

Tehama County Department of Education - Main Campus and Palm (non-classroom) Plan

COVID-19 Worksite Specific Plan

This plan has been approved by the Tehama County Department of Public Health

Approved 06/12/20

Amended 08/05/20

Amended 10/27/20

Amended 11/20/20

Amended 5/3/2021

Prevention Measures (Please use common sense)

The County Superintendent of Schools is responsible for implementing the COVID-19 Worksite Specific Plan. Prevention measures have been identified to ensure a safe workplace for employees to work and services to be rendered to the public.

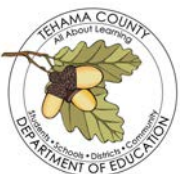
The Plan below will identify measures to mitigate the spread of COVID-19, investigate COVID-19 cases, alert the Tehama County Public Health Department, and identify and isolate close workplace contacts of infected employees.

The Plan will be reevaluated weekly by the Administrative Services team. Where deficiencies in the Plan are noted, the Plan will be immediately updated and implemented accordingly.

Employee Training

Employees will be trained through Keenan on COVID-19 based on information provided by the California Department of Public Health and the Centers for Disease Control in regards to preventing spread.

Employees, as part of the training, shall self-screen at home, including temperature and/or symptom checks using [CDC guidelines](#). Employees will be advised of the importance of not coming to work if employees have a 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.



TCDE – Main Campus & Palm Street (non-classroom)

Phase 2 COVID-19 Worksite Specific Plan

Employees will be also advised of the following:

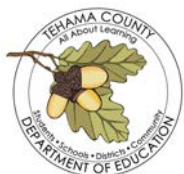
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

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- * Fully vaccinated individuals according to CDPH and Cal/OSHA are not required to quarantine following a COVID-19 exposure.
 - Individuals that have received partial vaccination should seek guidance from their supervisor or Human Resources.

Control Measures and Screening

The following control measures and screening shall be conducted:

- Employees will be asked to symptom check using CDC guidelines prior to coming into work. Employees who are sick or exhibiting symptoms of COVID-19 should not come into the workplace.
- Anyone entering TCDE shall follow directions at each zone entrance. Use disinfectant provided. Check-in using the zone specific QR code provided using the camera function on your phone, select your name or enter name if you are a visitor, record your temperature, and answer all questions. A non-contact infrared thermometer will be provided at each zone entrance.
- If the employee fails the health screening, an email is sent to Human Resources. Employees should contact their supervisor as well for guidance on how to proceed.
- Do not proceed into the building. Employees should return home and wait for further instructions from your supervisor or Human Resources.
- Frequent hand washing is encouraged.
- The use of hand sanitizer and disinfection shall be available upon entering the building and near all commonly touched surfaces (e.g. communal printers, copiers, microwave, refrigerator, etc.).
- Gloves will be available at the front entrance of the building for use when cleaning.
- Masks required in communal areas (e.g. hallways, meeting rooms, and other communal areas). Visitors from the public will be required to wear masks. If you share an office space, masks are required at all times when multiple employees are in the same office. All Palm staff are required to wear masks at all times due to the office being open to the public and inability to physically distance.
- Plexiglass or other material will be placed on the front counters and workstations where six feet of social distancing is not possible. Masks must be worn at all times in areas that



interact with the public, even when the public is not present in the office.

Physical Distancing Guidelines

The following shall be conducted to ensure physical distancing:

- All desks and workspaces shall be at least six feet away from other workspaces. CDC has lowered this requirement to three feet within classrooms.
- Upon reopening breakrooms, tables and chairs will be reduced to allow for social distancing. Practice social distancing when using the breakroom. Employees may eat in their personal workspace.
- Only one visitor/guest will be allowed at the front desk at a time. Signage and floor markings providing instructions to guests/visitors shall be placed outside of the front entrance.
- Following the guidance of Tehama County Public Health, California Department of Public Health and/or Cal/OSHA, in-person meetings may occur when a meeting cannot be held by teleconference, web conference, or if physical distancing can be maintained. The maximum capacity of all meeting rooms shall meet the guidelines for social distancing. Masks must be worn in all in-person meetings or when visiting another office.
- Masks must be worn at all times in areas that interact with the public, even when the public is not present in the office.
- TCDE Administrative staff will continue to monitor and follow guidance from CDPH, CDC, and/or Cal/OSHA regarding work environments and adjust as necessary. Employees are encouraged to stay within their assigned zone to eliminate cross-contamination in the instance of a positive COVID-19 case. The increased use of phone calls, emails, scanning and sending paperwork via email, Zoom conversations, Google messenger, etc., are encouraged.
- When one must attend to business within another zone the expectation is all safety protocols will be followed.
- Staff whenever possible should keep meetings under 15 minutes.

COVID-19 Prevention Program (CPP)

TCDE and Tehama County LEAs

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

Date: 1/14/2021

Authority and Responsibility

The LEA Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

See attachments for each LEA specific information, data and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

(See attachments for each LEA's specific information, data, and procedures)

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our workplace we are asking our workers to help with our prevention efforts while at work. Specific questions about this Program or COVID-19 should be directed to the Human Resources Department.

In addition to those set forth in this program, employees must adhere to the following expectations:

- Stay at home when sick and avoid close contact with others
- Refrain from shaking hands, hugging, or touching others.
- Wear appropriate face coverings in the workplace, unless an exception to this requirement applies.
- Clean surfaces before and after use in common areas, and when using shared equipment.
- Avoid touching mouth, nose, and eyes.
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover the mouth with the shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
- Keep a minimum distance of 6 feet from others when possible as directed by Cal OSHA and CDPH Guidance.
- Follow all CDC, State, and local health department guidelines on use, removal, cleaning, and disinfection of face coverings.

Employee Screening

We screen our employees by:

(See attachments for each LEA's specific information, data, and procedures)

- Employees will be asked to symptom check using CDC guidelines prior to coming into work. Employees who are sick or exhibiting symptoms of COVID-19 should not come into the workplace.
- Any employee entering the workplace shall follow directions at each zone/building entrance as appropriate per LEA. Use disinfectant provided. Check-in may include using the zone-specific QR code if provided, using the camera function on your phone, (or other sign-in methods as developed by each LEA) select your name or enter a name if you are a visitor, record your temperature, and answer all questions. A non-contact infrared thermometer will be provided at each screening station.
- If your temperature is above 100.4, contact your supervisor or Human Resources. Do not proceed into the building. Employees should return home and wait for further instructions from their supervisor or HR.
- Frequent hand washing is encouraged.
- The use of hand sanitizer and disinfection shall be available upon entering the building and near all commonly touched surfaces (e.g. communal printers, copiers, microwave, refrigerator, etc.).
- Gloves will be available at the front entrance of the building for use when cleaning.
- Masks using CDC guidelines are required in communal areas (e.g. hallways, meeting rooms, and other communal areas). Visitors from the public will be required to wear masks. If you share an office space, masks are required at all times when multiple employees are in the same office. Staff may be required to wear masks at all times due to the office being open to the public and the inability to physically distance.
- Plexiglass or other material may be placed on the front counters and workstations where six feet of social distancing is not possible. Masks must be worn at all times in areas that interact with the public, even when the public is not present in the office in accordance with TCPH guidelines.

- Should the workplace experience conditions where the Tehama County Public Health Department or California Department of Public Health requires tightening modifications, employees, when possible, may be able to telework.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

(See attachments for each LEA's specific information, data, and procedures)

In performing the initial worksite COVID-19 risk assessment, areas identified by some LEA's include the following COVID-19 hazards and have implemented the below-listed measures in order to correct the COVID-19 hazard:

- Less than six feet distance between some workstations
- Corrective Measure — Move workstations or reassign office space to conform with a minimum of six feet distance between workstations.
- Corrective Measure — Install Plexiglass shield between workstations or counters as needed
- Corrective Measure — Social Distancing stickers have been secured to remind employees to remain six feet from other employees and their work stations.

Additionally, PPE, sanitation, and cleaning supplies distributed to all workspaces as needed along with signage to remind employees of proper practices as recommended by the public health department.

Human Resources along with Maintenance and Operations will regularly evaluate the corrective measures it has taken to correct these hazards in order to determine whether these measures are effective. In the event that the organization determines that a corrective measure was not effective, the COVID Response Team will identify and implement additional corrective measures to correct the COVID-19 hazard.

