



# **Hollister Montessori School COVID-19 Safety Plan (CSP)**

School: **Hollister Montessori School**

On January 14, 2021, the California Department of Public Health issued COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020- 2021 School Year:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID19/Consolidated_Schools_Guidance.pdf).

The consolidated framework states that schools that have already reopened for in-person instruction must, by February 1, 2021, complete and post a COVID-19 Safety Plan (CSP) to their website homepage or public site. The CSP consists of two parts:

- (1) the Cal/OSHA COVID-19 Prevention Program (CPP) and
- (2) the COVID-19 School Guidance Checklist.

**Hollister Montessori School's** completed Cal/OSHA CPP and COVID-19 School Guidance Checklist are included in the following CSP. The school also maintains a site Operations Plan, which are the detailed plans describing how the school will meet the requirements outlined in the CSP elements.

Questions regarding **Hollister Montessori School's** CSP should be directed to the Head of School.

Hollister Montessori School's COVID-19 Safety Plan was reviewed on February 1, 2021 by:

Debbie Parga  
Owner/Head of School  
Hollister Montessori School  
2300 Southside Road  
Hollister, CA 95023  
(831) 630-3038  
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# COVID-19 Prevention Program (CPP) for

## Hollister Montessori School

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

**Debbie Parga** 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:

- Following HMS Operating Plan accordingly
- 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 A: 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 **speaking with Head of School, Debbie Parga**

#### Employee screening

We screen our employees by: Following the HMS Operating Plan

### Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the

**Appendix A: COVID-19 Inspections** form and corrected in a timely manner.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

- Employees will follow the HMS Operating Plan

### **Face Coverings**

- Employees will follow the state guidelines as outlined in the HMS Operating Plan

### **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces as outlined in the HMS Operating Plan.

Should we have a COVID-19 case in our workplace, we will implement the procedures as outlined in the HMS Operating Plan.

### **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 as outlined in the HMS Operating Plan.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we followed the procedures outlined in the HMS Operating Plan.

### **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 outlined in the HMS Operating Plan.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the procedures outlined in the HMS Operating Plan. All investigations will be done by Head of School. Please contact Debbie Parga at (831) 630-3038 if you become aware of any COVID-19 exposure positive test, or symptoms of COVID-19.

## **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, Head of School.
- 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 through San Benito County Health Department.
- 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. **If this were to happen, we will communicate with employees with close contacts or in the same workplace with a COVID-19 positive employee or visitor in writing using our procedures as outlined in our HMS Operating Plan.**

## 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. We will provide this information if there is an exposure in the workplace.
- 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.
- We will follow the guidelines in our HMS Operating Plan
- We will document our training on the COVID-19 Training Roster per **Appendix C**

## 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 have demonstrated that the COVID-19 exposure is work related. Wages will be continued if the employee has sick leave, vacation time or other paid time off or if the person has filed a worker's compensation claim. If the later, the amount of the salary continuation is determined by the workers compensation system. If the employee has a hardship, he or she can contact his or her supervisor.
- 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 and to representatives of Cal/OSHA immediately upon request.
- Use a log maintained by the Head of School to keep a record of and track all COVID-19 cases per **Appendix B**. The information will be made available 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.
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Debbie Parga, Owner/Head of School Hollister Montessori School

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**Appendix A: COVID-19 Inspections**

**Date:** February 1, 2021

**Name of person conducting the inspection:** Debbie Parga

**Work location evaluated:** Hollister Montessori School Hollister, CA

<b>Exposure Controls</b>	<b>Status</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>			
Barriers/partitions	Present		
Ventilation (amount of fresh air and filtration maximized)	Present		
Additional room air filtration	Present		
<b>Administrative</b>			
Physical distancing	Present		
Surface cleaning and disinfection (frequently enough and adequate supplies)	Present		
Hand washing facilities (adequate numbers and supplies)	Present		
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Present		
<b>PPE (not shared, available and being worn)</b>	Present		
Face coverings (cleaned sufficiently often)	Present		
Gloves	Present		
Face shields/goggles	Present		
Respiratory protection	Different types of masks available to teachers and students		

## Appendix B: 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:** \_\_\_\_\_

**Name of person conducting the investigation:** Debbie Parga

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**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):**

<b>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:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

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

## Appendix C: COVID-19 Training Roster

**Date:** 8/10/2020 (returning employees), upon hire date for new employees

**Person that conducted the training:** Debbie Parga

Employee Name	Signature
Debbie Parga Dana Rianda Yvonne Garcia	8/10/2020
Jessica Parga	8/10/2020
Alejandra Barron	9/7/2020
Daisy Hernandez Iris Ocampo	11/2/2020
Brianna Martin	1/11/2021
Donna Dias	1/18/2021