

# COVID-19 Prevention Program (CPP) for Pacific Academy (Irvine)

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

**Date:** April 28, 2021 (resubmitted)

## Authority and Responsibility

**Keith Corpus** 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: **On-campus staff (approximately 12 per day) are asked to report to Keith Corpus any potential hazards or concerns.**

## Employee screening

We screen our employees by:

- **Anyone entering the building, including faculty, staff, students, and visitors, is required to go through the Safe Space Scan 3S-07T temperature check station when they enter the building. It is non-contact, and face coverings are worn.**
- **Students in grades K-6 are dropped off following our drop off procedures each morning. Upon leaving his/her car, each student has his/her temperature checked with a no-touch thermometer before the parent/guardian leaves the campus. Staff members doing screening wear a mask, latex gloves, and maintain six feet or more of social distance.**
- **Per health department guidelines, anyone with a temperature of 100.4 degree F or higher is not permitted to enter the building.**
- **Students and staff are required to self-monitor and report the following symptoms: fever above 100.4 degrees F, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, diarrhea.**
- **Sick staff members and students follow the OCHCA Covid-19 Staff Symptom Decision Tree and Student Symptom Decision Tree (updated 12/10/20), respectively.**

- Faculty, staff, students, and visitors who have traveled by air within the past 10 days or traveled out of state (by any means) within the past 10 days are not allowed to visit the campus. However, fully vaccinated faculty, staff, students and visitors who travel by air or travel out of state (by any means) do not have to quarantine for 10 days, and may be on campus.

## 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 severity of any hazard will be assessed and correction time frames assigned by Keith Corpus, accordingly.

Individuals are identified as being responsible for timely correction.

Follow-up measures are taken to ensure timely correction.

## 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:

- Office staff alternates in-school and remote days to reduce the number of staff at school.
- Visitors are limited and by appointment only.
- Signs are posted at the entrances and throughout the building instructing individuals to social distance.
- Floor markings are used throughout the building to indicate a distance of six feet.
- Plastic barriers are installed in office areas.

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.

- Face coverings are required to be worn for anyone entering the building, including students from Kindergarten to all grade levels. Students and staff should provide their own masks/face coverings.
- Face shields may be worn in combination with masks or a drape. Teachers are provided with face shields and wear it with a drape during certain lessons for developmental reasons.
- There are spare masks for faculty, staff, students, and visitors in case needed. They are stocked at the front desk and the administrative office.
- Staff remind students to wear face coverings.
- Visitors are instructed to wear a face mask by reception area staff.

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.

### Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between

individuals: Six feet distance is maintained at all times. Our small number of students allow all staff and students to social distance by at least six feet. Partitions or plastic barriers are installed in common traffic areas, such as the reception area and the office staff area.

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

- Filters have been updated to the highest extent possible.
- Rooms with outside doors are left open, unless weather or other conditions are not appropriate.
- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- The ventilation system is inspected and maintained annually.

### **Cleaning and disinfecting**

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

- Pacific Academy has contracted a day porter through Performance Building Services to disinfect high traffic areas throughout the school daily.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- If a student or faculty staff member is COVID-19 positive, we are prepared to close the facility and switch to remote learning for 14 days.
- Performance Building Services will conduct a terminal cleaning procedure of all spaces, including the use of PH7Q disinfectant and H2Orange virucide/sanitizer.

### **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

- Pacific Academy has contracted a day porter through Performance Building Services to disinfect high traffic areas and work spaces throughout the school daily.
- Employees use disinfectant wipes and disinfectant spray cleaner to clean spaces as needed.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Teachers and staff have established a hand-washing routine. Students wash hands after entering the classroom, before and after each break time and lunch time, after sneezing or coughing, and before and after using the room.
- There are two to three sinks in each K-3 classroom, plus four hand-washing stations outside by the playground. Each student bathroom has two sinks. K-3 students will take turns and use sinks inside the classroom. Upper elementary students will use sinks in the bathroom and playground.
- Hand-washing should last 20 seconds with soap, rinse with water thoroughly, then dry with paper towels.
- Four no-touch hand sanitizer dispensers are installed in the lobby area where hand-washing is not feasible: One at the main entrance, one upstairs near the stairway, one next to the multi-purpose room, and one in the upstairs hallway.
- Each classroom has at least one hand-sanitizer bottle and a container of Clorox disinfecting wipes.
- Hand-sanitizers are at least 60% ethyl alcohol-based. Staff is responsible for checking and stocking hand-sanitizer in each classroom weekly.

