

Date: February 2, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Contra Costa County Office of Education

Number of schools:

5

Enrollment:

326

Superintendent (or equivalent) Name:

Lynn Mackey

Address:

77 Santa Barbara Road

Phone Number:

925 942 3380

City

Pleasant Hill

Email:

lmackey@cccoe.k12.ca.us

Date of proposed reopening:

March 8, 2021

County:

Contra Costa

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

County Office

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

X I, Lynn Mackey, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Following local and state requirements, the number of students permitted on campus each school day and in classrooms will be limited to the amount that can be safely accommodated while maintaining a physical distance of 6 feet between individuals.

Students will be grouped by class and will spend the majority of each school day with the same group.

Any equipment that is used by a stable group will not be shared with another stable group until it has been cleaned. When multiple groups are outdoors at the same time, plenty of physical distancing will ensure that each group has ample room to practice distancing and at the same time hang out, play and move within their cohort.

During lunch, groups will remain together either in the home classroom or a designated space away from other groups. Student and staff lunch time will be scheduled to avoid multiple students or staff eating or drinking without masks.

Staff members are expected to follow the same guidelines as students and limit any interactions with other groups when possible. Staff will sign up at designated time slots to use xerox machines and other shared spaces/objects. Staff will remember physical distancing when in shared areas and will always wear masks.

All meetings will be held using digital platforms unless meetings are one-to-one or small group and guidelines are followed.

Related Service Providers will see students virtually for group services or in a one-to-one setting for individual services. Individual services may be conducted virtually while students are in the classrooms or in an alternative work area.

Certain staff members will be authorized to work with multiple cohorts. These include principals, administrators, nurses, subject matter teachers, behavioral and mental health support staff. These staff must follow PPE and handwashing procedures and must log their movement between classrooms and instructional areas via a tracking sign-in sheet.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Stable groups will be classroom groups and will be determined by number of staff and students who can safely maintain physical distance recommendations including 6 ft distance between all work stations. Special education classes will continue to maintain class enrollment of less than 13 students per room and may be less when higher staff

to student ratio is needed. Following guidelines while in purple tier, secondary programs will open under cohort style model of groupings and processes.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Subject matter teachers will rotate through the stable groups when feasible. When student schedule needs students to cross cohorts, students will maintain 6 ft distance at all times and works stations are set up to reduce student close interactions. Related services will be delivered through virtual platforms or individually.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Subject matter teachers will rotate through the stable groups. Students will remain in stable group and work on electives through independent study programming or virtual instruction. Related services will be delivered through virtual platforms or individually.

X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Prior to Coming to Campus

Parents are asked to screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their students to school. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19. Parents must notify the school of the reason for the student's absence and should consult with their physician. (See Health Screening section of this document.)

Entering Campus

All sites have designated campus entry locations with Health Check-In Stations where all students will enter daily. Students must enter at designated entrance to prevent crowding and allow for physical distancing during screening protocols.

When entering campus all students and staff will follow the following protocols:

All people on campus must wear proper masks (See Face Covering section of this document.)

Parents should accompany their children to the Health Check-In Stations area unless other arrangements have been made with school staff.

Each student must answer the Health Screening Questions. If students are not able to answer appropriately or accurately, a parent must answer. These questions will be answered by one of 3 ways: CCCOE Website, QR Code at the Health Check Station or paper form at the Health Check-In Station.

When students pass the screening, they must sanitize or wash their hands as directed and walk to their assigned area, maintaining a distance from other people on campus of at least 6 feet.

School employees may be assigned to walk or escort students from the screening to their classrooms.

Parents will not be allowed to enter the campus past the screening area without specific authorization from a CCCOE official. Parents are not allowed inside the classrooms.

Any parents or other people pre-authorized to enter the campus will be subject to temperature testing and symptom screening in the same manner as students.

Late Arrivals

Late arrivals will go to the office to check in or call the teacher or office to make arrangements. Students must be accompanied by a parent, and parents and students must be wearing masks.

Signage

A variety of signs have been strategically placed at the entrance and throughout the campus that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19. The signs also instruct persons that they are to wear face coverings, maintain 6 feet of distance between themselves, cover their cough/sneeze, and wash their hands.

Signs have been placed at all school entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19. The signs also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain 6 feet of distance between themselves and others as well as direction to designated entrances and school office.

All bathrooms will have appropriate Hand Washing Procedures signs.

All staff rooms will have appropriate Stay Home If You Have Symptoms signs.

