



EdenAreaROP

COVID-19 SAFETY PLAN

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

Last updated 080122

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General Information

Name of School/District	Eden Area ROP	Grade Levels Served	11th and 12th
Address	26316 Hesperian Blvd.	Number of Students	600
Superintendent	Blaine C. Torpey	Number of Staff	62
Email	btorpey@edenrop.org	School Type	Regional Occupational Program

COVID-19 Liaisons:

<p>Jean Levato Pandemic Services Liaison</p> <p>jlevato@edenrop.org 510-293-2102</p>	<p>Blaine C. Torpey Superintendent</p> <p>btorpey@edenrop.org 510-293-2901</p>	<p>Manuschka Michaud Principal</p> <p>mmichaud@edenrop.org 510-293-2904</p>	<p>Craig Lang Director of Adult Programs</p> <p>clang@edenrop.org 510-293-2905</p>
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Guiding Principles

As the Eden Area ROP staff, 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 2022-23 School Year \(ca.gov\)](#). These guidelines recommend the following safety measures for schools:

- **Staying Up to Date on Vaccinations:** Vaccinations prevent illness and the spread of infectious diseases
- **Optimizing Indoor Air Quality:** Effective ventilation and filtration can curb the spread
- **Face Coverings/Masks:** Wearing high-quality and well-fitting masks remains a highly effective mitigation strategy
- **Testing:** Remains a key mitigation layer to detect and curb transmission of COVID-19
- **Hand Hygiene:** implement regular hand washing

- **Managing Individuals with Symptoms:** Stay home when sick
- **Managing Individuals Diagnosed with COVID-19:** Isolate for 5-10 Days, follow guidance
- **Managing Individuals Exposed with COVID-19:** Prompt general notifications to community
- **Managing COVID-19 Outbreaks:** Temporary school closures should be the last resort considered after all available resources have been exhausted.

We use the Alameda County Office of Education's Guidance Document:
<https://www.acoe.org/schoolguidance>

Health and Safety

Prevention

Cleaning and Disinfecting

In general, routine cleaning is enough to sufficiently remove the virus that causes COVID-19 from surfaces. If disinfectants are used, use [asthma-safer products](#).

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

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
- Students may wipe down their desk and any tools used before leaving.

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:

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. EAROP also strongly recommends the wearing of masks, particularly when having symptoms, being infected, or exposed).

“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 \(ca.gov\)](#)

Healthy Hygiene Practices

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

Handwashing

Hand hygiene can prevent the spread of infectious diseases, including COVID-19.

- 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](#)

Physical Distancing

While there is no guidance on distancing, please be sensitive to others and their feelings about physical distance. Some are going to feel more comfortable with more distance. Don't hesitate to ask!

Student Store

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

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

Managing Individuals with Symptoms

Staying home when sick can lower the risk of spreading infectious diseases, including COVID-19, to other people. In most situations, individuals who develop symptoms should not return to campus until the symptoms are mild and improving or are due to non-infectious cause such as allergies. This includes waiting until 24 hours have passed since the resolution of fever without the use of fever-reducing medications.

Additionally, if [symptoms](#) are concerning for COVID-19, it is strongly recommended that students wear a mask and get tested immediately. Students should also follow [CDPH recommendations](#) for retesting and/or isolating if results are positive.

Prior to arriving to campus, all students, staff and visitors should self-assess their health status and act accordingly.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. [Symptoms of COVID-19 | CDC](#)

Students and staff who develop any symptoms consistent with COVID-19 while at school should report to the **triage location, We Care Clinic**, for assessment, testing and contact with home.

Triage/We Care Clinic

The former Student Store, now the We Care Clinic, will serve as triage and the designated sick bay for students. In the unlikely event that an additional location is needed 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.

Testing

Testing remains a key mitigation layer to detect and curb transmission of COVID-19. Schools are encouraged to ensure access to COVID-19 testing for students and staff, particularly for vulnerable communities. Regular testing of staff is recommended in areas of high transmission and low vaccination rates. The testing program provides the opportunity for students and staff to test when they are exposed or experiencing symptoms related to COVID 19. This service is free to all students and staff.

