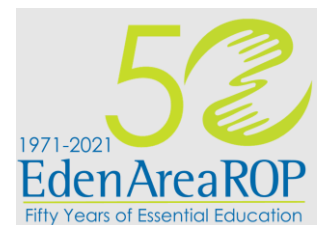
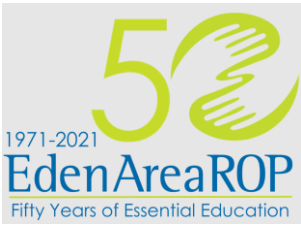


# EDEN AREA ROP REOPENING PLAN



This is a working document and will be updated as additional information becomes available

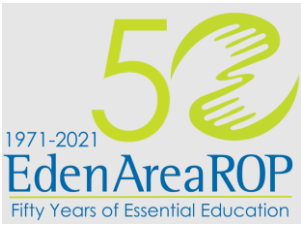
Last updated 3/22/2021



# EDEN AREA ROP REOPENING PLAN

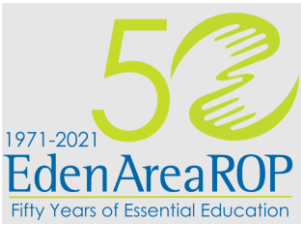
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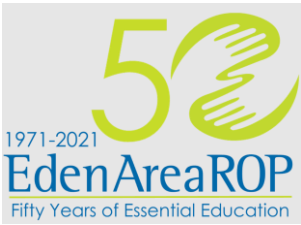
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# EDEN AREA ROP REOPENING PLAN

## General Information

<b>Name of School/District</b>	<b>Eden Area ROP</b>	<b>Grade Levels Served</b>	<b>11<sup>th</sup> and 12<sup>th</sup></b>
<b>Address</b>	<b>26316 Hesperian Blvd.</b>	<b>Number of Students Returning</b>	<b>650</b>
<b>Superintendent</b>	<b>Linda Granger</b>	<b>Number of Staff Returning</b>	<b>58</b>
<b>Email</b>	<b><a href="mailto:lgranger@edenrop.org">lgranger@edenrop.org</a></b>	<b>School Type</b>	<b>Regional Occupational Program</b>
<b>Date of Submission</b>	<b>TBD</b>	<b>Date of Reopening</b>	<b>TBD</b>
<b>Updated School Safety Plan</b>	<a href="#">IIPP COVID Addendum</a>	<b>Progress Toward Reopening</b>	<a href="#">Reopening Dashboard</a>

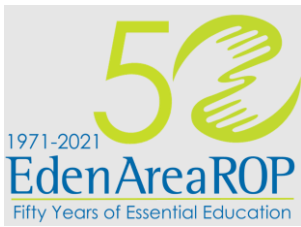
COVID Liaisons:

<b>Linda Granger</b> Superintendent <a href="mailto:lgranger@edenrop.org">lgranger@edenrop.org</a> 510-293-2901	<b>Bernie Phelan</b> Director of Educational Services <a href="mailto:bphelan@edenrop.org">bphelan@edenrop.org</a> 510-293-2904	<b>Craig Lang</b> Director of Adult Programs <a href="mailto:clang@edenrop.org">clang@edenrop.org</a> 510-293-2905
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## Guiding Principles

As the Eden Area ROP staff work to prepare for the reopening of school during the pandemic, we recognize that providing a safe environment for students and staff must be at the forefront of our operations for in-person instruction. This plan is designed to serve as a guide to safely reopen based on the guidelines, recommendations, and mandates from state and local health officials while maximizing in-person instruction and mitigating the spread of COVID-19 between and among students, staff, and the community.

Our understanding of how the virus spreads is evolving as the scientists learn more about it. According to the Centers for Disease Control (CDC): "COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning](#)



# EDEN AREA ROP REOPENING PLAN

[and disinfection](#) are important principles that are covered in this document." ([CDC Considerations for Schools](#)).

As we receive new guidance regarding school operations related to COVID-19, we will update this plan accordingly based on the unique needs of the Eden Area ROP.

Several strategies are being utilized to ensure that the Eden Area ROP remains current with the state and local mandates and guidance:

- The Eden Area ROP Governing Board has adopted board policies related to operating during the pandemic
- The Superintendent attends weekly conference calls with the county health officer regarding compliance with the county health orders
- The Superintendent participates in the Association for California School Administrators (ACSA) statewide superintendents weekly call to discuss impacts of state orders regarding COVID-19
- The Superintendent meets every other week with the county superintendents to discuss the implementation of the mandates and guidance
- The Director of Educational Services attends the county Lead Learners Network meetings to discuss how to implement the health mandates and guidance

Information from these meetings is shared with the entire Eden Area ROP leadership team during their weekly administration meetings and key information is shared with the entire staff in weekly bulletins and at monthly staff meetings.

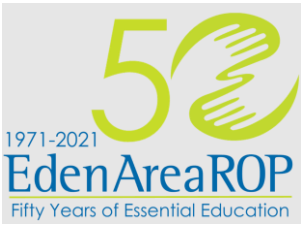
Additionally, the Eden Area ROP has identified three administrators, listed above, to serve as the COVID-19 Liaisons with the county health department. The liaisons will act as the point of contact with the health department should a case of COVID-19 occur among the Eden Area ROP community. All three staff members have participated in the required training provided.

Our plan and timeline for reopening is based on several factors:

- The statewide Tier System for monitoring the spread of COVID-19 (see table below)
- County Health Department mandates for schools
- The reopening plans for the Eden Area ROP's four partner districts
- Parent preferences regarding in-person and distance learning options
- Amount of equipment available in each classroom
- Capacity of each classroom based on meeting physical distancing requirements

## **Statewide Monitoring System**

Every county in California is assigned to a tier based on its test positivity and adjusted case rate. Data is reviewed by the State of California at least weekly, and tiers are updated accordingly. To move forward, a county must meet the next tier's criteria for two consecutive weeks. Public health officials



# EDEN AREA ROP REOPENING PLAN

are constantly monitoring data. See the chart below for the framework metrics as set by the [CA Blueprint for a Safer Economy](#).

