



Eleanor Roosevelt

Community Learning Center

School Re-Opening Plan A.

Published: February 1, 2021

(Part A. Re-opening plan and Part B. Return to Work Toolkit)

Opening Date: by March 9

All current Zoom Enrichment classes will continue through spring.

ERCLC School Re-Opening Plan

Eleanor Roosevelt Community Learning Center (ERCLC) will begin in-person instruction when we are able to do so with a careful, phased opening plan that keeps staff and student safety in focus. ERCLC will operate in accordance with the California Department of Public Health's (CDPH) *COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-21 School Year* guidance, which can be found at:

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

The above linked framework includes the *California School Sector Specific Guidelines*, which ERCLC agrees to implement to provide for a safe re-opening to serve students. This reference is also available at the following link:

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

Communication

As a non-site based school, the state has cut funding and also not allowed us to participate in certain fund opportunities allocated to other site-based programs for the safe reopening of schools. However, our program is a blended program and as soon as we can safely offer learning opportunities on site, we will bring back our families to participate in small on-campus opportunities. This School Re-Opening Plan (“plan”) has been written after consultation with our community and stakeholders through surveys and Zoom meetings, consultation with our staff in multiple staff meetings, and consultation review with TCOE representatives. This plan has been presented to the same stakeholders by being posted on our school website and through email notification. Additionally, the ERCLC school staff is responsive to phone calls and emails to ensure the community is kept informed of the school’s plans and how these may be adapted or modified over time. This plan addresses the components in the CDPH guidance for schools and meets the requirements listed in the Tulare County Department of Public Health “COVID-19 School Reopening Notification” Attestation document.

ERCLC may revise or amend this Plan from time to time; the Director/Superintendent has the discretion to do so in order to remain adaptive to the needs of this constantly evolving situation. Any adjustments to the plan will be reflected on the school’s website and stakeholders will be notified through the aforementioned communications systems in order to keep the Eleanor Roosevelt Community Learning Center community updated regarding the school’s processes. At no time will an adjustment to this plan conflict with or defy the California Department of Public Health’s guidance.

Signage for reminders of proper hygiene and the school’s rules/expectations are strategically placed around the school and in bathrooms and classrooms.

Cleaning and Disinfection

ERCLC has hired a custodian this year and there are additional duties to assist with the additional cleaning at the school. Each day, after school, all used facilities will be cleaned and disinfected using a fogger that covers and sanitizes surfaces. Shared and high use surfaces will be cleaned and disinfected more frequently, between each use. Bathrooms and administrative offices will have regular sanitation wipe down. School staff will minimize sharing of any instructional supplies or materials to the maximum extent possible. Each student is provided their own school supplies to eliminate sharing. Staff will meet with families in open spaces when possible.

Students will be encouraged to use specified restrooms during their time on campus, so that the restrooms can be monitored and cleaned between student groups. Of course, we recognize there will be times when individuals will need to use other campus restrooms and our cleaning plan will include those spaces. In these cases, handwashing/ hand sanitizing will happen upon return to the classroom to ensure cleanliness.

Water fountains will be unavailable for use (per requirement). Students need to bring their own water bottle from home and will be able to refill at water stations.

Hand sanitizer dispensers have been installed in several locations for entry into all buildings. Hand sanitizer is provided in every class so that every room has access to sanitizer, including in each classroom, work areas, and near entrances/exits.

All staff will wear face coverings. ERCLC currently serves students in TK-12th grade. Consistent with the CDPH guidance. A few younger students may have special needs and struggle to wear their mask, upon approval for special circumstances per state and local guidelines, our students will be required to wear school-provided face shields at a minimum and wear masks when maintaining 6 feet of social distancing is not possible.

Clear Rules on Classroom Instruction

Class sizes will remain small and each student group will remain as stable as possible. ERCLC will minimize/avoid contact between student groups or individuals who are not part of the same class cohort. Classes/groups will not mix or mingle. Teachers and support staff may lead multiple classes per day.

Each child will have their own space/desk, which is 6 feet from other classmates, and each student will have their own supplies, not to be shared.

Cleaning and disinfection of classrooms will occur as described in the appropriate section of this plan.

Our phased opening includes the following schedule:

Phase #1 (October/current): Outdoor camps with masks, social distancing and limited enrollment will be offered for certain enrichment opportunities a few times a week following the mandated guidelines. Students with special needs will be able to work in person for targeted intervention (SAI) weekly as needed and scheduled. Homeschool parents/students may meet with their educational coordinator following all safety protocols; including, additional cleaning of tables/seating between families and/or through the day.

Phase #2 (February/March): In February/March the ERCLC educators will begin to offer additional enrichment camps on-site per state and county guidelines.. All students will be screened for health precautions upon entry of the campus. The camps will include 1-2 staff members with a cohort of 14- students to participate in socially distanced outdoor activities. By March, every age group of student should have the opportunity to come to the site and participate in one weekly activity with learners in their age group under the enrichment camp protocols. If the county falls into the red category below 25, we will open these “camps” under the “class” guidelines which allows slightly more flexibility. If ERCLC is able, some lab classes may be added in the classroom, one time per week for particular cohorts. There will still be many activities virtually for families to participate in, including all of the many weekly classes offered K-12.

Phase#3 (TBD – as able): When staff is primarily vaccinated and per county protocol ERCLC is allowed to fully open, the students will return to the campus full-time at ERCLC. However, for health safety, it may look different than the campus did before because we will be required to make these changes. One change will be for some enrichment classes, they will offer one day of lecture online and one day of lab activity on-site. In the past all families and students could come on campus at any time and utilize all school premises at any time. For cleaning, monitoring, and safety protocols, there will be specified groups of students in classes and specified locations for parents to be present during these classes. ERCLC will continue with a robust schedule of opportunities for learning and hopes to create parent workspaces. Student’s will be on campus under the supervision of an adult to ensure that proper distancing, cleaning, and protocols are followed.

Entrance, Egress, and Movement Within the School

When school returns to onsite classes, the movement of students, staff, and parents will be managed to avoid close contact and/or mixing of student groups. ERCLC's schedules provide for staggered start and end times for all student groups. Parents will be encouraged to bring students to school no more than ten minutes before their assigned instructional block and to remain off-campus. There will be some allocated space for some families, but our site isn't large enough to support everyone. Upon entry, students and parents will be asked by staff if their child is symptom-free and presented with a list of symptoms. All students will have their temperature checked and parents must wait for this clearance before leaving the site. Students will be provided a face-covering if they are not already wearing one.

Students will directly report to their classrooms or outdoor spaces upon arrival. Parents and visitors are not allowed to enter the school campus area without prior permission, and must wait out front, in a socially distant manner. We are not offering a recess or play time for students in our schedules at this time. There will be a limit to the number of parents and public in the administration building. There are arrows designating flow of walking to reduce interactions. The library will not be available for parents to peruse until Phase #3 opening. Parents may visit, one parent only, to view curriculum, if they schedule an appointment with their EC to take them through the building for curricular needs. The parent must stay with their EC.

At dismissal of enrichment classes, parents will be encouraged to wait for their child outside, in the front of our building, in a socially distant manner. Students will be escorted by their teacher and/or support staff toward the exit gates (by the Library) and dismissed one at a time to their parent/guardian (or other designated adult, which the parent/guardian has indicated in writing to the school).

Face Coverings and Other Essential Protective Gear

CDPH's face covering requirements will be satisfied and enforced, meaning it is required for all adults and students. Consistent with the CDPH guidance, some very young or extremely high need students are not required to wear masks; however, our students will be encouraged to wear masks and required to wear school-provided face shields at a minimum. Our special need students will be required to wear masks when maintaining 6 feet of social distancing is not possible. The only exception to this rule is for those with a medical condition (described in the CDPH guidance)

Health Screenings for Students and Staff

Staff self-screens every morning when they arrive at site. ERCLC posts a list of questions on the front windows by the school entrance(s) and a ERCLC staff member checks temperature using a touchless thermometer, available at each entrance. All parents are asked to answer the questions posted on the front windows when students arrive if the students in their care are symptom-free, and all students have their temperatures checked before parents drive away.

Healthy Hygiene Practices

There are hand sanitizer stations throughout the school, in every room and in the hall, as well as near the exit/entrance, and extra masks are available. Signage reminds our community of proper hand-washing techniques and the importance of distancing, not touching the face, etc.

As soon as students enter the classroom after using the restroom or enter for the first time, they are asked to use sanitizer to ensure germ-free hands after a restroom visits and to limit other potential exposures.

Identification and Tracing of Contacts

Students with any symptoms must stay home and participate in the E-learning schedule appropriate for their grade level. If symptoms develop during the instructional time for a child on site, parents will be called to pick up their child. The child will wait in a self-contained, designated office space with a door and two windows for observation.