Physical Distancing Markers

Physical distancing markers 6 feet apart have been placed on floors, seating areas, walkways and in common areas to ensure people will remain at least 6 feet apart.

Egress / Leaving Campus

Dismissal times will be staggered with multiple exits in order to ensure physical distancing and to avoid crowding at campus exits. Parents or caregivers should be on time and wait in the parking lot outside the assigned student exit area, standing 6 feet apart or in cars.

Students will walk (physically distanced) to the exit area and will be released by the teachers/staff. Students must wait for the teacher's permission to exit campus.

Parents must have a plan for picking up students from school if they are contacted and should be able to pick up their child within 30 minutes.

X

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be and enforced for staff and students.satisfied

Pursuant to requirements from CDPH and guidance from public health officials, all people on campus must wear a proper mask or face covering while at school, except during designated mealtimes or at scheduled and supervised mask breaks.

Students will not be allowed at school without appropriate face covering and must bring their own face coverings from home. The school will provide a clean, cloth or disposable face masks available in case of an emergency. Students should have several masks available to them while at school and should be kept in the student's bag.

Face coverings must be made of breathable cloth materials, cover the person's entire nose and mouth area, and be secured to the person's head.

Face coverings that do not cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded.

Staff who work with students who are not able to wear face covering due to medical needs or as a result of a disability will wear added covering such as a mask and shield, humanity shield or a neck guard, gloves, clothing, etc. (See Appendix for PPE Recommendation Chart for guidance on when to use specific types of PPE.)

Staff who work with students who are in need of medical procedures twill be required to wear an N95 mask and appropriate goggles or face shields. Staff who are mandated to wear the N95 mask will be required to have a Fit Test to determine which N95 mask is most effective.

Staff who work with students who may not be able to maintain physical distancing guidelines at all times may choose to wear either an N95 mask and shield, or a surgical mask and shield, or humanity shield. Staff will be required to wear a mask in addition to any shield. Any staff who voluntarily requests an N95 mask will also be offered an initial Fit Test.

Students and staff in the CCCOE community will be provided with reasonable accommodations to the extent they have a disability that prevents them from following one or more of the face covering or physical distancing expectations outlined in this policy.

X Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

CCCOE Practices and Protocols for Student COVID-19 Symptom Screening

CCCOE has adopted this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

In order to protect the safety of our students, employees and the CCCOE community at large, CCCOE employees will screen staff and students for symptoms of COVID-19 at designated screening points using the QR code, paper questionnaires and visual symptom screening at sites where students are more challenged in identifying and reporting their symptoms.

Overview of Symptoms Associated with COVID-19

The Contra Costa Department of Public Health currently lists the following symptoms as being high-risk for COVID-19:

Fever of 100.4 or more in addition to any other symptom

New and different cough in addition to any other symptom

New and different shortness of breath in addition to any other symptom

Additional symptoms may include:

Chills

Fatigue

Repeated shaking with chills

Muscle or body aches

Headache

Sore throat

New loss of taste or smell

Congestion or runny nose

Nausea

Vomiting

Diarrhea

Parent Health Screenings and Reporting

Parents must screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their students to school. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19. Parents must notify the school of the reason for the student’s absence and should consult with their physician.

Daily, parents must answer the Health Screening Questions in one of three ways: via the link on the CCCOE Website, utilizing the QR Code on their cell phone at the Health Check-In Station or via paper at the Health Check-In Station.

Staff, parents, and students are obligated to report the following information to the School and must remain at home:

They have had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. According to the CDC “close contact” means being within six (6) feet of an individual for more than 15 minutes. Student will stay home with distance learning available until ready and cleared to return.

A member of their household is ill with confirmed or suspected COVID-19, students may not return to school until 14 days after the date of exposure and shall remain at least 6 feet away from the ill individual until 14 days have passed to the extent possible. Student will stay home with distance learning until ready and cleared to return.

The school will track a student’s potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student’s COVID-19 symptoms will be considered confidential medical records pursuant to the School’s Policy for Use and Disclosure of Student Information Related to COVID-19.

Students who report symptoms associated with COVID-19 may return to school after they meet the requirements described above.

Symptom Screening

All staff and students who enter campus will be screened for symptoms using the self-screening questionnaire system that is available through a link on the CCCOE website, QR code on their cell phone, or as a paper copy. As students enter through the designated Health Check-In Station, monitoring staff will check their temperature and visually screen staff and students. Staff may ask questions or clarify screening question responses.

