



COVID-19 WORKPLACE PLAN

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Implementation of COVID-19 Workplace Plan

On March 19, 2020, California's State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to mitigate the spread of COVID-19 in our state. This living document provides guidance for Monterey Bay Charter School ("MBCS") employees to work safely in his/her workspace and will be revised and updated from time-to-time, as necessary. This document is not intended to revoke or repeal any employee rights, either statutory, regulatory, or collective-bargaining, and is not exhaustive, as it does not include County health orders, nor is it a substitute for any existing safety and health related revelatory requirements such as those of Cal/OSHA.

The Director, as the designee of the Executive Director, will be responsible for updating this document as necessary and for monitoring state and local public health communications regarding COVID-19.

MBCS is considered a medium exposure risk employer. This is defined by U.S. Department of Labor as the following:



Medium Exposure Risk - Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Based on this risk, the school will implement protective measures in four areas: (1) engineering controls, which are designed to isolate employees from work-related hazards; (2) administrative

controls, which include keeping employees informed about symptoms of COVID-19, and implementing possible changes in workplace policies and procedures to minimize exposure to COVID -19; (3) safe work practices, which are practices that reduce the duration, frequency, or intensity of exposure to workplace hazards; and (4) personal protective equipment. All of these areas are addressed at various points throughout this document.

Implementation of the workplace plan will be overseen by the Administrative staff.

Workplace Assessment

The Business Manager and the Custodial Staff are responsible for conducting the initial workplace assessments which will be used to minimize the exposure to COVID-19.

The following assessment guide will be used at both school sites.

MBCS COVID-19 Workplace Assessment

Site: Pacific Grove | Seaside **Area:** _____ **Date:** _____
(circle one)

	Yes	No	N/A
Office:			
• Area clean and orderly			
• Surfaces clutter free for sanitation purposes			
• All restrooms are in working order, clean and sanitary			
• Ventilation (windows able to open) and water is fresh			
• Need to alter/remove/rearrange the workspace to maintain physical distancing			
• Issues through aisle passage – Enough room to pass each other safely and with six feet of separation			
• Install physical barriers, such as plastic sneeze guards			
Enter/exit doors:			
• Foot traffic signs			
• 6ft distancing markings outside of offices			
Issues in break room/lounge:			
• Can breakroom appliances be used safely: Refrigerator/microwave/drinking water dispenser/coffee maker			
COVID – 19 signage:			

• Occupancy signs in common use rooms			
• Physical Distancing and Disease Prevention signs			
Additional comments/areas of concern for the above areas:			
Note: <i>CalOSHA recommends avoiding shared workspaces and work items. Common kitchen/food and drink appliances should either not be used, or those items should be cleaned and disinfected prior to and after use.</i>			
Office equipment: What items are shared frequently each day? Circle all applicable machines: Copiers, fax machines, printers, telephones, staplers, surfaces in reception area, shared workstations.			

• Supplies needed: Daily use gloves provided to all employees for office use only. Gloves should be discarded after visible soiling, any sign of damage, removal, or a maximum of four hours of continuous use.		
• Supplies: Additional soap, paper towels, and hand sanitizer		
• Touchless sanitizer		
• Touchless towel dispenser		
• Touchless faucets		
Additional comments/areas of concern for the above areas:		
Visitor Protocol:		
• Safe delivery of mail/packages		
• Visitors - signs to remind about standing outside on 6ft marked spots and reminders about masks		
• Clean and dirty pens container		
• Plexiglass in reception area		
• Markings on ground for 6ft distancing		
Walkways through campus:		
• Signs posted for physical distancing and disease prevention		
• Signs for masks		
• Directional signs to make walkways one way		
• Touchless garbage cans		
• Markings on sidewalks outside classrooms for 6 feet apart		

Restrooms:		
● All restrooms are in working order, clean and sanitary.		
● Ventilation (windows open) and water systems operating properly.		
● Supplies: Additional soap, paper towels, and hand sanitizer		
● Touchless sanitizer		
● Touchless towel dispenser		
● Touchless faucets		
● Signs posted for physical distancing and disease prevention		
● Signs for symptoms		
● Signs for occupancy		
● Markings on the ground for 6 feet spacing		
● Touchless garbage cans		
Additional comments/areas of concern for the above areas:		
Classrooms:		
● Touchless sanitizer		
● Touchless towel dispenser		
● Touchless faucets		
● Touchless garbage cans		
● Signs posted for physical distancing and disease prevention		
● Signs for masks (reminder to wear them and proper wearing)		
● Signs for symptoms		
● Directional signs or physical guides such as tape on carpet to make walkways one way through the classroom		
● Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.		
● Seating chart for students to sit 3-6 feet apart		
● Supplies: Adequate soap, paper towels, and hand sanitizer		
● Proper ventilation (windows and door(s) open)		
● Classroom surfaces are clutter free for cleaning?"		
Additional comments/areas of concern for the above areas:		

The Workplace Assessment form will be revised from time-to-time, as necessary.