All staff members will be vigilant in observing if students are exhibiting any symptoms associated with COVID-19 (congestion, cough, runny nose, fatigue, nausea).

ERCLC's designated staff person to support Contact Tracing is Heather Rocha (Director/Superintendent). The responsibilities include creation and submission of lists of exposed students and staff to the local health department, and notification of exposed persons. Additionally, this staff person is the County Public Health Department's contact on all COVID-19 matters. In the event that ERCLC is notified of a possible required quarantine, we will work closely with our local Tulare County Department of Public Health on the next steps and follow their recommendations. We will follow the highest level of safety protocol in this area and quarantine all of those who potentially had contact with the individual.

ERCLC is currently running a hybrid program with many online opportunities, on-site camps, and planning for a more opened campus. Phase#2 will offer more opportunities for students on-site for student enrichment with limited parent presence. Phase #3 will be our completely opened plan and return to normal function with parents utilizing the campus in conjunction with their families. However, parent access will be limited compared to former use. We will also be able to revert back to an all e-learning mode of instruction (online, distance learning), if needed.

Physical Distancing

Tables, desks, and workspaces are positioned with a minimum of 6 feet distance between each. Our different start and end times prevents gathering and ensures traffic flow which can allow for distancing.

Any time our staff walks a group of students to another location (such as dismissal), ERCLC will ensure staff supports the process so students can remember to maintain distance during this transition.

Staff Training and Family Education

All staff received a copy of this plan via email and it will be reviewed and rehearsed. Families will be educated on ERCLC's plan according to the description provided in the Communication section of this plan.

Testing of Students and Staff

ERCLC will conduct surveillance testing of staff members and ensure that any student or staff member who has symptoms of COVID-19 will be isolated unless they subsequently test negative and are also asymptomatic, or quarantined if they have been exposed to someone with COVID-19, and instructions will be given while waiting for test results, if they are tested. ERCLC staff may be tested through the Tulare County Department of Public Health, or they may elect to be tested through their own primary care physician.

Triggers for Switching to Distance Learning

The Director/Superintendent of ERCLC has the discretion to require a switch to E-learning (or Distance Learning) on an individual, classroom, or school-wide basis at any time. Additionally, the Director/Superintendent may require any staff person to quarantine and/or work from home as a precautionary measure at her sole discretion.

In an abundance of caution, administrative discretion may be utilized, however ERCLC considers the CDPH School Scenarios to be our minimum; these scenarios will guide the school's response to any of the myriad scenarios that schools must be prepared to address. The CDPH School Scenarios reference is attached to this plan as Appendix B. The Principal/Superintendent will notify and work with the Tulare County Department of Public Health if any positive cases occur among ERCLC students or staff.

Communication Plan After a COVID-19 Case Occurs

ERCLC will follow the CDPH School Scenarios guidance and will utilize the pre-made templates for communication provided by the Tulare County Superintendent of Schools as communication of quarantine is needed.

*See section B for additional charts/maps

B. School Re-Opening Plan

Return to Work Toolkit

COVID-19 Safety Plan



This document serves as ERCLC COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CPP). This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

When you have COVID-19 related questions, contact the following:

To Report COVID-19 Related Illness

Promptly notify your immediate supervisor **and** email ERCLC when reporting a COVID-19 related illness.

Email: hrocha@erclc.org

Phone: 559-679-2870

INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

Eleanor Roosevelt Community Learning Center (ERCLC) is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) and local public health officials to mitigate the spread of COVID-19. COVID-19 has propelled the world into unprecedented times. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. Until there is a way to rapidly test individuals entering ERCLC buildings or a viable vaccine that will help our community achieve herd immunity, we must rely on mitigation strategies to decrease the spread of COVID-19. Together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

Proven mitigation strategies against Covid-19 include:

- Physical distancing (staying at least six feet away from others)
- Wearing a facial covering
- Good respiratory etiquette
- Hand hygiene
- Frequent cleaning and disinfecting of surfaces

Any one of the strategies indicated above could offer some protection against COVID-19. However, in combination with each other, the strategies will offer layers of protection to the people who practice them. There will be times where one strategy may not be feasible but using other strategies can make up for the absence of another. At minimum, ERCLC employees are to implement the three W's:

Wear your mask, Wash your hands, and Watch your distance (minimum of 6 feet).

This ERCLC Return-to-Work Toolkit is designed to set forth standards and protocols for ERCLC employees to follow when performing in-person services, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this toolkit to account for the

necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other as we make our way through our “new normal.”

All supervisors are responsible to implement and enforce all aspects of this document. In addition, all employees are expected to adhere to the standards and protocols contained in this document.

DEFINITIONS

Asymptomatic testing: This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID-19 rates than the community, to guide decisions about safety for schools and school administrators and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students).

Close Contact*: A person within 6 feet for more than 15 minutes (cumulative per day) regardless of whether person(s) is wearing a mask.

Common area: Common areas include all areas of the building accessed by the public or staff members for shared purposes, including lobbies and waiting areas, meeting rooms, hallways, restrooms and break rooms, and elevators.

Contact Tracing¹: Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate, if needed.

Cohort²: A stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

Hybrid Model (also known as Blended Learning Model): When a portion of the school's student population attends in-person while the other portion is engaged in a distance learning model. Students are rotated between in-person and distance learning models.

Isolation*: Separates infected people who have a confirmed COVID-19 test from others. Symptomatic COVID-19 positive individuals must isolate for a minimum of 10 days from onset of symptoms and at least one day without fever and an improvement in respiratory symptoms. Asymptomatic COVID-19 positive individuals must isolate for 10 days from test collection date.

Index Case*: a person with a positive COVID-19 test.

Physical distancing: According to the CDC, physical distancing means keeping space between yourself and other people outside of your home by staying at least six feet (about two arm's length)

¹Definition was retrieved from, Centers for Disease Control and Prevention (2020). *Contact tracing*. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>.

²Definition was retrieved from, California Department of Public Health (2020). *Guidance for small cohorts/groups of children and youth*. Retrieved from: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>.

* Definition was retrieved from, Tulare County Department of Public Health (2020). *Return to school: A guide to responding to COVID-19 cases in k-12 school settings*. Retrieved from: <https://www.co.Tulare.ca.us/Home/ShowDocument?id=49500>.

from other people, not gathering in groups, and staying out of crowded places and avoiding mass gatherings. Also known as Social Distancing.

Outbreak: Three (3) or more COVID-19 cases in an “exposed workplace” within a 14-day period or identified as an outbreak by a local health department.

Quarantine*: Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Individuals who are close contacts quarantine for 14 days from the date of last known contact with a COVID-19 patient. Household close contacts quarantine for 14 days after last close contact with index case while they are in isolation.

Response testing: This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Social Distancing: *See Physical distancing.

Stable Groups³: A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities.

Surveillance Testing: *See Asymptomatic Testing.

Symptomatic Testing: This testing is used for individuals with symptoms of COVID-19 at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

10/1 Rule*: Current CDC guidelines state that the index case must **self-isolate** for at least 10 days from the date symptom began (for symptomatic patients) OR at least 10 days from the day the positive test was collected, PLUS one day with no symptoms without the use of medications. If index case has serious underlying medical conditions, contact TCHHS for consultation regarding isolation period.

PROTECTION GUIDELINES

Purpose: To identify the employer and employee responsibilities as ERCLC facilities reopen for staff and students.

Employer Responsibilities:

The following Protection Guidelines are ERCLC's responsibilities that will be in place until further notice:

- Implement daily self-monitoring health screening processes for staff and students
- Provide PPE and cleaning/sanitizing supplies for ERCLC employees
- Post additional signage throughout ERCLC buildings and worksites to raise awareness regarding health and safety protocols (See Building Access and Building Common Area Usage Protocols)
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Limit the size of gatherings to ensure alignment with Tulare County Health and Human Services guidance
- Consider flexible/rotating work schedules for ERCLC employees, when possible
- Stagger assigned breaks and lunch times to avoid large gatherings

³ Definition was retrieved from, *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2020-2021 School Year*, January 14, 2021.