In addition, Human Resources along with Maintenance and Operations will continue to perform COVID-19 risk assessments on a regular basis in order to identify any other COVID-19 hazards that might arise at each worksite. In the event that the team identifies other COVID-19 hazards, this section of the Program will be modified to identify those hazards and the measures taken to correct the hazard.

Controls of COVID-19 Hazards

Physical Distancing

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

(See attachments for each LEA's specific information, data, and procedures)

The following shall be conducted to ensure physical distancing:

- All desks and workspaces shall be at least six feet away from other workspaces when possible.
- Upon reopening breakrooms, tables and chairs will be reduced to allow for social distancing. Please practice social distancing when using the breakroom. Employees may eat in their personal workspace.
- Only one visitor/guest will be allowed at the front desk at a time. Signage and floor markings providing instructions to guests/visitors shall be placed outside of the front entrance.

- Following the guidance of Tehama County Public Health and/or California Department of Public Health, in-person meetings may occur when a meeting cannot be held by teleconference, web conference, or if physical distancing can be maintained. The maximum capacity of all meeting rooms shall meet the guidelines for social distancing. Masks must be worn in all in-person meetings or when visiting another office.
- Masks must be worn at all times in areas that interact with the public, even when the public is not present in the office.
- To limit the number of employees at the office at one time, a rotation may be scheduled based on the needs of the office by the Administrative staff. With the approval of your manager, telework may be available.
- Employees will be encouraged to stay within their assigned zone/entrance to eliminate cross-contamination in the instance of a positive COVID-19 case. The increased use of phone calls, emails, scanning and sending paperwork via email, Zoom conversations, Google messenger, etc., are encouraged.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Masks using CDC guidelines are required in communal areas (e.g. hallways, meeting rooms, and other communal areas). Visitors from the public will be required to wear masks. If you share an office space, masks are required at all times when multiple employees are in the same office. Some staff may be required to wear masks at all times due to the office being open to the public and inability to physically distance.

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 unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

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

(See attachments for each LEA's specific information, data, and procedures)

Face coverings are required as directed by TCPH.

Plexiglass/plastic partitions may be installed as needed and appropriate.
Employees may be reassigned to a different workspace to achieve six feet separation if possible.

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

Maintenance and Operations will monitor, in accordance with Cal/OSHA requirements, HVAC systems to ensure appropriate air movement and filtration on a regular basis.
For indoor locations, Maintenance and Operations will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

Cleaning and disinfecting

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

(See attachments for each LEA's specific information, data, and procedures)

The COVID-19 Team, which includes the Director of Maintenance and Operations, has instituted regular housekeeping practices, which includes cleaning and disinfecting common surfaces, workplace common areas, frequently used tools and equipment, and other frequently touched surfaces and objects (e.g. doorknobs, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels) in the workplace in accordance with current CDC guidelines. Employees should regularly do the same in their assigned work areas.

Established procedures to routinely clean and disinfect commonly touched surfaces and objects (e.g., door handles, flat surfaces, handrails, restrooms, etc.) throughout the workday, including:

- Using disinfectants that are EPA approved for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before and after use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time).
- Following safe work practices such as never mixing products together and using adequate ventilation.
- Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces.
- Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Make sure disinfectants are available to workers throughout the worksite.
- Shared equipment shall be cleaned and sanitized before and after use by each individual employee using the equipment.
- Shared spaces shall be equipped with hand sanitizer and disinfection products.
- Products shall be approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Employees are encouraged to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks

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

After being informed that informed an employee has tested positive for COVID-19, custodial shall immediately clean and disinfect of all areas at the worksite accessed by the sick employee and all materials, tools, equipment, and commonly touched surfaced used by the sick employee during the high-risk exposure period.

Shared tools, equipment and personal protective equipment (PPE)

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

(See attachments for each LEA's specific information, data, and procedures)

Each station containing shared equipment will be provided with the disinfecting product(s), approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list, and follow product instructions and Cal/OSHA requirements. Before each use of shared equipment such as phones, headsets, desks, keyboards, writing materials, copy machines, instruments and tools, employees will utilize the provided disinfectant to sanitize the shared equipment.

Employees will be trained on the appropriate safety procedures as recommended by the CDC.

After being informed that informed an employee has tested positive for COVID-19, Maintenance shall immediately clean and disinfect all areas at the worksite accessed by the sick employee and all materials, tools, equipment, and commonly touched surfaced used by the sick employee during the high-risk exposure period.

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

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

(See attachments for each LEA's specific information, data, and procedures)

The COVID-19 Team has evaluated the organizations existing handwashing facilities and has (1) determined that the number of handwashing facilities is sufficient so that hand-washing facilities are readily accessible to all employees at all times. The organization encourages all employees to wash their hands frequently and has adjusted productivity expectations to allow extra time for employees to thoroughly and frequently wash their hands.

To ensure that employees have ample opportunity to properly wash their hands, the organization has:

- Purchased single-use towels and additional soap.
- Provide hand sanitizer throughout worksites.
- Placed additional handwashing supplies as close to work areas and break areas as possible to allow for frequent handwashing.
- The use of hand sanitizer and disinfection stations shall be available upon entering the building and near all commonly touched surfaces (e.g. communal printers, copiers, microwave, refrigerator, etc.).
- The provided hand sanitizer will meet the recommendations from CDC and Public Health.
- Employees will be encouraged to wash their hands for at least 20 seconds each time.
- Gloves will be available at the front entrance of the building or assigned zone entrance for use when cleaning.

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

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

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

(See attachments for each LEA's specific information, data, and procedures)

The LEA has developed and implemented the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace. the screening of employees may include:

Self-screening at home prior to coming to the workplace

Self-screening utilizing the health protocol (electronic reporting or paper sign-in) upon entry to the appropriate zone based on department or office location with the worksite. (Temperature check, symptom questions, exposure questions)

Human Resources monitors the daily health screening data to determine the risk of an employee entering the worksite with symptoms or exposure to COVID-19.

Human Resources will immediately contact any employee who reports symptoms or exposure to COVID-19 and discuss the next appropriate steps that may include immediately separating the employee from other employees to stop additional exposure, rapid testing on-site, recommended testing as described above, self-quarantine as recommended by the public health department.

If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus during the workday, the employee is required to:

Immediately report the symptoms to your supervisor and/or to Human Resources.

- NOTE: If you are experiencing severe symptoms and require urgent medical attention, advise your supervisor and/or Human Resources so that they can call 911.

1. Your supervisor and/or Human Resources will direct you to leave work.
2. Provide your most recent contact information, including home or mobile telephone numbers, to your supervisor before leaving the workplace.
3. Avoid close contact with other employees while at and when leaving the workplace.

If you believe that one of your coworkers may be exhibiting symptoms of illness associated with the COVID-19 virus, please contact Human Resources. Human Resources will:

1. Contact the employee and ask the employee if the employee is feeling well.

2. If the employee indicates that the employee is feeling sick, Human Resources will ask the employee for the employee's most recent contact information, including home or mobile telephone numbers, and instruct the employee to go home and contact the employee's healthcare provider.
3. Arrange for the sick employee's workstation and all common areas to be immediately cleaned and disinfected following CDC guidelines using proper disinfection procedures and appropriate personal protective equipment.

If a supervisor is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, the supervisor is required to:

1. Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
 - NOTE: If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
2. Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace
3. Immediately report the employee's illness and departure to Human Resources.

If Human Resources is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, Human Resources is required to:

1. Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
 - NOTE: If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace.

2. Instruct the employee to follow the CDC-recommended steps for individuals to follow if they are sick ("What To Do If You Are Sick" available here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
3. Inform the employee that the employee cannot return to work until the employee meets the criteria set forth in [Exclusion Of Covid-19 Cases From The Worksite And Return To Work Criteria] (below) are met.
4. Contact the employee's supervisor and advise the supervisor that the employee was sent home because the employee was ill and/or experiencing symptoms associated with 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, and how:

(See attachments for each LEA's specific information, data, and procedures)

All employees are required to notify their supervisor, manager, and/or Human Resources, through a phone call or email, immediately if any of the following occur:

- If they are experiencing any COVID-19 symptoms. A complete list of COVID-19 symptoms is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- If they have been exposed to, or potentially exposed to COVID-19 outside of work.
- Any and all unsafe conditions or violations of TCDE's COVID-19 Safety Protocols in order to minimize the potential illness to others.
- Any and all possible COVID-19 hazards in the workplace.

