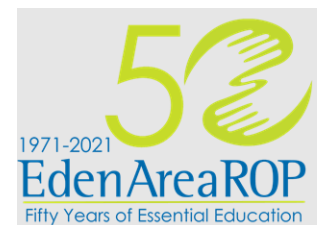
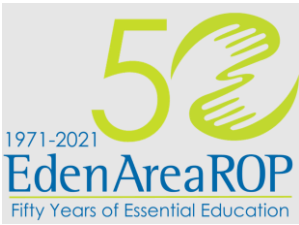


# EDEN AREA ROP COVID-19 SAFETY PLAN



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

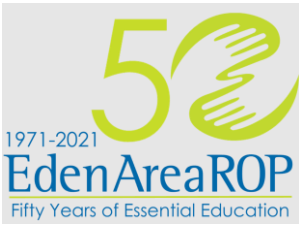
Last updated 3/9/2022



# EDEN AREA ROP COVID-19 SAFETY PLAN

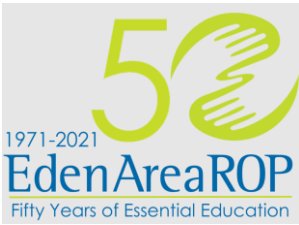
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# EDEN AREA ROP COVID-19 SAFETY PLAN

## 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</b>	<b>600</b>
<b>Superintendent</b>	<b>Linda Granger</b>	<b>Number of Staff</b>	<b>58</b>
<b>Email</b>	<b>lgranger@edenrop.org</b>	<b>School Type</b>	<b>Regional Occupational Program</b>

COVID-19 Liaisons:

<b>Jean Levato</b> Pandemic Services Liaison <a href="mailto:jlevato@edenrop.org">jlevato@edenrop.org</a> 510-293-2102	<b>Linda Granger</b> Superintendent <a href="mailto:lgranger@edenrop.org">lgranger@edenrop.org</a> 510-293-2901	<b>Manuschka Michaud</b> Principal <a href="mailto:mmichaud@edenrop.org">mmichaud@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 prepare for in person instruction during the pandemic, we recognize that providing a safe environment for students and staff must be at the forefront of our operations. This plan is designed to serve as a guide to safely operate based on the guidelines, recommendations, and mandates from state and local health officials to mitigate 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. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document."

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

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 as appropriate.

The Governing Board approved a Pandemic Services Liaison Position to support implementing testing requirements related to COVID 19 and schools. 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 participate in the required training.

## Guiding Principles

The Eden Area ROP is following the California Department of Public Health [K-12 Guidance 2021-22 School Year \(ca.gov\)](#) as we prepare for in person instruction. These guidelines recommend the following safety measures for schools:

- **Masks:** guidance regarding mask wearing aligns to the county and state health department orders
- **Hand Hygiene:** implement regular hand washing
- **Physical Distancing:** maximize distancing and minimize contact as much as possible
- **Ventilation:** maximize air flow as much as possible
- **Sickness:** Staying home when sick
- **Screening:** consider passive screening in areas of high transmission and low vaccination rates
- **Contact Tracing:** follow the county and state health departments guidance regarding contact tracing
- **Isolation** of COVID-19 positive individuals
- **Cleaning:** Cleaning surfaces daily

## 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 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. The contractor will follow local public health recommendations and use EPA approved cleaning agents to help protect staff and students. Daily responsibilities include:

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

##### **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
- Towels
- No contact thermometer
- The Office Assistant or designee will wipe down water machines and door handles within Building A lobby area as needed depending on foot traffic and at a minimum of twice per day
- The Office Support Technician will wipe down staff lounge area as needed depending on foot traffic
- Students will wipe down 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

## Positive Case Cleaning Protocol

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

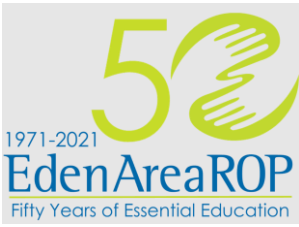
- Custodial technician(s) or EAROP staff will enter to complete a deep cleaning protocol and disinfecting (fogging) treatment