- Implement measures encouraging physical distancing of a minimum of six feet between individuals; when physical distancing cannot be maintained, implement procedures to protect employees and students
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)

Employee Responsibilities:

The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice:

- Extend grace and civility to all those you interact with while in the workplace
- Self-certify your health daily (See Health Screening Self-Certification Protocol)
- Wear face covering in accordance with the Facial Covering Protocol
- Maintain a minimum of six feet of physical distance in accordance with the physical distancing Protocol
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer
- Avoid touching eyes, nose and mouth with unwashed hands
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free (See Return to Work/School After Illness Protocol)
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning/disinfecting
- Avoid large gatherings during assigned breaks and lunch times as much as possible
- Minimize close contact and no physical greetings such as a handshake or hug

STAFFING OPTIONS UNDER COVID-19

All ERCLC employees are expected to report to work for their normal and customary assignments as directed by their superintendent. Although the expectation is that ERCLC employees work predominately in-person, the following alternative staff options may be considered:

Alternative Options:

Offer flexible scheduling options to include, but not limited to:

- Telework when a reason is triggered and is a viable option
- Flexing work week (e.g. consider workdays of Monday through Sunday)
- Flexing work days (e.g. consider four 10's, four 9's and a 4)
- Flexing work hours (e.g. consider daily work hours ranging between 5:00am to 8:00pm)

****All work schedules and needs will be approved by the superintendent, and may be subject to change dependent on site need.**

TELEWORKING

ERCLC recognizes that it may be beneficial for operational efficiency to designate an alternate work site/location for all or part of a work week. The underlying purposes for teleworking arrangements are to promote general work efficiencies, to continue operations during an emergency, or to accommodate other unique circumstances, such as COVID-19, as approved by ERCLC.

Reasons to Consider Telework as a viable option:

- Relief of office and school setting space constraints
- Providing for an additional staffing option in response to COVID-19 related reasons that employees may encounter, which are:
 - No childcare due to the child's school or program closure
 - At-risk population: 65+
 - At-risk population: chronic health condition
 - Care for At-risk population: 65+
 - Care for At-risk population: chronic health condition
 - Personal COVID-19 testing/illness/quarantine

When a telework reason is triggered, it may be permitted on a discretionary basis when:

- It is determined by an administrator that telework is suitable for position
 - Some positions aren't appropriate for telework
- Employee has consistently demonstrated the ability to work independently
- Employee is meeting performance expectations
- Work arrangement does not hinder ERCLC operations

Telework is at the sole discretion of the Employer.

CERTIFICATED CLASSROOM TEACHERS & ADMINISTRATORS – CHILDREN IN THE WORKPLACE

In an effort to be flexible during the COVID-19 pandemic, ERCLC always allowed staff to bring their own child(ren) to work. ERCLC staff have always enjoyed this benefit as long as it does not impede the work of the staff member. In addition, the children should not be part of any work that would violate FERPA requirements. If concerns occur, this may not be allowed. Approval to bring children to the workplace is at the discretion of the superintendent as it must not hinder the organizational need or violate confidentiality needs.

NEXT STEPS

Step 1: When an administrator can offer an alternative option, this alternative shall be granted with written expectations provided to the employee. Employee must comply with terms and conditions of these expectations in their entirety. No additional action required.

Step 2: When a ERCLC administrator cannot offer an alternative option for legitimate business reasons, and the employee still has concerns, the employee and a ERCLC administrator shall meet to:

- a. Review available leave entitlements.
- b. Confer to determine work restrictions and possible reasonable accommodations.

COVID-19 TESTING

Purpose: ERCLC is committed to the safety and well-being of our staff, students, and community. Therefore, ERCLC will be conducting COVID-19 testing in consultation with local public health officials to monitor the prevalence of COVID-19 in ERCLC and meet regulatory requirements.

Testing Information

Who: ERCLC employees and students on a voluntary basis.

What: A self-administered COVID-19 nasal swab test. (This test involves inserting a cotton swab one inch into each nostril. Detailed instructions on how to self-administer the nasal swab test will be given at the time of testing.)

Where: At a designated testing location

Why: To provide symptomatic, response, and/or surveillance testing. Surveillance testing will be offered to staff and students in accordance with the CDPH cadence listed below

How: ERCLC will provide locations of COVID-19 testing with a ERCLC-selected laboratory.

What is the cost?

ERCLC employee will utilize their current insurance coverage. If they do not have coverage, ERCLC will provide testing.

Free Testing Sites:

<https://covid19.tularecounty.ca.gov/covid-19-testing-sites/>

Testing cadence suggested by the State of California for K-12 Schools

Yellow CR < 1.0* TP < 2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR > 7-13.9* TP > 8%	CR > 14*
Staff & Students: Symptomatic & Response Testing	Staff & Students: Symptomatic & Response Testing	Staff & Students: - Symptomatic & Response Testing - Every 2 weeks Asymptomatic Testing	Staff & Students: - Symptomatic & Response Testing - Every 2 weeks Asymptomatic Testing	Staff: Symptomatic & Response Testing, + weekly asymptomatic testing Students: Weekly Asymptomatic (PCR or twice weekly antigen testing**

CR= Case Rate; TP = Test Positivity; PCR= Polymerase Chain Reaction

* The case rates above are adjusted case rates.

Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak.



CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

Purpose: ERCLC has established criteria for closure of classrooms and schools in consultation with the Tulare County Health and Human Services(TCHHS)and in conjunction with the California Department

Classroom, School and District closures will not occur before consulting with the TCHHS.

Cohort/Stable Group & School Closure Criteria

Cohort/Stable Group & School closures will not occur before consulting with the TCHHS.




COHORT/STABLE GROUP	SCHOOL
 <p>If there is one confirmed positive case, contact tracing will be performed. The Tulare County Health and Human Services (TCHHS) will be notified.</p> <p>If there are two confirmed positive cases, contact tracing will be performed. The TCHHS will be notified and in consultation with school administration, determine if classroom should be closed.</p> <p>Scenario: A single student in a cohort/stable group tested positive for COVID-19.</p> <p>Response: The student who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. Any siblings that attend the same school as the positive student will be sent home to quarantine for 10 days. Any students quarantining and are healthy will continue school via Distance Learning.</p> <p>Scenario: Two students in the same cohort/stable group tested positive for COVID-19.</p> <p>Response: The student who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. The TCHHS will be notified and in consultation with school administration, determine whether the classroom should be closed. If the classroom is closed, TCHHS will determine the length of closure. Any students who are quarantining/isolating and are healthy, will continue school via Distance Learning and with families.</p>	 <p>The Tulare County Health and Human Services will review all situations when one or more positive cases occurs on a school campus, or three or more positive cases within a 2-week period occurs on a school campus.</p> <p>After reviewing all information, the TCHHS in consultation with school administration, will determine if classroom and/or school should be closed.</p> <p>Scenario: Three or more students/staff with confirmed positive COVID-19 cases on a school campus within 14 days.</p> <p>Response: Students/staff who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact with quarantine in accordance the Return to Works/School Protocol. Decisions regarding possible classroom or school closures will be made in consultation with the local health officer after consideration of factors including evidence of in-school transmission. Any students who are quarantining/isolating and are healthy, will continue school via Distance Learning.</p> <p>Other potential scenarios that may cause a school to close include:</p> <ul style="list-style-type: none"> • Within a 14-day period, an outbreak has occurred in 25% or more stable groups in a school • Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected • Any other scenario that the local health department feels is warranted for other reasons, including results from public health investigation or other epidemiological data.

Based off of the CDH Return to School: A guide to responding to COVID-19 cases in K-12 school settings. 2020-2021

For more information on COVID-19, please refer to the Tulare County Health and Human Services [website](#) or call at 559-624-8000

Cohort/Stable group, School, & District Closure Criteria

cohort/stable group, School, and Site closures will not occur before consulting with the TCHSA.

cohort/stable group	SCHOOL	DISTRICT
 <p>If there is one confirmed positive case, contact tracing will be performed. The Tulare County Health and Human Services (TCHHS) will be notified.</p> <p>If there are two confirmed positive cases, contact tracing will be performed. The TCHHS will be notified and in consultation with school administration, determine if classroom should be closed.</p> <p>Scenario: A single student in a cohort/stable group tested positive for COVID-19.</p> <p>Response: The student who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. Any students quarantining and are healthy will continue school via Distance Learning.</p> <p>Scenario: Two students in the same cohort/stable group tested positive for COVID-19.</p> <p>Response: The student who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. The classroom will be closed for 14 days. Any students who are quarantining/isolating and are healthy, will continue school via Distance Learning.</p>	 <p>The Tulare County Health and Human Services will review all situations when one or more positive cases on a school campus, or three or more positive cases within a 2-week period on a school campus.</p> <p>After reviewing all information, the Tulare County Health and Human Services in consultation with school/district administration, will determine if classroom and/or school should be closed.</p> <p>Scenario: Three students with confirmed positive COVID-19 cases in more than one cohort/stable group within 14 days.</p> <p>Response: The students who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. The school will be closed for 14 days. Any students who are quarantining/isolating and are healthy, will continue school via Distance Learning.</p>	 <p>If there are a number of staff or cohorts affected by confirmed positive COVID-19 cases within the school, the Tulare County Health and Human Services in consultation with administration will determine if school should be closed.</p> <p>Scenario: There are multiple programs/schools affected by confirmed positive COVID-19 cases in a district.</p> <p>Response: School District calls the Tulare County Health and Human Resources at 559-624-8000 for further instruction.</p>

Based off of the TCHHS Return to School: A guide to responding to COVID-19 cases in K-12 school settings. 2020-2021
For more information on COVID-19, please refer to the Tulare County Health and Human Resource [website](https://www.tchhsa.org) TCHSA.org

BUILDING ACCESS PROTOCOL: ERCLC EMPLOYEES AND VISITORS

Purpose: To inform ERCLC employees of the standards when entering ERCLC owned and/or operated buildings to ensure the health and safety of employees and visitors.