The Workplace Assessment will be conducted on a weekly basis by the supervisor or designee in both school offices and for common areas such as walkways and will be kept on file at that site. Each teacher will assess their

classroom. All corrective items will be completed as soon as possible. A copy of each week's assessments will be reviewed by the Director. Any questions related to the assessment should be directed to the Director.

Workplace Procedures

The school is implementing new practices and protocols for the workplace as outlined by the Centers for Disease Control and Prevention (CDC), CAL/OSHA, U.S. Department of Health and Human Services, California Department of Education and Monterey County Superintendent of Schools. We understand these changes may be difficult for some. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our "new normal."

Here are just some of the items we are implementing throughout the school sites to help keep you and your coworkers' safe while at work.

- Changes to existing work sites/workstations.
- Passive and Active Employee Screening.
- Access to hand sanitizer throughout the workplace.
- New Cleaning Protocols
- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas like the break room/lounge, performing arts and the resource room.
- COVID-19 signage.
- More information posted:
 - Access our Employee Assistance Program (EAP) through Met Life 888-319-7818 and
 - Mental Health Services through Teledoc at 1-800-835-2362. Other benefits through MCSIG at 800-287-1442.

To contact Monterey County Public Health:

- **Health Department Hotline** (Monday-Friday, 8am-5pm). Call: 769-8700 or 755-4521
- **Health Department Email:** covid-19@co.monterey.ca.us

The follow precautions are required and will be enforced:

- Stay home if you are sick or exhibiting symptoms of COVID-19.
- Go home if you feel sick or exhibiting symptoms of COVID-19.
- Wash your hands often, and for the recommended 20 seconds.
- Cover your coughs and sneezes with a tissue or the inside of your elbow.
- Avoid touching your face.
- Stay at least six (6) feet apart when moving through the workplace.
- Wear a face mask, face shield with drape, or cloth face covering in the workplace per the Governor of California's order on June 18, 2020.
- Be considerate of your co-workers (remember, we're all in this together).
- Call, email, message, or video conference as much as possible rather than meet face to

face.

- Be conscious and understanding of your co-workers who may be dealing with childcare issues, illness or loss of loved ones, financial insecurity, and other issues.

Detailed practices and protocols for these items are under their appropriate title within this plan. Please refer to the Table of Contents.

Please refer to the California Department of Public Health Guidelines on how protocols should anyone exhibit symptoms or when the school would need to close its facilities:

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

COVID-19 Leave Policies

In response to the ongoing novel coronavirus (COVID-19) pandemic and its significant economic impacts, the federal government enacted the Families First Coronavirus Response Act (FFCRA) on March 18, 2020. As described further below, the FFCRA creates two new leave entitlements for use by public school employees for reasons related to COVID-19: Public Health Emergency Leave (EFMLA) and Emergency Paid Sick Leave (EPSL). These new provisions will expire December 31, 2020. This means any leave approved and taken for the reasons provided below, unless they meet the requirements of another paid leave provided by collective bargaining agreement, policy, or state law, will be unpaid leave.

See Appendix A for all COVID-19 Leave Policies.

Testing

Once schools are reopened to at least some in-person instruction, it is recommended by the California Department of Public Health that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.

Who should be tested and how often?

School staff are essential workers, and staff includes teachers, paraprofessionals, janitors, or any other school employee that may have contact with students or other staff. The school shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time. Employees will be tested every two months, with 25% of the workforce testing every two weeks.

Please visit this website to locate a convenient testing location:

Note: Because Polymerase Chain Reaction (PCR) Tests can remain positive long after an individual is no longer infectious, proof of a negative test should not be required prior to returning to the workplace after documented COVID infection. Rather, symptom- or protocol-based criteria should be used in determining when an employee is safe to return to the workplace.