	Tier 1 Widespread	Tier 2 Substantial	Tier 3 Moderate	Tier 4 Minimal
Adjusted Cases per Day per 100,000	>7	4 to 7	1 to 3.9	<1
Overall Test Positivity Rate	>8%	5% to 8%	2% to 4.9%	<2%
Lowest HPI Quartile Test Positivity Rate	>8%	5.3 to 8*	2.2 to 5.2%	<2.2%

### Transitioning Between Tiers/Stages

Please note that counties cannot skip tiers in the color-coded tiered system set forth in the CA Blueprint. There may be revisions if a vaccine is made available. It is also possible to revert, if the numbers worsen, for two consecutive weeks. Schools may not reopen fully for in-person instruction until the county has been in the Substantial (Red) Tier for two weeks. Local school and health officials may decide to open elementary schools and school officials [may decide to conduct in-person instruction for a limited set of students in small cohorts](#). See guidance for [Schools](#).

## Health and Safety

### PREVENTION

#### Cleaning and Disinfecting

The Eden Area ROP has taken several steps to develop systems to maintain a clean campus including:

#### Custodial Care - Daily Cleaning Tasks

The Eden Area ROP contracts with a cleaning company, Kaizon for daily cleaning each evening. Technicians use various commercial grade disinfectants and neutral cleaners, all of which are effective in preventing the spread of viral and bacterial disease. Kaizon will follow the CDC, local public health recommendations and use EPA approved cleaning agents to help protect staff and students. Kaizon's daily responsibilities include:

- Daily cleaning and surface disinfection of teacher, clerical administration, and support staff workspaces which staff members occupy and use

## EDEN AREA ROP REOPENING PLAN

- Completely clean and restock restrooms with special emphasis on hand soap, paper towels, and hand sanitizer daily
- Check and restock hand sanitizer and other supplies daily in classrooms and common areas
- Remove trash and recycle bins daily in classrooms, offices, and common areas
- Mop and vacuum floor surfaces daily, and spot clean as needed
- Give special focus each day to sanitizing and disinfecting entry/exit pathways, and common high touchpoint surfaces including light switches, door handles, push panels, panic bars, faucets, and counter spaces
- Rooms where there has been an individual who has tested positive for COVID-19 will undergo a deep cleaning that involves a disinfecting fog treatment
- Kaizon chemical lineup includes:
  - Clorox Bleach
  - Clorox disinfecting wipes
  - Spectrum disinfectant cleaner
  - Hi-Con neutral cleaner

### Cleaning During the Day

In addition to the nightly cleaning of classrooms, additional cleaning measures will be taken throughout the day as follows:

- Classrooms and office areas are provided with a disinfecting and PPE kit which includes:
  - Disposable masks
  - Nitrile gloves
  - Disinfectant spray
  - Microfiber towels
  - No contact thermometer
- The Office Assistant or designee will wipe down water machines and door handles within Building A as needed depending on foot traffic and at a minimum of twice per day. The Office Assistant has been trained how to properly remove and dispose of gloves
- Students will wipe down (disinfectant) their desk and any tools used before leaving. Teachers should monitor this and ensure cleaning is happening in between AM and PM classes as needed depending on activity
- Non-instructional staff will wipe down their workspace throughout the day, including high touch areas
- Kaizon will provide cleaning of the bathrooms between AM and PM classes.

### Positive Case Cleaning Protocol

The cleaning and disinfecting protocol if COVID-19 positive or potentially positive case (person with symptoms) is described as follows:



- Immediately close down the space or spaces where the person was working/learning (minimum closure time is 24 hours)
- After the minimum 24-hour period, Kaizon custodial technician(s) or EAROP staff will enter to complete a deep cleaning protocol and disinfecting treatment
- Wait until the following workday to re-occupy the space

## Cleaning Supplies

- The Eden Area ROP has contracted with Cintas to provide supplemental Personal Protective Equipment (PPE), cleaning and disinfectant supplies:
  - Disposable masks for staff and students
  - Nitrile gloves for staff and students
  - Installed hand sanitizer stations at every building/classroom egress and ingress
  - Disinfecting solution for all surfaces
  - Disinfecting solution designed for food areas
  - Mop disinfecting solution
  - Microfiber towels

## Personal Protective Equipment

To support staff and students in maintaining a safe environment, the following PPE is currently available for staff and students:

### Personal Protection Equipment Stock

- State issued PPE/other supplies
  - Hand sanitizer (340 bottles)
  - Non-contact thermometers (7)
  - Face shields (140)
  - Disposable masks (2200)
  - N95 masks (300)
  - Cotton masks (2190)
- Purchased by the Eden Area ROP
  - Disposable masks (4000)
  - Nitrile gloves (2000)
  - Installed hand sanitizer stations at every building/classroom egress and ingress
  - Contract with Cintas for two sanitizing spray solutions and disinfecting mop solution

## Face Coverings

- All individuals, including staff, students, and visitors on campus must wear face coverings that cover the mouth and nose consistent with local public health guidance. Should anyone forget to bring their face covering, the Eden Area ROP will provide one
  - Exceptions to this requirement are allowed when an employee is alone in a room or while eating or drinking
- Face coverings will not be required for anyone who has trouble breathing in an emergency situation or is incapacitated or otherwise unable to remove the covering without assistance
- Reasonable accommodations will be made for students with an Individual Education Plan (IEP), as necessary, or anyone who is unable to wear a face covering for medical reasons
- Face coverings are not a replacement for physical distancing, but they must be used to mitigate virus spread when physical distancing is not feasible
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability

Resources:

[Video: How to Wear Your Face Mask Correctly](#)

## Student Compliance

- When students are not wearing masks or maintaining physical distancing or are out of compliance with any COVID-related county health recommendations, teachers reserve the right to dismiss students from that class
- Special considerations and accommodations may be given to students with IEPs who struggle with physical distancing guidelines

The following steps will be followed when a student is not complying with wearing their mask properly:

1. The teacher will remind the student to wear their mask properly and will coach the student in adjusting their mask if needed
2. The teacher will give the student a second reminder to wear the mask properly. The teacher will notify the parent that the student is not complying with mask wearing expectations
3. If the problem persists, the teacher will:
  - Call Educational Services to have the student escorted by a staff member to speak to an administrator or designee
  - The administrator or the designee will do the following:

