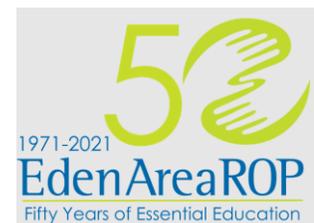


EDEN AREA ROP COVID-19 SAFETY PLAN



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

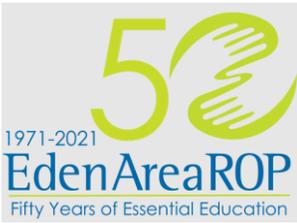
Last updated 9/7/2021



EDEN AREA ROP COVID-19 SAFETY PLAN

Table of Contents

- General Information** 3
- Guiding Principles** 3
- Health and Safety** 5
 - PREVENTION** 5
 - Cleaning and Disinfecting** 5
 - Custodial Care - Daily Cleaning Tasks 5
 - Cleaning During the Day 6
 - Positive Case Cleaning Protocol 6
 - Cleaning Supplies 6
 - Personal Protective Equipment** 7
 - Personal Protection Equipment Stock 7
 - Face Coverings 7
 - Student Compliance 8
 - Healthy Hygiene Practices** 8
 - Handwashing 8
 - High Touch Areas 9
 - Physical Distancing** 9
 - Non-Instructional Staff Scheduling 9
 - Lockers 9
 - Restrooms 10
 - Staff Lounge 10
 - Mail 10
 - General Precautions 11
 - Arrival, Departure, and Movement within the School** 11
 - Traffic Patterns 11
 - COVID-19 Campus Class Entrances & Exits 12
 - Computer Labs 13
 - Student Store 13
 - Substitutes 13



EDEN AREA ROP COVID-19 SAFETY PLAN

- Student Drop Off/Pick Up Procedures** 13
- Students Driving** 14
- Visitors** 14
- MONITORING** 14
- Health Screenings** 14
 - Screening and Social Contracts** 14
 - Screening Requirements** 15
 - Current Screening Questions for Staff and Visitors:** 15
 - Sick Bay** 15
 - Visitors** 16
- Staff Testing** 16
- COVID-19 Case Response** 16
 - Quarantine Requirements** 16
 - AB685 Notification Requirements as of January 1, 2021** 18
- Instruction** 19
 - Student Grouping** 19
 - Classroom Settings** 19
 - Internships** 19
 - Career Technical Student Organizations (CTSO)** 20
- Facilities and Transportation** 20
 - Transportation** 20
 - Loading/Unloading Zones** 20
 - Masks on School Buses** 20
 - Vehicle Cleaning** 20
 - Ventilation** 21
- Governance** 21
 - Communication** 21
 - Coordination with Local Authorities** 22
 - Human Resources** 22



EDEN AREA ROP COVID-19 SAFETY PLAN

General Information

Name of School/District	Eden Area ROP	Grade Levels Served	11th and 12th
Address	26316 Hesperian Blvd.	Number of Students	600
Superintendent	Linda Granger	Number of Staff	58
Email	lgranger@edenrop.org	School Type	Regional Occupational Program

COVID-19 Liaisons:

Linda Granger Superintendent lgranger@edenrop.org 510-293-2901	Manuschka Michaud Principal mmichaud@edenrop.org 510-293-2904	Craig Lang Director of Adult Programs clang@edenrop.org 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." ([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 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 \(ca.gov\)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/2021-22-0001.aspx) as we prepare for in person instruction. These guidelines recommend the following safety measures for schools:

- **Masks:** masks are optional outdoors and required indoors unless an individual qualifies for an exception outlined in the guidance
- **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:** identify and report close contacts should a positive case occur
- **Quarantining** for vaccinated and unvaccinated individuals who are exposed
- **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, 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
- 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 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 (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

Positive Case Cleaning Protocol

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

- Immediately close down the space or spaces where the person was working/learning
- 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-19 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 different program as determined by administration in collaboration with the student's home school

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. Office doors should remain closed and windows open to promote air flow within offices.

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
 - Students will have specific restrooms assigned depending on the class they are in, and proximity of classroom to restroom

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

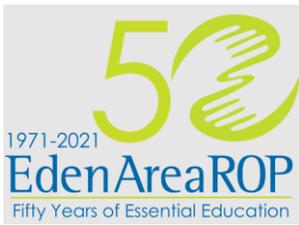
- When possible, please scan documents
- Consider the turnaround time when conducting business (If you physically drop off a document, it will not be handled/processed for 72 hours). Deadlines still need to be met
- Do not visit other desks or offices; use the phone or schedule a virtual meeting
- Check your emails at least once 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 indoors; 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:



EDEN AREA ROP COVID-19 SAFETY PLAN

COVID-19 Campus Class Entrances & Exits

Building A

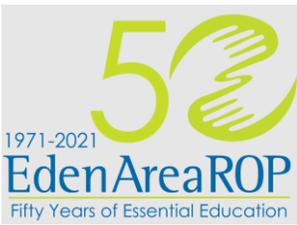
1. Student Services will enter main front door and exit teacher lounge.
2. Business will enter main front door and exit backdoor business area.
3. Students and guests will enter and exit main front door.

