

COVID-19 Prevention Program (CPP) for Walden Center & School

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

Date: February 1, 2021

Please see our [reopening plan](#) for greater detail.

Authority and Responsibility

The Walden Collective (Claudine Swickard, Cristin Costello, Debra Wong, Elise Wilks, Emma Ammirati, Gina Centanni, Jeff Grether, Lee Ann Parker, Russell Wright, Susana Aragón, Teresa Chen, and VickiLee Edge – all teachers except three staff members) has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: being informed about COVID-19 hazards and communicating to the Walden Collective any they find. All Walden staff with the exception of 6 parttime employees (only 2 of which work on campus) attend weekly Walden Collective meetings where issues related to COVID-19 hazards are regularly discussed. Approximately weekly updates regarding issues related to COVID-19 hazards are sent via e-mail to all staff working on campus.

Employee screening

We screen our employees by: All Walden staff perform a health screening online using a Google Form prior to arriving on campus. Our COVID Liaison (VickiLee Edge) maintains a spreadsheet of those screened each day and sends out reminders. We do not check temperatures.

Correction of COVID-19 Hazards

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

The Walden Collective responds to hazard notification via e-mail and at weekly meetings. Responsible persons and timelines are established in that manner as well.

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:

- The main office and restroom complex and the small office are being used single occupancy with appropriate signage posted.
- The admissions and communications coordinator is working remotely, which frees up a space for the Spanish teacher to Zoom into classrooms.
- No on-campus admissions tours are being given.
- We have admitted only one new student to keep stable groups small, despite high inquiries and being under-enrolled.
- Only essential visitors are allowed on campus (fire inspection, broken copier, etc.).
- Staff do not congregate in any space on campus, all single adult occupancy.
- There are six-foot markers on the sidewalks leading to gates and on campus walkways.
- There are staggered start and end times for classes.
- A video assessment is being used for kindergarten applicants instead of campus child visits. Online visits are being conducted for other applicants.
- Staff meetings are held via Zoom.
- All community events are cancelled or moved online.

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

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Staff and students provide their own cloth masks. No one is allowed on campus without a face mask on. A supply of disposable masks is maintained for adults and children in the event of wet or dirty masks.

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, provided employees are at least six feet apart and outside or alone in their rooms.

Any employee not wearing a face covering will not be allowed on campus.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Sneeze guards for students.

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

- Keeping all windows and doors open to the outdoors. Walden does not have central ventilation. All

- indoor spaces open to the outdoors.
- Using Alen filters in all spaces.
- In the event of weather incompatible with open doors and windows or air quality in the red zone, Walden will revert to distance learning.

Cleaning and disinfecting

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

- Office staff clean the high-touch surfaces in the office, non-classroom bathrooms, and outdoor facing fixtures twice daily.
- Teachers clean all high-touch surfaces in their classrooms twice daily.
- More thorough cleaning of non-high-touch surfaces is also performed after school midweek and on Saturday.
- All on-campus staff participate in cleaning.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: If areas of our school have been occupied by someone who was infectious with COVID-19, the areas will be disinfected with products from the EPA "N" list, specifically CleanSmart Daily Surface Cleaner or a Lysol product from the EPA "N" list. The disinfection will be carried out by either our cleaning crews (trained by our administrative coordinator, Claudine Swickard), or we will hire professionals to do the same. In the case of a COVID-19 outbreak at Walden, we would implement a three-hour cleaning by a team of 6 Walden people, or hire a professional service for the master clean before returning to campus as well as temporarily closing the school if required by the health department.

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 cleaned between uses, see above.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- All classrooms and bathrooms have sinks for handwashing.
- Two outdoor handwashing stations were installed to replace drinking fountains. One is in use to maintain appropriate distancing.
- Staff have multiple opportunities throughout the day to wash hands.
- There are multiple no-touch hand sanitizing stations outdoors.
- Staff know to wash hands for 20 seconds. This has been taught at Walden since 2005.

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

Office staff caring for a sick child or adult are provided masks, face shields, gloves, and gowns. Children are encouraged to place own band-aids and ice packs when possible to preserve 6 feet of distance.

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:

- Walden is contracted with Curative to provide testing for Walden staff.
- The COVID Liaison will e-mail staff potentially exposed to COVID-19 information about benefits and the exclusion of COVID-19 cases. All employees are already aware of our process for excluding

COVID-19 cases.