- discuss mask wearing expectations with the student
  - contact the parent
  - return the student to class
4. If the student continues to not comply with wearing their mask, the parent must pick up the student for the day
  5. If the non-compliance persists, the student may be reassigned to a distance learning cohort as determined by administration

## Healthy Hygiene Practices

To promote healthy hygiene practices, the Eden Area ROP supports all students and staff following these procedures:

### Handwashing

- Staff and students are encouraged to wash their hands (or use hand sanitizer if a sink is not available) at the following times:
  - Upon arrival to school (before entering a classroom or works space)
  - Before putting on or taking off masks or other PPE
  - Before and after using commonly used equipment
  - Before and after using frequently touched surfaces
  - Before and after eating food
  - Wash hands for 20 seconds after using the restroom
  - Before dismissal as feasible
- Visual cues with signage will encourage proper handwashing.

To support compliance with these standards, hand sanitizer has been provided in each classroom, common area and all administrative offices. It will be replenished as needed. Supplies of soap and paper towels in the restroom are checked daily and replenished as needed.

Resources:

[Video: Proper Handwashing](#)

### Plastic Barriers (plexiglass)

- Plastic barriers have been hung from the ceiling on the public-facing countertops of all Eden Area ROP main offices. Plastic barriers are specifically placed to function when combined with:
  - universal and mandatory mask wearing
  - six feet physical distancing protocols, including but not limited to floor-mounted stickers

- Plastic barriers are not a substitute for the combination of masks, physical distancing, air conditioning and ventilation. When combined with these overarching protection measures, the consensus scientific and medical data around plastic barriers' usefulness suggests relatively larger droplets of fluid generated by talking, breathing and other respiratory functions will likely be caught by plastic barriers as gravity acts upon the droplets across six feet of distance. Plastic barriers are not designed for, nor do they have the ability to stop aerosolized droplets or any other droplets or particles gravity does not act upon at a distance of six feet or less.

## High Touch Areas

- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses
- Minimize the contact of staff and students with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times)

## Physical Distancing

To support the requirements for physical distancing as outlined by the state and county health departments, the Eden Area ROP will:

- Communicate with families regarding physical distancing requirements and recommendations
  - A Webinar will be held for families by grade level (11<sup>th</sup> and 12<sup>th</sup>) prior to a determined date of reopening.
  - Literature will be sent home via mail outlining CDC physical distancing guidelines and requirements.
- Train staff on protocols for physical distancing for both indoor and outdoor spaces
  - Staff will receive training via Keenan SafeSchools videos regarding physical distancing
  - Administration and Security will provide campus walk-throughs for staff prior to students returning to determine specific outdoor areas on campus as they apply. This will be completed on the days they are currently working on campus.
  - Students will be made aware of campus specific guidelines their first week of attending through an orientation from their teacher.
- Post signage reminding students and staff about physical distancing in prominent locations throughout the school campus and inside classrooms.
- Allow only necessary visitors on the campus and limit the number of students and staff who come into contact with them. Volunteers are not allowed on campus.

## Non-Instructional Staff Scheduling

Non-instructional staff will be scheduled to work on site to provide support to students and teachers during hybrid instruction. The schedule of work on site will be structured to maintain physical distancing while on site. Office doors should remain closed and windows open to promote air flow within offices. Masks must be worn while on site by all staff.

## Lockers

- Student belongings must be kept separate from others and belongings should remain with students whenever possible
- Some Eden Area ROP programs require uniforms and protective equipment that need to be stored in the classroom for use. Locker usage will be staggered and assigned to maintain physical distancing

## Restrooms

- Students
  - Students will use the restroom one at a time as needed
  - Students will have specific restrooms assigned depending on the class they are in, and proximity of classroom to restroom
- Staff
  - Staff will be assigned specific restrooms on campus to prevent cross traffic

## Copy Machines

To promote physical distancing while making copies, some machines have been relocated.

- The Educational Services printer/copier is now located in the staff lounge and there is an additional printer/copier behind security
- Please refrain from waiting for the copier while it is being used by another staff member
- To minimize physical contact, there will be a sign-up sheet to use the staff lounge printer/copier and the printer/copier behind security. The Office Assistant will manage the sign-up sheet; please email her at [jlopez@edenrop.org](mailto:jlopez@edenrop.org) to request a copier time (15/30 minute intervals).
- With advance notice (24 hours or more), the Office Assistant will make copies for you and deliver those copies following the new delivery protocols. Please use the copy request form that has been sent to you to request copies
- Only staff located in the Business Services department should be using the copier located in that department

- Only staff located in the Administration department should be using the copier located in that department

## Staff Lounge

- Employees may use the refrigerator, microwave and hot water in the staff lounge. In an effort to minimize physical contact, we would like staff to take breaks in their classroom or in an outside area on campus away from others.

## Mail

- Mail will be delivered to main office where the Office Assistant will sort and deliver to classrooms when there are no students present
- Off-site teachers will have their Eden Area ROP mail delivered to their respective high school campuses
- Any other deliveries or service repairs on campus will go through the main office for Office Assistant to check in, sign for and/or record as needed. Security will deliver as necessary

## General Precautions

- When possible, please scan documents
- Consider the turnaround time when conducting business (If you physically drop off a document, it will not be handled/processed for 72 hours). Deadlines still need to be met
- Do not visit other desks or offices; use the phone or schedule a virtual meeting
- Check your emails 3 times a day and respond promptly
- All office doors will remain closed and door window coverings removed

## Arrival, Departure, and Movement within the School

### Traffic Patterns

The Eden Area ROP will work to minimize close contact between students, staff, families and the broader community at arrival and departure through the following methods:

- Designate routes for entry and exit using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students
- When in-person drop-off or pick-up is needed, only one parent or caregiver should enter the facility to pick up or drop off the child

- Require adults entering campus for in-person pick-up or drop-off to wear face covering
- Physical distancing markers will be placed in high traffic areas as practicable
- The Eden Area ROP will promote physical distancing among staff in their work environment to reduce the spread of virus. This includes:
  - Avoid staff congregation in work environments, break rooms, staff rooms and bathrooms
  - Avoid grouping staff together for training or staff development virtual training and distancing measures shall be considered
  - In accordance with Cal/OSHA regulations and guidance, the Eden Area ROP shall evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible
- Staff will minimize entering Building A and call first for any requests or needs. Staff are encouraged to use back door through staff lounge, if necessary, to enter Building A
- Designated routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding will be utilized as follows:

## COVID-19 Campus Class Entrances & Exits

### Building A

1. Student Services will enter main front door and exit teacher lounge.
2. Business will enter main front door and exit backdoor business area.
3. Students and guests will enter and exit main front door.
4. Main front door lobby is an enclosed space and can only have a standing capacity of 4 persons. No gathering. 6' markers will be placed in hallways for proper spacing guidance.