## 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
  - Towels

## Personal Protective Equipment

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



# EDEN AREA ROP COVID-19 SAFETY PLAN

## Personal Protection Equipment Stock

- State issued PPE/other supplies
  - Hand sanitizer
  - Non-contact thermometers
  - Face shields
  - Disposable masks
  - N95 masks
  - Cotton masks
  - Nitrile gloves
  - 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

Eden Area ROP will follow county and state health department guidelines regarding the use of face coverings. Both agencies strongly recommend that face covering be worn in school settings at this time. While the public health department requirement to wear masks in public schools ends on March 12, 2022 the California Department of Public Health states:

“Masks remain one of the most effective and simplest safety mitigation layers to prevent transmission of COVID-19 infections. High quality masks, particularly those with good fit and filtration, offer protection to the wearer and optimal source control to reduce transmission to others. To best protect students and staff against COVID-19, CDPH currently strongly recommends continuing to mask indoors in school settings.”

They also state that they will continue to monitor and assess conditions and determine when and how to update masking guidance. Should their guidance change, the Eden Area ROP will follow suit.

Resources:

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

[guidance for face coverings \(ca.gov\)](#)

[K-12 Guidance 2021-22 School Year \(ca.gov\)](#)



## 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](#)

### High Touch Areas

- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean 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

The California Department of Public Health recommends maximizing the physical distance of students and staff while at school. Based on this recommendation, the Eden Area ROP will:

- Space student desks as far apart as possible inside classrooms
- 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. Measures to maximize air flow should be taken by staff. Additionally, air purifiers will be placed in open spaces within the departments.

## 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 support physical distancing

## Restrooms

- Students
  - Students will use the restroom one at a time as needed

## 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, wait outside for your turn if needed.
- To minimize physical contact, a log sheet will be placed next to the copy machines for staff to sign up to use them. Once you have completed making your copies, simply cross your name off the list and let the next person listed know it is their turn.
- 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

- Center teachers (not students) will pick up their mail from the staff office once a day
- Off-site teachers will have their Eden Area ROP mail sent to them via US mail
- 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, deadlines still need to be met
- Avoid visiting other desks or offices; use the phone or schedule a virtual meeting
- Check your emails at least once a day and respond promptly

## 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
- 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 indoors; virtual training and distancing measures shall be considered

- 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

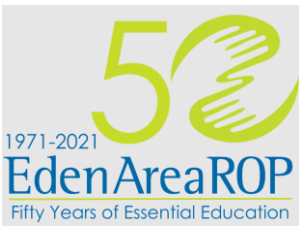
1. Student Services will enter main front door and exit teacher lounge.
2. Business will enter main front door and exit backdoor business area.
3. Students and guests will enter and exit main front door.

### 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.

### 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-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.



## EDEN AREA ROP COVID-19 SAFETY PLAN

10. C-12 Adult Admin front glass door entrances will be used for entrance and exit. 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. 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**

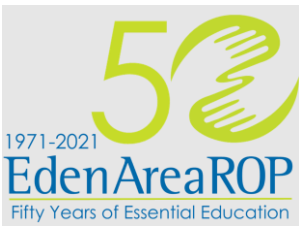
Shared computer labs will not be available for student use at this time. Teachers should instruct students to bring their own device to class should they need to use them during in person instructional time.

### **Student Store**

To minimize interactions between classes, the student store will remain closed. 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 adhere to all safety protocols



# EDEN AREA ROP COVID-19 SAFETY PLAN

## 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
- 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
- Students are to go directly to class once they exit the vehicle. No congregating in parking lot, break areas, or main office

## MONITORING

### Health Screenings

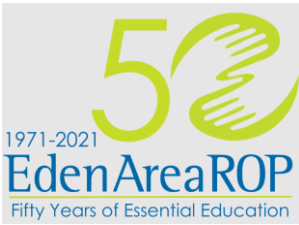
#### Screening and Social Contracts

Students, staff, and vendors (this does not include regular, daily deliveries) will attest to completing a daily screening survey. **Any person who does not pass the screening survey should stay at home.**

