



# Savant Preparatory Academy of Business

## CAASPP Testing

### COVID-19 Prevention Plan (CPP)

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This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur on campus during CAASPP Testing.

**Date:** 5/25/2021

#### **Authority and Responsibility**

Jea Reese has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all staff are responsible for implementing and maintaining the CPP in their assigned work areas during CAASPP Testing.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment while the test is being administered.

#### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following on campus while CAASPP Testing is being administered:

- Conduct workplace-specific inspection 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.

SPAB has created a task force comprised of classified employees. The task force will meet Thursday, May 27, 2021 discuss potential exposures, prevention control, and additional information to maintain a healthy environment.

In-person Be conducted safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.

- In-person wellness checks do not need to be performed by a nurse or other health professional.
- All employees who report to campus (in-person) will undergo an in-person wellness check for COVID-19 symptoms before being allowed to enter the campus..
- Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
- If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.

All staff members are required to wear face coverings when on campus. When staff enters the school site, a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer will be taken.

## **CAASPP TESTING**

### **Staff (Teachers and Proctors) Employee/Student Participation**

As employee and scholars arrive to campus they will participate in the identification and evaluation of COVID-19 hazards by:

In-person wellness checks administered under this Plan shall:

Confirm that the those arriving to campus have not experienced COVID-19 symptoms in the prior 24 hours or potentially been exposed to COVID-19, by soliciting the following information:

Have you had any one or more of these symptoms today or within the past 24 hours?  
Are these symptoms new or not explained by another reason?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means being within six feet of someone, unmasked, for more than 15 minutes at one time.

Have you traveled outside of the country in the past 14 days?

All staff are to arrive at 7:30 am to undergo an in-person wellness check. The following will be performed:

- All staff members are required to wear face coverings when on campus. When staff enters the school site, a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer will be taken. Staff temperatures will be recorded on temperature log **(Appendix B)**
- Any employee who has a fever of **100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.**
- If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the staff will be permitted to work and follow hygiene practices.

## 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.

Use of face coverings: The Charter School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

Until such time as the statewide order is lifted, all adults must wear a cloth face covering at all times while on campus, except while eating or drinking.

Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.

- Employees should wear a clean face mask to work every day.
- Employees should avoid touching the mask and should wash their hands frequently, including after removing the mask.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- Teachers may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- The Charter School will post signs regarding the proper use, removal, and washing of face coverings.
- The Charter School will post signs to remind employees that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be worn in public settings with certain limited exceptions.
- All students who are not prevented from doing so by a breathing problem or disability shall wear a clean cloth face covering:
  - While waiting to enter the school campus.
  - In any area outside of the classroom (except when eating or drinking).
  - While leaving school.
  - Students in grades TK and above are required use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
  - Proper use of cloth face coverings by students will be strictly enforced. The Charter School will exclude from campus any student who refuses to wear a face mask. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
  - The Charter School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
  - A cloth face covering or face shield may be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed.
  - The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.

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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.

## Physical Distancing

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

Physical distancing (**staff**): The Charter School will incorporate CDPH and CDE guidance with respect to physical distancing between employees, to include some or all of the following:

- The Charter School will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The Charter School will arrange desks and workspaces to create a minimum of six (6) feet between individuals when feasible. A minimum of 4 feet will be maintained at all times.
- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces. As per CDC guidelines, those vaccinated against COVID-19, can gather indoors with others who are fully vaccinated with no precautions but must still adhere to masking and social distancing in public areas.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.

Physical distancing (**students**): The Charter School will incorporate CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:

- The Charter School will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day.
- The Charter School will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of four feet between students or six (6) feet between students and teacher when possible.
- To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch.
- Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
- Prioritize the use and maximization of outdoor space for activities where practicable.
- Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
- The Charter School will implement measures to maintain physical distancing while students move between classrooms that are easy for students to understand and are developmentally appropriate, including potentially one or more of the following recommendations.

**Hallways:** Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas. Example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.

**Restrooms:** Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.

## **TESTING SCHEDULE**

To minimize congregate movement during CAASPP Testing the attached testing schedule has been created (**Appendix C**).

## Appendix A: COVID-19 Inspections

Date: 5/25/2021

Name of Person Conducting the Inspections: Jea Reese

Work Location Evaluated: Savant Preparatory Academy of Business Rooms **SE1, SE2, SE3, SE4, SE5**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions			
Additional room air filtration	Large Air filters in every classroom		

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administration</b>			
Physical distancing	Following CDC guidelines of min 3 feet where possible 6 feet apart.		
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory			







## Appendix C: Testing Schedule / Calendar

# June 1st– June 18th

## Mrs. Robertson's Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30	Synchronous Review	Testing	Asynchronous Review	Testing	Asynchronous Review

## Ms. Tillman's Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30	Synchronous Review	Asynchronous Review	Testing	Asynchronous Review	Testing



Dates and events are subject to change. Please see Remind and your scholar's email for details and updates.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	No School Memorial Day	<b>1</b> <b>Robertson's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>2</b> <b>Tillman's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>3</b> <b>Robertson's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>4</b> <b>Tillman's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>5</b>
<b>6</b>	<b>7</b> Synchronous Review Class held on Zoom	<b>8</b> <b>Robertson's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>9</b> <b>Tillman's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>10</b> <b>Robertson's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>11</b> <b>Tillman's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>12</b>
<b>13</b>	<b>14</b> Synchronous Review Class held on Zoom	<b>15</b> <b>Robertson's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>16</b> <b>Tillman's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>17</b> <b>Robertson's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>18</b> <b>Tillman's Class</b> Testing on campus Arrive at 8:00 am Pick up at 12:00 pm	<b>19</b>
<b>20</b>	<b>21</b> Testing Make Up Day	<b>22</b> Testing Make Up Day	<b>23</b> Last Day of Testing Make Ups	<b>24</b> Last Day of School End of Year Awards 10:00 am	<b>25</b> <b>Teacher Work Day</b> End of the Year Drive Thru Grab Bag	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			
<b>Important Reminder:</b> On the days that your scholar does not test, please make sure they complete their asynchronous review packet by 4:00 or they will be marked absent for the day and will receive a zero for classwork.						