Students or staff who are sick, have a fever, or report symptoms associated with COVID-19 will be sent home. In determining whether to exclude a student based on symptoms of COVID-19, the school may consider the student’s medical history in coordination with the School Nurse.

Developing Illness at School - Isolation Rooms

All schools have designated and prepared isolation areas for the purposes of isolating sick or symptomatic individuals until arrangements can be made for them to go home.

Students who develop a fever or cough during the school day or other symptoms will be moved to an isolation room (an adult will either be with them or nearby).

CARES team will provide step by step directions for reporting and communicating with appropriate parties. Supervising staff should follow recommended PPE and distancing protocols. Rooms should be thoroughly cleaned and sanitized after student usage.

Staff or faculty who develop symptoms while at school will be sent home immediately unless transportation needs to be arranged, in which case they will remain in one of the isolation rooms.

Isolation rooms will be monitored by staff who will be required to wear PPE including a surgical or N95 mask as well as a shield or humanity shield. Gloves are required when any physical contact is provided in the isolation area. Each area is set to allow for students to be supervised by staff from the doorway.

X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

In addition to hand washing stations with soap and water in classrooms and bathrooms, hand sanitizing stations have been installed in classrooms, hallways and common areas. CCCOE is well-stocked with

handwashing soap and hand sanitizer to ensure that these supplies are always readily available.

Students and staff will be required to wash their hands with soap and water or use hand sanitizer if soap and water are not available, when arriving to or leaving home, when arriving to and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing the nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry. Hand sanitizer will be a minimum of 60% alcohol and fragrance-free. The CDE notes that frequent handwashing is more effective than the use of hand sanitizers; therefore, whenever possible, handwashing will be the preferred method.

Students using soap and water will follow CDC guidance on proper handwashing techniques, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. Parents should teach students proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>), and staff will reinforce these techniques.

Students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. CCCOE has encouraged parents to remind students to follow these practices.

CCCOE staff and any on-campus visitors will also be instructed about handwashing expectations and will be expected to follow the policy's requirements.

X Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

In addition to managing on-campus movements and processes to ensure classroom groups do not mingle and health and safety protocols are being followed, the following systems will allow for effective contract tracing should the need arise:

COVID Response Team for Staff

Staff presence on campus is tracked via the QR Code System at the point of entry to the building or school campus. Staff may also have the option of checking in via a link on the CCCOE website.

Staff are instructed to contact their supervisor and the Human Resources (HR) Department for incidents of COVID-19 so that contact tracing protocols can be followed. HR staff are thoroughly trained and have been following all recommended County Health protocols.

Any positive COVID-19 tests by staff and staff families must be reported to the school principal and HR immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

HR will immediately contact the Contra Costa County Public Health (CCCPH) in the case of any known COVID case in the community. HR will work closely with the CCCPH to determine, through contact tracing, if additional individuals will need to be quarantined.

COVID Response Team for Students (CARESTeam)

Students' presence on campus is tracked via attendance accounting. Attendance will be recorded to capture students who are on distance learning and those who are physically on campus.

CCCOE has created COVID Response Teams to be the designated contacts with the Contra Costa County Public Health Department and the contact for any exposure situations involving students. These teams are made up of school nurses, administrators and school staff, and will serve as the leads during potential exposure situations. CCCOE called this the CARES Team.

Any positive COVID-19 tests by students or student families must be reported to the school principal or nurse immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

The CARES Team will immediately contact the Contra Costa County Public Health (CCCPH) in the case of any known COVID case in the community. The CARES Team will work closely with the CCCPH to determine, through contact tracing, if the affected child's classroom or school and/or additional individuals will need to be quarantined. For students who need to quarantine, CCCOE will provide appropriate letter to families and will ensure distance learning opportunities for the duration of the quarantine.

X Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with another person for a prolonged period (defined as 15 minutes or more over a 24-hour period). The State and the California Department of Education (CDE) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

Use of Markers and Signage

Markers that designate intervals of 6 feet have been placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing. Signage has been strategically placed around campus.

Physical Distances in Classrooms

CCCOE's classrooms will not exceed the maximum capacity limits that adequately provide for physical distancing of students and teachers. Students will be instructed and required to follow physical distancing protocols in the classroom.

In all classrooms, desks, activity stations, tables, and chairs have been spaced so that students will be spaced at least 6 feet apart from each other and the teacher. No desks will be less than 6 feet apart and student chairs at large tables will be spaced 6 feet apart.

