Santa Cruz City Schools
COVID Safety Plan (CSP)

Includes the COVID-19 Protection Program and the COVID-19 School Guidance Checklist

February 19, 2021

COVID-19 Prevention Program (CPP)
Santa Cruz City Schools

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

Date: 1/25/2021

Authority and Responsibility

Kris Munro, 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.

Employee Participation

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

Santa Cruz City Maintenance and Operation Department, in conjunction with site administration, will conduct COVID-19 hazard identification and evaluations as required.

If employees have any concerns regarding hazards in the workplace they should notify their supervisor immediately.

Employee Screening

We screen our employees by:

Employees self screen for COVID-19 symptoms and take their temperatures at home daily before arriving on campus.

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:

All hazards will be identified and assessed. A correction plan will be implemented including assigned time frames to complete correction.

Individuals will be identified as the responsible party for fixing the hazard in a timely manner and follow-up measures will be in place.

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:

·   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.

·   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 covering will be provided for all certificated and classified staff members. If employees have concerns regarding non-employees not wearing face coverings they should reports concerns to their supervisor or to Human Resources. Bandanas and gaiters are not adequate face coverings and will not be permitted in lieu of a surgical or cloth mask.

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:

We have installed plexiglass partitions in all areas where social distancing cannot be maintained. Employees that are working with students are directed to limit time that they are less than six feet apart.

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

A ventilation assessment of all work spaces has been conducted. All filters meet the CDC guidelines. Upgrades that were identified in the assessment will be completed before hybrid instruction. When outdoor air quality is good, we have all doors and windows open to maximize fresh air flow.

Cleaning and disinfecting

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

All common surfaces that will be cleaned are the following:
• Hard surfaces (desks, chairs, shelves, cabinets)
• Doors, door handles and push plates
• Bathroom surfaces (floors, walls, sinks, toilets & urinals)
• Light switches
• Floors and walls

- Telephones, computer keyboards and attachments
- Air conditioning supply and return grills

The cleaning procedures are meant to clean frequently touched and soiled surfaces prior to the application of a disinfectant product.

After the completion of the cleaning of frequently touched and soiled surfaces, apply a product that is EPA registered as a broad spectrum disinfectant effective against the COVID-19. Throughout the room apply the disinfectant using a Victory Electrostatic Sprayer. The application should start at the upper portion of the walls and move down the walls across the contents and the floor area and include the air conditioning supply and return grills. Using a back and forth steady motion apply the disinfectant so that it covers the surfaces without saturating or causing runoff. The disinfectant should remain wet for at least five (5) minutes.

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

- The cleaning procedures will be completed by workers trained in proper PPE use (including donning and doffing) and the importance of hand hygiene.
- Using disposable Nitrile gloves, wipe common surfaces utilizing a disinfectant product registered with the Environmental Protection Agency (EPA) that is effective on the COVID-19. Stearns Mark 11 disinfectant has been registered with the EPA to be effective on the COVID-19 virus.

- All common surfaces that will be cleaned are the following:

Hard surfaces (desks, chairs, shelves, cabinets)

Doors, door handles and push plates

Bathroom surfaces (floors, walls, sinks, toilets & urinals)

Light switches

Floors and walls

Telephones, computer keyboards and attachments

Air conditioning supply and return grills

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Cleaning and disinfecting outdoor areas:
- Outdoor areas generally only require normal routine cleaning.

- Spraying disinfectants in outdoor areas, such as sidewalks, roads, and groundcover, is not an efficient use of supplies and is not proven to reduce risk of COVID-19.
- High touch surfaces made of plastic or metal, such as grab bars, play structures, and railings should be cleaned routinely. The targeted use of disinfectants can be done effectively, efficiently, and safely on outdoor hard surfaces and objects frequently touched by multiple people; make sure disinfectant has thoroughly dried before allowing children to play.
- Cleaning and disinfection of wooden surfaces (wood play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

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:

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:

The District has provided hand sanitizing stations throughout campuses, as well as additional hand sanitizer for classrooms, to allow for frequent hand sanitizing. Soap is also available in all bathrooms and staff and students are encouraged to wash their hands often, for at least 20 seconds.

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:

When an employee reports a positive COVID-19 case to their site, the site administration notifies Human Resources. Human Resources contacts all employees and collects data needed on Appendix _____. Human Resources will conduct contact tracing within our school system. If anyone is deemed as a close contact they will receive a phone call as well as a letter stating compliance with AB685 and OHSA, including leave types, disinfecting plan and free testing availability. The employee will also be given a timeline in which to return to work assuming they are symptom free. Human Resources will also send out a letter to the work site to notify the employees that there was a positive case at their work site but they are not considered a close contact, in accordance to AB685 and OHSA. The final notification is given to their union presidents to let them know that there was a positive case at one of our work sites.