Building Preparation

- Signs will be posted at main entrance doors with health and safety reminders
- Six-foot distance markers will be placed at main entrances and other areas where lines may form in ERCLC buildings, as appropriate
- Physical barriers will be used when a minimum of six feet of physical distance cannot be maintained
- Hand sanitizer will be available at main entrances and other locations as appropriate, of ERCLC buildings
- A drop-off box will be placed in the front office for any documents needing to be received by teachers or sent home to families during scheduled “materials pick up.”

Protocol for Entering an ERCLC Building

- All visitors must enter the main entrance (front lobby) when they visit ERCLC.

Visitors

- Staff are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the staff
- All visitors will be expected to self-certify their health status before entering an ERCLC building or school site by answering the health questions listed on posted signs at main entrances
- The Front Reception/ Office Assistant is required to contact a staff member prior to sending visitor to their destination
- If staff does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment

BUILDING COMMON AREA USAGE PROTOCOL

Purpose: To provide guidance for staff on protocols for usage of common areas.

Common areas will have limited availability. Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. Disinfection of all common areas has been intensified in accordance with the Disinfecting Protocol. Because these areas may be accessed by others at any time and maintaining six feet of distance may not always be possible, employees must wear face coverings in all common areas, except when eating, and limit the timeframe to preferably less than 15 minutes.

LOBBIES AND WAITING AREAS

Excess furniture will be removed or identified as not for use. Remaining furniture will be spread out to meet physical distancing guidelines. Physical barriers will be put in place as appropriate at reception desks. Signage will be posted regarding self-certified health screenings, hand hygiene and physical distancing.

MEETING ROOMS

The capacity of meetings rooms is reduced to accommodate physical distancing. Signage indicating the reduced capacity is posted at the entrance to the room.

HALLWAYS

Hallways should allow for passing while maintaining six feet of distance, face coverings shall be worn. Do not linger in hallways or engage in conversations as this will make the area more congested.

RESTROOMS

Restrooms are to be stocked at all times with sufficient supplies, particularly hand soap. If a multiple person restroom is already occupied, consider using a different restroom or waiting if physical distancing cannot be maintained.

BREAK ROOMS

Staff are encouraged to eat their meals in their office, classroom, or outdoors at a safe social distance. Facial coverings may be removed while eating. Shared items should be taken out of service. Coffee stations, water dispensers, microwaves and refrigerators may be available for staff use. Staff is strongly encouraged to use proper sanitizing procedures before and after using any shared appliance. Signage encouraging proper hygiene and food safety practices as well as physical distancing will be placed near shared appliances.

HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

Purpose: ERCLC will implement a health screening process on a daily basis for all employees, students and visitors prior to entering ERCLC office and school settings as a preventive measure to mitigate the spread COVID-19.

EMPLOYEE HEALTH SCREENING

All ERCLC employees who report to the ERCLC work site/location (in-person) are required to "self-certify" their health, on a daily basis, by answering the questions below prior to entering their assigned work location:

Do you have:

1. Fever and/or chills (thermometers are available for employee use at building entrances)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste and/or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

If employee has any listed symptoms but NO temperature:

- **If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.**
- If symptoms are new, stay home and contact immediate supervisor for further instructions.

If employee answers “no” to the questions above and temperature is less than 100.4, they can report to work. ERCLC employees will be expected to adhere to the following precautions:

- Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day
- Practice social distancing, sit and/or stand at least six feet from other people
- Do not shake hands or hug people, and do not share food or drinks
- Avoid touching eyes, nose and mouth with unwashed hands
- Sanitize work area before leaving each day
- Practice good respiratory etiquette (cover cough and sneezes with a tissue or into sleeve)
- Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms

If employee has fever of 100.4 or higher:

- Stay home and contact your immediate supervisor for further instructions

In an effort to ensure all ERCLC employees complete their daily self-certification prior to beginning their workday, employees will be prompted with health screening questions upon logging onto their ERCLC computer each day. Refer to the Health Screening Self-Certification Computer Prompt contained in this Toolkit.

STUDENT SCREENING

Parents/Guardians of ERCLC-run programs will be educated on the need to certify their child's health before their child reports to school each day. Parents/Guardians are to assess the following.

Does my child have:

1. Fever and/or chills
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. To my knowledge, has my child had close contact with anyone diagnosed with COVID-19 in the past 14 days?

- If the parent/guardian answers “no” to all questions, they can allow their child to come to school.
- If the parent/guardian answers “yes” to any of the questions, they will need to stay home and consult with their doctor.

When student arrives on campus, staff will take student's temperature. If the temperature is over 100.4, the student will be sent home.

VISITORS SCREENING

Health Screening: When possible, any visitor coming will be educated on the need to self-certify their health before coming to an ERCLC building or school site. Visitors are expected to self-certify by asking themselves the following questions regarding their own health:

Do you have:

1. A fever and/or chill
 2. A new or worsening cough
 3. Shortness of breath
 4. Loss of taste or smell
 5. Congestion and/or runny nose
 6. Sore throat
 7. Fatigue
 8. Muscle and/or body aches
 9. Headache
 10. Nausea/vomiting and/or diarrhea
 11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?
- If the visitor answers “no” to all questions, they may enter ERCLC office/school setting
 - If the visitor answers “yes” to any of the questions, they should stay home and make other arrangements.

When the visitor arrives on campus, staff will take their temperature. If the temperature is over 100.4, the visitor will be asked to return when they are no longer symptomatic.

HEALTH SCREENING SELF-CERTIFICATION PROMPT

Purpose: To provide an example of what ERCLC's front door sign will state when employee arrives at work each day.

Employee Self-Screening

Do you have:

1. A fever and/or chills (Remember to take your temperature at a Health & Sanitation Station)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

If you reply YES to any of the questions above or you are feeling ill, please advise your supervisor immediately.

Thank you for adhering to all precautionary measures, on a daily basis, including wearing a face covering and maintaining six-feet physical distancing at all times, and to the extent possible.

Together, we can create an emotionally and physically safe workplace for everyone. Thank you, for doing your part today!

RETURN TO WORK/SCHOOL AFTER ILLNESS PROTOCOL: STUDENTS & STAFF

Purpose: To provide guidance on when to allow a student to return back to school and an employee to return back to work after showing signs of a fever and respiratory illness.

To assure that students and employees are free from fever and respiratory illness or completely recovered from COVID-19 confirmed illness before returning to school and work. Case management of ill students and staff assures students and staff only return to work/school when safe to do so.

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER NON COVID-19 RELATED FEVER OR ILLNESS

For non-COVID related fever or illnesses, students and staff may return to work/school after 10 calendar days have passed since ONSET of symptoms and after 24 hours since recovery from non-COVID-19 like-symptoms, without the use of medication. If primary care physician diagnoses a student or staff member with a medical condition that is not related to COVID-19, a physician's note can allow a student or staff member to return to work/school sooner than 10 days as long as they are symptom-free.

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER CONFIRMED POSITIVE COVID-19 TEST

In accordance with the Tulare County Health and Human Services(TCHHS), students and staff may return to work/school after a positive COVID-19 test, as soon as the following criteria is met:

- If tested positive for COVID-19 and ASYMPTOMATIC, they can return to work/school:
 - **Time-based strategy.** Can return to work if:
 - 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
 - **Time-based strategy for severely immunocompromised.** Can return to work if:
 - 20 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
- Tested positive for COVID-19 and SYMPTOMATIC, they can return to school/work:
 - **Symptom-based strategy.** Can return to work if:
 - At least 10 days have passed since symptoms first appeared and at least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
 - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved
 - **Symptom-based strategy for severe to critical illness or who are severely immunocompromised.** Can return to work if:
 - At least 20 days have passed since symptoms first appeared and
 - At least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
 - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER EXPOSURE TO A CONFIRMED POSITIVE COVID-19 PERSON

All asymptomatic close contacts less than 6 feet for more than 15 minutes (cumulative per day) may discontinue quarantine after Day 10 from the date of last exposure without testing. If close contact develops symptoms, the close contact will need to isolate for 10 days from the start of symptoms. See *Criteria for Return to Work/School After a Confirmed Positive COVID-19 Test* above for guidance.

