Weight Room	Any Time in Area	Physical Education staff, coaches, and students	No more than four people at a time are allowed in the weight room. An all-purpose cleaner (Q.T.3) used to disinfect equipment after gym usage by staff or students.
Gym	Any Time in Area	All staff members, parents, students, and community members	Limited use for staff

Gym Lobby	Any Time in Area	All staff members, parents, students, and community members	Limited access during school hours. Placed signs on front doors to have one-way entry and exit.
Dance Hallway	Any Time in Area	All staff members, parents, students, and community members	Limited access during school hours.
Dance Room	Any Time in Area	All staff members, parents, students, and community members	Limited to half capacity usage per CDC guidelines
Plaza	Any Time in Area	All staff members, parents, students, and community members	Placed signs on doors for one way entry, and one-way exit. Have arrow markers on the floor showing one-way traffic. Reduced seating in the plaza, and have markers on lunch tables for student seating for social distance.
Ranger Station Lunch Serving Area	While lunch service for students is conducted	All staff members, parents, and students	Placed floor markers on the ground 6ft apart leading up to serving windows. There is a portable hand washing station in the front of the line. Added two glass serving areas with four serving windows, with four sanitizing dispensers (two at each window).
Elementary Playground Patio Area	Any Time in Area	All staff members, parents, and students	Limited access to the area, with limited seating at patio area seating.
High School Covered Patio Area	Any Time in Area	All staff members, parents, and students	Limited access to the area, with limited seating at patio area seating.

Appendix B: COVID-19 Inspections

Date: January 13, 2021

Name of person conducting the inspection: Peter Arballo, Campus Security, and Facilities Manager

Work location evaluated: Santa Rosa Academy

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Complete	Peter Arballo	August 2020
Ventilation (amount of fresh air and filtration maximized)	Complete	Peter Arballo	September 2020
Elementary rooms Ventilation 3101-3118	Complete	Peter Arballo	September 2020
Middle School Rooms Ventilation 4101-4109	Complete	Peter Arballo	September 2020
Middle School Rooms Ventilation 4201-4209	Complete	Peter Arballo	September 2020
High School Rooms Ventilation 5101-5110	Complete	Peter Arballo	September 2020
High School Rooms Ventilation 5201-5210	Complete	Peter Arballo	September 2020
Administrative			
Physical distancing	Complete	Peter Arballo	December 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	Peter Arballo	July 2020
Handwashing facilities (adequate numbers and supplies)	Complete	Peter Arballo	July 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	Peter Arballo	July 2020
High School			
Physical distancing	Complete	Peter Arballo	July 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	Peter Arballo	July 2020
Handwashing facilities (adequate numbers and supplies)	Complete	Peter Arballo	July 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	Peter Arballo	July 2020

Middle School			
Physical Distancing	Complete	Peter Arballo	July 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	Peter Arballo	July 2020
Handwashing facilities (adequate numbers and supplies)	Complete	Peter Arballo	July 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	Peter Arballo	July 2020
Elementary School			
Physical distancing	Complete	Peter Arballo	July 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	Peter Arballo	July 2020
Handwashing facilities (adequate numbers and supplies)	Complete	Peter Arballo	July 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	Peter Arballo	July 2020
IT/Library			
Physical distancing	Complete	Peter Arballo	August 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	Peter Arballo	July 2020
Handwashing facilities (adequate numbers and supplies)	Complete	Peter Arballo	July 2020
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	Peter Arballo	July 2020
GYM			
Physical distancing	Complete	Peter Arballo	August 2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Complete	Peter Arballo	July 2020
Handwashing facilities (adequate numbers and supplies)	Complete	Peter Arballo	July 2020

Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Complete	Peter Arballo	July 2020
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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.

Name of person conducting the investigation on campus:

- Ashley Caldwell, School Nurse
- Sondra Evans, Director of Human Resources
- Anastasia Bradshaw, Director of Student Services/Special Education

The following information is kept in an ongoing shared document to Investigate COVID-19 related symptoms, test results, and exposure on campus:

- Employee (or non-employee*) name.
- Position or Occupation (if non-employee, why they were in the workplace).
- The location where the employee worked (or non-employee was present in the workplace).
- Date investigation was initiated or when employee notified School Nurse.
- School Nurse advise and quarantine timelines and testing information given to a person.
- Memo - Follow up by School Nurse, Director of Human Resources, or Director of Student Services/Special Education Date of the positive or negative test and/or diagnosis.
- The date the case/employee has first symptoms.
- The date the information received regarding COVID-19 test results and onset of symptoms.
- 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).