The LEA will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement.

- 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:

(See attachments for each LEA's specific information, data, and procedures)

Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss appropriate reasonable accommodations that may be available. The LEA will engage in an interactive process to determine if the organization can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Human Resources with any questions, any requests for accommodation, and/or any questions about available COVID-19 testing options.

- 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.

(See attachments for each LEA's specific information, data, and procedures)

Employees who are ill and exhibiting symptoms of illness associated with the COVID-19 virus are instructed not to report to work. Instead, they are strongly encouraged to call their health care provider and arrange to be tested for COVID-19. Employees should ask their health care provider for recommendations of locations and/or clinics where COVID-19 testing is available.

Upon receiving the test results, employees should immediately notify Human Resources and advise them of the test result.

If the local health department identifies a worksite as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in a worksite within a 14-day period, The LEA shall immediately provide access to COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 14-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed work site shall be tested and then tested again one week later.
- After the first two COVID-19 tests, The LEA shall provide continuous access to COVID-19 testing of employees who remain at the worksite at least once per week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.
- Continuous COVID-19 testing of employees will end once there are no new COVID-19 cases detected at the worksite for a 14-day period.

Employees who had COVID-19 exposure shall be excluded from the workplace and may not return to work until the criteria outlined in [Exclusion Of Covid-19 Cases From The Worksite And Return To Work Criteria] are met.

If there is a major COVID-19 outbreak at the worksite (i.e. when there are twenty (20) or more COVID-19 cases in a worksite within a 30-day period), the LEA shall provide access to COVID-19 testing to all employees who were physically present at the worksite during the outbreak.

COVID-19 Prevention Program

present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 30-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed work site shall be tested twice a week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

(See attachments for each LEA's specific information, data, and procedures)

The COVID-19 Team has performed a detailed risk assessment of each worksite in order to identify and evaluate potential COVID-19 exposure hazards present in each worksite.

The LEA will allow for employee and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards. The LEA has involved its employees in the risk assessment process by working as a team to develop, implement, and evaluate the COVID-19 policies and procedures.

The COVID-19 Team's risk assessment included the following elements:

1. Conducting workplace-specific evaluations.
2. Identifying all interactions, areas, activities, processes, equipment, and materials in each worksite that could potentially expose employees to COVID-19 hazards; including:
 - Identifying all places and times when employees may congregate or come in contact with one another in each worksite during the workday — such as during meetings or training and/or in and around entrances, employee work stations, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas
 - Evaluating employees' potential workplace exposure to any individuals who may enter the worksite
 - Evaluating how individuals enter, leave, and travel through the worksite and/or between fixed work stations
3. For all indoor locations, evaluating how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
4. Reviewing all applicable orders and guidance from the CDC, the State of California, and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to each location, procedures, processes, and operations.
5. Evaluating the COVID-19 prevention controls that the organization has already implemented in each worksite and determining whether there is a need for different and/or additional controls. This evaluation includes but is not limited to the following controls already implemented by the organization:
 - Protocols for correcting COVID-19 hazards
 - Physical/social distancing protocols
 - Face covering protocols
 - Any other engineering controls, administrative controls, and/or PPE implemented by the organization to eliminate COVID-19 hazards

The COVID-19 Team will continue to conduct the above-described COVID-19 risk assessment on a regular basis and will conduct periodic inspections of each worksite 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 the organization's COVID-19 policies and procedures. The COVID-19 Team will update this Program as necessary based on any new findings and/or determinations reached in the ongoing risk assessments.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

(See attachments for each LEA's specific information, data, and procedures)

Management and supervisors ensure employees, prior to the beginning of work assignment and as needed thereafter, participate in COVID-19 training in a language that is readily understandable by all employees through virtual training.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- 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 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

(See attachments for each LEA's specific information, data, and procedures)

The organization stresses the importance of employees staying home if either they or anyone they live with is sick and/or has tested positive for COVID-19. Employees who develop COVID-19 or other flu-like symptoms are required to remain at home and may not return to work until the following return to work requirements are met. (Please note: A negative COVID-19 test shall not be required for an employee to return to work.)

1. Employee Exhibiting COVID-19 Symptoms, But Tests Negative For COVID-19

If an employee exhibits COVID-19 symptoms but tests negative for COVID-19, the employee must remain at home until the employee is symptom-free for 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The LEA will similarly require an employee that reports to work with symptoms (but tests negative for COVID-19) to return home until they are symptom-free for 24 hours.

2. Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work.

a. Employee Remains Symptom-Free

An employee who tests positive for COVID-19, but remains symptom-free may return to work when at least ten (10) days have passed since the date of specimen collection of the employee's first positive COVID-19 test.

b. Employee Experiences COVID-19 Symptoms

An employee who tests positive for COVID-19 and experiences COVID-19 symptoms may return to work when the following occur:

- At least twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- The employee's COVID-19 symptoms have improved; and
- At least ten (10) days have passed since COVID-19 symptoms first appeared.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. TCDE may require an employee to provide documentation clearing their return to work.

B. Employees Who Were Exposed At The Worksite To An Employee Who Has Tested Positive For COVID-19

Employees who were exposed at the worksite to a person who has tested positive for COVID-19 are required to remain at home and may not return to work for 10 days after the last known COVID-19 exposure to a COVID-19 case.

After the 10-day quarantine period has passed, exposed, asymptomatic employees may return to work, but are required to take the following precautions:

- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others through Day 10 after last exposure;
- Use surgical face masks at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure; and
- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

C. Employees Excluded From Work Due To COVID-19, But Otherwise Able To Work

To the extent that their job duties can be performed remotely, employees who are excluded from work (see above), but are otherwise able and available to work, may be allowed to perform their work duties from home, on a remote basis, until they are able to return to work in accordance with the above return to work criteria. This option will be evaluated on an individual basis between the Supervisor and the employee.

For employees who are otherwise able and available to work, but their job duties cannot be performed remotely, the LEA will continue and maintain the excluded employee's earnings, seniority, and benefits in accordance with the LEA's COVID-19 Policy on Pay & Benefit Continuation while the employee is off work unless one or both of the following occur:

- The employee is unable to work for reasons other than protecting persons at the workplace from COVID-19 transmission, and/or
- The LEA can demonstrate the exposure was not work-related.

Your supervisor and/or Human Resources will advise you if your job duties can be performed remotely and, if applicable, will provide you with relevant information concerning your remote work.

If an employee is ordered to isolate or quarantine by a local or state health official, the employee shall 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 shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

After the 10-day quarantine period has passed, exposed, asymptomatic employees may return to work, but are required to take the following precautions:

- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others through Day 10 after last exposure;
 - Use surgical face masks at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 10 after last exposure; and
 - Self-monitor for COVID-19 symptoms through Day 10 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.
-
- 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, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

(See attachments for each LEA's specific information, data, and procedures)

Human Resources shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department.

The employer shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring at the worksite.

Human Resources shall maintain records of the steps taken to implement the written COVID-19 Prevention Program. The organization's written COVID-19 Prevention Program has been distributed to all employees and shall be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

Human Resources shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, the location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test using Appendix C: Investigating COVID-19 Cases form. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with any and all personal identifying information removed.

Human Resources will record information as required on its Log of Work-Related Injuries and Illnesses (Log 300)

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 10 days from the time the order to quarantine was effective.

Title of Owner or Top Management Representative

Signature

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person Conducting the Evaluation:

Date:

Name(s) of Employees and Authorized Employee Representative that Participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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			

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

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):	
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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.

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

(See attachments for each LEA's specific information, data, and procedures)

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to:

NA - housing not provided.