Travel Procedures

We have suspended all business related travel until further notice. Currently, the school is not inquiring about employees' personal travel. Please check the Center for Disease Control and Prevention (CDC) website for all US travel <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html> and the CDC's Traveler's Health Notices at <https://wwwnc.cdc.gov/travel/notices> for travel outside the US for travel guidelines. The following are CDC's considerations for travel:

If you are thinking about traveling away from your community ask and/or understand:

- *Is COVID-19 spreading where you're going?*
 - *You may get infected while traveling.*
- *Is COVID-19 spreading in your community?*
 - *Even if you don't have symptoms, you can spread COVID-19 to others while traveling.*
- *Will you or those you are traveling with be within six feet of others during or after your trip?*
 - *Being within six feet of others increases your chances of getting infected and infecting others.*
- *Are you or those you are traveling with more likely to get very ill from COVID-19 because of an immune deficiency or other characteristic that places them at greater risk?*
 - *Individuals who have an increased risk of severe illness from COVID-19 should limit their travel.*
- *Do you live with someone who is more likely to get very ill from COVID-19?*
 - *If you get infected while traveling you can spread COVID-19 to loved ones when you return, even if you don't have symptoms.*
- *Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling?*
 - *Some state and local governments may require people who have recently traveled to stay home for 14 days.*
- *If you get sick with COVID-19, will you have to miss work?*
 - *People with COVID-19 disease need to stay home until they are no longer considered infectious.*

- *Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.*

If you travel, you may want to consider the following measures to protect yourself and others during your trip:

- *Wash your hands often.*
 - *Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating.*
 - *If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.*
- *Avoid touching your eyes, nose, or mouth.*
- *Avoid close contact with others.*
 - *Keep six feet of physical distance from others.*
- *Wear an appropriate face covering in public.*
- *Properly cover coughs and sneezes.*
- *Pick up food at drive-throughs, curbside restaurant service, or stores.*

Consider the following risks for getting or spreading COVID-19, depending on how you travel:

Air travel - Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Social distancing is difficult on crowded flights, and you may have to sit near others (within 6 feet), sometimes for hours. This may increase your risk for exposure to the virus that causes COVID-19.

Bus or train travel - Traveling on buses and trains for any length of time can involve sitting or standing within six feet of others.

Car travel - Making stops along the way for gas, food, or bathroom breaks can put you and your traveling companions in close contact with other people and surfaces.

RV travel - You may have to stop less often for food or bathroom breaks, but RV travel typically means staying at RV parks overnight and getting gas and supplies at other public places. These stops may put you and those with you in the RV in close contact with others.

Learn more about how to protect yourself from COVID-19 utilizing different types of transportation by visiting the CDC's website titled *Protect Yourself When Using Transportation*.

Meeting Procedures

When possible, all meetings should be conducted using videoconferencing or teleconferencing. The CDC recommends cancelling and/or postponing large meetings that can only occur in-person in accordance with state and local regulations and guidance. If not possible, please use the following guidelines:

- o Discourage handshaking or other close contact.
- o Hold meetings in open, well-ventilated spaces.
- o Continue to maintain six feet between people whether at a table or standing.
- o Wear a face mask or cloth face covering in the workplace per the Governor of California's order on June 18, 2020.

Employees must first obtain approval from their supervisors, Director or their designee when planning any meeting or gathering.

Vendor/Delivery Procedures

The school understands that we are charged with the administration of public schools within our community and as such you want to be accessible to the community each and every day. Due to the current environment we live in though it is imperative that we do this in an extremely safe manner. Currently our doors are closed to the public, but we have provided physical signs and phone voicemails that assist with phone contacts thus ensuring minimal site contact.

Limited access to our facilities will be allowed during this timeframe. We ask that masks be worn by those entering our facilities and that they remain a designated area of the worksite. This includes mail delivery, product delivery, employees and members of the public.

Meal Procedures

Students with lunches will have them delivered to the classroom and placed on a table outside the doorway for students to retrieve. No potlucks or other communal meals may occur.

Students must eat at their designated desks or outside maintaining distance. Students should not congregate.

Recess Procedures

Recess will be held in designated areas. Students may remove masks outside if 6ft distance can be maintained. Common play structures will not be used during recess. Students will not share equipment.

Employee Protocols and Training

As noted under the Workplace Procedures portion of this document, the school is implementing new practices, protocols and training for employees as outlined by the Centers for Disease Control and Prevention (CDC) guidelines, CAL/OSHA, U.S. Department of Health and Human Services, California Department of Education and Monterey County Superintendent of Schools. This can be subject to change with any new order from any of these institutions

Underlying Health Conditions/Accommodations

The following information is from the CDC Website. Please visit the CDC's website for any updated information.