Appendix D: Employee OSHA Training

Type	Last Name	First Name	Position	OSHA ONLINE TRAINING - JAN/FEB 2021	In person Training Feb 26, 2021 – Face Covering /Handwashing/SRA Policies/Cleaning and Hazard Areas - How to Report and Reopening
Certificated	ADISS	CYNTHIA	Special Education Teacher	1/15/21	2/23/21
Certificated	ALAVI	BAHRAM	Teacher	2/8/21	2/23/21
Certificated	ALEXANDER	SHARI	Teacher - Independent Study	1/15/21	2/23/21
Certificated	ALVARADO	TRISHA	Teacher	1/15/21	2/23/21
Certificated	ARCHIBALD	BRITTANY	Teacher - Independent Study	1/15/21	2/23/21
Certificated	ATHAIDE (SHANNON)	TINA	Teacher on Special Assignment	1/15/21	2/23/21
Certificated	AZLIN	STACEY	Teacher - Independent Study	1/15/21	2/23/21
Certificated	BATIN	AMIE	Teacher - Independent Study	1/15/21	2/23/21
Certificated	BELL	CAITLYNN	Speech Language Therapist	1/20/21	
Certificated	BERNARD	RACHEL	Teacher - Independent Study	2/2/21	2/23/21
Certificated	BOWLES	COLETTE	Teacher	2/8/21	2/23/21
Certificated	BRIGGS	LAUREN	Teacher	On Leave	On Leave
Certificated	BRIGGS	SHAWN	Teacher	2/5/21	2/23/21
Certificated	BROWN	AMY	Teacher	1/15/21	2/23/21
Certificated	BROWN	DENA	Teacher	1/20/21	2/23/21
Certificated	BRYANT	DARLA	Special Education Teacher	On Leave	On Leave
Certificated	BUCKLAND	KRISTIE	Teacher on Special Assignment	2/8/21	
Certificated	CALDWELL	ASHLEY	School Nurse	1/15/21	2/23/21
Certificated	CAMPOS MIRANDA	ELIZABETH	Teacher	2/3/21	
Certificated	CARRANZA	DANIELLE	Teacher	2/23/21	2/23/21
Certificated	CARSON	BRIANNE	Teacher	1/25/21	2/23/21
Certificated	CATHCART	NOHEMI	Teacher	1/15/21	2/23/21
Certificated	CHAPMAN	BRANDON	Teacher	1/15/21	2/23/21
Certificated	CHAPMAN	SOFIA	Teacher	On Leave	On Leave
Certificated	COSIO	YVONNE	Teacher	2/4/21	2/23/21
Certificated	DELGADO	BIANCA	Teacher - Independent Study	2/4/21	2/23/21
Certificated	DELICAN-MICLEA	DENISE	Teacher	1/15/21	2/23/21
Certificated	DORE	MACKENZIE	Teacher - Independent Study	1/15/21	2/23/21
Certificated	DUONG	ANTHONY	School Psychologist	1/21/21	2/23/21
Certificated	FALSETTO	KATHRYN	Teacher - Independent Study	1/15/21	2/23/21
Certificated	FEARING	TRACIE	Teacher	2/10/21	2/23/21
Certificated	FELT	WILLIAM	Teacher	01/51/21	2/23/21
Certificated	FLORES JR	GABRIEL	Teacher	1/15/21	2/23/21