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Appendix A-- Communication

Communication will be provided:

- In varied communication platforms (email, Aeries Communication, School Messenger, Catapult Connect messaging system, website posts, social media, printed mailings/handouts) aimed to meet the needs of the preferred audience/s and in families' primary language.
- The Tehama County schools' Reopening Plan is accessible to families/staff on the TCDE website or in print if requested.
- About which plan (A, C, or D) is currently being implemented at each school site in response to COVID-19. This includes communication about Plan D when there is a positive case for COVID-19.
- From the TCDE Central COE Office and/or the TCDE Special Education/SELPA office that includes critical information about COVID-19 to reduce confusion, anxiety, or misunderstandings and ensure one consistent message. Additionally, districts wherein TCDE programs are located may also offer messages. TCDE programs will follow the direction and decisions of those districts (Gerber Union Elementary School District, Red Bluff Joint Union High School District, and Red Bluff Union Elementary School District)
- On the health and safety measures TCDE and Districts are taking to ensure students can return to school buildings safely including:
 - Teaching and modeling healthy hygiene practices (Appendix B)
 - Intensifying cleaning, disinfecting, and ventilating protocols (Appendix B)
 - Screening, monitoring, and contact tracing (Appendix C)
 - Expectations for physical distancing and the proper use of face coverings (Appendix D)
- About basic information on COVID-19 and measures families/staff can take to stay safe when not at school. (Appendix C)
- In the Parent/Student back to school packets on when to keep a student home and the process for notifying the school. (Appendix C)
- In the Parent/Student packets for when a sick child is sent home and when to return; this includes information on self-reporting symptoms. (Appendix C)
- On the School-Parent Compact about expectations for the staff, parents, and students to promote the health and safety of all in the midst of this pandemic. This School-Parent Compact must be signed by each family.
- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.
- In student information booklets/video messages on what returning to school looks like; this will be developmentally appropriate for students (for example - a

reading booklet, video of social story, about school reopening and new procedures).

- By school administrators and office staff as well as classroom teachers in order to consistently communicate with all families to ensure students are supported.

Appendix B

Promoting Healthy Hygiene Practices

Intensifying Cleaning, Disinfecting, and Ventilating

Personal Protective Equipment

Equipment Availability

Cleaning Supply Availability

Promoting Healthy Hygiene Practices

- Handwashing
 - Teach and reinforce washing hands for 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly when:
 - Entering the bus
 - Arriving at school
 - Before and after eating
 - After coughing, sneezing, or blowing the nose
 - After being outside
 - Before and after using the restroom
 - After having close contact with others
 - After using shared surfaces or tools
 - Staff should model and practice handwashing when:
 - Arriving at school
 - Before and after eating
 - After coughing, sneezing, or blowing the nose
 - After being outside
 - Before and after using the restroom
 - After having close contact with others
 - After using shared surfaces or tools
 - Use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Children under the age of 9 should only use hand sanitizer under adult supervision. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

- Built in time throughout the day for routine hand washing by both students and staff.
- Contact/Covering
 - Teach avoiding contact with one's eyes, nose, and mouth.
 - Teach covering coughs and sneezes: use a tissue to wipe nose and cough/sneeze inside a tissue or their elbow.
- Signage
 - Post signs on how to stop the spread of COVID-19, the use of facial coverings, properly wash hands, and promote everyday healthy hygiene practices.

Intensifying Cleaning, Disinfecting, and Ventilating & Personal Protective Equipment

- Busses should be thoroughly cleaned and disinfected daily. Drivers should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during route transportation.
- School spaces should be thoroughly cleaned and disinfected daily by trained custodial staff:
 - Handrails
 - Door handles/surfaces on doors that are touched frequently
 - Light switches
 - Sink handles
 - Tables
 - Student desks
 - Chairs
 - Staff desks
 - Keyboards, phones, copy machines
 - Restroom surfaces
 - Playground equipment
- School staff should be provided disinfectant and gloves to support disinfection of frequently touched surfaces during the school day and as needed when children are present:
 - Door handles/surfaces on doors that are touched frequently
 - Light switches
 - Sink handles
 - Tables
 - Student desks
 - Chairs
 - Staff desks
 - Keyboards, phones
 - Toys, games, art supplies

- Instructional materials
- Physical education equipment
- Technology (following the directions from the technology department)
- Ensure safe and correct application of disinfectant and keep products away from students. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
 - If opening windows poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Depending upon which plan we are in (Plan A or C), we will suspend the use of drinking fountains and encourage the use of non-refillable water bottles.
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- A daytime custodian has been assigned to TCDE Regional Special Education Programs to ensure timely cleaning is occurring in classrooms.

Equipment Availability

- Plans for an ongoing supply of personal protective equipment and masks to comply with CDPH guidance for students and staff (as appropriate for each staff job classification, respectively, as well as OSHA requirements).
- Plans for supply of no-touch thermal scan thermometers and back up batteries

Cleaning Supply Availability

- Plans for portable hand washing stations, if needed. TCDE Regional Special Education Programs are already equipped with sinks and bathroom areas, with small class sizes.
- Plans for ongoing supply of school-appropriate cleaning supplies to comply with CDHP guidance. When choosing cleaning products, use those that are approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list and follow product instructions.
 - To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
 - Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
 - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Plans for ongoing supply of hand sanitizer, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

Appendix C

Illness Prevention

Illness Prevention

- Educate students on the COVID-19 virus and the signs of illness, utilizing school nurses, when available, and incorporating professional development for the staff in order to assist in efforts.
 - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, headache, sore throat, new loss of taste or smell
- Staff and students will be trained in self-screening for symptoms.
- Encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home and self-monitor for symptoms. If symptoms do not develop, follow appropriate CDC guidance for home isolation.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - Protect the school community
 - Reduce demands on health care facilities
 - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and

public health authorities.

Self-Reporting

- Parents/guardians of students are encouraged to report their child's symptoms and subsequent absence to the attendance clerk of the respective school site. Attendance clerks will follow-up with parents/guardians each day of students who have not called in to report an absence. This information will be recorded in the Student Information System.
- Staff members are required to report to their supervisor if they are absent. This information will be recorded in Aesop (for those sub-groups who are enrolled in this program) or on our Absence From Duty Forms (for other staff).

Screening

- Screening procedures for staff and students will be used upon entering the facility under Plans A, C, and D (when applicable), daily, and confidentiality will be maintained:
 - Visual wellness checks
 - Temperature screening (100.4) with a no-touch thermometer that is properly cleaned and disinfected after each use:
 - For students, at bus stop prior to boarding
 - For students, at the car at drop off
 - For staff, in the screening room
 - For staff children, in the screening room
 - Covid-19 questionnaire
- Staff are required to sign in to each zone and site they enter, daily. An electronic check in system was developed for all staff members of TCDE, to use prior to entering any facility as many of the regional special education staff are itinerant and attend multiple school sites per day.
- Multiple staff members in the TCDE regional programs are trained in administering the COVID-19 rapid test and can utilize this as an extra screening measure for students or staff who are screened with multiple symptoms and/or who develop symptoms during the school day. It is important to note that even after a rapid test is administered, it is required to have a PCR COVID 19 test for confirmation.

Monitoring

- Monitoring procedures for staff and students will be used throughout the day and confidentiality will be maintained:
 - Visual wellness checks

- Temperature screening (100.4) when sent to the screening room for a health check, as necessary (taking personal belongings with them at that time) with a no-touch thermometer that is properly cleaned and disinfected after each use.

When there is a fever of 100.4 or higher:

- Sick staff and students at school will be required to put on a face mask and be isolated until they can be sent home. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people:
 - The isolation space should ideally be cleaned and disinfected after 24 hours of remaining empty. If it is not possible to wait 24 hours, wait as long as is practicable. Ensure a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning.
- If Covid-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, 9-1-1 will be called.
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation and quarantine orders issued by Tehama County Public Health and/or the school or LEA. Access to instruction will be provided while that student is home.

When there is a positive case of Covid-19:

- Health or administrative staff should notify local health officials if there is a positive case of Covid-19 and vice-versa.
- In consultation with local public health officials, consider whether in-person school closure is warranted and length of time based on the risk level within the specific site and potentially across sites and zones. Full site closure would only be necessary if public health deemed the site an outbreak, based on OSHA metrics.
-
- The human resources, administrative, and health staff in coordination with local public health officials should track incidents of possible exposure through contact tracing.
- The classroom/office where the Covid-19 positive individual was based will need to be disinfected
- Additional areas of the school visited by the Covid-19 positive individual will need to be disinfected.
- Administration will notify staff and families immediately of any positive case of Covid-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

- Additional close contacts at school outside of a classroom should also isolate at home.
- Administration will work with staff to develop a plan for continuity of education and nutrition and other services as the program and district transitions to the appropriate next plan (A or C).