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- *Chronic kidney disease*
- *COPD (chronic obstructive pulmonary disease)*
- *Immunocompromised state (weakened immune system) from solid organ transplant*
- *Obesity (body mass index [BMI] of 30 or higher)*
- *Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies*
- *Sickle cell disease*
- *Type 2 diabetes mellitus*

*People with the following conditions **might be at an increased risk** for severe illness from COVID-19:*

- *Asthma (moderate-to-severe)*
- *Cerebrovascular disease (affects blood vessels and blood supply to the brain)*

- *Cystic fibrosis*
- *Hypertension or high blood pressure*
- *Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines*
- *Neurologic conditions, such as dementia*
- *Liver disease*
- *Pregnancy*
- *Pulmonary fibrosis (having damaged or scarred lung tissues)*
- *Smoking*
- *Thalassemia (a type of blood disorder)*
- *Type 1 diabetes mellitus*

Passive (Self) Screening

If you fall into one of the above noted underlying health conditions and need some type of accommodation, please contact the Director. The Director is prepared to meet with you in the interactive process to discuss any limitations related to any health condition and how those limitations may be accommodated.

During times when the statistical data indicates there is low risk for transmission, the school will institute a “Passive (Self) Screening” protocol for all employees. The passive screening requires all employees to take their temperature every morning before leaving for work and complete the online health questionnaire via ParentSquare. If your temperature is 100.4 or higher, you are required to stay home. Please contact your direct supervisor immediately and report the information. You are required to stay home if you are experiencing any of the following COVID-19 symptoms: fever, chills, shaking chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, diarrhea, or loss of appetite. If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, please seek immediate medical attention. If you have a fever and cough, notify your direct supervisor and stay home until you receive medical care and recover.

Employees who are ill with fever or acute respiratory symptoms may not return to work until both of the following occur:

- At least three full days with no fever (without the use of fever reducing medications) and no acute respiratory illness symptoms: and
- At least 10 days have passed since the symptoms first appeared

Active Screening

During times when statistical data indicates that there is a high risk for transmission, the school

will implement the “Active Screening” protocol for all employees. Each day upon arrival at your work site, you will be directed to come to the office. Complete the online health questionnaire and a designated employee will administer a scan thermometer check (temperatures will not be recorded).

All staff must wash or sanitize their hands as they enter the workplace using the sanitizing station set up in the office.

During the course of the workday, if an employee develops a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or loss of taste or smell, they will be directed to go home or seek medical care depending on the circumstance. If the employee has to wait for transportation, they will be isolated in a room deemed as the Isolation Area. That isolation area will not be used again until it has been thoroughly sanitized.

That employee will not be allowed to return to work until both of the following occur:

- At least three full days with no fever (without the use of fever reducing medications) and no acute respiratory illness symptoms: and
- At least 10 days passed since the symptoms first appeared.

If an employee is confirmed to have COVID -19 infection, the school will:

- Inform all other employees working near or around the employee that they might have been exposed to COVID–19 in the workplace. The school will maintain confidentiality as required by the Americans with Disability Act (ADA) and other applicable authorities. The school will provide healthcare consultations as needed to advise employees regarding their exposure, which may be especially important for those with high risk medical conditions.
- Temporally close the general area where the infected employee worked until cleaning is completed.
- Conduct a deep cleaning of the entire general area where the infected employee had visited, including breakroom/lounge, restrooms and other high traffic areas, with the cleaning agent provided for use by the EAP against COVID – 19.

Hygiene

Cal/OSHA and the CDC have provided the following preventative guidance for all workers, regardless of exposure risk:

- As of June 18, 2020, the Governor of California mandated the wearing of face coverings for employees in the workplace. You may choose to bring your own face covering or the school will provide a face covering for you.

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol which the school will be providing in the office area.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Tissue boxes will be provided for every workstation.
- Every common area has a no touch trash can which should be used by the employee.
- Handwashing signs will be posted in the restrooms.
- Please do not allow anyone to use your phone, computer, stapler or any other office supply from your desk.
- Avoid sharing personal items with coworkers (i.e. dishes, cups, utensils, towels.)
- Avoid sharing work tools and equipment if working as a custodial staff.
- Non-latex gloves will be provided to employees for use in common used work areas.
- Practice physical distancing.
- Avoid close contact with people who are sick.
- In addition, employees must familiarize themselves with the symptoms of COVID-19, which are found in the screening protocols.
- DO NOT GO TO WORK and call your supervisor and healthcare provider right away if you develop symptoms. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

Employees are encouraged to visit the Cal/OSHA and CDC web pages for updates to the information above as we anticipate that it will continue to change as COVID-19 research progresses.