- For ERCLC positions designated as “healthcare workers” who were exposed to a confirmed COVID-19 person and are asymptomatic:
 - If there are staffing shortages, the “healthcare worker” may return to work after Day 7 from the date of last exposure after completing a Polymerase Chain Reaction (PCR) nasal swab test after Day 5 and receives a negative test result. After this time, the “healthcare worker” must use surgical face masks at all times during work and continue to use face coverings when outside the home through Day 14 after last exposure.

All close contacts released from quarantine before Day 14 must:

- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and refer to the *Process for Employees to Report COVID-19 Related Illness* chart located in this ERCLC Return-to-Work Toolkit.
- Adhere strictly to all recommended non-pharmaceutical interventions, including consistent use of face coverings and maintaining a distance of at least 6 feet from others, through Day 14.

ROLE OF SCHOOL NURSE AND/OR STAFF/CONTACT TRACER

Once alerted to a fever or respiratory illness in a student or staff, a member of the health staff or contact tracer should communicate with the individual to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness.

- Office staff should call student or staff daily to check on symptoms and to offer support to the ill individual.
- Once ill individual meets criteria listed above, the superintendent/principal will clear the student or staff member to return to work/school.

FACE COVERING PROTOCOL

Purpose: The following shall be the protocol for wearing a face covering while in an ERCLC facility as a measure to mitigate the spread of COVID-19.

ERCLC Employees

Face coverings must be worn in ERCLC facilities when not alone in an enclosed workspace. Employees may remove face coverings when alone in an office. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, and when travelling through ERCLC facilities.

An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk or linen. Acceptable cloth face covering options include, but are not limited to:

- Face covering provided by ERCLC
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Tightly woven fabric, such as cotton T-shirt and some types of towels
- Face shield with a cloth drape on the bottom (To comply with cloth drape, employee may tape a paper towel to the bottom of the face shield and replace paper towel on a daily basis.) This method is acceptable for teaching purposes of small children who need visually see the teachers face for learning. When instruction is over, the mask will need to be put back on covering nose/mouth.



A cloth face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person's face; has holes or tears in the fabric; and/or obstructs an employee's vision do not comply with this protocol. Masks should be laundered regularly or replaced. An employee or member of the public must immediately replace their face covering when damaged or leave the facility.

Employees who choose to use a surgical mask or N95 respirator may do so as long as the surgical mask or N95 respirator is in good condition and can remain securely attached to the employee's face.

ERCLC Students

Students shall wear face coverings, indoors/outdoors, in compliance with school site and CDH protocol, which means at all times on-site at this time. Student's may temporarily remove a mask outdoors to take a drink, but then must immediately put it back on. Student's who willfully refuse to wear masks at school will not be allowed on campus.

ERCLC Visitors

All visitors must wear a face covering when entering and moving about ERCLC facilities. Visitation to the site will be limited.

STABLE GROUPS PROTOCOL

In accordance with guidance from the CDPH, the school program at ERCLC utilizes the practice of stable groups with students and staff. Stable groups are groups of 16 or less students who take all classes, breaks and electives together when in person on campus. Using stable groups limits mixing of students and reduces the potential for contact with infected students. This process also allows for efficiency in contact tracing if an infection is discovered. For more information about the ERCLC school site please reference the [ERCLC Re-Opening Plan](#). New guidelines may change the number of students per cohort as county numbers of positive cases decline and we fall below 25 per 100,000.

PHYSICAL DISTANCING PROTOCOL

Purpose: To provide guidance to staff on best practices for physical distancing. One of the most important mitigation strategies in the fight against COVID-19 is physical distancing. This document provides best practices for both the school and office setting. Following these strategies will help assure that office, classrooms, and common areas meet the CDC guidelines for Physical distancing. If physical distancing is not feasible, individuals will need to wear masks until physical distancing can be achieved.

BEST PRACTICES FOR PHYSICAL DISTANCING

Gatherings, Field Trips and Visitors

- Pursue virtual group events, gatherings or meetings, if possible, and promote physical distancing of at least six feet between people if events are held; limit group size to the extent possible
- Postponing high-contact activities/classes (e.g., PE, field trips, choir, high-contact after-school activities) and restructuring athletic, performing arts or club activities to keep students engaged while physically distant. Limit any nonessential visitors, volunteers and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, as much as possible
- Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches and communities

Staggered Scheduling

- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts)
- When teleworking or flexing work schedules/hours is not practical or available, employees and others are to maintain a minimum of six feet of physical distance between employees and others, to the extent possible, especially if Physical distancing is recommended by state and local health authorities.

Mealtime Considerations

- Having students eat lunch and snacks in the classroom or in designated areas for each group so that students do not mix

Student Arrival

- Designate multiple student drop-off areas around school; at these drop off areas, assemble multiple health questionnaire check-in stations that are at least six feet apart; Place tape "x" every six feet to cue waiting students to wait until called upon
- Students should be escorted back to their classes; If classroom staff is not ready to receive students, students should wait in an area that allows for appropriate physical distancing; if physical distancing is not feasible, students should wear masks.

Student Departure

- Students should stay in classroom until parent/guardian is ready to receive them; once ready, students should be escorted to the front office or bus loading area by a classroom staff member

Other Considerations for School Settings:

- Hold classes in larger rooms, such as the gym, library or cafeteria and space students at least six feet apart in any locations where students need to line up, place markers on the pavement to show where students stand to maintain a distance of six feet in a single line and where lines form so that lines are at least six feet part
- Hold staff meetings virtually

DISINFECTING PROTOCOL

Purpose: To provide information on intensified disinfecting efforts during the COVID- 19 pandemic.

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected three times per day. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting supplies as appropriate.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found [here](#). Products that do not require EPA registration may be used.

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect.

OFFICE SETTINGS

- Common area high-touch surfaces will be disinfected twice a day; these areas include door handles and panic hardware, counters, light switches, breakroom tables, microwaves, and refrigerator handles; the contracted custodial company will disinfect during the routine nighttime service.
- Disinfection stations with cleaning supplies, PPE and product use instructions are available to staff to disinfect work areas whenever desired.

SCHOOL SETTINGS

Important: Disinfectants should not be applied on items that children might put in their mouths. Cleaning toys and other items used by children should be done with soap and water or an appropriate sanitizing solution.

ERCLC custodians/ contracted custodial company will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, twice a day. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected one time per day.

Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean or disinfect. Disinfecting supplies are available to staff in designated areas or by contacting the Office Staff.

All classrooms and bathrooms are fogged with a disinfecting spray daily when in use. This fogging is an additional step to further prevent the spread of COVID-19.

DISINFECTING AFTER A CONFIRMED COVID-19 CASE

After identification of a confirmed COVID-19 positive case in an office or school setting, cleaning and disinfecting of the spaces where the case spent significant time will be arranged. In accordance with the *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year dated January 14, 2021*, this will be done after staff and students have left for the day. The space does not need to be closed to staff and students prior to the cleaning and disinfection.

Should the Tulare County Health and Human Services(TCHHS) or ERCLC staff become aware that an outbreak may be underway, ERCLC will consult with the TCHHS on the need for additional cleaning and disinfecting.

ENGINEERING CONTROLS AND VENTILATION

In order to maintain adequate ventilation and air quality in schools and offices, ERCLC has taken the following actions:

- Encouraged staff to open doors as appropriate and safe

- Contracted with a qualified heating ventilation and air conditioning (HVAC) company to ensure that all units are operating optimally and provide adequate fresh air ventilation
- Changed HVAC system filters to minimum efficiency rating value (MERV) 13 wherever possible

PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

Purpose: To provide guidance to staff on what PPE may be applicable to their job duties in response to COVID-19.

To obtain the best pricing and track expenditures for possible reimbursement, PPE specific to COVID-19 response shall be procured in bulk quantities and distributed as needed. Staff with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

SURGICAL FACE MASKS

Who should use: Designated positions such as: School nurses, LVNs, custodial staff, ill persons, and staff who come into routine contact with others

When to use: When required by state or local health order (As of 5/19/2020, the City of Tulare Emergency Order 2020-13 requires employees of essential businesses to wear facial coverings while in the essential facility)

Typical tasks necessitating use: Employee presence in an essential facility, nursing services (nurses providing nursing services/procedures, masking any student or staff that are showing signs and symptoms of respiratory illness)

MEDICAL-GRADE GLOVES

Who should use: Custodians, maintenance personnel, teachers, paraeducators, school nurses, licensed vocational nurses, and anyone using disinfecting products that require skin protection

When to use: When using cleaning products that require skin protection, when a person may come into contact with bodily fluid or other contaminants

Typical tasks necessitating use: Cleaning, diapering, providing first aid, specialized healthcare procedures.