Contact Tracing

- Bus drivers keep a record of which students are riding the bus each day and will submit these documents to the SELPA/ SPED office weekly for documentation.
- Teachers will take attendance each day and record which students are in attendance into Aeries.
- Students who are sent home with a fever or COVID-19 symptoms will be picked up by a parent and the health information will be recorded in our Aeries.
- Students who use the bathroom during the day will be required to sign in and out of their classroom. Regional programs have their own bathrooms and will follow the zone process.
- Tehama County Regional Special Education Programs who reside on other district sites (GUESD and RBUESD) will be responsible for maintaining attendance records and upon request, sharing with TCDE's contact tracing team, school nurses, and/or public health if the need arises.
- Classified staff will sign in to and out of each work site each day. This includes checking in to each site (QR code or physical sign in sheet) that you attend.
- Certificated staff will check in and out each day at their respective campus and absences will continue to be recorded in Frontline . Staff will track their services and locations on their Google calendar. Each district and program has their own check in and check out procedure that will need to be followed for contact tracing. Staff will check in via QR Code or physical sign in sheet to each Zone where the staff member is present throughout the day within TCDE and/or district.
- Individual District Office Staff and TCDE will continue to sign in/out of work each day in the District Office and also keep a personal log on their Google Calendar and retain this for contact tracing should it be necessary.
- All other TCDE staff (itinerant staff and service providers, maintenance/custodial, SELPA staff, transportation, etc) will also be required to sign in/out if they enter into any Regional Classroom or SELPA building in order to have data for contact tracing should it be necessary.
- The Department has Four Trained Contact Tracers, three in the Special Education Department and one in the Human Resources Department. Additionally, all school nurses have had extensive training and collaboration with Public Health in the area of contact tracing.

Appendix D - Plan A and C

Physical Distancing and Face Coverings

Transportation

Arrival/Departure

Classrooms

Movement on Campus

Playgrounds/Outside Spaces/Athletics

Staff Workplaces

Physical Distancing and Face Coverings

- Staff and students will be trained in physical distancing.
- Students will be required to wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. Anyone over the age of 2 is required to wear face coverings in the classroom, unless they have an exemption based on a medical, physical, or cognitive disability. Note: Students will NOT be required to wear face coverings during exercise in physical education as physical distancing can be maintained at that time. ALL students will be expected to wear face coverings that cover the mouth and nose consistent with public health guidance.
 - While waiting for and riding on the bus
 - When entering/leaving campus
 - When using the restroom
 - When seeking a health check in the screening room or visiting the office
- In order to comply with this guidance, schools must **exclude** students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. TCDE Regional programs will provide face coverings to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. In addition, we will offer Independent Study for students who are excluded from campus for failure to comply with the expectation.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face

covering. Many students in the TCDE Regional TENS program fall under this exemption due to their documented disability and/or health condition.

- Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Students and staff with health issues will work with our Nursing/Human Resources staff to make the appropriate accommodations.
- Staff are required to wear facial coverings, specifically masks. Surgical masks are preferred, however, cloth facial masks are sufficient. Staff of students with disabilities may prefer a face shield to a mask. To mitigate the spread, a drape attached to the face shield is required.
- TCDE regional special education programs have more students with medical conditions and disabilities that will prevent them from wearing masks. The ability to physically distance is more readily available in these classrooms due to small class sizes. Additionally, if needed, portable plexiglass shields and/or partitions will be present to provide distancing and barriers.
- Teach and reinforce the use of masks/facial coverings remind students and staff not to touch the face covering and to wash their hands frequently.
- Remind staff and students to wash facial coverings they reuse.
- Food Service staff are required to wear cloth face coverings and gloves as well as aprons.
- Front Office staff should use cloth face coverings and gloves when interacting with the public if physical barriers are not available.
- Employees engaging in symptom screening should wear surgical masks or face shields and gloves.
- Information should be provided to all staff and families on appropriate removal and washing of cloth face coverings. TCDE regional programs will utilize social stories.

Transportation

- Students are required to wear face coverings at bus stops and on buses.
- Students and parents will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading, and parents must remain present until their children have been screened.
- Students should be seated with their family in the same bus seat and all seats will be pre-assigned by the bus driver.
- Clear barriers may be used to provide a space for students who need to be isolated and for those who are unable to wear face coverings.
- Windows will be opened for ventilation when practicable.

Arrival/Departure

- Arrival and departure times will be staggered as practicable as to minimize cohort cross over, scheduling challenges for families, and the staff's abilities to attend to health checks. (Family cohorts will have consistent arrival and then departure times.)
- Students are required to wear face coverings when arriving and departing from school.

Classrooms

- Re-teach appropriate social skills encouraging minimal physical contact.
- To the extent possible, and as recommended by the CDC, students will remain with their classroom cohort to minimize the mixing of student groups throughout the school day. TCDE Regional programs will create "zones" within the program to establish these cohorts to prevent the spread. Staff will not be allowed to cross zones unless they are assigned to multiple cohorts.
 - Specific work areas and zones will be assigned due to our small class sizes, which will minimize face to face contact. Clear physical barriers may be used between students.
 - Students will remain in the same classroom all day
 - Desks should be arranged apart from one another when possible and arranged in a way that minimizes face-to-face contact. Clear physical barriers may be used between students.
- Other campus spaces will be utilized for instructional activities, as necessary.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. TCDE Regional Special Education Programs have small class sizes.
- Teachers will develop instructions for minimizing movement in both their indoor and outdoor spaces that are easy for students to understand and developmentally appropriate.
- Teachers will develop procedures for turning in assignments to minimize contact.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture, carpet areas, and play spaces to maintain separation, when possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Backpacks should be hung on the back of the students' chair and a home lunch should be brought only in a paper or plastic disposable container kept under their desk.
- Prohibit sharing of pencils and pens and other school supplies/learning tools.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Activities that involve singing must only take place outdoors.
- Windows will be opened for ventilation when practicable.
- The CDC recommends virtual activities in lieu of field trips and no intergroup events (such as assemblies).

Movement on Campus

- Routes for entry and exit will be put in place to limit direct contact with others as much as practicable.
- Signage will be posted to direct traffic around campus.
- Minimize congregate movement through hallways as much as practicable.
- Bathroom times will be established for the zones in the program, as TCDE programs have their own bathrooms, within their classrooms. Additionally, staff will use hygiene and follow CDC guidelines for students who require specialized diapering.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least 6 feet apart.

Playgrounds/Outside Spaces/Athletics

- Increase supervision to ensure physical distancing.
- Recess will be held in designated areas for designated cohorts and face coverings should not be worn.
- Physical education (PE) and any intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Physical distancing should be maintained during physical education and face coverings should not be worn.

Food Service

- Physical interaction will be limited during meal service by providing meals in the classroom and making use of outside spaces on campus, when appropriate. Appropriate cleaning and trash removal systems will be put in place including tubs for liquid waste.
- Individually plated or bagged meals will be served.

- The sharing of foods and utensils will be prohibited.
- With an approved National School Lunch Program waiver, we will ensure Grab and Go meals for students on Independent Study as well as during Plan C.
- Students who bring their own lunch must bring it in a disposable bag (paper or plastic).

Staff Workspaces

- Physical distancing among staff in their work environment will be encouraged to reduce spread of the virus that includes:
 - Avoid staff congregation in work environments, break rooms, staff rooms, and bathrooms.
 - Avoid grouping staff together for training or staff development. Training may be offered virtually or, if in-person, ensure distancing is maintained.
- In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.
- Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.
- Staff will wear face coverings while indoors, unless alone in an office space

Appendix E

Educational Programs

Long-Term Independent Study

- Students will sign up for long-term Independent Study one quarter at a time; the final day to apply will be 10 school days before the quarter begins:
 - Quarter 1 - August 3 for August 17-October 9 ISP
 - Quarter 2 - September 25 for October 19-December 18 ISP
 - Quarter 3 - December 7 for January 4-March 19 ISP
 - Quarter 4 - March 8 for March 22-June 10 ISP
- Students will submit completed and corrected work every 10 days.
- Students will meet with the teacher (in-person, by phone, or through Google Meet) every 20 days.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their long-term Independent Study.
- A new contract will need to be issued every 20 days of the quarter.
- Independent study work will be issued by the teacher and relevant to what content is being taught in the classroom so if a student comes back to in-person enrollment, they will be at the same place in the curriculum.