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:

Employees should report COVID-19 symptoms, positive test, and/or close contacts to their supervisor or Human Resources. Employees can report symptoms and hazards without fear of reprisal.
Our procedures or policies are for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness, as well as maintaining the health and safety of all employees.
 Where testing is not required, how employees can access COVID-19 testing:
https://lhi.care/covidtesting

• 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:

We refer employees with or without symptoms to the following free testing service:
https://lhi.care/covidtesting

The District has also establish a partnership with the Santa Cruz County Office of Education & Stanford Health for surveillance testing of employees. The District and County Office of Education is also establish a partnership with Valencia Labs, the state testing resource, to provide employees with additional opportunities for testing. All employees can be tested for COVID-19 every two weeks.

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.

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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

- 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.

All staff members will receive the training information in two ways. The first method will be via email. The second method will be at a staff meeting where the employees will sign the COVID-19 Training Roster.

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've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

Providing employees at the time of exclusion with information on available benefits. This information will be provided by Human Resources.

• 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.

We are currently not using Appendix C in the form that is attached, but are collecting the required information on a district spreadsheet that allows us to track the cases and report to the local health department.

Return-to-Work Criteria

• COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  o COVID-19 symptoms have improved.
  o 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.

Title of Owner or Top Management Representative   **Signature**   **Date**

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

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

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**.

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Santa Cruz City Schools

Number of schools:

13

Enrollment:

6100

Superintendent (or equivalent) Name:

Kristen Munro

Address:	**Phone Number:**
133 Mission St	8314293410

City	**Email:**
Santa Cruz	kmunro@sccs.net

Date of proposed reopening:

County:

Santa Cruz

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

K-12

Grade Level (check all that apply)

X TK	X 2nd	X 5th	X 8th	X 11th
X K	X 3rd	X 6th	X 9th	X 12th
X 1st	X 4th	X 7th	X 10t	

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 >=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, Molly Parks, 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:

> Molly Parks

| 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. |

> All students are grouped in cohorts and these groups remain stable. Employees have been assigned to a stable cohort in which they assist with supporting the students with their online schooling, supervision at lunch and dismissal at the end of the day. Employees remain with the same group.

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?)

> We have a total of 14 students and two adults in a stable cohort.

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

>

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

>

| 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. |

> Each school site created their own plan which will be shared with students and parents. In general, there are designated entrances and exits for each school site or school building to help with the flow of staff, students and parents. The hallways are marked with directional signs. Restrooms are marked with signage limiting the number of student access and some stalls are closed to maintain social distancing. All public places are marked with 6 feet markers to assist with social distancing. The elementary schools have mapped the playground space into areas so that each class will have a space to play and not interact with the other students not in their class.

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

Face coverings are required for all students, staff and visitors on campus. If there is a concern in regards to someone not following this protocol, this concern should be brought to the supervisors attention. Gaiters and bandanas are not suitable face coverings and cannot be worn in lieu of a surgical or cloth mask.

| 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. |

Staff has been trained that they are not to come to their work place if they have any of the COVID-19 symptoms. All staff members will take their own temperatures before coming to work. Students are screened for COVID-19 symptoms before they enter campus. They will need to answer health screening questions and have their temperatures taken.

| 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. |

There is hand sanitizer in all classrooms and public areas. We have posters in all of our work sites that illustrate the proper hand washing techniques. All students will wash or sanitize hands before and after breaks in their day, including lunch.

| 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. |

All COVID-19 cases for employees will be reported to their supervisor or to Human Resources. If the report was made to the supervisor, they will contact Human Resources. A representative from Human Resources will call all employees and gather the required information along with any close contacts. The close contacts will receive a phone call from Human Resources explaining the situation, timeline to return to work, leave options and testing options. A letter will follow up the phone conversation as a summary for the employee. Human Resources will notify the health department of any positive cases and notification of exposed persons.
A similar process will occur for students who have been on campus that test positive for COVID-19, but Student Services will conduct the follow up.

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

We have placed social distance markers throughout our work sites to assist with social distancing. Classrooms have been set up to have all desk six feet apart. Office spaces have been evaluated to ensure that employees are 6 feet apart in their work spaces. Plexiglass has also been installed in public areas to assist with social distancing.

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

Maximum: 10 feet

Minimum 6 feet

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

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

The staff will receive a video on the application and enforcement of the plan, along with a training video on best practices during COVID-19. Families will be notified that the plan is on our district website, including the training video.

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 withCOVID-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.

We provide all employees with information to testing sites. Any employees identified as close contacts will also be reminded of the testing sites. They will be told via phone and follow up letter that they cannot be on campus for at least 10-14 days depending on circumstances.

Staff asymptomatic testing cadence. Please note if testing cadence will 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 withCOVID-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.

A point of contact at each school site, provide students and families with testing site locations. Students are to remain at home for 10-14 days depending on circumstances.

Planned student testing cadence. Please note if testing cadence will 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.

At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

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.

We will post any new cases at any of our worksites on a district dashboard, located on district website.

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

We will consult with the Boys and Girls club, Parks and Recreation, unions and our parent community in regards to reopening.

X	Labor Organization

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

Name: GSCFT and SCCCE

Date: 1/26/21

X	Parent and Community Organizations

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

Name: Boys and Girls Club

Date: 1/28/21

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 <u>PURPLE</u>:

X	Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Santa Cruz. 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