Visitors with any symptoms consistent with COVID-19 shall be denied entry. Students and staff who develop any symptoms consistent with COVID-19 while at school 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

- Prior to arrival on campuses, all students and staff will attest to no COVID-19 symptoms utilizing an at-home survey of questions (as recommended by the CDC)
- Visitors will complete the 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



# EDEN AREA ROP COVID-19 SAFETY PLAN

- If temperature screening is performed, contactless thermometers will be used
- Students or staff with any identified COVID-19 symptoms will be isolated and must be sent home immediately until testing and/or medical evaluation has been conducted

## Current Screening Questions:

Do you have a fever? (Fever is defined as temperature of 100.4 degrees Fahrenheit or higher)

- No
- Yes

Are you experiencing other unexplained symptoms such as: chills, cough, shortness of breath, respiratory illness, sore throat or new loss of taste/smell?

- No
- Yes

If you are unvaccinated, have you been in close contact with anyone who has been diagnosed with COVID-19?

- No
- Yes

Please certify that:

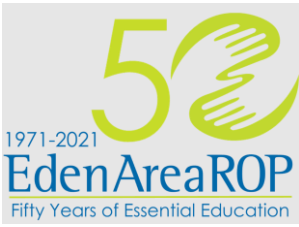
1. You are free from COVID-19 symptoms and have not been exposed OR
2. You present unexplained symptoms related to COVID-19 and therefore, will not come on site to the Hayward Center.

## Sick Bay

The Student Store 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.



# EDEN AREA ROP COVID-19 SAFETY PLAN

## Testing

Regular testing of staff is recommended in areas of high transmission and low vaccination rates. The Eden Area ROP has entered into an agreement to provide surveillance testing for staff on a weekly basis. Unvaccinated staff members are required to test on a weekly basis. Additionally, the testing program provides the opportunity to test students who are exposed or experiencing symptoms related to COVID 19. This service is free to all students and staff.

## COVID-19 Case Response

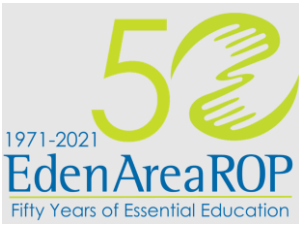
The Pandemic Services Liaison will work with the county health department should there be a positive case within our community and respond accordingly, as outlined in the Alameda County Public Health Department's guidance. Current guidance regarding isolation and quarantining can be found here:

[Guidance on Isolation and Quarantine for COVID-19 Contact Tracing \(ca.gov\)](https://www.alamedahealth.org/COVID-19-Contact-Tracing)

## 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 infectious period (2-14 days) who may have been exposed to COVID-19	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:               <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> </li> </ul> Must not disclose the identity of the infected employee  Quarantine/Isolation guidance	Within one business day of receipt of notification of a positive case.	Employers are required to maintain records of these notices for at least three years.
	All employees and subcontracted employees	Written notice to all employees that includes the disinfection and safety plan the employer plans to		





# EDEN AREA ROP COVID-19 SAFETY PLAN

		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.		

## Instruction

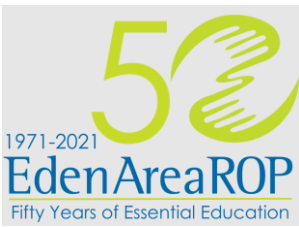
### Student Grouping

#### 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 as far apart as possible, in existing facilities
  - 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.



# EDEN AREA ROP COVID-19 SAFETY PLAN

## Career Technical Student Organizations (CTSO)

Participation in statewide CTSOs like DECA and SkillsUSA will be monitored and decisions regarding participating in activities will be made throughout the year.

## 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. The Eden Area ROP has contracted with San Jose Charter to provide bus transportation for students. We 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.

#### Masks on School Buses

- Face covering for students and staff, excluding those persons with a medical exemption, are strongly recommended 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.
- Air purifiers have been ordered for spaces with limited or no outdoor air ventilation

## 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.

## 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 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 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
- Ensure staffing levels are sufficient to meet 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