FACE SHIELDS/EYE PROTECTION

Who should use: Custodians, teachers, paraeducators, school nurses or anyone trained to do specialized healthcare procedures

When to use: When splash protection is required

Typical tasks necessitating use: Diapering, providing first aid, performing specialized healthcare procedures and cleaning contaminated areas and while doing medical aerosol procedures such as oral or tracheostomy suctioning or nebulizer treatments

NOTE: The face shield guidance on this PPE protocol is for specific medical procedures and tasks that require splash protection.

ERCLC EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

Purpose: ERCLC recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an ERCLC employee or student. Therefore, ERCLC has created, in conjunction with the Tulare County Department of Public Health, flow charts to ensure employees know

and understand who to notify and what will occur in response. The flow charts were created to protect confidential health information, including the identity of affected individuals.

Refer to Process for ERCLC Employees to Report COVID-19 Related Illness and COVID-19 Screening Flow Chart of ERCLC Students, which are contained in this Toolkit.

PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

Purpose: ERCLC has established a *First Notice Reporting* process to ensure all employees report a COVID-19 Related Illness in a consistent, timely manner.

Employees are expected to report a COVID-19 Related Illness to ERCLC when:

- You have experienced COVID-19 related symptoms, **OR**
- You were alerted that you are considered a close contact to a positive COVID-19 case, **OR**
- You have tested positive for COVID-19, or after being identified as a close contact are awaiting COVID-19 test results.

Employees are expected to follow the steps as indicated below:

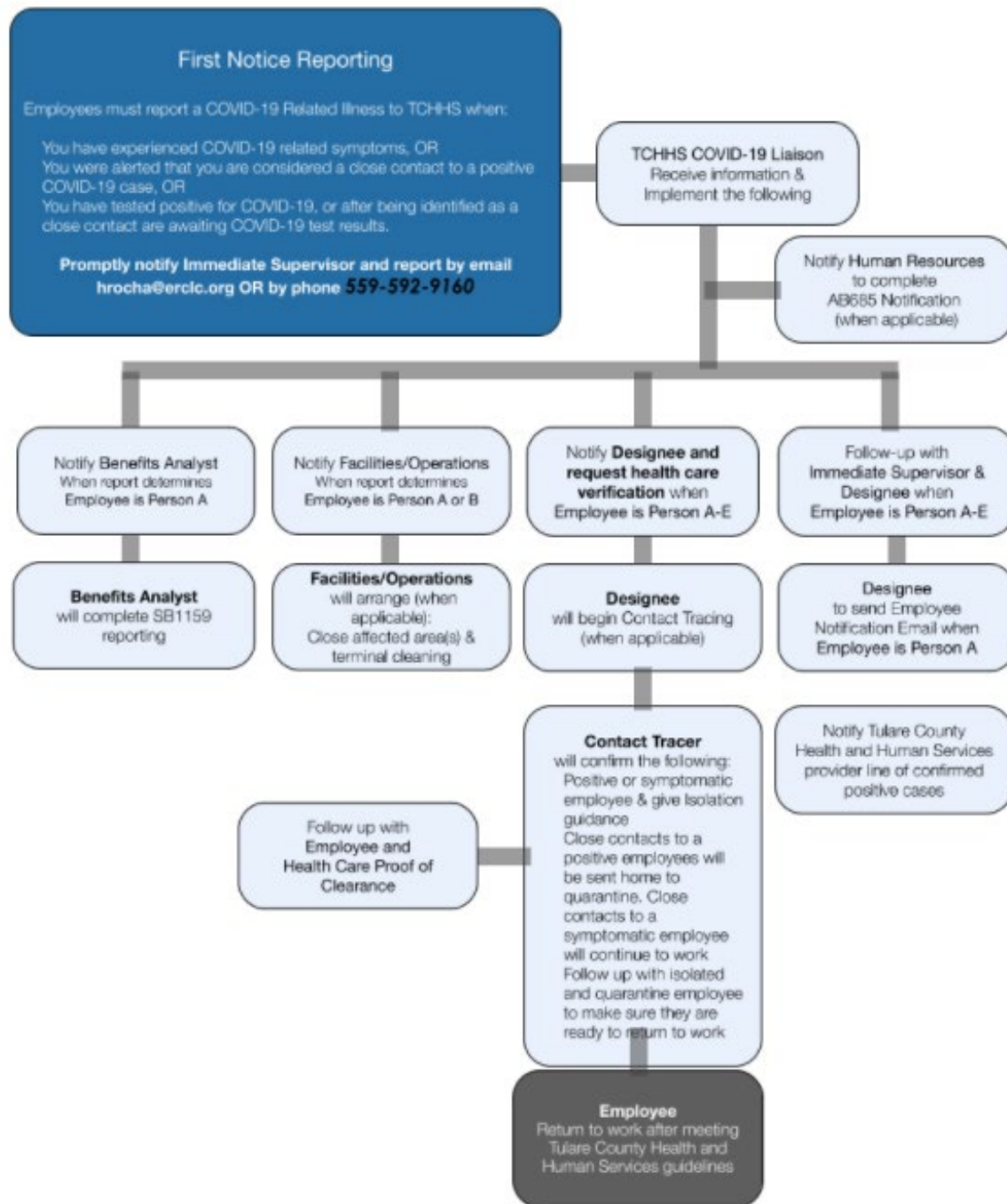
1. Promptly notify your immediate supervisor that you are going to report a COVID-19 related illness.

Immediately report all COVID-19 Related Illnesses as indicated above by email, hrocha@erclc.org
OR by phone **559-592-9160**.

2. Provide the following information when you email or call to ensure timely reporting:
 - a. First and Last Name
 - b. Your Email and Phone Number
 - c. Reason for Report (e.g., *experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results*)
 - d. Actual Work Location (e.g., *worksite and room number, if applicable*)
 - e. Actual date you last worked in-person
 - f. Actual date you last teleworked
3. The ERCLC Principal/Superintendent will assist in determining appropriate next steps.
4. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.

FIRST NOTICE REPORTING FLOWCHART ONCE EMPLOYEE REPORTS A COVID-19 RELATED ILLNESS

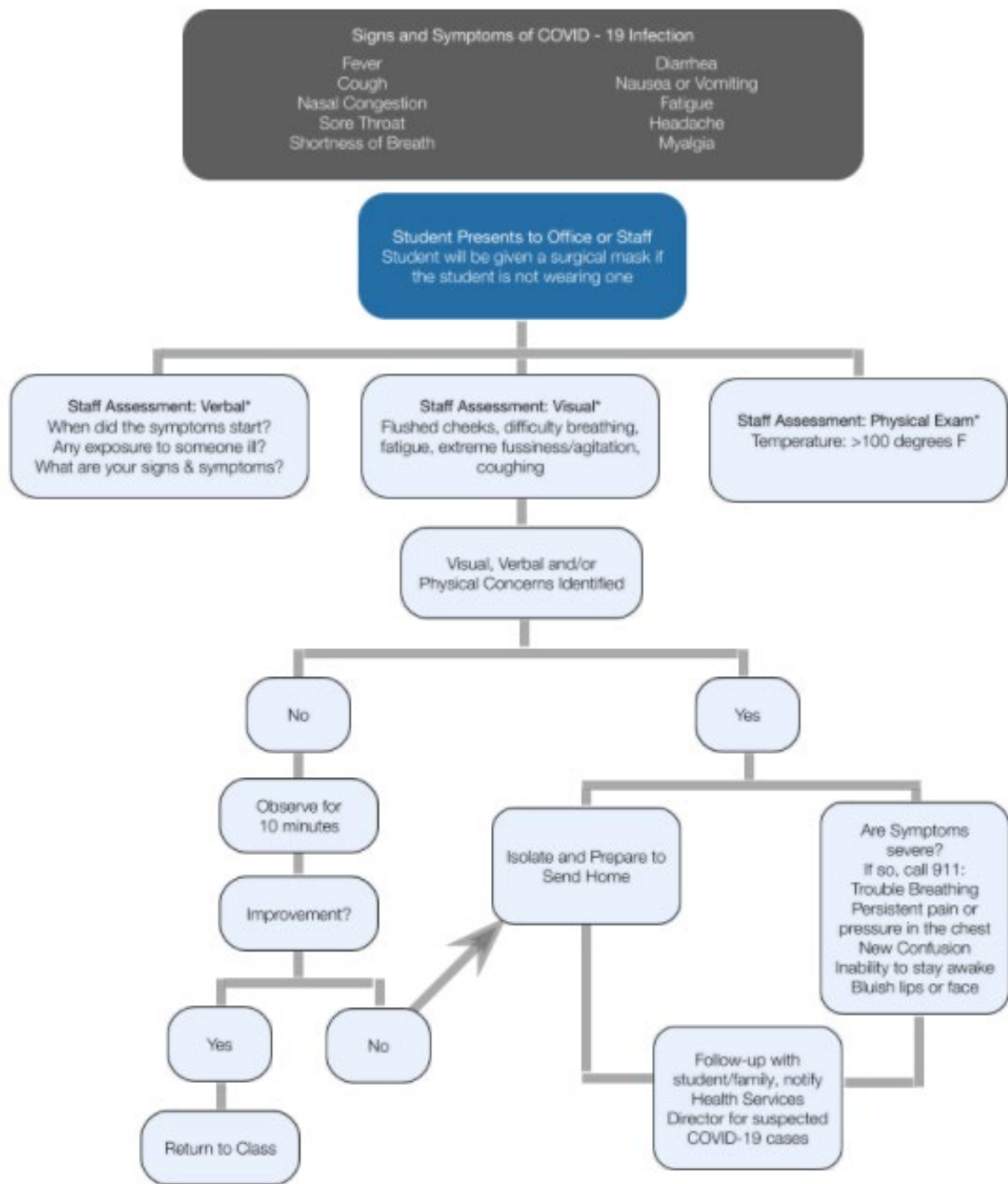
Purpose: The First Notice Reporting Flowchart was designed to demonstrate the internal process that takes place after an employee reports a COVID-19 related illness.



