

COVID-19 Safety Program (CSP) for Idyllwild Arts Academy

This program is designed to control exposure to the COVID-19 virus that may occur on our campus, among employees or students. It is also meant to satisfy:

- Requirements for returning to school set forth by the California Department of Public Health (CDPH) in the COVID-19 and Reopening In-Person Framework & Public Health Guidance for K-12 Schools
- Requirements for returning to school from the CDPH Guidance for Returning to School Checklist
- Formatting requirements and guidance provided by Riverside County Public Health (RCPH)

Additionally, this CSP incorporates the previously-required COVID-19 Prevention Program (CPP).

Information from the COVID-19 School Guidance Checklist Form

Supplemental information addressing the requirements in the School Guidance Checklist Form is included throughout this CSP, and this CSP and the checklist are posted on our website at: idyllwildarts.org/covid-19-information/.

Date Submitted: January 30, 2021 (updated and amended on February 15, 2021)

Name of Local Educational Agency: Idyllwild Arts Academy

Number of schools: one private boarding / day high school with grades 9 through 12

Enrollment: 298 students

Superintendent (or equivalent) and contact information:

- Pamela Jordan, President: pjordan@idyllwildarts.org
- Marianne Kent-Stoll, Head of School: mkentstoll@idyllwildarts.org
- Justin Barrett, Vice President, Student Operations: jbarrett@idyllwildarts.org

Address: Idyllwild Arts Academy, 52500 Temecula Road, Idyllwild, CA 92549

Date of Proposed Reopening: Idyllwild Arts Academy reopened on October 8, 2020 while Riverside County was in the red tier of the state's classification system. The School was able to operate safely for the remainder of the fall semester with only seven community members testing positive for COVID-19 and no community spread of the virus on campus. Precautions included social distancing, mask wearing, cohort grouping, to-go meals, closing campus to the public, daily symptom screening and more. There was also a robust weekly surveillance testing system in place with more than 2,500 PCR tests given to community members.

The spring semester started on February 1, 2021 with all students in online classes. On February 22, the school will resume in-person instruction, with most classes being offered in-person. Students can choose to stay home and participate in all programs online, or come to campus for a hybrid program with approximately 80% of classes in person and 20% online.

Identification and Evaluation of COVID-19 Hazards

We have implemented, and will continue to implement, the following on campus:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form (or electronic equivalent).
- Evaluate employees' and students' 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 on campus and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** (or electronic equivalent) 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 are encouraged to participate in the identification and evaluation of COVID-19 hazards by letting their manager or our Human Resources Department (hr@idyllwildarts.org) know about any hazards they may have observed on campus.

Student Participation

Students are encouraged to participate in the identification and evaluation of COVID-19 hazards by letting the Dean of Students (deanofstudents@idyllwildarts.org) or any of their faculty, dorm parents, advisors, etc. know about any hazards they may have observed on campus.

Employee Screening

Employees are required to fill out a health screening form each day before reporting to work. The form asks employees if they have any COVID-19 symptoms (symptoms are listed individually) or if they have had recent exposure to someone with COVID-19. The form also asks them to self-report their temperature. When employees come to work each day, they are required to stop at the security kiosk at the entrance to campus, where staff verify that they have completed their daily health screening form, and staff take their temperature with a touchless thermometer.

Student Screening

Students are required to fill out a health screening form each day. The form asks students if they have any COVID-19 symptoms (symptoms are listed individually) or if they have had recent exposure to someone with COVID-19.

Boarding students are required to complete their health screening form each morning before leaving their dorm. Boarding students also have their temperature taken with touchless thermometers or hands-free kiosks before leaving the dorm each morning.

Day students are required to stop at the security kiosk at the entrance to campus each morning, where staff verify that they have completed their daily health screening form and take their temperature with a touchless thermometer.

Correction of COVID-19 Hazards

Unsafe or unhealthy conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form (or electronic equivalent), and corrected in a timely manner based on the severity of the hazards. Individuals responsible for the correction will be identified, a reasonable timeframe for the work will be given, and follow-up measures and inspection will ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing - Employees

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

- Eliminating the need for many workers to be in the workplace – e.g., telework or other remote work arrangements for departments that are not required to be on campus to support students or operations..
- Campus is closed to the public
- Boarding students are not allowed to leave campus
- Reducing the number of community members in an area at one time
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Plexiglass partitions have been installed across campus where employees interact with students or other employees on a regular basis.