Staff and Student Protective Equipment and Procedures

The school will issue face masks and disposable non-latex gloves for each employee to use during the course of their workday. An employee also has the option to wear a face covering of their own.

Proper use of face coverings:

- A reminder, face coverings do not protect the wearer and are not considered personal protective equipment.
- Face coverings protect people near the wearer, but do not replace in a physical distancing and frequent handwashing.
- Employees should wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings should be washed frequently.
- Discard face covering that:
 - No longer cover the nose and mouth

- o Have stretch out or damaged ties or straps
- o Cannot stay on the face
- o Have holes or tears in the fabric

Proper use of disposable gloves:

- Discard gloves after:
 - o Visible soiling or contamination
 - o Any signs of damage or degradation
 - o Maximum of four hours of continuous use
 - o Removal. (Previously removed gloves should not be reused.)
- After removing gloves, an employee should wash his/her hands according to hygiene procedures described above.

Students will be provided two reusable masks and two disposable masks at the commencement of in-person learning. Families may provide their own masks for their child to wear. Students will wear masks at all times unless outside and may remove them if they can maintain six feet of distance. If students lose masks, they will need to replace them. The school will provide a disposable mask if it is not brought to school.

Physical Distancing

Any employee who cannot wear a face mask, non-latex gloves, and/or face covering because of a health condition must contact the Director to, if necessary, initiate the interactive process and explore reasonable accommodations.

The school will post signs in all common work areas regarding maximum capacity and cleaning protocols.

Examples of common work areas would be rooms where copiers, fax machines, staff mailboxes, and office supplies are located and/or stored. This also includes staff break rooms/lounges. In addition, employees will be required to use non-latex gloves (provided to them by the school) when using shared items (copy/fax machines).

The school will provide appropriate physical barriers, such as plastic barriers commonly called sneeze guards, to reduce the employee's risk of being exposed. All employees are required to maintain six feet of separation at their workstation. In addition, all employees will be required to follow all directions articulated in signage and floor decals. The site or direct supervisor will enforce these directives. When you enter areas that are marked with maximum capacities, please make sure you adhere to these guidelines.

Training

All employees must complete the CharterSafe online training called, *Coronavirus Awareness, Coronavirus: Cleaning and Disinfecting your Workplace, Coronavirus: Managing Stress and Anxiety* to understand the following:

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID - 19.
- When to seek medical attention.
- General hygiene.
- The importance of handwashing.
- Cough and sneeze etiquette.
- The importance of physical distancing, both at work and off work time.
- Cloth face coverings.
- Use of PPE.
- Safe work practices.
- Stress management.

This training is in addition to other CharterSafe Schools required training that must be completed prior to the beginning of the 2020-21 school year. Please submit your completion certificate to the Director. The school reserves the right to add additional training as necessary.

Cleaning and Disinfecting Protocols

The school will implement cleaning and disinfecting protocols as prescribed by Cal/OSHA and the CDC. These protocols will be implemented at both school campuses and in all areas.

- Site Custodians will be responsible for the following:
 - Perform thorough cleaning in high-traffic areas.
 - Fog each space at night to disinfect each room.
 - Ensure that bathroom areas are operational, disinfected and stocked at all times with cleanings during the day.
 - School will supply products approved for use against COVID -19 that are on the EAP approved list and will provide product instructions/Cal OSHA requirements.
 - Ensure there are adequate supplies to support cleaning and disinfection practices at the site.
 - Additional protocols will be added as necessary
- Employees will be responsible for the following:

- o Remove all personal items from your workstation (desk area) that cannot be properly disinfected each day. This includes porous or cloth items that cannot be sanitized with an aerosol spray.
- o Keep all surfaces (counter or desktops) clear of clutter so they can be properly cleaned.
- o Use provided EAP – registered disposable wipes to wipe down your commonly used surfaces such as the desk, keyboard and telephone during the workday.

The health and safety of every employee is the school's top priority. We appreciate your adherence to these new rigorous requirements. Any questions or concerns regarding any item addressed in the MBCS COVID – 19 Workplace Plan should be directed to the Director.

MBCS COVID-19 Workplace Plan Acknowledgment

I acknowledge that I have read this document and understand the content. Please return this form to the Pacific Grove Office.

Employee Name (please print)

Employee Signature

Date

Appendix A

Any questions on COVID-19 leave should be directed to the Business Manager.

Please click on this link for the FFRCA Poster.

<https://drive.google.com/file/d/1HWE16XV8JSnbfKy6-O1I6wWg1W76FX4i/view?usp=sharing>