### Building B

1. B-1 Careers in ED bldg. - has two doors, one will be used to enter one will be used to exit.
2. B-2 Security bldg. - will enter and exit main front door.
3. B-2 Staff Copy/Utility room- this room is located at the back of the security bldg. It has its own entry door. This door will be the entry and exit door. This room is an enclosed space and has a standing capacity for only two people at a time. No gathering. 6' markers will be placed for proper spacing guidance.
4. B-3 Student store – Main front entrance will be used for student-controlled entrance and exit. Back door will be used for staff entrance and exit. The store is an enclosed space and can only have a standing capacity of 6 persons. No gathering. 6' markers will be placed inside for proper spacing guidance.

5. B-4 DSP/Computer room – has only one door which will be used for controlled entry and exit. This is a classroom which can seat 12-15 people safely withing CDC guidelines. 6' markers will be placed for proper spacing guidance.

## **Building C**

1. C-1 merchandising has two doors, one will be used to enter one will be used to exit.
2. C-2 Star Center/Computer lab Main front entrance will be used for student-controlled entrance and exit. 6' markers will be placed in hallway for proper spacing guidance.
3. C-3, 4 Dental has two doors, one will be used to enter one will be used to exit.
4. C-4, 5 Dental has two doors, one will be used to enter one will be used to exit.
5. C-6 Cyber Security has two doors, one will be used to enter one will be used to exit.
6. C-7, 8 Medical has two doors, one will be used to enter one will be used to exit.
7. C-9 Electrical main entrance will be used for student-controlled entrance and exit. 6' markers will be placed in hallway for proper spacing guidance.
8. C-10 main entrance will be used for student-controlled entrance and exit. 6' markers will be placed in hallway for proper spacing guidance.
9. C-11 IT main entrance will be used for entrance and exit.
10. C-12 Adult Admin front glass door entrances will be used for entrance and exit. Lobby is an enclosed space and can only have a standing compacity of 1 person. No gathering. 6' markers will be placed in the hallway for proper spacing guidance.

## **Buildings H, F, & G**

1. Buildings H, F, G will use open air, back yard doors as exits and entrances.
2. Appropriate 6' markings and arrows will be placed outside these areas for student lineup as they enter bldg.
3. Front glass door entrances and hallways will be used for student bathrooms, guest and or admin visits only.
4. Front Glass door entrances are enclosed and can only have a standing compacity of 4 persons. No gathering. 6' markers will be placed in hallways for proper spacing guidance.
5. Classes located in these building are as follows.
  - a. H-Bldg – Auto 1 &2, Criminal Justice,
  - b. G-Bldg – Culinary, Construction, Auto Painting



c. F-Bldg – Medical, First Responders

## Computer Labs

Shared computer labs will not be available for student use at this time. Teachers should instruct students to bring their own device to class should they need to use them during in person instructional time.

## Student Store

To comply with physical distancing requirements and minimize interactions between classes, the student store will remain closed when we return to in-person instruction. If breaks during class time are needed, they will occur within the classroom.

## Substitutes

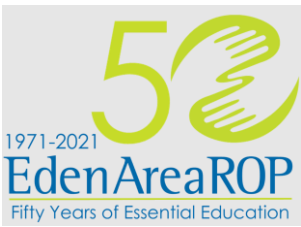
- Substitute teachers will check in with Office Assistant to receive assignment and keys
- Substitutes will wear a face mask at all times and adhere to all safety protocols

## Student Drop Off/Pick Up Procedures

- Parents should remain in their vehicles for student pick-up. If picking up in-person, parents are to wait at the front of main office (Building A) for your child, adhering to 6 feet of physical distancing
- For early checkout, parents will call the Eden Area ROP office (510-293-2935) from their car. Students will be escorted from the classroom to the main office to receive a pass and exit to the parking lot

## Students Driving

- Students driving to campus are expected to follow all existing expectations as outlined in the Student Handbook
- Masks are to be worn to and from their car
- Students are to go directly to class once they exit the vehicle. No congregating in parking lot, break areas, or main office



# EDEN AREA ROP REOPENING PLAN

## Visitors

Visitors will be admitted onto campus to the degree that physical distancing of six feet can be maintained. Six feet physical distancing will be indicated outside the site to ensure safe distancing while waiting. Visitors must be wearing proper face coverings to be permitted on to campus.

Visitors will be allowed on campus for the following purposes:

- Dropping off or picking up students during in-person instruction
- Picking up supplies for distance learning

## MONITORING

### Health Screenings

Health screenings refer to symptom screening, temperature screening or a combination of both. Although temperature screening for COVID-19 has become a widespread practice in a variety of business and community settings, its limited effectiveness may be outweighed by potential harms. With respect to COVID-19, the CDC acknowledges that "fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals." This is because people with COVID-19 can infect others before they become ill (pre-symptomatic transmission), some people with COVID-19 never become ill but can still infect others (asymptomatic transmission), and fever may not be the first symptom to appear.

There are also several drawbacks and limitations to temperature screening including inaccurate results, potential risks to screened populations and significant logistical challenges. Temperature screening may additionally lead to delays in the start of the school day and may also inadvertently increase risk of disease transmission if students congregate in long lines while waiting to be screened. For these reasons, temperature screening is not a requirement for schools.