Physical Distancing - Students

Our campus includes over 200 acres of land and more than 80 buildings, with less than 200 students on campus. Where possible, we ensure at least six feet of physical distancing at all times by:

- Eliminating indoor meals in the dining hall. All meals are served in to-go containers and students are allowed to eat in their dorm rooms or outdoors at least six feet from other community members.
- Mail and packages for boarding students are delivered directly to their dorm, rather than having students pick them up at the mailroom, as we have in the past.
- Only allowing one way traffic in the bookstore, and limiting the number of students in larger spaces like the library
- Campus is closed to the public
- Boarding students are not allowed to leave campus for the duration of the semester
- Reducing the number of community members in an area at one time
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Reduced class sizes
- Moving classes to larger spaces or outdoors
- Offering some classes online

Closed Campus

Our campus is closed to the public, which includes parents. All entrances to campus off the public road that runs through the middle of campus (Temecula Road) are gated and monitored 24 hours a day by our security staff. The majority of our students are boarding students, whose parents do not come to campus. For our day students, when their parents drop them off or pick them up from campus:

- Parents must check in with security at the kiosk at the entrance to campus
- Parents are not allowed to walk or drive onto campus past the closed gates
- Parents wait to pick up their children in their cars along the public road running through campus

The only exceptions to the above precautions are during arrival weekends in August (after summer break) and February (after winter break), when parents of boarding students drop their children off. On these weekends, parents are allowed to drive to their child's dorm, but they are not allowed in the dorm or to be anywhere else on campus.

Stable Groups

Stable groups will be based on the dorm assignments for boarding students (approximately 87% of students are boarders). There will be at least 15 stable groups, with no more than 14 students in each group. Each student is in one of seven majors - creative writing, dance, film, interarts, music, theatre, or visual art. Where possible, students are assigned dorms and stable groups based on their art major to help minimize contact with other groups.

Per CDPH's Reopening guidance, many electives will only be offered online, and academic classes are on a block schedule to help minimize the mixing of stable groups.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees and students over the nose and mouth when:

- Indoors
- Outdoors and less than six feet away from another person
- Outdoors in an area defined as a public space, regardless of their distance from another person
- Anywhere required by orders from the California Department of Public Health (CDPH) or Riverside County Health Department.
- In any public space. For students, public space is defined as anywhere outside the dorm rooms in their stable group. For employees, that is anywhere outside their private office, outside their home or apartment for employees who live on campus, or outside their personal vehicle.

Masks and face shields are available to all employees and students in Log Lodge or the Health Center. Additionally, many departments have masks and face shields on hand in their work area.

Campus is closed to the public, but contractors, vendors, and any other guests allowed on campus are required to stop at the security kiosk at the entrance to campus when they arrive. Managers are responsible for making sure contractors, vendors, and guests in their department are aware of our policies and that they wear a mask while on campus. Masks are available at the security kiosk for guests, vendors, or contractors in these situations.

The following are exceptions to the use of face coverings on campus:

- When an employee is alone in a room or when a student is alone in their dorm room (or with their roommate in the room)
- While eating and drinking outdoors on campus
- 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.

Engineering controls

Where we cannot maintain at least six feet between individuals, solid partitions have been installed.

We maximize the quantity of outside air for our buildings with mechanical or natural ventilation systems by keeping windows and doors open when weather permits and/or using fans to circulate outside air through spaces.

Where possible, filtration efficiency has been increased in heating and ventilation systems by installing filters per CDPH or Riverside County Health Department guidance.

Cleaning and disinfecting

Frequently touched surfaces are disinfected on a regular basis, at least once per day, and in some high traffic areas, like the dining hall, several times per day. We also have two UV light sanitizing machines that are used to treat high traffic areas on a daily basis.

Should we have a COVID-19 case on campus, the person will be isolated from the community and sent home (or picked up by their parents, if a student). Any spaces the person has been in the past 48 hours will be closed for 24 hours and then cleaned by our housekeeping staff. The School will provide proper personal protective equipment ("PPE"), including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the label directions on the cleaning products used by staff whose job duties include cleaning and disinfecting the School Campus. Staff must wear appropriate PPE throughout the cleaning/disinfecting process, including the handling of trash.

