



**Contra Costa County School of the Performing Arts
2021 COVID-19 Safety Plan**

- I. Guidance Checklist
- II. Prevention Plan

February 16, 2021

Date: February 14, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Contra Costa School of Performing Arts

Number of schools:

1

Enrollment:

452

Superintendent (or equivalent) Name:

Neil McChesney

Address:

2730 Mitchell Dr.

Phone Number:

925-235-1130

City

Walnut Creek

Email:

neil.mcchesney@cocospa.org

Date of proposed reopening:

March 1, 2021

County:

Contra Costa

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public Charter

Grade Level (check all that apply)

TK

2nd

5th

X 8th

X 11th

K

3rd

X 6th

X 9th

X 12th

1st

4th

X 7th

X 10^t

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

X I, Neil McChesney, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Program (IIPP)
Campus Access
Hygiene
Protective Equipment
Physical Distancing
Cleaning and Disinfecting
Employee Issues
Communication

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

The following are minimum standards that will be in place for all the Contra Costa School of the Performing Arts employees until further notice.
Contra Costa School of the Performing Arts requires a minimum of 6 feet of physical distancing at all times by all employees, sub-contractors, vendors or anybody else making contact at this location.
The Prevention Plan Manager, Managers and Supervisors, Employees and Students each have their designated protection guideline responsibilities that they must strictly follow

Stable Groups

The purpose of establishing cohorts is to limit the mixing of students and staff so that if anyone develops an infection, the number of exposures is reduced. Students can be placed into stable groups that stay together all day with their core teacher (and any aide or student teacher who is present).

Elementary students will be assigned to one classroom as a stable cohort which will enable each group of students to consistently work together with little or no mingling with other cohorts on campus.

Students will stay with their cohort for recess.

Each class/wing will have an assigned restroom to reduce movement on campus.

Students who receive specialized services may continue to receive them, even if out of the cohort, with the provision of face coverings and social distancing in place. Inclusion services may also be provided for segments of a student's school day in order to safely implement an IEP or 504 plan to the greatest extent possible.

Secondary students will or may be assigned to a teacher team as a stable cohort.

The CDC guidance notes that schools may keep a single group together in one classroom and have educators rotate between groups, or have smaller groups move together in staggered passing schedules to other rooms

they need to use (e.g., science labs) without allowing students or staff to mix with others from distinctive groups.

Teachers and support staff from different content areas can work in teams that share students, preferably in a dedicated space, separate from others. For example: math, science, English, and history teachers might work as a team with a set group of students they share.

Classroom

The following are measures all students, visitors, and staff shall follow to help prevent the spread of any virus.

Physical Distancing Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from students and other staff desks. Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made. Upon request by the local health department and/or State Safe Schools Team, the Executive Director should be prepared to demonstrate that good-faith effort, including an effort to consider all outdoor/indoor space options and hybrid learning models. Under no circumstances should the distance between student chairs be less than 4 feet. If 6 feet of distance is not possible, it is recommended to optimize ventilation and consider using other separation techniques such as partitions between students or desks, or arranging desks in a way that minimizes face-to-face contact.

Classrooms Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.

Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate. Prioritize the use and maximization of outdoor space for activities where possible. Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent (see below in Non-classroom spaces). Consider using cleanable privacy boards or clear screens to increase and enforce separation between staff and students.

Non-Classroom Spaces Limit nonessential visitors, volunteers and activities involving other groups at the same time. School tours are considered a non-essential activity and increase the risk of in-school transmission. Limit communal activities. Alternatively, stagger use, properly space occupants, and clean in between uses. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and use visual reminders on the floor that students can follow to enable physical distancing while passing and waiting in line.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Where possible stable groups will consist of a single grade level group of no more than 14 students and 2 to 5 adults who would rotate instruction and supervision of the group.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Departmentalized classes will be organized as stable groups of students of no more than 14 students and 2 to 5 adults who would rotate instruction and supervision of the group.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Where possible Arts or other classes that could be labeled as elective will be limited to no more than 4 students per room, masked, and practicing social distancing.

X Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

All of the following practices will be utilized to management entrance, egress, and movement within the school:

1. Staggered arrivals/dismissals.
2. Uni-directional hallways.
3. Lunch in classrooms or outdoors in stable groups.
4. Prominently placed signage, symbols, and other COVID-19 mitigation measures to support social distancing.
5. With exceptions to accommodate services associated with IEPs and 504-Plans, students will be designated classrooms that will serve as the primary location of their campus-based activities.
6. Adult supervision at arrival, dismissal, and any necessary transitions of students.

X Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

The following are measures all students, visitors, and staff shall follow to help prevent the spread of any virus. Face coverings will be based on local health department/CDC guidelines and/or requirements. No physical greeting such as a handshake or hug. Onsite PPE requirements specific to COVID-19 protection will be based on the individual task requirement and current health department/CDC recommendations/guidelines.

X Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

The following are measures all students, visitors, and staff shall follow to help prevent the spread of any virus.

Individual Screening Measures

5.1 All staff will be screened at the beginning of their shift as will visitors, vendors, contractors, or other workers entering the school site. The following control and screening measures are preformed: Staff submit a daily written and documented wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below. Completed daily assessment form is located within Appendix A. Alternatively, the Self-Screening Log in Appendix D may be utilized.

The employee will provide a completed self-assessment document to the Site Supervisor. A copy of the Daily Assessment or Self-Screening log form will be forward to the Office of Human Resources or the Principal by the Site Supervisor. Contra Costa School of the Performing Arts will maintain these confidential documents for one (1) year.

Contra Costa School of the Performing Arts is implementing two methods of Employee COVID-19 Wellness Check-ins:

All Employees

Staff participating in campus-based activities have submitted to a temperature screening (attachment A) before entering the facility. Employees are also to self-evaluate for mild to moderate symptoms related to COVID-19 or other respiratory illness including sore throat, runny nose, fever (CDC states 100.4 Fahrenheit and above is considered a high temperature), chills, not feeling well, sneezing, coughing, gastro-intestinal symptoms such as soft stool and /or stomach cramps. DO NOT ENTER THE FACILITY IF YOU HAVE ANY OF THESE SYMPTOMS.

Affected Employees (critical infrastructure employees):

1. COCOSPACampus 2730 Mitchell Dr, Walnut Creek, CA 94598

Scenario #1: If an Employee Answers No to all Questions on Health Assessment

Any employee who answers No to all daily health assessment questions will be allowed to stay at work as long as the daily answers are No.

Employee must comply with all aspects of this policy including physical distancing practices which include maintaining at least 6 feet of distance from other persons at all times

Scenario #2: If an Employee is Sick or Shows Signs of Illness

If an employee calls in sick or indicates they have flu-like symptoms either through the wellness check or orally to their supervisor, they will be required to stay home until they are symptom free and/or see a doctor and to await confirmation of testing or doctor recommendation prior to returning to work.

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, students, and visitors and sent home.

If an employee states that they have COVID-19 or have been in close contact with someone who has COVID-19, they must self-quarantine for at least 14 days and not return to work until they are released by a Health Care Professional.

5.2 All students will be screened at the beginning of the school day. Daily screening for COVID-19 symptoms and for exposure to someone with COVID-19 prior to leaving for school can prevent some people with COVID-19 from coming to school while infectious, thus preventing in-school transmission. Screening does not prevent asymptomatic cases from being at school and spreading SARS-CoV2, the virus that causes COVID-19. Parents will be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2. Staff members will be provided with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2. Implementing a daily reminder system for home screening, through PowerSchool, can support families and staff to review the symptom list each day before leaving for school and confirm that they do not have symptoms of COVID-19 and have not had close contact with a known case. This is likely the easiest and most effective approach, but families or staff may not all have technology access to support this. For those who do not, a list of screening questions on paper can be provided for daily review at home. Schools do not need to monitor compliance with home screening.

Symptoms at School Each school has an isolation or health room or area to separate anyone

who exhibits one or more symptoms of COVID-19 while at school. Staff and students should self-monitor throughout the day for signs of illness; staff should observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.

Any students or staff exhibiting one or more symptoms should be required to wait in the previously identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable. If a student is exhibiting one or more symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card. Unless the CCHS recommends otherwise, there is no need to exclude asymptomatic contacts (students or staff) of the symptomatic individual from school until test results for the symptomatic individual are known.

Per Cal/OSHA requirements noted above, establish a written Cal/OSHA Prevention Plan at every facility, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each school to implement the plan. Workers or other persons handling or serving food must use gloves in addition to face coverings.

- X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

The following are measures all students, visitors, and staff shall follow to help prevent the spread of any virus. Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (with at least 60% ethanol or 70% isopropanol). At a minimum, employees MUST wash hands at the beginning and end of each school day, after using the toilet, before and after each break. Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.

Avoid touching your eyes, nose, and mouth especially with unwashed hands.

Encourage employees to not share tools or work areas. If sharing of tools does take place, ensure the tools/areas are disinfected with an appropriate disinfectant after use.

Use disinfection/cleaning products for common areas or shared tools.