### Screening and Social Contracts

Students, staff, and vendors (this does not include regular, daily deliveries) will be required to complete a daily screening survey. Any person who does not pass the screening survey will be directed by an administrator or designee to stay at home.

Visitors with any symptoms consistent with COVID-19 shall be denied entry. Students and staff with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to the **sick bay** on site pending travel home.

## Screening Requirements

- Each day, prior to arrival on campuses, all students and staff will be screened for COVID-19 symptoms utilizing an at-home survey of questions (as recommended by the CDC)
- Additionally, school staff should conduct on-site visual screenings
- Visitors will complete the online COVID-19 survey prior to entering any building on campus. Visitors with any symptoms consistent with COVID-19 shall be denied entry
- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea
- If temperature screening is performed, contactless thermometers will be used
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be isolated and must be sent home immediately until testing and/or medical evaluation has been conducted

## Current Online Screening Tools for Staff and Visitors:

[High School Programs/Classes Staff](#)  
[Visitors/Vendors/Contractors](#)

## Sick Bay

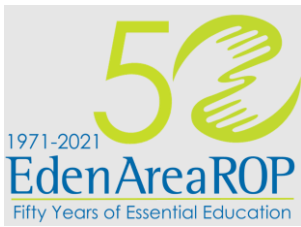
Room C19 will serve as the designated sick bay for students. In the unlikely event that an additional location is needed in order to maintain physical distancing, the B4 computer lab will be utilized as a second location. A designated administrator will be on call daily to supervise these locations as needed. This responsibility will be shared by the administrative team who have an “on call” schedule that determines which administrator will supervise the sick bay should the need arise.

## Visitors

School administrators will limit visitors and volunteers on campus. Visitors will be admitted on campus to the degree that physical distancing of six feet can be maintained.

Resources:

[Video: Knowing the Symptoms - COVID](#)  
[ACPHD Health Screening Protocol](#)



# EDEN AREA ROP REOPENING PLAN

## Staff Testing

Health care providers are required to test essential workers regardless if they are showing symptoms upon request at no cost. Given that educators have been categorized as essential workers during the pandemic, health care providers are required to provide COVID-19 tests to educators. The Alameda County Health Department is recommending that employees of K-12 school districts get tested at least monthly once in-person instruction is being provided. Given the strain the additional testing of educators is likely to place on health care provider testing systems, they have agreed to have third party companies provide this service.

The Eden Area ROP Governing Board approved the agreement with Curative Labs Inc. to provide COVID-19 testing for all staff as recommended by the county health department at their December 10, 2020 meeting. Curative Labs, Inc. will be acting on behalf of our health care providers to provide the test. This is a self-administered test in which a staff member orally provides a sample that is placed into a tube and then places the tube in a sealed bag to be sent to Curative Labs, Inc. for processing. The Eden Area ROP has developed a schedule in which all staff will be tested at least every other week, with a goal of testing all staff weekly as resources allow.

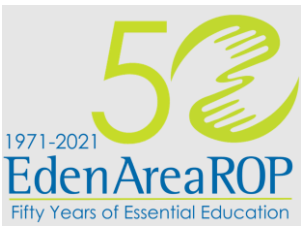
## Staff Member Responsibilities for Testing

To implement this testing process, each staff member will need to provide Curative Labs, Inc. with their personal information so that Curative Labs, Inc. can share their test results with them. Curative Labs, Inc. has developed an online system to serve this purpose and facilitate ease of use. Additionally, staff members will need to share their health insurance information with Curative Labs, Inc. so that they can bill the provider for the test. *There is no cost to the employee for this test.*

## Eden Area ROP Responsibilities

The Eden Area ROP is required to identify one staff member to serve as the **Curative Administrator**. This position will act as the point of contact with Curative regarding testing results. This employee will be trained to use the Curative online platform and will have access to sensitive information such as personal information for each staff member and results of the COVID-19 test. Given the confidential nature of this information and potential personnel impacts, the Human Resources Administrator will serve as the Curative Administrator for the Eden Area ROP.

Additionally, given the requirements and length of time it takes to proctor the administration of each test, the Eden Area ROP has contracted with an independent service provider to manage all aspects of surveillance testing of staff. The contractor assigned these responsibilities will be trained to use the Curative online platform to individually check in and observe staff members self-administering the COVID-19 test. This position will **not** have access to the personal information and COVID-19 test results on the online platform.



# EDEN AREA ROP REOPENING PLAN

## Logistics

To prepare for testing, we have identified the area outside of the student store as the location for staff testing to occur. A schedule for staff to take the test each month has been developed. Staff will take the test at their assigned date and time.

## COVID-19 Case Response

Designated COVID-19 Liaisons will work with the county health department should there be a positive case within our community and respond accordingly.

Students and staff are required to get tested as soon as they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts have tested positive for COVID-19. [Alameda County Testing Information.](#)

Positive test results:	Negative test results:
<ul style="list-style-type: none"> <li>Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.</li> <li>Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in "Response to Suspected or Confirmed Cases and Close Contacts" section below.</li> </ul>	<ul style="list-style-type: none"> <li>Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement of other symptoms.</li> <li>Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.</li> <li>Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.</li> <li>Documentation of negative test results must be provided to the Eden Area ROP Human Resources Administrator.</li> </ul>

In lieu of a negative test result, symptomatic students and staff may return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

# EDEN AREA ROP REOPENING PLAN

## Exposure/Suspected Case Scenarios

What measures should be taken when a student, teacher or staff member has symptoms, is in contact with someone infected, or is diagnosed with COVID-19?