CDPH recommends that antigen tests be considered the primary option for detecting COVID-19 in schools, compared to PCR tests. For more information, see the [Preliminary Testing Framework for K-12 Schools](#).

Due to the increased travel and social interactions that often occurs during school-breaks, it is recommended that students and staff get tested for COVID-19 prior to returning to school following major breaks (e.g., summer, winter, spring).

As of July 2022, Unvaccinated or not fully-vaccinated staff are required to test weekly. This testing should occur through the EAROP We Care Clinic and must be supervised. EAROP will not accept unsupervised home testing to meet this requirement. If one chooses to test off site, EAROP will need a laboratory report to document the test result. It will be the employee's responsibility to submit the result and follow up with the COVID Liaison.

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 \(ca.gov\)](https://www.acphd.org/health-communication/COVID-19/guidance-on-isolation-and-quarantine-for-COVID-19). Most individuals do not need to quarantine after an exposure to COVID-19.

All persons with COVID-19 symptoms, regardless of vaccination status or previous infection, should:

- Self-isolate and test as soon as possible to determine infection status. Knowing one is infected early during self-isolation enables (a) earlier access to treatment options, if indicated (especially for those that may be at risk for severe illness), and (b) notification of exposed persons (close contacts) who may also benefit by knowing if they are infected.
 - For symptomatic persons who have tested positive within the previous 90 days, using an antigen test is preferred.
- Remain in isolation while waiting for testing results. If not tested, they should continue isolating for 10 days after the day of symptom onset, and if they cannot isolate, should wear a well-fitting mask for 10 days.
- Consider continuing self-isolation and retesting with an antigen or PCR test in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.
- Continue to self-isolate if test result is positive, follow recommended actions below (Table 1), and contact their healthcare provider about available treatments if symptoms are severe or they are at high risk for serious disease or if they have any questions concerning their care.

Table 1: Persons Who Should Isolate

Persons Who Test Positive for COVID-19	Recommended Actions
Everyone, regardless of vaccination status,	<ul style="list-style-type: none"> • Stay home (PDF) for at least 5 days after start of symptoms (or after date of first positive test if no symptoms).

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<p>previous infection or lack of symptoms.</p>	<ul style="list-style-type: none"> • Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen* collected on Day 5 or later tests negative. • If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications. • If fever is present, isolation should be continued until 24 hours after fever resolves. • If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments. • Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see masking section below for additional information). <p>*Antigen test preferred.</p>
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Table 2: Close Contacts - General Public (No Quarantine)

Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
<p>Everyone, regardless of vaccination status. Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.</p>	<ul style="list-style-type: none"> • Test within 3-5 days after last exposure. • Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information). • Strongly encouraged to get vaccinated or boosted. • If symptoms develop, test and stay home (see earlier section on symptomatic persons), AND • If test result is positive, follow isolation recommendations above (Table 1).
<p>Unvaccinated or not fully vaccinated adult staff members</p>	<ul style="list-style-type: none"> • Required to test within 3-5 days of known exposure. Cal/OSHA COVID-19 Resources

Notifications

Notify students and staff who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g. classroom) with someone with COVID-19 during their infectious period.

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	<p>Written exposure notification that:</p> <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 individual</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.
		<p>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</p>		
Students are exposed to a person with a positive test result	Alameda County Public Health Department, and a general notification to the school community	The names, the number of positive individuals, the occupation, worksite for the individuals, and the employer's business address.		

AB685 Notification Requirements as of January 1, 2021

[Employer Questions about AB 685, California's New COVID-19 Law Revisions \(effective 5/06/2022\) to COVID-19 Prevention Emergency Temporary Standards \(Frequently Asked Questions\) \(ca.gov\)](#)

Instruction

Student Grouping

Classroom Settings

The following precautions will be taken:

- Students will be assigned a specific seat, where feasible.
- 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)

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.

Optimizing Indoor Air Quality

- 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 may 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, 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 ([CA Covid-19 School Readiness Hub](#)). See [Eden Area ROP COVID-19 Exposure Letter](#)
- Review legal responsibilities and privacy rights for communicating about cases of the virus
- 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