Recess and Lunch Periods

Physical distancing requirements will be in place for recess and lunch periods. Lunches will take place in individual classrooms, or at designated indoor and outdoor spaces, and students will be required to maintain safe physical distances.

Students will eat lunch in groups of 2 or 3 and are not permitted to touch or share each other's food. Students are not required to wear masks while eating and drinking, therefore students must remain 6 feet apart.

Playgrounds/Outdoor Play Activities/Athletics

Outdoor physical education and/or play activities will be arranged by student groups to promote physical distancing. Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Student groups will be assigned to a designated area of the campus during outdoor physical education or play activities to promote physical distancing and will not be permitted to leave their designated area. All high touch outdoor play equipment will be cleaned between uses by different groups of children.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

In order to support students with extensive medical, personal care, and behavioral needs staff may need to have direct contact with students. Staff will wear appropriate PPE including face shield/goggles and N95 masks, gloves and will wash hands/sanitize.

X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

All staff and teachers have been trained in all COVID-19 cleaning and safety policies and protocols.

Custodians have been thoroughly trained on Cleaning and Sanitizing Procedures/Covid-19 Response Procedures and Practices.

Substitutes and Administrators have been trained to provide substitute teaching instruction through Distance Learning as well as In-Person Instruction

Staff at the Special Education Program sites have been provided Crisis Prevention Intervention training which highlight de-escalation strategies geared toward supporting students safely during the pandemic.

Mental Health First Aid Training has been provided to support staff and mental health clinicians to support students and identify students with mental health needs when they return to school in person.

Family Education –

A Parent Information Night was held virtually on October 14, 2020 to give families up to date information about campus safety, cleaning protocols, expectations of students, and to answer any questions. This event was moderated by the County Superintendent and administrative team.

A Reopening Schools Parent Guide was published in both English and Spanish to the agency website in November 2020.

Individual School Family Information Meetings

School Site Council Meetings

X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

CCCOE is in contract with Curative to provide voluntary onsite surveillance Covid 19 testing to staff 1 time per month with 25% of staff tested weekly. Staff have the option of testing with community testing agency, health care provider or onsite at CCCOE.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing cadence will not differ by tier

- X **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

If a student exhibits symptoms or is suspected of having symptoms based on symptom screening, they will be isolated and sent home. School staff will recommend to the family that the student get tested with their health care provider or at a community testing site as soon as possible.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Testing cadence will not differ by tier.

- X **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

The CARES Team and Human Resources Department will immediately contact the Contra Costa County Public Health (CCCPH) in the case of any known COVID case in the community. HR will work closely with the CCCPH to determine, through contact tracing, if additional individuals will need to be quarantined.

- X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Since the start of the pandemic in March 2020, the County Superintendent has issued regular and timely agency-wide emails to all employees providing detailed information about such topics as Health Orders, School Closures, COVID-19 Testing, links to County Health and CDC websites, Emergency Childcare Centers, Face Coverings and Physical Distancing. She also held several virtual meetings for all employees to ensure a shared understanding of safe practices and protocols.

Protocols have been established to ensure clear, consistent communication systems are in place for all COVID-19 related issues.

The CCCOE Reopening Schools Task Force, with representatives from all programs and departments without our agency, have met regularly since May 2020 to discuss any new developments or guidelines, and how they relate to the CCCOE schools and programs. In addition, school site administrators and program directors have been meeting twice per week since July 2020 to clarify new protocols, address site safety issues, and to insure consistency across our agency.

School Administrators and teachers will communicate with students and families around changes to any practices or guidance. Parent messages via email and School Messenger, as well as Family Information Night, have been used to provide information to families. Staff will work closely with site administrators to ensure ongoing communication. All staff are responsible for reporting any safety concerns to the site administrator immediately.

Designated CCCOE staff will report to the CDE weekly the status of In-Person Instruction in the CCCOE Programs. This reporting will include the number of students receiving full-time and part-time In-Person Instruction, by grade level.

Exposure Communication - Staff

Staff are instructed to contact their supervisor and the Human Resources (HR) Department for incidents of COVID-19 so that contact tracing protocols can be followed. HR staff are thoroughly trained and have been following all recommended County Health protocols.

Any positive COVID-19 tests by staff and staff families must be reported to the school principal and HR immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

HR will immediately contact the Contra Costa County Public Health (CCCPH) in the case of any known COVID case in the community. HR will work closely with the CCCPH to determine, through contact tracing, if additional individuals will need to be quarantined.