Appropriate PPE includes disposable gloves and gowns that are compatible with the disinfectant products being used. The School may require staff to wear additional PPE, such as goggles or face shields, based on the cleaning/disinfectant products being used and whether a risk of splashing reasonably exists. If disposable gowns are unavailable, staff must wear a similar type of covering, such as coveralls, aprons, or work uniforms. Any reusable (washable) clothing worn during the cleaning and disinfecting process must be laundered afterwards. Staff whose job duties require them to handle dirty laundry must clean their hands after handling dirty laundry.

Staff utilizing PPE must carefully remove gloves and gowns at the end of the cleaning/disinfecting process to avoid contamination of the wearer and surrounding area. After the removal of gloves, staff must wash their hands thoroughly with soap and water.

The School will provide training to staff on when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, how to maintain and dispose of PPE, and the limitations of PPE. The School will also provide training to staff utilizing PPE on proper eye and face protection, hand protection, and respiratory protection.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees or students come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the fullest extent. Where there must be sharing, the items will be disinfected between uses by providing the employees or students with the materials and training to do it themselves].

Sharing of vehicles by employees will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand Sanitizing / Good Hygiene

In order to implement effective hand sanitizing procedures, we have added additional hand washing stations around campus, encourage frequent hand washing for at least 20 seconds each time, and installed hand sanitizing stations in every building.

Hand sanitizing procedures are a part of COVID-19 training for employees and students, and there is signage around campus encouraging frequent hand washing and proper technique.

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.

COVID-19 Cases on Campus

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form (or electronic equivalent).

Employees who had potential COVID-19 exposure in our workplace will be offered COVID-19 testing at no cost during their working hours. They will also be contacted by our Human Resources Department and be given information on benefits and exclusion of COVID-19 cases from campus.

Students who had potential COVID-19 exposure on campus are contacted by Student Services staff (their parents or guardians are contacted at the same time). They will be tested and isolated from the community while waiting for test results.

Testing and Contact Tracing

Per CDPH guidance, all community members, employees and students, will be subject to on-site weekly PCR surveillance testing. Additionally, all community members will be required to submit a negative COVID-19 test before their initial return to campus.

Symptomatic testing will be done for any community members displaying COVID-19 symptoms, and response testing will be done in the case of an outbreak.

Contact tracing will be conducted by the Director of the Health Center, Don Lamp (dlamp@idyllwildarts.org), for any community member who tests positive for COVID-19. The

local health officer will be notified by phone, and any confirmed contacts will be required to quarantine until applicable requirements to return to the community have been met.

The Head of School will notify the community any time a community member has tested positive for COVID-19. The Director of the Health Center and the Human Resource Department will notify and work with any employees who have been identified as contacts. The Director of the Health Center and Student Services staff will notify and work with any students who have been identified as contacts.

System for Communicating

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

- Who employees and students should report COVID-19 symptoms and possible hazards to, and how.
- That employees and students can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees or students with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Information about COVID-19 hazards employees or students (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.

Employees should contact their manager or human resources (hr@idyllwildarts.org) regarding any of the points above. Regular meetings are held where employees are updated on our COVID-19 policies and procedures.

Students should contact the Dean of Students (deanofstudents@idyllwildarts.org) or anyone in Log Lodge regarding any of the points above. Regular meetings are held where students are updated on our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees and students from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which employees 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.
 - The fact that 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.

All employees are required to complete online training classes via our human resources portal at thinkhr.com/ that address all of the above items. In addition, there are regular meetings with all employees discussing COVID-19 precautions and protocols, and managers and/or human resources provide in-person training for employees who are working on campus. Attendance for meetings, classes, and training is documented by Human Resources.

All students are required to attend online meetings about our COVID-19 policies before coming to campus, and our COVID-19 policies are regularly sent to families and posted publicly. For students who come to campus to attend classes, there are in-person orientation and training sessions as well.

Exclusion of Employee COVID-19 Cases

Where we have an employee COVID-19 case on campus, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-campus 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 with employer-provided sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Exclusion of Student COVID-19 Cases

Where we have a COVID-19 case on campus, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from campus until our return-to-campus requirements are met.
- Excluding students with COVID-19 exposure from campus for 14 days after the last known COVID-19 exposure to a COVID-19 case.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases on campus 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 Safety Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available to students and employees, parents, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form (or electronic equivalent) to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Campus Criteria

COVID-19 cases with COVID-19 symptoms will not return to campus 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 campus until a minimum of 10 days have passed since the date of specimen collection of their last 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 or student is issued by a local or state health official, the employee or student 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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Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other			
Administrative			
Physical distancing			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other			

Appendix C: 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: _____

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

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

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