Certificated	FOX	JANICE	Teacher - Independent Study	1/15/21	2/23/21
Certificated	GAINES	MARISA	School Counselor	1/15/21	2/23/21
Certificated	GALICIA	KARLA	Teacher - Independent Study	1/15/21	
Certificated	GALLAGHER	CARMEN	Teacher		2/23/21
Certificated	GAYLORD	JASON	Teacher	1/15/21	2/23/21
Certificated	GEDEON	KRISTI	Teacher	1/15/21	2/23/21
Certificated	GONZALEZ	DANIEL	Teacher - Independent Study	2/3/21	2/23/21
Certificated	GOODWYN	EMILY	Teacher - Independent Study	2/4/21	2/23/21
Certificated	GRESHAM	MIREYA	Teacher	2/5/21	2/23/21
Certificated	GUTIERREZ	KATHERINE	Teacher - Independent Study	2/5/21	2/23/21
Certificated	HADDEN	TIMOTHY	Teacher - Independent Study	1/15/21	2/23/21
Certificated	HARTMAN	SARAH	Teacher	1/15/21	2/23/21
Certificated	HODAK	NATALIE	Teacher - Independent Study	1/15/21	2/23/21
Certificated	JANKAY	AMANDA	Teacher - Independent Study	1/20/21	2/23/21
Certificated	JOHNSON	TREVOR	Teacher - Independent Study	1/15/21	2/23/21
Certificated	JONES	PERRY	Teacher	2/3/21	2/23/21
Certificated	KANOONI	ERIKA	Teacher - Independent Study	On Leave	On Leave
Certificated	KEMNER	TRACY	Teacher	1/16/21	2/23/21
Certificated	KIRK JR	RICHARD	Special Education Teacher	1/15/21	2/23/21
Certificated	LEAL	CRISTINA	Teacher	1/15/21	2/23/21
Certificated	LEIMAN	TEMMA	Teacher	1/15/21	2/23/21
Certificated	LOWE	CHRISTOPHER	School Counselor	1/15/21	
Certificated	MAYS	LINDA	Teacher	1/15/21	2/23/21
Certificated	MAYS	MICHAEL	Teacher	1/15/21	2/23/21
Certificated	MCMULLEN	NICHOLA	Teacher on Special Assignment	1/15/21	2/23/21
Certificated	MONSOOR	KRISTIN	Teacher - Independent Study	2/2/21	2/23/21
Certificated	MONTOYA	ROBERT	Teacher	1/15/21	2/23/21
Certificated	MORABITO	DANA	Teacher	1/15/21	2/23/21
Certificated	MUSCARELLA	VALERIE	Teacher	2/3/21	2/23/21
Certificated	MYERS	SARAH	Teacher - Independent Study	1/19/21	2/23/21
Certificated	PAEZ	EDUARDO	Teacher		2/23/21
Certificated	PAWLOWSKI	MISTY	Teacher	1/15/21	2/23/21
Certificated	PEREZ	BRENDA	Teacher - Independent Study	1/15/21	2/23/21
Certificated	RAFFERTY	DANIEL	Teacher	1/15/21	On Leave
Certificated	REED	MARIELA	Special Education Teacher	2/2/21	2/23/21
Certificated	ROBERTS	EMILY	Teacher		2/23/21
Certificated	RODDY	BRITTNEY	Teacher	1/15/21	2/23/21
Certificated	RODRIGUEZ	JULIO	Teacher	15-Jan	2/23/21
Certificated	ROSS	ZACHARY	Teacher	1/15/21	2/23/21

Certificated	SALAZAR	ADRIANA	Teacher - Independent Study	1/15/21	2/23/21
Certificated	SANCHEZ	KELSEY	Teacher - Independent Study	1/15/21	2/23/21
Certificated	SANCHEZ	MIGUEL	Teacher	1/15/21	2/23/21
Certificated	SCOTT	JORDAN	Teacher - Independent Study	1/15/21	2/23/21
Certificated	STEARNS	DENISE	Teacher	1/19/21	2/23/21
Certificated	STROCKIS	JANICE	Teacher	1/28/21	2/23/21
Certificated	TANG	KYLIE	Teacher	1/16/21	2/23/21
Certificated	TAVAREZ	ANDRES	Teacher	1/15/21	2/23/21
Certificated	TAYLOR	RICHARD	Teacher - Independent Study	1/21/21	2/23/21
Certificated	VANDERMAN	JULIE	Teacher - Independent Study	2/3/21	2/23/21
Certificated	VENDER	VIRGINIA	Teacher - Independent Study	2/9/21	2/23/21
Certificated	WALLACE	CYNTHIA	Teacher	1/15/21	2/23/21
Certificated	WARDLE	LISA	Teacher on Special Assignment	1/15/21	2/23/21
Certificated	WHEELER	KELLY	Teacher	1/15/21	2/23/21
Certificated	WOHLEB JR	WILLIAM	Teacher		2/23/21
Certificated	WOOD	JESSICA	Teacher on Special Assignment	1/15/21	2/23/21
Certificated	WOOD	MORGAN	Teacher	1/15/21	2/23/21
Certificated	WORTHINGTON	LEILANI	Teacher	1/15/21	2/23/21
Certificated	ZERVIC JR	MICHAEL	Teacher - Independent Study	2/8/20	2/23/21
Classified	AGUILAR	CAMILLE	Supervision Aide/Facilities Support	1/15/21	
Classified	ALCANTARA	ALVARO	Custodian	2/3/21	
Classified	BARAJAS	JENNIFER	Special Education Instructional Assistant	2/8/21	2/23/21
Classified	BENNETT	CHERYL	Special Education Instructional Assistant	1/15/21	2/23/21
Classified	CACANINDIN	LANCE	Athletics Trainer	1/15/21	
Classified	CANTE	GEORGINA	Supervision Aide/Facilities Support		
Classified	CONTE	NICHELLE	Administrative Assistant	1/15/21	2/23/21
Classified	CORREA	TIFFANY	Enrollment Clerk	1/15/21	2/23/21
Classified	HILL	TANYA	Payroll/Benefits Technician	1/15/21	2/23/21
Classified	HOBBS	JENNIFER	Supervision Aide/Facilities Support	1/15/21	2/23/21
Classified	HOLMQUIST	JASMINE	Health Clerk/Student Records Clerk	1/15/21	2/23/21
Classified	JENKINS	MICHAEL	Campus Security Lead/Facilities Support	1/15/21	2/23/21