Updated 12/13/2020

Staff/Student with:	Action:	Communication and Resources:
1 COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>Send employee/student home</li> <li>Notify Eden Area ROP COVID-19 Liaison</li> <li>Isolate student or staff member in a separate room or designated area, away from other students or staff, pending pick-up</li> <li>Advise student or staff member to contact their healthcare provider and consider COVID-19 testing</li> <li>Advise student or staff member to share the test results with the Eden Area ROP Human Resources Administrator as soon as possible. Follow <b>Requirements for Returning to School.</b></li> <li>Advise symptomatic staff or parent of symptomatic student to follow <a href="#">isolation instructions</a> unless COVID-19 is ruled out by a healthcare provider</li> <li>For students - notify the home school of symptomatic student being sent home</li> <li>For employees - notify HR and determine if employee will take leave or work remotely</li> <li>School/classroom remain open</li> <li>Follow-up with employee/student family after 2 days</li> </ul>	<a href="#">Isolation Instructions</a>  <a href="#">What to Do While Waiting for Test Results</a>
2 Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Send employee or student home</li> <li>Contact Eden Area ROP COVID-19 Liaison</li> <li>Employee/student must quarantine for 14 days from last exposure. Provide <a href="#">Quarantine Instructions</a>. Determine date quarantine will end.</li> <li>Advise student or staff member to contact their healthcare provider and consider COVID-19 testing. Recommend testing and/or they contact their doctor (but will not shorten 14-day quarantine)</li> </ul>	<a href="#">Quarantine Instructions</a>  <a href="#">What to Do While Waiting for Test Results</a>  <a href="#">Template Letter</a>

# EDEN AREA ROP REOPENING PLAN

	<ul style="list-style-type: none"> <li>• For student - notify home school</li> <li>• For staff - notify HR and determine if the employee will take leave or work remotely.</li> <li>• School/classroom remain open</li> <li>• Follow-up with student/employee every few days to see if they develop symptoms.</li> </ul>	
<p><b>3</b> Confirmed COVID-19 case infection</p>	<ul style="list-style-type: none"> <li>• Eden Area ROP COVID-19 Liaison contact the Alameda County Public Health Department: <a href="mailto:safelearning@acgov.org">safelearning@acgov.org</a> or 510-268-2101</li> <li>• Advise cohort members and/or close contacts of the COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing.</li> <li>• Advise household contacts of COVID-19 positive student or staff member to follow <a href="#">Quarantine Instructions.</a>, contact their healthcare provider and consider testing.</li> <li>• Find community <a href="#">testing locations</a> here</li> <li>• Clean and disinfect classroom and primary spaces where the COVID-19 positive student or staff member spent significant time <math>\geq 15</math> minutes.</li> <li>• For staff - notify HR and determine if the employee will take leave or work remotely</li> </ul>	<ul style="list-style-type: none"> <li>• Cohort QUARANTINED for 14 days from last exposure.</li> <li>• Close contacts quarantine for 14 days from last exposure.</li> <li>• School remains open</li> <li>• Communication (within 1 business day):</li> <li>• Complete and send template exposure letter to cohort</li> <li>• Consider school wide notification of a known case (see process document)</li> <li>• Exposure and benefits notifications must be sent to: All employees who were at the worksite within the infectious period (2-14 days) who may have been exposed to COVID-19</li> <li>• The disinfection and safety plan must be sent to all employees</li> </ul>

## Requirements for Returning to School

<p>1 If (1) COVID-19 test is positive OR (2) NOT tested and has NO medical evaluation</p>	<p>If their COVID-19 test is positive OR they were NOT tested and have NO medical evaluation, may return after:</p> <ul style="list-style-type: none"> <li>○ At least 10 days have passed since symptoms first appeared <b>AND</b></li> <li>○ There have been at least 24 hours with no fever, without taking medicines to lower fever <b>AND</b></li> <li>○ They are feeling better (symptoms do not have to be completely resolved)</li> </ul>	
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# EDEN AREA ROP REOPENING PLAN

2	NOT tested but has medical evaluation	<p>If they were NOT tested but have a medical evaluation, they may return <u>before</u> 10 days have passed if:</p> <ul style="list-style-type: none"> <li>Symptoms have resolved, AND</li> <li>Must provide <b>medical evaluator note*</b> to verify that the symptoms are not due to COVID-19.</li> </ul>	
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(†) Close contact means that the student was within 6 feet of a COVID-19 positive person for 15 minutes or longer (this includes multiple shorter periods in the same day that add up to 15 minutes) EVEN IF both the student and the other person were wearing masks. Close contact can also mean that the student had a briefer but major exposure to the COVID-19 positive person's respiratory droplets. For example, the sick person coughed directly on the student.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

\*A medical evaluator (a doctor, a nurse practitioner, or a certified physician assistant) provides a letter indicating that (1) an alternative diagnosis has been made and (2) the student's symptoms are NOT due to COVID-19. For privacy reasons, the program is not allowed to require disclosure of the alternative diagnosis. Please note: Sometimes symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In this situation, the provider may clear someone to return to school.

Chart adapted from "COVID-19 Health Screening in TK-12 Schools and Extracurricular Programs Serving School-Age Children and Youth" published by Alameda County Public Health Department November 10, 2020 and "COVID-19 School Guidance: Alameda County School Reopening Plans" published by Alameda County Office of Education last updated on December 4, 2020.

### **What should a school or childcare program do while an ill staff or student is waiting for COVID-19 test results?**

In this situation, a cohort should only be closed if there is strong clinical suspicion that the person undergoing testing has COVID-19. For example, if the person is symptomatic following exposure to a confirmed case, or if the symptoms are highly specific for COVID-19 (e.g., loss of taste and smell), the cohort should be closed while awaiting test results. This decision should be made in consultation with ACPHD. Members of the cohort should be told to self-quarantine until test results are available.

### **AB685 Notification Requirements as of January 1, 2021**

Situation	Who is Notified	Notification	Timing	Retention
Staff are exposed to a person with a positive test result	All employees, and the employers of all subcontracted employees, who were at the worksite within the	Written exposure notification that: <ul style="list-style-type: none"> <li>Includes COVID-19 related benefits that employees may be entitled to under federal, state, or local laws, such as:</li> </ul>	Within one business day of receipt of notification of a positive case.	Employers are required to maintain records of these notices for at



# EDEN AREA ROP REOPENING PLAN

	infectious period (2-14 days) who may have been exposed to COVID-19	<ul style="list-style-type: none"> <li>○ Workers' compensation and COVID-19 leave</li> <li>○ Paid sick leave</li> <li>○ The company's anti-discrimination and anti-retaliation policies</li> </ul> <p>Must not disclose the identity of the infected employee</p> <p>Quarantine/Isolation guidance</p>		least three years.
	All employees and subcontracted employees	Written notice to all employees that includes the disinfection and safety plan the employer plans to implement and complete per the federal Centers for Disease Control (CDC) guidelines		
Positive case among students or staff	Alameda County Public Health Department	The names, the number of positive individuals, the occupation, worksite for the individuals, and the employer's business address, and North American industry Classification System code of the worksite.		

