



THE KNOX SCHOOL
of SANTA BARBARA
For Gifted and Talented Children

COVID-19 Prevention Program (CPP) Handbook

(2021 - 2022)

(Created January 2021)

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COVID-19 Prevention Program (CPP) for The Knox School of Santa Barbara

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

Date: February 1, 2021

Authority and Responsibility

Greg Golf, Director of School Operations 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

The Knox School of Santa Barbara 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.
- Continually review edits of state and country guidelines as to upholding the most current standar.

Employee participation

Employees and their authorized employees' representatives at the Knox School of Santa Barbara are encouraged to participate in the identification and evaluation of COVID-19 hazards by: continually collecting and reviewing information about the COVID-19 hazards present or likely to be present in the workplace and shared with employees. We continually conduct initial and periodic workplace inspections of the workplace to identify new or recurring hazards. We continually investigate illnesses, incidents, and close calls to determine the underlying hazards, their causes, and safety and health program shortcomings. We group similar incidents and

identify trends in illnesses, and hazards reported. We consider hazards associated with emergency or non routine situations. Furthermore, we determine the severity and likelihood of incidents that could result for each hazard identified, and use this information to prioritize corrective actions.

It is our commitment to stay informed of the best practices not only for safety and distance learning, but also for gifted students in these changing and trying times. Some ways we are involved in making this happen are being closely connected with a variety of associations, local to national, which include, but are not limited to:

- SB County Public Health Department Henning.
Ansorg@sbcphd.org; OFFICE (805) 681-5280
- SB County of Education
- California Department of Education
- CAIS (California Association of Independent Schools)
- NAIS (National Association of Independent Schools)
- Local independent school cohort
- Child-Centered Gifted Education Leaders Group
- SENG (Social Emotional Need of the Gifted)
- NAGC (National Association of Gifted Children)

Employee screening

All staff and families are asked to conduct a Home Screening (in accordance with CDC guidelines) before school arrival and to follow directions carefully before school arrival. On arrival, a designated Knox staff member will screen each employee with a non-touch temperature check and a self-report symptom check. employees with a temperature below requirement and with no reported symptoms will continue onto campus.

In addition, ongoing testing of all Knox staff members will be required on a rotating schedule. 50% of the staff will be tested each month on a rotation that accomplishes all staff receiving a test every other month. A schedule will be created dependent on current testing availability. Any positive test results will result in proper protocols to be followed. School will stay updated on current recommendations for testing.

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: By thoroughly investigating incidents and reports, we will identify hazards that are likely to cause future harm. The purpose of an investigation will always be to identify the root causes (and there is often more than one) of the incident or concern, in order to prevent future occurrences.

How we will accomplish this:

- Knox School of Santa Barbara has developed a clear plan and procedure for conducting incident investigations, so that an investigation can begin immediately when an incident occurs. See our COVID-19 handbook for further reading.
- We will investigate each incident emphasizing objectivity and open-mindedness throughout the investigation process.
- We will investigate close calls/near misses.
- Identify and analyze root causes to address underlying program shortcomings that allowed the incidents to happen.
- Communicate the results of the investigation to managers, supervisors, and workers to prevent recurrence.

Effective incident investigations do not stop at identifying a single factor that triggered an incident. We will therefore ask the questions "Why?" and "What led to the failure?", a good incident investigation does not stop when it concludes that a worker made an error. It asks such questions as: "Was the worker provided with appropriate tools and time to do the work?" "Was the worker adequately trained?" and "Was the worker properly supervised?"

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: setting up and maintaining social distancing throughout the school day and follow the Industry Guidance for Schools and School Based Programs.

- The Knox School of SB has a total enrollment of 27 students and a total staff count of 12. One goal during the school day is to limit exposure of students to one another
- Signage such as tape and decals will mark passageways to note flow and movement throughout campus. Doors and windows will be kept open to maintain clear passageways and increase ventilation.
- A staff bathroom will be designated for staff only and students will have cohort only designated bathrooms. Cleaning supplies and PPE will be provided, as well as detailed cleaning instructions for before and after each individual use.
- All classroom furniture will be set up in a way to maximize distance between students. The use of bookshelves, cubby units, partitions, markings on the floor, and facing students away from one another, and the like, will all be implemented to create the safest learning environment for all
- Recess equipment will be not be shared as much as feasible and/or rotated and cleaned between use
- Students will be monitored for maintaining social distancing
- Students will attend recess in their cohort groups

- Knox staff will provide COVID-19 friendly play options and ideas
- Synchronous distance learning options and work from home options are offered to all staff and students on a case by case basis determined by need and feasibility.