- The school year will begin with a two week review, and following that, all ISP work will follow what is happening in the classroom by two weeks.

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Long-Term Independent Study/Distance Learning - Based on IEP Goals and Objectives (Individualized Instruction)

- Students will sign up for long-term Independent Study one trimester at a time; the final day to apply will be two weeks prior to the start of the requested trimester:
 - Trimester 1 - August 21st for Trimester 1 ISP
 - Trimester 2 - October 30th for Trimester 2 ISP
 - Trimester 3 - February 5th for Trimester 3 ISP
- Students will submit completed and corrected work every two weeks.
- Students will meet with the teacher (in-person, by phone, or through Google Meet or Zoom) every 20 days.
- Students will be provided with support/accommodations within their long-term Independent Study.
- Independent study work will be issued by the teacher/case manager and relevant to what content is being taught in the classroom so if a student comes back to in-person enrollment, they will be at the same place in the curriculum.
- The school year will begin with a two week review, and following that, all ISP work will follow what is happening in the classroom by two weeks.

Short-Term Independent Study

- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.
- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their teacher when the student returns to school.

In-Person Regular Schedule

- Students will be provided learning opportunities as defined by their IEP goals and objectives. If their primary placement is within the general education environment, with regional program supports, the following learning opportunities will be provided:
 - English Language Arts

- Mathematics
- Science
- Social Science
- Health/Physical Education
- Social Emotional Learning
- General Education Placements: Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning; this may include Distance Learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, Closed FaceBook Group, or via Zoom or Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate and may be in-person or online.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs will be provided with supports to meet their individual needs, and the special education staff will work in concert with classroom teachers, if the student mainstreams, to this end.

Distance Learning

- Students will be provided learning opportunities as defined by their IEP goals and objectives. If their primary placement is within the general education environment, with regional program supports, the following learning opportunities will be provided:
 - English Language Arts
 - Mathematics
 - Science
 - Social Science
 - Health/Physical Education
 - Social Emotional Learning
- General education placements: Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.

- Chromebooks will be available for checkout.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers may create a daily message to send out through Closed FaceBook Group, Google Classroom, or YouTube channel (good morning, guidance about work for the day, explain what the new learning concepts will be delivered via activities, packets, other technology, etc).
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet every 10-15 days with their teacher (in-person, by phone, or via Zoom, Google Meet, etc.) to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate, during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher, and when appropriate, the ELD teacher.
- Students with IEPs will be provided with supports to meet their individual learning needs. The special education staff will work in concert with the classroom teacher to this end.
- Depending upon the number of students who enroll in Independent Study/Individualized Instruction, Minimum day time may be devoted to ISP planning, preparation, and meetings. (Further discussion will happen with our Teacher Stakeholder Group as more information becomes available about participation.)
- Consideration may be made to re-assign or hire a certificated teacher to oversee the Individualized Instruction to alleviate the heavy load placed on teachers as well as to ensure consistency in quantity and quality of assignments across the District. (Further discussion will happen as more information becomes available about participation.)

Short-Term Independent Study

- Short-term Independent Study will be available for students just as it has always been.
- Site administrators will make a determination of whether to grant the ISP.

- Students may need to enter the short-term Independent Study for a medical emergency, family emergency, or have other plans and their child cannot attend in person.
- Students who are English Learners, have an IEP or a 504 will be provided with support/accommodations within their short-term Independent Study.
- Classroom teachers are responsible for preparing and collecting the short-term Independent Study work and submitting it to their site Principal when the student returns to school.

In-Person Regular Schedule

- Students will be provided learning opportunities as defined by their IEP goals and objectives. If their primary placement is within the general education environment, with regional program supports, the following learning opportunities will be provided:
 - English Language Arts
 - Mathematics
 - Science
 - Social Science
 - Health/Physical Education
 - Social Emotional Learning
- General Education Placements: Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning; this may include Distance Learning.
- Students and their parent/guardian will meet with their teacher (in-person, by phone, Closed FaceBook Group, or via Zoom or Google Meet) as necessary to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate and may be in-person or online.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher.
- Students with IEPs will be provided with supports to meet their individual needs, and the special education staff will work in concert with classroom teachers, if the student mainstreams, to this end.

Distance Learning

- Students will be provided learning opportunities as defined by their IEP goals and objectives. If their primary placement is within the general education environment, with regional program supports, the following learning opportunities will be provided:
 - English Language Arts
 - Mathematics
 - Science
 - Social Science
 - Health/Physical Education
 - Social Emotional Learning
- General education placements: Teachers will use CA State Content Standards to drive instruction and ensure consistency across the grade level as well as vertically to ensure students are growing toward the next grade level's expectations.
- Chromebooks or other appropriate technology will be available for checkout.
- Teachers may use digital instructional tools for those students who have access; additional digital options for students will continue to be pursued.
- Teachers may create a daily message to send out through Closed FaceBook Group, Google Classroom, or YouTube channel (good morning, guidance about work for the day, explain what the new learning concepts will be delivered via activities, packets, other technology, etc).
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.
- Students and their parent/guardian will meet every 10-15 days with their teacher (in-person, by phone, or via Zoom, Google Meet, etc.) to discuss areas of focus and learning forward.
- Diagnostic, formative and summative assessments will be conducted, as appropriate, during the Distance Learning time.
- Students will be held accountable for their work, and Progress Reports and grades will be issued accordingly.
- Students who are English Learners will be provided with supports to meet their language needs from their classroom teacher, and when appropriate, the ELD teacher.
- Students with IEPs will be provided with supports to meet their individual learning needs. The special education staff will work in concert with the classroom teacher to this end.
- Teachers will continue to focus on providing students with opportunities to engage in learning and consider offering them a menu of options to highlight their learning.

- Additional documentation, specifically for students with IEPs, will be developed, as state guidelines and mandates come out. Teacher stakeholder groups will be consulted on the documentation of these items to ensure consistency.


Appendix F

Employee Support

- Training (in-person or virtually) will be provided on:
 - The Reopening Plan overarching components and details
 - Healthy hygiene:
 - Frequent hand washing and proper technique
 - Cough/sneeze etiquette
 - Keeping one's hands away from one's face
 - Cleaning, disinfecting, and ventilating frequency, methods, and tools/chemicals in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.
 - Illness Prevention
 - Covid-19 virus information
 - Symptom screening including temperature checks
 - Self-monitoring
 - Physical distancing of staff and students
 - Proper use and cleaning of face coverings
 - Responding to Illness/Injury - using our Illness/Injury Matrix
 - Contact tracing
- Continued training on:
 - Trauma Invested Practices
 - Responding to Behavior
 - Social Emotional Learning
 - Specialized Academic Instruction and Related Services in the midst of the Pandemic.
 - IEP Documentation
- Staff are encouraged to contact Noelle DeBortoli, Executive Director of Human Resources, Veronica Coates, Assistant Superintendent of Tehama County SELPA, Mark Pffaff and Loreina Santana, Directors of SPecial Education, and Kristen Mackintosh, TCDE Nursing Supervisor as they are the Liaisons to Tehama County Public Health, if they have Covid-19 health concerns regarding their student. Ms. Mackintosh is trained to oversee illness prevention, coordinate contact tracing, track exposure, and works closely with our local health department to ensure we have updated information about COVID 19 scientific knowledge, updated guidance, and testing information. She has specialized training in contact tracing. She also coordinates communication and collaboration with all district nurses, public health nurses, and leadership.

- Staff are encouraged to contact Noelle DeBortoli, Human Resources, if they have COVID-19 employment questions in relation to absences. Including information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- Tehama County Department of Education (TCDE) also had four staff members participate in state public health contact tracing. Both TCDE regional special education program Directors, (Mark Pfaff and Loreina Santana) received this training. Additionally, Katie Silva, Tehama SELPA Administrative Assistant and Michelle Baker, Human Resources Administrative Assistant participated in this contact tracing training.