## Triggers for Switching to Distance Learning

### School Closure

According to Labor Code section 3212.88, an outbreak exists if, within 14 calendar days a County Office school or work site with fewer than 100 employees reporting to work has four or more employees test positive for COVID-19 or is ordered to close by a local public health department, the State Department of Health, the Division of Occupational Safety and Health, or a school superintendent due risk of infection with COVID-19.

The Eden Area ROP will partner with the Alameda County Department of Public Health to determine if a classroom, cohort or school needs to be closed and revert to Distance Learning due to an outbreak of COVID-19 infection.

- The Eden Area ROP will follow the guidance for school closure as outlined in the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#)
- School Closure may be appropriate when:
  - Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.

## EDEN AREA ROP REOPENING PLAN

- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Schools may typically reopen after 14 days and the following have occurred:
  - Cleaning and disinfection
  - Public health investigation
  - Consultation with the local public health department

### Instruction

As the Eden Area ROP operates in partnership with four school districts, determining the specific structure of a hybrid instructional model is dependent on the schedules developed by our partner districts. All of the districts are developing guidelines for reopening specific to their community needs while following the requirements set forth by the state and local public health departments. The timeline regarding when the Eden Area ROP center programs will return to in-person instruction is also dependent on when our partner districts do so.

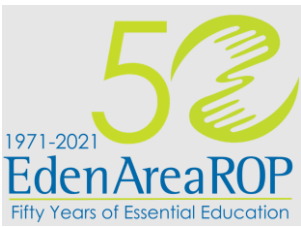
### Student Grouping

Once the hybrid bell schedules are determined by our member districts, the Eden Area ROP will work to create a hybrid schedule that works in conjunction with the district bell schedules and minimizes the mixing of students as much as possible as recommended by local and state health departments. Student schedules will likely be based on an A/B model in which students come to class on different days of the week so that physical distancing requirements can be met.

For example, a district may have high school students placed into two groups with each group attending classes two days a week, group A on Monday and Tuesday, and group B on Thursday and Friday. In this model, online instruction and asynchronous learning would occur on Wednesdays. With no students on campus on Wednesdays, cleaning of the campus can occur between the A and B cohorts.

Regardless of the structure of our hybrid model, families who wish to have their student continue with 100% distance learning will be able to continue to do so. The schedule we develop will have time built into it for synchronous and asynchronous instruction for families who choose this option.

The Eden Area ROP will develop a bell schedule and student grouping based on the district schedules. Once we have those schedules our hybrid learning schedule will be listed below:



# EDEN AREA ROP REOPENING PLAN

## Hybrid Schedule ROP Center

Based on the hybrid schedules Castro Valley and San Leandro Unified School Districts, in order to provide a hybrid option that works within these schedules, the Eden Area ROP would only be able to provide in person instruction for approximately an hour and a half one day a week for each of the two cohort groups. When we consider the goal of providing in person instruction to our students is to provide them with the hands-on skills training relevant to their pathway, this model does not provide enough instructional time.

Additionally, we are required to provide 100% distance learning to students who are not ready to return to in person instruction. Many schools are addressing this requirement by having the teachers provide instruction to the in person and distance learning students concurrently, meaning the students in the classroom and the students online are participating at the same time, completing the same lesson. Concurrent teaching would not be effective for our center programs as the students in person would not be able to participate for the same duration as the students online and we could not create the same hands-on assignments for both groups of students

To provide our students with the opportunity for in person instruction, we are offering opportunities for students to participate in small cohorts from 3:30-5:30 on Mondays-Thursdays. We are currently working to finalize the bus schedule for those students needing transportation and will send the schedule to students and their families who have chosen to participate once completed.

## Staffing

In accordance with federal and state mandates, the Eden Area ROP will survey teaching staff regarding barriers to returning to in-person instruction. Accommodations will made for staff as needed.

## Substitutes

The Eden Area ROP will stay consistent with substitutes hired and to the best of our ability, have the same substitute with a cohort whenever possible.

## Classroom Settings

- To support the maintenance of physical distancing in classes, the following precautions will be taken:
- Students will be assigned a specific seat, where feasible, to ensure that close contacts within classrooms are minimized and easily identifiable
  - Desks in classrooms have been spaced at least 6 feet apart, as practicable, in existing facilities
    - Students should face the same direction when seated in class

- A survey of teachers regarding supplies and equipment in class has been conducted to assist in determining how many students can be in class at a time to eliminate the sharing of equipment among students to the extent practicable, or limit use of supplies and equipment to one group of students at a time
- When students are working in a shop setting, they will avoid sharing tools and equipment. Students should wipe down equipment after each use before putting tools and equipment away.
  - If student teams are established, they should remain consistent and safety precautions maintained
- At the end of each class, a system in which spaces are cleaned will be developed, just as students would keep their workspace clean in CTE classes in accordance with workplace standards, the same standards will be applied in classes during the pandemic
- To increase ventilation windows and doors to classrooms will be opened. Students and staff should dress accordingly
- The Eden Area ROP programs conduct outdoor instruction for various programs on campus that mirror a professional setting; outdoor space adjacent to their classrooms can be used as additional instructional space. While all classes are not conducive to providing instruction outdoors, we support teachers providing instruction outdoors, weather permitting

## Internships

Programs that offer the students the opportunity to participate in internships will continue if possible. Most internship opportunities will be altered or revised to adhere to state and county guidelines. Virtual internships are encouraged where practicable. Some programs may have to forego providing internships if health conditions prohibit participation.

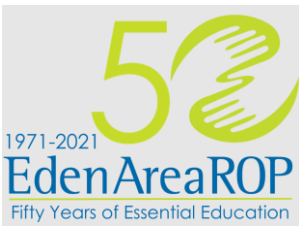
## Career Technical Student Organizations (CTSO)

Statewide CTOS like DECA and SkillsUSA have implemented an online option for this year. Participation in the program is optional for teachers and their students.