Important Note: Aside from the specified contacts noted above on this flow chart, the County Superintendent and ERCLC employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. ERCLC may notify affected employees in a way that does not reveal personal health-related information of an employee.

COVID-19 SCREENING FLOWCHART OF ERCLC STUDENTS







Purpose: The COVID-19 Screening Flowchart of ERCLC Students was designed to demonstrate the internal process when a student presents signs and symptoms of COVID-19 to our Office.



*There is no school nurse, so call parent to pick up and take for an evaluation by health care professionals.
 ** Symptomatic students will be sent home to isolate according to the Return-to-Work Toolkit. The remaining students in the classroom will continue with their school day. If the symptomatic student becomes a confirmed positive COVID case, close contacts will be identified and sent home to quarantine according to the Return-to-Work Toolkit.

ERCLC COVID-19 Illness and Quarantine Guidelines

Report all cases by email to hrocha@erclc.org OR by phone 559-592-9160

PERSON A	PERSON B	PERSON C	PERSON D	PERSON E
 <p>Any person who has tested positive for COVID-19 & confirmed with lab result</p> <p>With symptoms: Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> ✓ 10 days since symptoms first appeared and ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and ✓ <u>Symptoms</u> have improved <p>*The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p>Without symptoms (asymptomatic): Isolate for 10 days from test date:</p> <ul style="list-style-type: none"> ✓ Monitor self for symptoms, take temperature twice a day ✓ Released from isolation after 10 days have passed as long as no symptoms have been present 	 <p>Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results</p> <p>With symptoms: Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> ✓ 10 days since symptoms first appeared and ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and ✓ <u>Symptoms</u> have improved <p>*The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p>*If Person B receives a negative test result, employee may return to work sooner than the 10 days as long as their symptoms have resolved.</p>	 <p>Any person who lives in the same household with Person A OR Symptomatic Person B*</p> <p>If Person C is without symptoms (asymptomatic):</p> <ul style="list-style-type: none"> ✓ Quarantine for 10 days following date of last exposure including complete separation from the person in your house with COVID-19. This means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom. ✓ Quarantine to continue for 10 days after Person A completes isolation if unable to avoid exposure to Person A. <p>*If Person B receives a negative test result, then Person C does not need to quarantine. *If person C becomes symptomatic, contact hrocha@erclc.org or Nancy@erclc.org or (559) 592-9160 for next steps.</p>	 <p>Any person with close contact to Person A (>15 min (cumulative per day), < 6 feet)</p> <p>Quarantine immediately for 10 days** following date of last exposure</p> <ul style="list-style-type: none"> ✓ Contact TCCovidSchools@tularecounty.ca.gov or (559) 624-8000 with any questions ✓ Monitor self for symptoms, take temperature twice a day ✓ Notify Primary Care Provider if symptoms develop <p>**If a healthcare worker is quarantined, the length of quarantine is reduced to 7 days with a negative test result after day 5.</p>	 <p>Any person who has had exposure to Person C OR D</p> <p>NO QUARANTINE OR ACTION REQUIRED unless: Person C or Person D develops symptoms OR tests positive and Person E had contact within 14 days (timeline should start 2 days before Person C or Person D develops symptoms) then:</p> <ul style="list-style-type: none"> ✓ Continue to self-certify your health on a daily basis. ✓ Contact hrocha@erclc.org or (559) 592-9160 with questions regarding timing and exposure
 <h2>Recovered and Released</h2> <p>Definitions:</p> <p>Isolation separates infected people with a contagious disease from people who are not sick.</p> <p>Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.</p> <p>Close Contact a person within 6 feet for more than 15 minutes (cumulative per day), regardless of whether person(s) are wearing a mask, starting from 48 hours before the person began feeling sick.</p> <p><i>For more information on COVID-19, please refer to the Tulare County Health and Human Resources website or call at 559-624-8000</i></p>				

SYSTEMS FOR COMMUNICATION

Purpose: To ensure ERCLC has effective two-way communication with employees and parents/guardians regarding COVID-19 related issues.

ERCLC uses the Return-to-Work Toolkit as a vehicle to communicate the following to stakeholders:

- Reporting of COVID-19 symptoms following the *First Notice Reporting Flowchart*
- How to identify and report symptoms and hazards that employees may be exposed to within the workplace without fear of reprisal using the procedure outlined in the IIPP
- ERCLC procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- ERCLC procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

In compliance with AB685, ERCLC is required to provide timely employee notification when:

- a) positive COVID-19 test or medical diagnosis from licensed medical provider;
- b) ordered quarantine from public health official; or
- c) death from COVID-19.

If a positive case is identified in the workplace, employees will be notified without disclosing the name of the individual or any personally identifiable information about the person to ensure compliance with privacy laws. For more information on this subject, please visit the U.S. Department of Health and Human Services [here](#).

- Employee notification will be sent to employees by applicable designee with a CC to hrocha@erclc.org
- Parent/Guardian notification will be sent by administration/designee.

SAMPLE EMPLOYEE NOTIFICATION EMAIL

From: Administrator Name
To: Staff
CC: hrocha@erclc.org
Subject: IMPORTANT NOTIFICATION

Hello ERCLC Colleagues,

You are receiving this notification because a fellow colleague at your work location/program has been impacted by COVID-19.

Principal/Superintendent Heather Rocha is currently investigating this matter and should any close contacts be identified, he will reach out to those individuals. Please know that our colleague is isolating and will be able to return to work according to the guidelines set forth by the Tulare County Health and Human Services(TCHHS). We wish our team member a speedy recovery.

Please continue to self-certify your own health prior to reporting to work and let your immediate supervisor know if you are experiencing any symptoms. You must also report any symptoms or positive COVID test by emailing hrocha@erclc.org or calling (559) 592-9160. In addition, if you are experiencing symptoms, ERCLC urges that you test for COVID-19 or otherwise consult with a health care provider.

ERCLC aggressively responds to COVID-19 to ensure safe working and learning environments. The work location will be thoroughly disinfected in accordance with existing protocols. Impacted employees may be temporarily assigned to a new work location or offered the ability to telework, if feasible, while their regular work location is disinfected. Thank you for following the guidance and protocols outlined in ERCLC Return-to-Work Toolkit, implemented by ERCLC administration. It is your diligence in wearing a mask and maintaining a minimum of 6 ft. distance from one another that helps in mitigating the spread of COVID-19. Click here to access ERCLC Return-to-Work Toolkit for specific information regarding disinfection and safety protocols. [link to Return-to-Work toolkit]

ERCLC continues to work in full cooperation with TCHHS to minimize potential risks to employees, students, and members of the public. See attached FAQ's for further information. If you have any questions, please email Heather Rocha, call, text, or email Nancy@erclc.org.

Thank you again for your dedication during this challenging time.

ERCLC is an equal opportunity employer and does not discriminate against employees on the basis of medical conditions, disabilities, or any other protected classifications. You may use available leave entitlements, which would include ERCLC COVID-19 PN, if available and applicable. You may also file a worker's compensation claim if you contract COVID-19 through your employment. Likewise, ERCLC does not retaliate against employees for using protected leave rights, filing worker's compensation claims, or for pursuing internal or external complaints. If you believe you have suffered an adverse employment action for any protected activities, please contact your immediate supervisor or Human Resources.

SAMPLE PARENT/GUARDIAN NOTIFICATION

DATE

Dear Parent or Guardian,

The ERCLC leadership team would like to inform you that your child may have been exposed to COVID-19 on (INSERT DATE) at the ERCLC campus. Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.