## 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.

## Investigating and Responding to COVID-19 Cases

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

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

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- In accordance with state and local laws and regulations, Mr. Corpus will notify local health officials, staff, and families immediately (within 24 hours) of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Anyone who is exposed should monitor themselves for symptoms.
  - In particular, a Community Notification is emailed by Mr. Corpus to the entire school community (students, parents/guardians, faculty and staff) for any case of COVID-19.
  - A "risk of low exposure" notification is sent to all community members who were present on campus for any days of a confirmed positive COVID-19 case on campus.
- Mr. Corpus will do all contact tracing. In the case of his absence, Ms. Teresa Tseng will conduct all contact tracing, send all communications, and send all reports to local health officials. Mr. Corpus, or Ms. Tseng in his absence, will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms within 24 hours, and follow CDC guidance if symptoms develop.
- All procedures as outlined in the OC HCA "Investigation and Contact Tracing Guidelines for OC Schools" will be followed.
- In the event of illness on campus, when a student expresses that he or she is unwell or appears sick, he/she is sent to the nurse's station in the room behind Office 111, and separated from other school members. Office staff will contact the student's family or emergency contact and request the student to be picked up immediately.
- In the event of symptoms or exposure on campus, students and staff may be tested for COVID-19. Testing options are provided and include:
  - See <https://coronavirus.egovoc.com/covid-19-testing>
  - Contacting one's health care provider.
  - Arranging a test through the City of Irvine's free PCR testing: <https://curogram.com/practice-screening/5ee6fb8df8e8d386955b6491>
  - Using one of the [OC COVID-19 Testing Super Sites](#) in Costa Mesa or Anaheim.
  - Ordering a free home test kit. Here is information: <https://ocovid19.ochealthinfo.com/covid-19-testing>
- While waiting for test results, individuals with low exposure should monitor for symptoms. Individuals who are close contacts should quarantine for 10 days from last close contact exposure.

## 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 how: **Employees report symptoms and hazards to Keith Corpus, Principal. In his absence, reports are made to Teresa Tseng, HR Director & K-6 Program Director.**

- 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: **Employees are provided information and links on access to testing, including information on free City of Irvine testing, OC testing super sites, other free sources (such as LHI.care), and free home test kits provided by Orange County.**
- 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.
- **In accordance with state and local laws and regulations, Mr. Corpus will notify local health officials, staff, and families immediately (within 24 hours) of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Anyone who is exposed should monitor themselves for symptoms.**
  - In particular, a Community Notification is emailed by Mr. Corpus to the entire school community (students, parents/guardians, faculty and staff) for any case of COVID-19.
  - A “risk of low exposure” notification is sent to all community members who were present on campus for any days of a confirmed positive COVID-19 case on campus.
- **Mr. Corpus will do all contact tracing. In the case of his absence, Ms. Teresa Tseng will conduct all contact training, send all communications, and send all reports to local health officials. Mr. Corpus, or Ms. Tseng in his absence, will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms within 24 hours, and follow CDC guidance if symptoms develop.**
- **All procedures as outlined in the OC HCA “Investigation and Contact Tracing Guidelines for OC Schools” will be followed.**

## 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.
- **Faculty and staff are trained on the reopening plans and protocols through online meetings, email**

notifications, and in-person inservice meetings, when permitted. Faculty and staff are provided all reopening plan documents, procedures, and policies.