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.
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.



EDEN AREA ROP COVID-19 SAFETY PLAN

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 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 physical distancing



EDEN AREA ROP COVID-19 SAFETY PLAN

- 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

Visitors

Visitors will be admitted onto campus to the degree that physical distancing can be maintained. 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

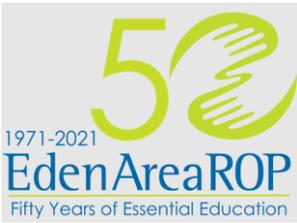
MONITORING

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.



EDEN AREA ROP COVID-19 SAFETY PLAN

Screening Requirements

- Each day, 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)
- 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 will be isolated and must be sent home immediately until testing and/or medical evaluation has been conducted

Current Screening Questions for Staff and Visitors:

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?

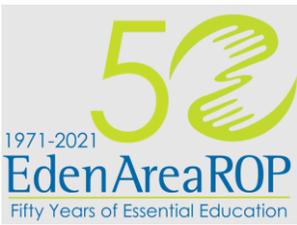
- No
- Yes

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



EDEN AREA ROP COVID-19 SAFETY PLAN

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. Only Essential Visitors will be admitted on campus to the degree that physical distancing can be maintained.

Staff Testing

Regular testing of staff is recommended in areas of high transmission and low vaccination rates. Alameda county has 72.4% of the eligible population fully vaccinated and 85.7% of the eligible population has had at least one dose of the vaccine as of 8/1/2021. Previous recommendation of the health department is to not test vaccinated staff unless they are showing symptoms of COVID-19. The Eden Area ROP has entered into an agreement to provide surveillance testing for staff on a weekly basis. Staff is working with the State to clarify testing recommendations of vaccinated and unvaccinated staff as it relates to the spread of the Delta variant of COVID-19 and implement their recommendations regarding surveillance testing. Participation in the program is voluntary at this 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, as outlined in the Alameda County Public Health Department's [Confirmed COVID-19 and SARS-CoV-2 Positive Testing Process for Schools, Child Care Programs and Extracurricular Programs \(acgov.org\)](#) guidance.

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. Location of testing sites can be found here: [Alameda County Testing Information.](#)

Quarantine Requirements

Students:

1. Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the [CDC K-12 guidance](#) and [CDC definition of a close contact](#).

a. When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:

- i. Are asymptomatic;
- ii. Continue to appropriately mask, as required;
- iii. Undergo at least twice weekly testing during the 10-day quarantine; and
- iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

2. Quarantine recommendations for: unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
- ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

Staff:

Fully vaccinated Staff:

- Close contacts who are exposed and asymptomatic:
 - Continue to work, wear a mask and get tested
- Close contacts who are symptomatic may return to work when:
 - 24 hours pass since fever of 100.4 or greater with no fever reducing medication and

EDEN AREA ROP COVID-19 SAFETY PLAN

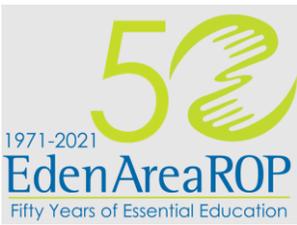
- COVID-19 symptoms improved
- At least 10 days have passed since symptoms first appeared

Unvaccinated Staff:

- Close contacts who are exposed and asymptomatic:
 - Quarantine for 10 days
- Close contacts who are symptomatic may return to work when:
 - 24 hours pass since fever of 100.4 or greater with no fever reducing medication and
 - COVID-19 symptoms improved
 - At least 10 days have passed since symptoms first appeared

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"> ● 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"> ○ Workers' compensation and COVID-19 leave ○ Paid sick leave ○ The company's anti-discrimination and anti-retaliation policies <p>Must not disclose the identity of the infected employee</p> <p>Quarantine/Isolation guidance</p>	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 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		



EDEN AREA ROP COVID-19 SAFETY PLAN

		North American industry Classification System code of the worksite.		
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Instruction

Student Grouping

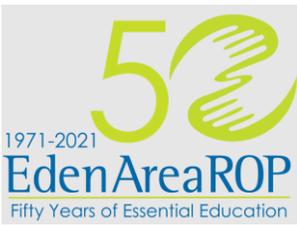
Classroom Settings

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
 - 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.



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 and students will be required to maximize physical distancing while they wait to board the bus. To facilitate contact tracing, roll will be taken each time a student enters the bus.

Masks on School Buses

- 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.
- 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 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
- 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