SERRF COVID-19 Guidance & Implementation Plan Tehama County School Sites

Reopening Components	Requirements / Strategies	Procedures
<p>Start- Up: 1ST Day..1st 14 Days</p> 	<p>Healthy Hygiene / Intensify Cleaning / PPE</p> <p>Establishing SAFE SERRF Environment</p> <ul style="list-style-type: none"> • Staff <u>DAILY</u>: Well Informed/Prepared • Welcoming SERRF Poster • Well Organized • Clean Surfaces <p>Practicing & Teach Social Distancing...(pool noodle...)</p> <p>Wearing Masks /Shields</p> <p>Washing Hands (Scheduled)</p> <p>Post- hand washing signs</p> <p>NO Drinking Fountain- Bottled Water/Bring From Home</p> <p>Regularly Scheduled Sanitation</p>	<p>-Teach Healthy Hygiene Practices -CDE & CDC (see padlet):</p> <ul style="list-style-type: none"> - Hand Washing - Contact/Covering with Coughing/ Sneezing - Post Signage - Use of Sanitizer <p>-Ensure Necessary Cleaning & Sanitation Supplies are Available (TCDE & School)</p> <p>- Teach Physical Distancing and Appropriate Use of Face Coverings</p>
<p>Sign-In/Sign-Out</p>	<p>Illness Prevention / Screening / Monitoring</p> <p>Staff:Health Check Daily</p> <p>Students: Daily Health Check</p> <p>Touchless Sign-In/Out</p> <p>Minimal Campus Access for Parents/Guardians</p> <p>-Sign-In:</p> <ul style="list-style-type: none"> - Staff Greeting - Health Check - Physical - visual, temp check, 	

	<p>COVID-19 Questions - Mental Health Check</p> <p>-Sign-Out: - Assign Specific Time to Pick up (Grade Level) -Drive Through -Parents Text</p> <p>Sick Staff or Student Protocols</p>	
SERRF Groups/Working	<p>Sign-In/Out Zones/Cohorts Staggered Breaks, Snacks, Outdoor Activities, Bathroom Use Physical guides for distancing & movement - tape on floor, signage on walls</p>	
Snack/Supper (Meal) Time (Outside if Possible)	<p>6' Apart (Only Unmask to Eat)</p> <p>- Mask/Face Covering will be pulled down or placed in a paper bag w/name</p>	<p>- Limited physical interactions - Individual bagged/plated meals - No sharing of food - Lunch must be brought in a disposable paper bag</p>
Energy Break (Outside if Possible)	<p>-Staggered from other Groups -Designated Areas/Zones</p>	<p>*Mask Break -Outside -Spread Out (6') and BREATHE!!!</p>
Team-Building/Connecting	<ul style="list-style-type: none"> • High Five in the Air • Foot Bumps • Elbow Bumps • Secret Handless Air Shake • Finger Snaps 	
Academics/Enrichment	<p>Educational Programs -6' Apart w/Mask</p>	<p>- Individual Student Supply Kits: pencil, crayons, eraser, glue stick, journal</p>

	<ul style="list-style-type: none"> -Utilizing Projectors/Elmos -SEL Component (ALWAYS) -Using what we have... -Limiting Object Touching - Sanitizing 	
Recreation	<ul style="list-style-type: none"> -6' Apart -Outside if Possible 	<ul style="list-style-type: none"> -Increased supervision to ensure physical distancing -Designated areas for cohorts -No physical contact activities or shared equipment - No face covering
Story Time/Read Alouds	<ul style="list-style-type: none"> - Dots / Carpet Squares 	
Staff Workspaces	<ul style="list-style-type: none"> - Avoid congregating - Maintain 6 ft social distancing, use face coverings (especially when physical distancing cannot be maintained) 	

Tehama County Department of Education State Preschool Plan for Reopening Preschools – July 2020

The following guidelines have been adapted from Community Care Licensing and the Centers for Disease Control and Prevention. These guidelines support staff, families and children. Signs and symptoms of COVID-19 will be posted where visible to staff and families.

Activity	Implementation
Morning Screening	<ul style="list-style-type: none">• Stagger arrival times – 8 children every 15 minutes• Place physical distancing visuals on ramp (6 ft.)• Families wait in vehicle until a physical distancing spot becomes available.• Children temperature check with a touch-less thermometer 100.4 or less.• Teacher asks the parent/guardian screening questions.• Once the child is cleared the child is marked present in Childplus by the screening teacher.• If the child does not pass the health screening, this is documented in ChildPlus and the child is sent home with the parent/guardian.• Child who passes health screening enters the classroom to wash hands for 20 seconds. All children age 2 and up will wear facial coverings.• Staff will wear a facial covering at all times, with the exception of eating or drinking.
Departure	<ul style="list-style-type: none">• Families will be given a 15 minute time frame to pick up their child from school.• Staff will observe for the child's parent/guardian arrival. Upon arrival a staff member will enter the child's departure time and walk the child to the door. Staff will ensure that children are being released to authorized individuals as stated on the child's emergency card.
Cohorts	<ul style="list-style-type: none">• When possible, groups will alternate between outside and inside time.• The teaching staff will be responsible for sanitizing in between groups of children.• Staff will retain a staffing ratio of 1:8, however if staffing allows smaller ratios will be followed.• Staff whenever possible will keep the same group of children each day and include same sibling sets in the same group.
Sanitization	<ul style="list-style-type: none">• The classroom will be sanitized at the end of each day by maintenance.• Frequently sanitize frequently touched surfaces. Clean surfaces that are frequently touched, such as shared desks, counter tops, door knobs, etc.• Touchless Bathroom fixtures will be sanitized after groups of children or after an individual child touches these fixtures.

	<ul style="list-style-type: none"> • Playground equipment will be sanitized in between different groups of children or weekly if not shared between groups. • The classroom will be sanitized in between different groups of children. • Follow ECERS guidelines for table cleaning and sanitization. * see cleaning and disinfecting guidelines.
Physical Distancing	<ul style="list-style-type: none"> • Maintain physical distancing of 6 feet or more at all times in between children and adults. When physical distancing is not possible, face coverings should be worn. • Limit any non-essential visitors from entering classrooms. • Visual cues will be provided for children throughout the inside and outside environment.
Meals	<ul style="list-style-type: none"> • Children wash their hands before and after meals. • Meals will be plated and served to children at their table. • Food will be kept on a serving cart or shelf. • stagger eating times for children to allow for physical distancing. • When possible, children will eat outdoors under the covered patio. • Tables will be sanitized immediately after meals.
Staff	<ul style="list-style-type: none"> • Staff will self screen including a temperature check each morning before entering the classroom. • Staff will monitor each other for signs of illness throughout the day. • Staff will wash hands immediately upon arrival into the classroom • Staff will wear protective face coverings. • Use “respiratory etiquette” Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans. • Staff will teach healthy habits associated with COVID-19: physical distancing, proper hand washing procedures, respiratory etiquette, and use of facial coverings when physical distancing is not possible. • staff will keep families updated and informed of classroom activities. • Staff will bring an extra set of clothes to school in the case of contamination.
Staff Training	<ul style="list-style-type: none"> • Before school, staff must complete all mandated Keenan modules. • Before school, staff will receive training on new COVID health and sanitizing protocols. • Staff will receive training regarding new health protocols for preschool children. • Staff will receive ongoing training as needed.
Communication	<ul style="list-style-type: none"> • Family contact information will be collected at the beginning of the year and reminders every Friday (home phone,

	<p>cell phone, email and physical address as well emergency card contacts).</p> <ul style="list-style-type: none"> • Family will share daily who will be picking up their child from preschool. • Staff and families will be informed if any changes are made to this process and without sharing any confidential information if any staff, parent/guardian or children test positive for COVID-19. • If a child, parent/guardian/staff is with symptoms, they should quarantine at home and seek medical advice from their primary care provider. • Public Health will be notified if anyone tests positive for COVID-19. We will follow all guidance provided by Public Health. • Families will have limited access to the classroom. Families must wash hands or use hand sanitizer immediately upon entering the classroom.
Napping	<ul style="list-style-type: none"> • Cots placed at 6 feet apart when possible. Furniture between cots can be utilized to create physical barriers. • cots will be placed so children sleep head to toe • Children have an assigned cot – sanitized weekly on Fridays • Children's bedding stored in large Ziploc bags – sent home to be washed weekly • Families will be surveyed regarding their child's napping habits. children who do not nap, will not be required to nap. All children are required by licensing to rest for 20 minutes.
Class or Site Closure	<ul style="list-style-type: none"> • If a child develops symptoms of illness and/or a temperature, the child will be isolated from the group and the parent/guardian called and this information documented in ChildPlus. • If a child or teacher tests positive for COVID, we will seek direction from public health. • If a child or teacher has been exposed to COVID outside of school, The child/teacher will self isolate per direction from public health. • In the event of a closure, teaching staff will provide distance learning for all children via Learning Genie, Facebook and phone consulting. • Community Care Licensing and the Early Learning and Care Division will be notified of any classroom or center closures.