## Facilities and Transportation

### Transportation

Students have the option to ride a bus provided by the Eden Area ROP to and from their home school and the center each day. Typically, the Eden Area ROP contracts with our partner school districts to provide this service. The district hybrid schedules for their students will dictate their capacity to provide this service for the Eden Area ROP. If district busses are not available, the Eden Area ROP will contract with other bus companies to provide transportation for students. Regardless



# EDEN AREA ROP REOPENING PLAN

of the provider, bus transportation for students will follow the health guidelines outlined by state and local health departments that includes the following:

## Loading/Unloading Zones

Students will be expected to follow protocols established by their home school regarding boarding the bus to the Eden Area ROP. Each bus has a designated drop off location at the Eden Area ROP center and students will be required to maintain physical distancing while they wait to board the bus.

## Physical Distancing on School Buses

- Seating capacity on the bus will be reduced to maintain physical distancing. This may necessitate the use of physical distancing seat bands to designate which seats are available for use by:
  - Seating one student to a bench on both sides of the bus, skipping every other row
  - Seating one student to a bench, alternating rows on each side to create a zigzag pattern on the bus
  - Marking or blocking seats that must be left vacant
- Ensure six-foot distancing at bus stops and while loading and unloading
- Prevent students from walking past each other by taking the following measures:
  - Seat students from the rear of the bus forward
- Face covering for students and staff, excluding those persons with a medical exemption, are always required at bus stops and on busses

## Vehicle Cleaning

Busing providers will be expected to follow CDC recommendations for cleaning. High touch areas will be cleaned between each trip from home school and the Eden Area ROP center if the bus makes multiple trips per day. The entire interior of the bus will be cleaned each day. High touch areas include:

- Handrails for entering and exiting the vehicle
- Arm Rests
- Seatbelts (if applicable)
- Driver Steering Wheel
- Dash Area
- Head Rests
- Windowsills

## Ventilation

- **Fresh Air:** We encourage introducing fresh outdoor air as much as possible by opening windows or doors where practicable. If opening windows poses a safety or health risk (i.e. smoke, pollen, etc.) to persons using the facility then the windows should remain closed. Leaving doors open is acceptable, as long as it does not create a safety risk for students or employees
- Many programs at the Eden Area ROP contain a shop environment with large roll up doors. These are to remain open whenever possible and weather permitting
- **Improve Air Filtration:** The Eden Area ROP has upgraded HVAC air filters to MERV-13, which meets the guidance from the American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE) on how best to handle COVID-19.

## Governance

The Eden Area ROP will continue to work collaboratively with our partner districts regarding operations during the pandemic. The Governing Board will be updated regularly regarding the status of our operations. Additionally, staff will continue to participate in meetings with other local agencies including the Alameda County Public Health Department and the Alameda County Office of Education to remain current on recommendations for operating during the pandemic. Additionally, staff will be updated regularly regarding the current requirements for school personnel during our monthly staff meetings.

## Awareness and Training

All Eden Area ROP staff will attend training sessions on the following topics:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- How COVID-19 is spread
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19

This training will be completed through Keenan SafeSchools videos and assessment, in addition to supplemental information from the Centers for Disease Control and Prevention website. Additionally, regular review of safety practices will occur during staff meetings and via the weekly staff bulletin.

## Communication

To keep staff, parents and students up to date regarding the latest safety protocols regarding COVID 19, the Eden Area ROP will:

- Regularly remind staff, parents, and students through email of the need to stay home if any signs of illness are present.
- Communicate through email to staff, students, and parents about COVID-19-related protocols, including proper use of PPE, cleanliness and disinfection, transmission prevention, guidelines for families about when to keep students home from school, systems for self-reporting symptoms.
- If a school has a positive COVID-19 case, report, track and trace infections in coordination with public health officials to begin the notification process
- Notify staff and families immediately of any possible cases of COVID-19. See [Eden Area ROP COVID-19 Exposure Letter](#)
- Review legal responsibilities and privacy rights for communicating about cases of the virus
- Provide guidance to parents, teachers, and staff, reminding them of the importance of community physical distancing measures while the ROP is closed, including discouraging students or staff from gathering elsewhere
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation
- Provide communication on potential contacts to cases following the Alameda County Public Health Department (ACPHD) requirements
- Use a variety of communication methods, such as social media, electronic communication, and the Eden Area ROP website

## Coordination with Local Authorities

The Eden Area ROP will work with the California Department of Education (CDE), Alameda County Office of Education (ACOE), Alameda County Department of Public Health (ACDPH), and related authorities to follow the most up-to-date recommendations regarding screening and testing, contact tracing, and isolation and quarantine measures, as well as ongoing prevention measures including frequent hand-washing and physical distancing.

## Human Resources

Human Resources plays a vital role in our efforts to support staff and students regarding the spread of COVID 19. The Human Resources Administrator will:

- Provide employees with COVID-19 plans and provide necessary training and accommodations

## EDEN AREA ROP REOPENING PLAN

- Ensure staffing levels are sufficient to meet physical distancing, student learning, and health and safety needs to address COVID-19
- Provide confidentiality around health recording and reporting
- Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) by providing reasonable accommodations. If reasonable accommodations are not practicable, the Eden Area ROP will work with the employee to develop a flexible leave plan
- Provide information regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance

### Reference & Resources

- [Alameda County COVID-19 School Guidance for School Reopening Plans](#)
- [CDC Considerations for Schools](#)
- [CDC Reopening Guidelines](#)
- [Governor Newsom's Plan for Learning and Safe Schools](#)
- [California Public Health Officials Provide COVID-19 Update](#)
- [Rethinking School Spaces and Structures to Maintain Proper Distancing Amid COVID-19](#)
- [School practices to promote social distancing in K-12 schools: review of influenza pandemic policies and practices](#)
- [Alameda County Office of Education COVID-19 \(Coronavirus\) Information and Resources](#)
- [COVID-19 Industry Guidance: Schools and School-Based Programs](#)
- California Department of Education's "[Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)" (June 2020)
- California Department of Public Health's "[COVID-19 Industry Guidance: Schools and School-Based Programs](#)" (June 5, 2020)