Eleanor Roosevelt Community Learning Center's COVID-19 Liaison, Principal/Superintendent Heather Rocha has consulted with the Tulare County Public Health Department for the risk of anyone who may have had close contact with this individual. Close contact is defined as someone who has spent 15 minutes (cumulative per day) or more time within 6 feet or less of the individual who was COVID-19 symptomatic.

ERCLC Health Services Department determined that the risk to anyone exposed to this individual warranted (INSERT STATEMENT AFTER CONSULTING WITH HEALTH SERVICES).

Please be aware that symptoms may appear 2 – 10 days after exposure to the virus. Symptoms include:

- Fever and/or chills
- A new or worsening cough
- Shortness of breath
- Loss of taste or smell
- Congestion and/or runny nose
- Sore throat
- Fatigue
- Muscle and/or body aches
- Headache
- Nausea/vomiting and/or diarrhea

If any of these symptoms develop, we encourage you to contact your physician immediately for evaluation. Please also notify the school should your child develop COVID-like symptoms.

We understand this is concerning news to receive. If you would like to speak with someone, please contact Heather Rocha at (559) 592-9160 or Nancy@erclc.org, or by replying to this message. For information on isolation and quarantine, please visit the Tulare County Health and Human Services (TCHHS) website at:

<https://www.co.Tulare.ca.us/Staff/public-health/covid-19/covid-19-orders>

Thank you for your understanding and please contact us with any questions.

Sincerely,
Heather Rocha

FREQUENTLY ASKED QUESTIONS

1. If I test positive for COVID-19, what do I do?

Promptly notify your supervisor and follow the *First Notice Reporting Steps*, indicated in this toolkit.

2. Do I need to quarantine for 10 days when I return from out-of-state or out of country travel?

The current travel advisory recommends Californians stay home or stay in their region and avoid non-essential travel to other states or counties; however, it is not required. ERCLC employees will not be required to notify their employer if they travel out of their region or out of state for personal reasons. ERCLC employees are reminded to ensure they self-certify their health on a daily basis prior to reporting to in-person work.

3. What should I do if I see someone in a common area or walking around an ERCLC facility without a face covering?

Please ask kindly to fix mask. If employee is not comfortable addressing the matter directly with their co-worker, they are highly encouraged to share their observation with their immediate supervisor. The supervisor will work with the co-worker to rectify.

4. Can I remove my mask when in an office where all present are able to maintain a minimum of six feet of physical distance at all times?

No. A face covering is required when other person(s) is present in any office or classroom setting, no matter the physical distance.

5. I have a note from my doctor that states I cannot wear a mask. What should I do?

Contact Principal/Superintendent. He will initiate a process to address work restriction in an effort to determine if there is a reasonable accommodation.

6. Will there be a teleworking option as we transition back to the office/school setting?

Telework may be a viable option when teleworking poses advantages for both ERCLC and employees as a temporary and effective alternative. These reasons may include, but are not limited to, the relief of office and school setting space constraints, providing for an additional staffing option in response to COVID-19 related reasons that employees may encounter and greater work-life flexibility as employees' transition back to work and their family members transition back to school.

7. Is COVID-19 PN available for me to use?

Contact your immediate supervisor who will work in conjunction with the Benefits Provider and to assess available leave entitlements, including COVID-19 PN.

8. Will I be expected to return to work if I have an underlying health condition?

Yes, you will be expected to return to work unless you provide medical certification to the Principal/Superintendent, who will determine if there is a reasonable accommodation.

9. I am 65+ years of age and am expected to report to work. What do I do?

Communicate directly with your immediate supervisor if you have concerns with reporting back to work.

10. What if my child's school does not reopen and I have ongoing childcare needs, what do I do?

Work with your supervisor to consider flexible work schedule and teleworking options. If these options are not available, contact the Benefits Provider to review possible leave entitlements.

11. How will ERCLC support staff in promoting a safe and smooth return to school for students attending ERCLC programs?

Each program has developed a site-specific reopening school plan.

12. How will ERCLC protect my HIPPA rights and confidentiality should I test positive for COVID-19?

By following the steps outlined on *ERCLC Process for Employees to Report COVID-19 Related Illness* flow chart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you.

13. I was showing symptoms, so I went to get tested, but it has been over ten days since my test, and I have not received my results back yet? What do I do?

Your isolation period would begin the day you start showing symptoms and end 10 days from that date, regardless of when you receive your test results.

14. Are playgrounds open?

Playgrounds may remain open to facilitate physically distanced personal health and wellness through outdoor exercise. Playgrounds located on schools that remain open for in-person instruction, and not accessible by the general public, may remain open and must follow [guidance for schools and school-based programs](#).

15. I recovered from a COVID-19 infection and was recently exposed to another COVID-19 positive person, do I need to quarantine?

Yes and No. Yes, when you are exposed after 3 months of your own infection; and no, when you are exposed within 3 months of your own infection.

16. As a supervisor, how can I encourage my team to engage in good infection-control practices?

Lead by example.

17. I am afraid of coming to work, would I be eligible for Emergency Paid Sick Leave under FFCRA?

No, an employee's concern for contracting the virus is not included within the six allowable reasons for FFCRA leave. If the fear is related to a serious health condition, the employee may be eligible for COVID-19 PN as per the requirements for that specific PN leave.

18. I am afraid of coming to work and contracting COVID-19, would I be eligible for FFCRA emergency paid sick leave?

No, an employee's concern for contracting the virus is not included within the six allowable reasons for leave. However, we encourage you to refer your employees to the Employee Assistance Program at (800) 999-7222.

19. Are Teleworkers covered under Worker's Compensation?

Yes, in general, an employee injury or illness is compensable under worker's compensation if it arises out of and in the course of employment, regardless of the location the injury occurs.

20. If I am teleworking, can I take home my chair, printer, or computer?

Yes, please work with your immediate supervisor and follow the provisions outlined in the written expectations provided. Your immediate supervisor will determine what is the best use of limited public resources.

21. Can I be quarantined/isolated and telework? Yes.

22. Do ERCLC Return-to-Work Toolkit protocols need to be followed when working off site?

Yes, when working on behalf of ERCLC, regardless of the employee's work location (office, school setting, and/or home visits), employees are to comply with the protocols (i.e., maintain Physical distancing and wear a face covering) as set forth in ERCLC Return-to-Work Toolkit.

23. I am exhibiting signs and symptoms of COVID-19. I went to my doctor for a COVID-19 test and it is negative. When can I return to work?

You can return to work 24 hours after your symptoms resolve.

24. A person who was in an ERCLC classroom has tested positive for COVID-19. When can that classroom be used again?

The classroom can continue to be used for the remainder of the school day and will be thoroughly disinfected at the end of the school day.

25. I have a fever and flu-like symptoms. How long must I isolate?

You must isolate for 10 days and 24 hours with no fever (without the use of fever-reducing medicine) and symptom free. If you test and receive a negative result, you may return after being symptom free for 24 hours.

26. A person living in my household tests positive for COVID-19 and we are unable to isolate from each other. How long must I quarantine?

You must quarantine for 20 days.

COVID-19 TRAINING & INSTRUCTION

Purpose: ERCLC will provide effective training and instruction to protect employees from COVID-19 hazards. Below are applicable COVID-19 training videos and additional resources.

COVID-19 TRAINING VIDEOS

[Putting on Personal Protective Equipment: CDC Video](#)

[Taking off Personal Protective Equipment: CDC Video](#)

[Coronavirus \(COVID-19\): Continue to Physical Distance](#)

COVID-19 ADDITIONAL RESOURCES

[Centers for Disease Control and Prevention \(CDC\)](#)

[Tulare County Department of Public Health](#)

[California Department of Education](#)

[California Department of Public Health](#)

STAY INFORMED: MONITORING COVID-19 IN TULARE

[Tracking COVID-19 in California](#)

[Blueprint for A Safer Economy](#)

EMPLOYEE RETURN TO WORK TOOLKIT ACKNOWLEDGEMENT

Please certify you have read ERCLC Return to Work Toolkit in its entirety and watched the Training Videos on donning and doffing personal protective equipment (PPE) by printing and signing the acknowledgement form below.

Return to Work Toolkit Acknowledgment

By my signature below, I acknowledge that I have received a copy of Eleanor Roosevelt Community Learning Center's Return to Work Toolkit, and have read and understood its content. I acknowledge that it is my responsibility to read and review the Return to Work Toolkit carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Return to Work Toolkit.

I understand that the Return to Work Toolkit contains important information regarding ERCLC's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Return to Work Toolkit provides guidelines for personnel concerning some of Eleanor Roosevelt Community Learning Center's policies.

Eleanor Roosevelt Community Learning Center reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this Return to Work Toolkit at any time.

Other than ERCLC Board of Directors or school administrators, no other entity or person has the authority to modify this Return to Work Toolkit.

Employee Name (print) _____

Employee Signature _____ Date _____