- Approved by Tehama County Health Services Agency on June 25, 2020.

Tehama Oaks Reopening Plan – July 2020

The following guidelines have been adapted from the Centers for Disease Control and Prevention, CDPH, and WHO. These guidelines support staff, families and children. Signs and symptoms of COVID-19 will be posted where visible to staff and students.

Activity	Implementation
Arrivals & Screening	<ul style="list-style-type: none">• Place physical distancing visuals posted on the floor at the outside of the door to the classroom• Staff will conduct home self-screening.• Facility staff monitor and respond to student health concerns prior to school, including Student temperature check with a touchless thermometer 100.4 or less.• Facility staff ensure students wash hands for 20 seconds prior to entering classroom• Staff wear protective face covering (shield) or cloth covering.• Facial coverings will be required when 6ft physical distancing may not be possible.• Teach and reinforce student cough and sneeze etiquette• Monitor students for signs of illness during the school day, notify facility staff of any concerns
Cohorts	<ul style="list-style-type: none">• Classroom groups will remain in the same cohort as the living units.
Sanitization	<ul style="list-style-type: none">• Staff will be responsible for sanitizing their work areas upon entering and leaving for the day• The classroom will be sanitized at the end of each day by staff.• Frequently sanitize frequently touched surfaces. Clear surfaces that are frequently touched, such as shared desks, counter tops, door knobs, etc.• Staff bathroom fixtures will be sanitized by staff members after each use.
Physical Distancing	<ul style="list-style-type: none">• Maintain physical distancing of 6 feet or more at all times in between adults. When physical distancing is not possible, face coverings should be worn.• Limit any non-essential visitors from entering classrooms or the building.• Visual cues will be provided for students throughout the inside and outside environment.
Meals	<ul style="list-style-type: none">• Meals are provided by facility staff outside of the classroom environment
Staff	<ul style="list-style-type: none">• A screening of employees will be completed upon arrival prior to entering the classroom. This will include individual temperature checks.• Staff will monitor each other for signs of illness throughout the day.• Staff will wash hands upon entry into the classroom

	<ul style="list-style-type: none"> • Staff will wear protective face coverings at all times while in the facility. • Use "respiratory etiquette" Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans. • Staff will teach healthy habits associated with COVID-19: physical distancing, proper hand washing procedures, respiratory etiquette, and use of facial coverings when physical distancing is not possible. • Family Liaison will keep families updated and informed of classroom activities.
Staff Training	<ul style="list-style-type: none"> • Before school, staff will complete their Keenan training. • Before school, staff will receive training on new COVID health and sanitizing protocols. • Staff will receive ongoing training as needed.
Communication	<ul style="list-style-type: none"> • Family Liaison will make family contact at the beginning of the year, sharing information and answering questions. • Families will be contacted regularly (monthly) during the time the student is enrolled by the teacher or Family Liaison to discuss student progress, relay information and answer questions. • Public Health will be notified if anyone tests positive for COVID-19. We will follow all guidance provided by Public Health.
Ordering	<ul style="list-style-type: none"> • Cloth face covering for each staff member (1) • Order shields - one per staff member • Cloth face covering for each child? • Disposable face covering • Hand sanitizer installed at each entrance door.

Approved by Public Health June 29, 2020

Tehama eLearning Academy Reopening Plan – August 2020

The following guidelines have been adapted from the Centers for Disease Control and Prevention, CDPH, and WHO. These guidelines support staff, families and children. Signs and symptoms of COVID-19 will be posted where visible to staff and families.

Activity	Implementation
Arrivals & Screening	<ul style="list-style-type: none">• Stagger arrival times – max 3 children every 10 minutes• All students and adults will sign in and out daily• Place physical distancing visuals posted at the front desk to the outside of the door (6 ft.) Touchless hand-sanitizing station at front door.• Staff will conduct home self-screening.• Teacher or staff member asks the student screening questions.• Student temperature may be checked with a touchless thermometer 100.4 or less.• If the child does not pass the health screening, this is documented in the health log and the child is sent home with the parent/guardian.• Child who passes health screening enters the classroom to wash hands for 20 seconds, or sanitize.• Staff wear protective face covering (shield) or cloth covering during screening• Facial coverings will be required at all times in common areas of the building.• Students remain in the classroom area and not in teacher offices.
Cohorts	<ul style="list-style-type: none">• Staff whenever possible will keep the same group of students each day and include the same sibling sets in the same group.
Sanitization	<ul style="list-style-type: none">• Staff will be responsible for sanitizing their individual work areas upon entering and leaving for the day as well as in between groups of students in common areas.• The classroom will be sanitized at the end of each day by maintenance.• Frequently sanitize frequently touched surfaces. Clean surfaces that are frequently touched, such as shared desks, counter tops, door knobs, etc.• Bathroom fixtures will be sanitized by staff members or students after each use.• The classroom will be sanitized in between different groups of children.

Physical Distancing	<ul style="list-style-type: none"> • Maintain physical distancing of 6 feet or more at all times in between adults. Face coverings will be worn at all times in common areas. • Limit any non-essential visitors from entering classrooms or the building. • Visual cues will be provided for students throughout the inside and outside environment.
Snacks	<ul style="list-style-type: none"> • No student will be on campus for any assigned class or tutoring session lasting more than 2.5 hours, therefore, no meals will be served. • Students must wash their hands before and after snacks. • CDC and CDPH Covid-19 food handling guidelines will be followed. • Snacks will be provided in individual snack sized single serving portions • Students and staff will not share or touch each other's food. • When possible, students will eat outdoors or with 6 ft social distancing under the covered patio. • Tables will be sanitized after snacks.
Staff	<ul style="list-style-type: none"> • Staff will sign in and out daily • Staff will self-screen at home including temperature/symptom check using CDC guidelines • Staff will monitor each other for signs of illness throughout the day. • Staff will wash hands upon each entrance into the school • Staff and teachers are required to wear facial coverings and maintain social distancing if possible. Even if social distancing is achieved facial coverings still need to be used. • Use "respiratory etiquette" Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans. • Staff will teach healthy habits associated with COVID-19: physical distancing, proper hand washing procedures, respiratory etiquette, and use of facial coverings when physical distancing is not possible. • Staff will keep families updated and informed of classroom activities.
Staff Training	<ul style="list-style-type: none"> • Before school, staff will complete their Keenan trainings. • Before school, staff will receive training on new COVID health and sanitizing protocols. • Staff will receive ongoing training as needed.

Communication	<ul style="list-style-type: none"> • Family contact information will be collected at the beginning of the year and ongoing communication (weekly) • Families should not enter the building upon pick up and call the designated number. • Staff and families will be informed if any changes are made to this process and without sharing any confidential information if any staff, parent/guardian or children test positive for COVID-19. • If a child, parent/guardian/staff is with symptoms, they should quarantine at home and seek medical advice from their primary care provider. • Public Health will be notified if anyone tests positive for COVID-19. We will follow all guidance provided by Public Health. • Families will have limited access to the classroom. Families must wash hands or use hand sanitizer immediately upon entering the classroom.
Class or Site Closure	<ul style="list-style-type: none"> • If a child or teacher tests positive for COVID the center may need to be closed. We will seek direction from public health. • If a child or teacher has been exposed to COVID outside of school, The child/teacher will self isolate per direction from public health. • In the event of a closure, teaching staff will provide distance learning for all children. • School personnel will communicate with families if there is a need to close the site.
Ordering	<ul style="list-style-type: none"> • Cloth face covering for each staff member (1) • Face shields - one per staff member • Cloth face covering for each child • Disposable face coverings • Hand sanitizer installed at each entrance door. • Sanitizing wipes/spray bottles and paper towels

Approved July 28, 2020

Updated 8/20/2020