Exposure Communication – Students

CCCOE has created COVID Response Teams to be the designated contacts with the Contra Costa County Public Health Department and the contact for any exposure situations involving students. These teams are made up of school nurses, administrators and school staff, and will serve as the leads during potential exposure situations. CCCOE called this the CARES Team.

Any positive COVID-19 tests by students or student families must be reported to the school principal or nurse immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

The CARES Team will immediately contact the Contra Costa County Public Health (CCCPH) in the case of any known COVID case in the community. The CARES Team will work closely with the CCCPH to determine, through contact tracing, if the affected child's classroom or school and/or additional individuals will need to be quarantined. For students who need to quarantine, CCCOE will provide appropriate letter to families and will ensure distance learning opportunities for the duration of the quarantine.

When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school site, the CARES Team will refer to the California Department of Public Health Framework for K-12 Schools and provide all staff members with appropriate guidance letter of potential exposure.

In consultation with the local public health department, COE Administration and CCCOE's designated CARES Team members will determine whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

X **Consultation:** (For schools not previously open) Please confirm consultation with the following groups

County Health Department, Labor Unions, CCCOE Opening Schools Task Force, Site Councils, Contra Costa SELPA

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: CCCSEA/ Local One

Date:

- CCCSEA: 8/26/2020, 9/8/2020, 9/10/2020, 9/21/2020, 10/15/2020, 10/23/2020, 10/27/2020, 11/4/2020, 11/12/2020, 11/16/2020, 11/30/2020, 12/8/2020, 1/26/2021 for 8/25/2020

Local One: 9/1/2020, 9/3/2020, 9/9/2020, Current MOU was signed 9/21/2020.

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Contra Costa County Health Department

Date: Ongoing weekly

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Contra Costa. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 Prevention Program (CPP) for Contra Costa County Office of Education

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

Date: 01/01/2021 (Revised 02/04/2021)

Authority and Responsibility

Lynn Mackey, Superintendent of Schools 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 8: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: attending COVID-19 training, engaging in ongoing and exposure communication, participating in contact tracing and health screening, following COVID-19 policies, procedures and posted signage, exercising good personal hygiene and maintaining a sanitized work station, reporting safety or hygiene hazards, and enforcing COVID-19 policies and procedures with students and parents (this includes but is not limited to educating and informing, wearing a face covering, physical distancing, contact tracing and health screenings, isolating, reporting of exposures, staggered arrival/departure times, etc.).

Employee screening

We screen our employees by: Self-screen according to CDPH and CCHS guidelines, completing and submitting the CCCOE health screening survey prior to starting work, temperature checks with non-contact thermometers, and onsite COVID-19 testing.

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:

The severity of the unhealthy work conditions, practices or procedures will be assessed through investigation and will be based on compliance with scientific practices known to reduce or prevent the transmission of COVID-19 as determined by state and local health guidance, regulations, and orders. Interviews with individuals who may be familiar with the condition, practice or procedure being inspected, or with those who may have valuable contributions towards the assessment of the conditions, may be conducted.

Control of COVID-19 Hazards

Physical Distancing

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

- Eliminating the need for workers to be in the workplace - e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors., and developing cohorts.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

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

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. Face Coverings and appropriate PPE will be provided to all staff. Face coverings will be required at all time and those who are not compliant shall maintain appropriate physical 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.

Any exceptions or exemptions for use of face coverings must be consistent with state and local public health guidance and authorized by the department supervisor.

Engineering Controls

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

- Provide/install solid plastic partitions where necessary
- Providing necessary PPE's
- Maintain sanitation stations

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

- Ensuring all windows are operational and easy to operate as originally installed and designed
- Mechanical systems are adjusted/programmed to allow maximum outside air when permissible
- Building Automated Systems are in place to adjust outside air intake to minimal positions when weather and or air quality is below standards
- Pre and Post occupancy (Start/End) purge cycles are programmed to ensure adequate fresh air
- HVAC Operating systems are serviced within industry standards (ASHREA), manufacture's recommendations and align with State, County Health guidelines
- Frequencies of P.M. services have been increased to every 3 months
- Filters upgraded to MERV-13 efficiency rating
- HVAC Contract Service Agreement reflects all items above
- Use of Air Filtration units are in use where and when requested

CLEANING AND SANITATION

Cleaning During the Day

(Teachers, Aides & Staff)

Classroom, offices, reception areas, breakrooms, workstations, conference, and meeting room will have designated Health and Safety stations. The Health and Safety stations will be stocked with the appropriate supplies to provide daily periodic cleaning and sanitizing.