- Families are educated on the plan through email notifications and online meetings, including K-6 parent orientation and K-6 Back to School Night. Since we are small, we have frequent communication with our families.
- The school will utilize, as needed, the OC COVID School Consultation Service for training and information.
- The plan's monitoring and implementation will be overseen by Keith Corpus, Principal, and Teresa Tseng, K-9 Program Director and Human Resources Director. In addition, Mr. Corpus and Ms. Tseng meet weekly with an Administrative team to review all protocols, plans and recent developments.

**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:

- If a student or faculty staff member is COVID-19 positive, the following steps are taken:
  - Notify OCHCA.
  - Exclude from school for 10 days from symptom onset date or, if asymptomatic for 10 days from specimen collection date.
  - Identify school contacts, inform OCHCA of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case was present at school while infectious.
  - Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).
  - Disinfection and cleaning of all classrooms and spaces.
  - School may remain open, or transition to two weeks of remote learning.
- 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:

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 implementing Families First Coronavirus Response Act (FFCRA) leave in addition to the regular paid sick leave, and by staying abreast of the updates in labor laws, such as FMLA and CFRA.
- 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 **within 24 hours**.
- 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.
- Here are actions staff will take when an identified case is reported, per the Investigation and Contact Tracing Guidelines for OC Schools:
  - Mr. Corpus (or Ms. Teresa Tseng in his absence) will obtain case information and school-related close contact information.
  - Mr. Corpus will recommend isolation for case and quarantine for close contacts or temporary assignment to distance learning for students, pending full investigation.
  - Mr. Corpus will provide close contact or low exposure notifications letters with public health recommendations (quarantine, monitoring for symptoms, and testing) within 24 hours.
  - Mr. Corpus will report positive cases and close contacts to OCHCA using designated forms/mechanisms within 24 hours.

## **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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Keith Corpus, Principal, April 28, 2021

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## 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: **Keith Corpus**

Date: **April 28, 2021**

Name(s) of employee and authorized employee representative that participated: **Keith Corpus, Teresa Tseng**

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
Drop off area in parking lot	7:55-8:20 AM	Cars (about 24 within a 25 min. span) follow a route through the parking lot and line up facing the exit, Alton Pkwy. A staff member approaches the car to make sure the child exits safely. Another staff member takes each student's temperature with a no contact forehead thermometer. A third staff member escorts students to the front entrance (about 40 yards away).	All staff members wear a face mask and gloves. Distance is maintained. Students wash hands when they arrive at their classrooms. All K-3 classrooms have sinks.
Reception Area	7:30 AM-4:00 PM	The spacious front entrance/lobby area is overseen by a member of our Admissions staff who sits at a desk with a plastic barrier. A mask is always worn. Visitors, by appointment only, must sign in, do a no-touch temperature check, wear a mask, and use hand sanitizer.	The reception area has ample outside ventilation, large ceilings (30 feet) and is spacious for greeting visitors and staff each morning/day.
Classrooms (101, 102, 104)	8:15 AM -3:15 PM	Students remain in stable cohorts (Kinder 7 students; 1st 12 students; 2nd/3rd 7 students). Each classroom has at least two sinks. The Kinder room has a bathroom. The 1st grade room has two bathrooms. Each classroom also has an air purifier. There are physical distancing dots in each classroom for lining up, as well as dots in all hallways to allow for lining up for dismissal, entering a classroom, etc. All three classroom have two doors,	All teachers and staff wear masks. Some supplement the mask with a shield. Hands are washed several times a day: 8:15, 10:00, 10:30, 12:10, 12:50, 2:50. Hand sanitizer is used in each room to supplement handwashing. Rooms and bathrooms are disinfected at 10:00 AM, 12:15 PM, 3:15 PM by maintenance staff.