System for Communicating

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

- Employees should report COVID-19 symptoms to the COVID Liaison and possible hazards to the Walden Collective. Potential COVID-19 positive cases are picked up through our daily screening process and followed up with testing and isolation information by the COVID Liaison.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing. Until this week, Walden staff who work on campus have been testing once a month at the facility of their choice. We are about to change to testing on campus using Curative. This was a requirement for reopening.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- The COVID Liaison provides approximately weekly updates from meetings with the Alameda County and City of Berkeley public health departments via e-mail with further discussions during Walden Collective meetings to all staff working on campus. Weekly updates about COVID-19 are shared with our entire school community via a weekly newsletter. Supplemental updates via e-mail are shared with the community as needed.

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.
- Visual representations of 6 feet are posted throughout campus as well as reminders to wear masks, stay 6 feet apart, and frequently wash hands.

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 providing sick leave benefits and when appropriate, unpaid leave.
- Providing employees at the time of exclusion with information on available benefits.

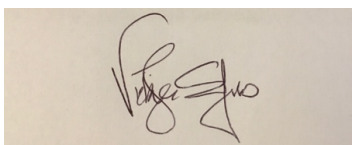
Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the City of Berkeley Public Health Department, as well as contact information for potential school-based close contacts, within 24 hours of learning of said cases.
- 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).
- Publish our COVID-19 Prevention Program on our website.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

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



VickiLee Edge on behalf of the Walden Collective
Admissions and Communications Coordinator, COVID Liaison

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: Walden Collective

Date: 2/1/2021

Name(s) of employee and authorized employee representative that participated: Claudine Swickard, Cristin Costello, Debra Wong, Elise Wilks, Emma Ammirati, Gina Centanni, Jeff Grether, Lee Ann Parker, Russell Wright, Susana Aragón, Teresa Chen, VickiLee Edge, and Winona Alexander

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
Entry to school	8:30 – 9:30 a.m., M - F	People crowding together	Sidewalks leading to gates are marked every 6 feet. Stable groups are assigned to one of three gates and entry times of groups are staggered. All persons on campus wear masks at all times. All students and staff screen online at home before coming to campus. COVID Liaison monitors screenings and places people on “screened and cleared” list each morning. Staff at gates only allow students placed on “screened and cleared” list to enter.
Classrooms	8:30 a.m. – 3:15 p.m., M - F	Indoor space occupied by more than one person	Students divided into stable groups of 7 - 13. Student chairs are spaced 4 feet apart; teacher desks are spaced 6 feet from students; tables for collaborative work not in use; rugs for circle time and collaborative work removed. Other furniture to allow more spacing between students removed. Doors and windows open at all times. Alen air filters in use.

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
			<p>Outdoor classrooms added and used frequently. Sneeze guards in use. Only one adult in a classroom at a time. Students do not mix for arts classes. Arts teachers and Spanish teacher who teach all students, only teach one class in person and all others via Zoom into classroom. Rotate every 4 weeks. Masks worn at all times. Teachers support families who elected to remain at home via Zoom. Frequent handwashing encouraged in sinks in all classrooms. Importance of masks, distancing, and good hygiene are taught and reinforced. Individual curriculum materials are used to the extent possible. All classrooms open to outdoors; there are no hallways.</p>
Recess	Midmorning, midafternoon, and after eating lunch, M-F	Crowding, touching, and touching equipment	<p>Everyone wears masks outdoors as well. Stable groups have staggered schedule for recesses so only some are outdoors simultaneously. Stable groups are assigned specific areas of campus for recesses and do not intermingle. Assigned areas rotate so that all children can participate in different types of play (running, climbing, ball play, etc.). Stable groups are supervised by their classroom teachers. Balls and equipment are used by one stable group at a time and are cleaned between groups.</p>
Lunch	Midday, M-F.	Crowding, eating without masks.	<p>Since eating is done without masks on, 6-foot spacing is maintained. Times at which stable groups each lunch is staggered. Whenever</p>

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			possible, eating takes place outdoors. Classroom teachers supervise lunch. Staff eat either alone in their work spaces or outdoors spaced 6 feet or more.
Restrooms	School day, afterschool, weekend.	Crowding	All restrooms used as single occupancy. Each class assigned a restroom. Classrooms for the youngest children contain their own single occupancy restrooms. Double-stall restrooms are used only for single occupancy. Adults share a single restroom.
Exit from school	2:30 – 3:15 p.m., M - F	People crowding together	Sidewalks leading to gates are marked every 6 feet. Stable groups are assigned to one of three gates and exit times are staggered.
Entire campus		Spread through fomites.	High-touch areas on campus are cleaned twice a day: office, nonclassroom restrooms, and outdoor fixtures by office staff, inside classroom by teachers. All spaces are cleaned more thoroughly midweek and on Saturdays.