Teachers, aides and staff will perform moderate cleaning and sanitation using soap and water and paper towels on frequently touched common surfaces and objects throughout the day, such as office workspaces and personal items, light switches, desks keyboards and desk accessories, break rooms, eating areas, copier stations, rest rooms and other shared spaces and items as indicated on the CCCOE Custodial Enhanced Cleaning Checklist, time permitting.

Night Cleaning

(Certified Custodial Technicians)

Cleaning and Sanitizing is performed with oversight: M-F 4:00pm -11:00pm.

We implemented and posted daily cleaning and sanitizing checklists and footpaths to inform employee representatives of the frequency, location and scope of cleaning and sanitizing in classrooms, bathrooms, offices workspaces, meeting rooms, break rooms, reception areas and common areas throughout campuses and facilities.

Cleaning and sanitation involve water and soap or a detergent, this significantly decreases germs on surfaces and decreases infectious risks. "Disinfection" kills germs on surfaces using specific chemicals. Frequent disinfection can pose a health risk to children and students due to the strong chemicals associated with the disinfection process and so it is not recommended in school settings unless a confirmed case of COVID - 19 has been identified.

If a confirmed case of COVID - 19 has been identified and reported, the space(s) where the case spent a large portion of their time (e.g., classroom, or administrator's office if an administrator) will be cordoned off/closed, cleaned, sanitized, and disinfected utilizing electrostatic equipment as soon as possible according to the agencies COVID -19 cleaning protocols by trained and certified staff.

Routine cleaning and sanitation will be using soap and water or a mild detergent and color-coded microfiber hand towels, flat mops, and dust mops according to industry standard and methodologies. High Touch Surfaces (HTS) or Frequently Touched Surfaces (FTS) will be cleaned and sanitized daily: Door handles, light switches, push bars, bathroom and kitchen fixtures, student and teacher's desks, light switches, chairs, sinks, counter tops, appliance handles, horizontal surfaces, phone handles and all other surfaces accordingly per the agencies Custodial Enhanced Cleaning Checklist)

Playgrounds and outdoor equipment

If used, outdoor playgrounds/natural play areas only require routine maintenance.

Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between cohorts.

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 cleaned and sanitized between uses by providing employees training and appropriate equipment to clean and disinfect shared areas, tools and equipment.

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

Hand Sanitizing

To implement effective hand sanitizing procedures, we will:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allowing time for employee handwashing.
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

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.

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:

- **Offered COVID-19 testing at no cost during their working hours.**
- **The information on benefits described in Training and Instruction, and Exclusion of COVID-19 cases, below, will be provided to them.**

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:

- In the event of possible COVID exposure or hazards, employees will communicate verbally (telephone, Zoom or MS Teams) or in writing (email or text) to their direct supervisor. Employees will be directed per CCHS Guidelines for monitoring or isolation due to exposure or hazard.
- Employees can report symptoms and hazards without fear of reprisal. All reports will be considered secure and confidential.
- The CCCOE will work in good faith with the employee to provide reasonable accommodations or leave options in the event of severe illness hazards or potential exposures. This could include, but is not limited to, working remotely, paid leave per FFCRA, or AWOP.
- Employees will be provided the options to test onsite through Curative Testing, CCHS or their health insurer. The latter options will require employees providing proof of test completion and negative COVID test results.
- 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.
- 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.

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.

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 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing employer paid sick leave via worker's compensation benefits and leave options through CFRA/FMLNFFCRA.
- 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.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- **A negative COVID-19 test will not be required for an employee to return to work.**
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.



APPRO ED:

Lynn Mackey, Contra Costa County Superintendent of Schools



Date

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			
Administrative			
Physical distancing			
Surface cleaning and sanitizing (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Hand sanitizing solutions being used according to manufacturer instructions			
Posting of space occupancy limits			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Classroom#: <input type="checkbox"/> Hand sanitizer <input type="checkbox"/> Signage is sufficient and strategically placed <input type="checkbox"/> Physical Distance Markings <input type="checkbox"/> Cleaning Materials are available <input type="checkbox"/> Gloves are available <input type="checkbox"/> Masks are available <input type="checkbox"/> Room is decluttered <input type="checkbox"/> Clean/dirty bins are available <input type="checkbox"/> Individual student supplies are marked			

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, the exception being unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

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

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

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.
- [describe other applicable controls].

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**.