		including one that opens to the outside and is kept open during the day.	
Morning recess	10:10-10:30 AM	Students are organized and separated by cohorts for outdoor play. One cohort will use the courtyard, another a large grass field, and a third a playground/grass area. Each is supervised by one adult. No games or activities with touching are allowed.	Hands are washed before and after recess. Those who have a snack must stay seated at an outdoor table before playing. All snacks are brought from home.
Lunch	12:15-12:45 PM	Students wash hands before lunch. All students must bring their own lunch and drink/water bottle. (No touch water fillers are near each classroom. Water fountains are covered so they cannot be used.) Students sit at large round tables in the courtyard with members of their class only, limit two per table. Three to four staff members circulate throughout during lunch. Non-supervising staff during lunch eat lunch in their classroom, outside, or two at a time in the staff lounge.	Lunch is only eaten in classrooms if there is rain or strong winds. Students stay in their assigned class, at their desks. Extra wiping of desks is done, when this happens, which is not frequent. In the case of inclement weather, students eat lunch in classrooms at their desks, which are separated by six feet or more. Each K-3 classroom has sinks, water and soap for handwashing. There are a maximum of 12 students in a classroom for instances of when students must eat inside due to inclement weather. Each classroom is supervised by at least one adult.
Breakroom	7:45 AM -5:00 PM	There is one breakroom with a sink and two individual restrooms. The breakroom is limited to two individuals at a time. It is cleaned daily by the maintenance staff. Signs are posted to remind staff to wear masks, socially distance, and wash hands regularly.	
Restrooms		Kinder has its own restroom and three sinks, including one just outside the classroom. 1st grade has two restrooms and an additional sink. 2nd/3rd has two sinks. They use restrooms down the hall (about 30 feet away), one at a time. Faculty and staff use one of two restrooms upstairs (no students are upstairs) or one of two single occupancy restrooms in the staff lounge.	Restrooms are cleaned multiple times each day.
Physical Education		All PE classes are conducted outside with groups remaining in their cohorts. PE classes have a ratio 1 adult per 10 students. All activities allow for social distancing. No sharing of equipment is done.	
Pick up	3:15 PM	Parents/guardians park in the parking lot. They line up (wearing masks) by the south side exit, which is adjacent to Room 101 (1st grade). 1st graders pack their belongings and remain seated until a parent or guardian arrives. Kinder and 2nd/3rd line up six feet apart inside near the exit until a parent/guardian arrives, and then the student is released to the parent/guardian.	Each cohort is supervised by at least one, often two, staff members. Parents/guardians walk their children to their car after students are released.

Office 204	7:50-5:30 PM	The upstairs office (25' x 25') has two or three staff members per day. The staff alternate days. (Two come on Monday, a different two on Tuesday, etc.) Each desk has a plastic barrier erected. Staff wear masks, and staff are more than six feet apart. There is a copier in the corner that teachers and administrators use during the day. Masks are kept on and conversations kept to a minimum.	
Other Offices	7:15 AM - 5:45 PM		
Ongoing Cleaning of Facilities	10:00 AM - 4:15 PM	A maintenance staff cleans all common spaces and classrooms throughout the day. Teachers and staff also use sanitizing wipes on surfaces as needed depending on how tables and desks are used by students.	Since about 25 students and 12 adults are in the building each day, keeping all spaces clean and disinfected is not hard.

## Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: April 28, 2021

Name of person conducting the inspection: Keith Corpus

Work location evaluated: Pacific Academy, 4947 Alton Parkway, Irvine 92604

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions	Good		
Ventilation (amount of fresh air and filtration maximized)	Good. Filters upgraded and maintained.		
Additional room air filtration	Good.	Air purifiers in each room. Classroom each have a door that opens to the outside, and is left open during the day.	
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>Administrative</b>			
Physical distancing	Good	About 6-7 non-teaching staff are present each day. Only two share an office.	
Surface cleaning and disinfection (frequently enough and adequate supplies)	Good		
Hand washing facilities (adequate numbers and supplies)	Good		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Good		
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>PPE</b> (not shared, available and being worn)	Good	All staff and students wear masks. Masks are available for all if an individual does not have one. We have adult and children's sizes. Gloves are available as needed.	

		Shields available if needed or wanted in addition to a mask.	
Face coverings (cleaned sufficiently often)	Good	New ones worn each day.	
Gloves	Good		
Face shields/goggles	Good	Available if needed or wanted.	
Respiratory protection	Good		
<b>[add any additional controls your workplace is using]</b>			