Social Distancing & PPE per grade level

Pre-Kindergarten (Pre-K) and Kindergarten

In Pre-K, the relative impact of physical distancing among children is likely small based on current evidence and certainly difficult to implement. Therefore, Pre-K should focus on more effective risk mitigation strategies for this population. These include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, children wearing face coverings, cohorting, and spending time outdoors. Furniture and individual student work spaces will be set up and provided in a way to encourage social distancing.

1st/2nd Grade

As per the CDC guidelines, 1st/2nd grade students will be required to wear masks. Students will be assisted in social distancing as much as possible, with the understanding that this age group is not fully independent in daily life and academic tasks, therefore the teacher may need to be more involved and unable to maintain social distancing at all times.

3rd-8th grade

As per the CDPH guidelines it is required for all students of this age group to wear masks, unless an existing condition limits the safety of mask usage. Students will be provided and allowed times during the day to find a place outdoors and more than 6 feet away from others to take a break from their mask if needed. All 3rd-8th grade students will be required to maintain social distancing as much as feasible throughout the school day.

Administration and Support Staff

On any given day the four administrative positions may come into contact with any JK-8th grade students and/or the parents. These staff members will practice a combination of social distancing, the use of outdoor space, PPE, limiting time to less than 15 minutes and work space barriers when in contact with any students throughout the day.

Face Coverings

All staff on campus will be required to wear masks at all times. All students and staff will be asked to own multiple cloth face coverings, so they can wash them daily and have back-ups ready. Everyone should choose cloth face coverings that:

- Fit snugly but comfortably against the side of the face
- Completely cover the nose and mouth
- Are secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction

- Can be washed and machine dried without damage or change to shape
- Staff, students and families will be informed and trained based on the CDPH Guidance for Face Coverings.

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

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: plexiglass barriers will be installed on student as well as office staff desks.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by: Every classroom will have an indoor and outdoor learning environment available. The majority of the school day should be spent in the outdoor learning spaces. Tents will be set up to create a comfortable and designated outdoor space. Prior to school starting, they will clean all carpets, walls, and furniture. A separate professional cleaning service that specializes in air ducts will be brought in to clean them. An Air Doctor (air purifier) will be placed in each room to help purify the air.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures:

- Cleaning and disinfection will be practiced according to State and County guidelines for prevention of COVID-19. The School will disinfect with EPA-registered disinfectants.
- Santa Barbara's leading professional cleaning service, Big Green, will do a deep clean and disinfect all indoor surfaces of the school weekly. These cleanings will take place

after students are released. Prior to school starting, they will clean all carpets, walls, and furniture. A separate professional cleaning service that specializes in air ducts will be brought in to clean them.

- Teachers will disinfect their classrooms between each transition, i.e. children going to and from recess, lunch, etc. This will include cleaning of all high touch surfaces and shared materials.
- High touch surfaces can include: light switches, door knobs, sink handles, counter surfaces, tables, student desks, chairs
- Frequent hand washing protocols will be in place as part of the daily student and staff routine, first thing in the morning, before snack and recess, before lunch recess, after lunch recess, before dismissal, anytime after playing or working outside, after blowing nose, sneezing, using the restroom
- Every afternoon, after students departure, all outdoor high-touch surfaces will be disinfected by a Knox staff member. This includes: Railings, Door Knobs, Benches, Playground, Touchless Water Fountain
- Touchless hand sanitizer stations will be placed: (total of 10 throughout campus): entry points, exit points, every classroom, office, playgrounds
- Equipment used during recess will start in an ‘unused’ bin, where students can choose from. Once finished, they will be placed in a ‘used’ bin, to be disinfected once recess is over.
- Teachers and signage will remind students of proper hygiene - covering cough and sneezes, washing hands after a cough sneeze or blowing one’s nose, not touching face, etc.
- Student bathrooms will be strictly for Knox students determined by student cohorts and will be cleaned bi-weekly.
- Cleaning supplies will be in staff bathrooms for self cleaning after each use, done by the adult using the bathroom.
- Gloves and wipes will be provided in common areas for every teacher, student or staff member who wishes to use them.
- Playground will be disinfected weekly by a Knox staff member.