Classified	JOHNSON	ELOUISE	Speech Language Pathology Assistant (SLPA)	1/19/21	2/23/21
Classified	KANTHASAMY	MOHAN	Maintenance Worker II	1/15/21	
Classified	LARA	JENNIFER	Athletics Department Clerk	1/15/21	2/23/21
Classified	MONTES	TASHA	Executive Assistant	1/15/21	2/23/21
Classified	NILSSON	PAULA	Business Office Accounting Lead	1/15/21	
Classified	OLSEN	REBECCA	Registrar	1/15/21	2/23/21
Classified	PAYAN	MARIA	Office Clerk I	1/15/21	2/23/21
Classified	RUIZ	MAIRA	Human Resources Technician	1/15/21	2/23/21
Classified	SCOTT	JENNIFER	Supervision Aide/Facilities Support	On Leave	On Leave
Classified	SEIPP	JESSICA	Facilities/Purchasing Technician	1/15/21	2/23/21
Classified	SEOW	JOSEPHINE	Special Education Instructional Assistant	1/15/21	2/23/21
Classified	SHAW	KATHLEEN	Administrative Assistant	1/15/21	2/23/21
Classified	SMITH	DANIELLE	Food Service Lead	1/15/21	2/23/21
Classified	SORIANO	DARLENE	Special Education Instructional Assistant	1/15/21	2/23/21
Classified	THOMPSON	YI-FEN	Bookkeeper	1/15/21	2/23/21
Classified	TORRES	DANIEL	Athletic Director	1/15/21	2/23/21
Classified	VORABOUTH	ALEX	Student Intervention Tutor	2/3/21	2/23/21
Classified	YBARRA	TIFFANY	Office Clerk II	1/15/21	2/23/21
Contractors	PEREZ	HECTOR	Cleaning Crew - Nights	1/15/21	
Contractors	PEREZ	MARIA DE CEDJA DE	Cleaning Crew - Nights	1/15/21	
Contractors	PEREZ	SONIA	Cleaning Crew - Nights	1/15/21	
Contractors	TENORIO	AMERICA	Cleaning Crew - Nights	1/15/21	
Contractors	TENORIO	HENRY	Cleaning Crew - Nights	1/15/21	
Leadership	AGUILAR	MICHELE	Director of Education Services	1/26/21	2/23/21
Leadership	ARBALLO	PEDRO	Facilities/Campus Security Manager	1/15/21	2/23/21
Leadership	BRADSHAW	ANASTASIA	Director of Student Services and Special Education	1/25/21	2/23/21
Leadership	CAPP	AARON	Secondary Principal (6-12)	2/8/21	2/23/21
Leadership	EVANS	SONDRA	Director of Human Resources	1/15/21	2/23/21
Leadership	HENNINGS	ROBERT	Executive Director	1/15/21	2/23/21
Leadership	HERMOSILLO	LETICIA	Office Manager	1/15/21	2/23/21

Leadership	MCDAIRMANT	MARGARET	Elementary Principal (K-5)	1/25/21	2/23/21
Leadership	PASOLINI	ANDREA	Director of Community Relations	1/15/21	2/23/21
Sub Certificated	BRADWELL	CHRISTOPHER	Substitute Teacher	2/8/21	2/23/21
Sub Certificated	CHAFIN	ERIN	Substitute Teacher		
Sub Certificated	CICCARELLI	STEFENETTE	Substitute Teacher		
Sub Certificated	CONNER	HEIDI	Substitute Teacher		
Sub Certificated	DICKSON	JENNIFER	Substitute Teacher		
Sub Certificated	ESTRADA	RICARDO	Substitute Teacher		
Sub Certificated	FRITZSCHE	LETICIA	Substitute Teacher	1/15/21	
Sub Certificated	GILLEN JAMES	MIGDA	Substitute Teacher		
Sub Certificated	HINSON	RUTH	Substitute Teacher	2/3/21	
Sub Certificated	IVANCIC	REBEKKA	Substitute Teacher	2/5/21	
Sub Certificated	MCCOY	JOELLE	Substitute Teacher	2/3/21	
Sub Certificated	MCGAUGHEY	MEGAN	Substitute Teacher	1/15/21	
Sub Certificated	NIESEN	LAUREN	Substitute Teacher	2/3/21	
Sub Certificated	PATTON	RENEE	Substitute Teacher	2/3/21	
Sub Certificated	SANDERS	ABBY	Substitute Teacher	2/4/21	
Sub Certificated	SCHIPPER	CHRISTINA	Substitute Teacher	2/5/21	
Sub Certificated	TANGLER	LISA	Substitute Teacher		
Sub Classified	GARCIA	NANCY	Substitute Special Education Instructional Aide		