Cleaning After a School Closure: In the event school is closed due to an identified coronavirus case, every surface will be disinfected at the school immediately after closure and again before reopening.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by providing the employees with the materials and training to do it themselves.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities weekly to ensure they are in proper working conditions and all necessary materials are present and in stock.

- Determine monthly the need for additional facilities.
- Encourage employee handwashing by providing time in between transitions to do so.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time by verbal reminders & signage posted throughout school.

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. We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolized 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 work hours using the provider Optum Health, with testing sites located in Goleta, Newbury Park, Buellton, and Oxnard. Employees will be recommended to schedule COVID-19 tests during the beginning or end of their work hours but anytime during the day will be accepted. The training and instruction on how to respond to COVID-19 cases in the workplace will be provided via weekly in-person training as well as during our initial 3 weeks of professional development.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and the process by which they report. Employees will communicate verbally via phone and in writing via email to Greg Golf, the Director of Operations. Greg Golf will then communicate to all necessary personnel, redacting any personal information.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing easily via Optum Health, a free testing center with multiple locations throughout Santa Barbara County. If an employee wishes to receive a rapid test, the quickest and easiest way to do so would be through Ventura County Recovers, where no appointment is necessary.

- 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. This testing will be provided during working hours at no cost to the employee.
- 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.
- All school community newsletters will be sent once a month with relevant COVID-19 related information to employees

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.
- Staff will complete the 3 hour online World Health Organization COVID Training,
- Attend 3 weeks of Knox Back to School Professional Development including training on all internal COVID-19 procedures and protocols
- Our Director of Operations will complete the Johns Hopkins Covid-19 Contact Tracing Course
- Weekly training and reminders on updated Covid-19 Protocol being enacted by Santa Barbara County Public Health, the CDC, and the State of California. During these sessions, we will update staff members on current case rates in Santa Barbara County

and recommend effective mitigation strategies for reducing transmission outside of the workplace.

- Proper symptom identification training, where employees learn to recognize their body's natural state of being and what it feels like to have symptoms of sickness. They will also learn common symptoms and the behaviors they cause of their students.
- Sanitation training on how to disinfect commonly touched surfaces properly and how often one should do so.

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

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer provided employee sick leave benefits.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

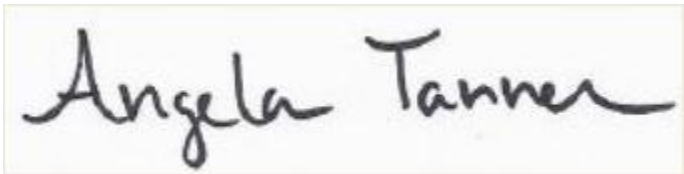
- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Using a personal spreadsheet to track communications to students, staff and employees who experience COVID-19 symptoms

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.

Title of Owner: Executive Director

Name: Angela Tanner

A rectangular box containing a handwritten signature in black ink that reads "Angela Tanner". The signature is written in a cursive style.

Date: 2/1/21

Appendix A: Identification of COVID-19 Hazards

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

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

Person conducting the evaluation: Greg Golf, Director of Operations

Date: 2/1/21

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

EMPLOYEE #1, etc.

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

Appendix B: COVID-19 Inspections

Date: 2/1/21

Name of person conducting the inspection: Greg Golf, Director of Operations

Work location evaluated: 1525 Santa Barbara Street, Santa Barbara CA 93101

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

Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

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

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health

department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: 2/1/21

Name of person conducting the investigation: Greg Golf, Director of Operations

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):	

<p style="text-align: center;">Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
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<p>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:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of individuals that were notified:</p>	

<p style="text-align: center;">What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p style="text-align: center;">What could be done to reduce exposure to COVID-19?</p>	
<p style="text-align: center;">Was local health department notified?</p>		<p style="text-align: center;">Date:</p>	

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

Appendix D: COVID-19 Training Roster

Date: 2/1/21

Person that conducted the training: Greg Golf, Director of Operations

Employee Name	Signature
EMPLOYEE #1	EMPLOYEE #1 Signature