OTHER RESOURCES:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - 3205, COVID-19 Prevention
 - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
 - 3205.2, Major COVID-19 Outbreaks
 - 3205.3, Prevention in Employer-Provided Housing
 - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/

Center for Disease Control (CDC):



State of California:



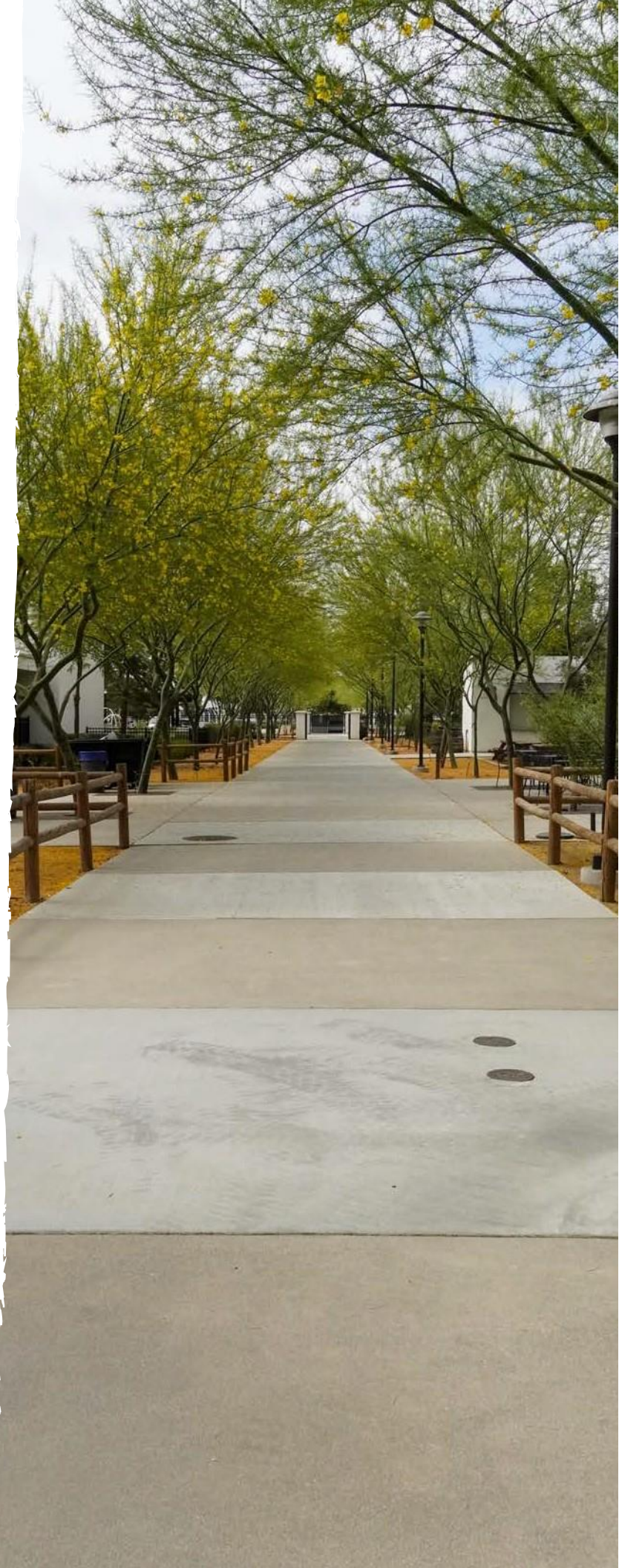
Riverside County:



Other:



Please watch this video showcasing facilities upgrades and hygiene procedures.



SANTA ROSA ACADEMY
27587 La Piedra Rd.
Menifee, CA 92584
(951) 672-2400
www.sra.mn