Ensure you read and follow all instructions and safety precautions when using any disinfectant/cleaning product and have the SDS sheets readily available.

Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work.

- X **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Case Reporting

Scenario 1: A student or staff member responds “yes” to one of the health screening questions, has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19: (Health Screening Questions)

Site Admin/Supervisor is informed immediately. The student or staff member should not enter the building and/ or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND report their absence/s via COCOSPAs procedures as sick, personal leave, or vacation time (with approval) if remotework is not approved/available (or for days they are ill and unable to work while working remotely).

Recommend “immediate” testing through primary doctor or through county at <https://www.coronavirus.cchealth.org/get-tested>

If there were any “close contacts,” to this person, see Scenario 3; if they later test positive, see Scenario 2.

Scenario 2: A student or staff member of a cohort tests positive for COVID-19.

Principal/Designee is informed immediately

Principal/Designee completes the CCHS School Intake Form

Principal/Designee will complete the Contact Tracing Form to identify “close contacts”

The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND enter their absence/s per COCOSPA procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).

Within one business day, the principal or designee emails letter to any “close contacts” (i.e. those directly exposed for at least 15 minutes or more AND less than 6 feet away for a total of 15 minutes or more) (in a way that does NOT reveal personal information) to let them know:

they were “possibly” exposed to COVID

they should get tested AND quarantine for 10 days from the day last exposed day (assuming no symptoms or later positive test).

*If they later test positive, follow Scenario 2 again for each employee.

Scenario 3: “Close Contact” (a.k.a. “1st Degree” Exposure): A student or staff member lives with or has been in “close contact” with a person who has tested positive for COVID-19 and has been on campus or at the work site.

Principal/Designee completes the CCHS School Intake Form

The student or staff member and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. *Testing for those exposed is recommended no sooner than 5-7 days after exposure to a COVID-19 positive individual if asymptomatic (but “immediately” if showing symptoms)

Student or staff member is expected to quarantine for a full 10 days from the date of last known exposure as long as the person remains asymptomatic (with or without testing).

Testing is highly recommended, but a negative test does NOT release one from 10-day quarantine!

The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND enter their absence/s per COCOSPA procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).

Continue to strictly adhere to preventive measures such as social distancing and use of face masking/facial covering once out of the 10-day quarantine AND...continue to monitor symptoms for a full 14 days (even if testing negative or returning to work after 10 days).

Note: if symptoms occur, immediately self-isolate and contact healthcare provider and seek testing. *See Scenario 1 if student or staff member later develops symptoms, and Scenario 2 if student or staff member later tests positive.

Secondary Exposure A student or staff member is exposed to a person who is directly exposed to a person who tested positive for COVID-19.

The student or staff member will report to school or work, monitor symptoms, and contact their health provider if they have questions.

X Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

The following are measures all students, visitors, and staff shall follow to help prevent the spread of any virus.

Physical Distancing Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from students and other staff desks. Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a

good-faith effort has been made. Upon request by the local health department and/or State Safe Schools Team, the Executive Director should be prepared to demonstrate that good-faith effort, including an effort to consider all outdoor/indoor space options and hybrid learning models. Under no circumstances should the distance between student chairs be less than 4 feet. If 6 feet of distance is not possible, it is recommended to optimize ventilation and consider using other separation techniques such as partitions between students or desks, or arranging desks in a way that minimizes face-to-face contact.

Classrooms Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.

Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate. Prioritize the use and maximization of outdoor space for activities where possible. Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent (see below in Non-classroom spaces). Consider using cleanable privacy boards or clear screens to increase and enforce separation between staff and students.

Non-Classroom Spaces Limit nonessential visitors, volunteers and activities involving other groups at the same time. School tours are considered a non-essential activity and increase the risk of in-school transmission. Limit communal activities. Alternatively, stagger use, properly space occupants, and clean in between uses. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and use visual reminders on the floor that students can follow to enable physical distancing while passing and waiting in line.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

N/A

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Contra Costa School of the Performing Arts employee training for COVID-19 includes the following topics:
How to prevent Covid-19 from spreading in the workplace.
Health conditions that put individuals at a higher risk of contracting and becoming more susceptible to the virus.

Home self-screening and symptom checks as outlined in the CDC guidelines.

Stay at home protocol for employees that are experiencing Covid-19 symptoms which include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat and/or recent loss of taste or smell.

Procedures when an employee has come into contact with a family member, friend or acquaintance that has been diagnosed with COVID-19.

Protocol to seek Medical attention when symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

Hygiene practices to include frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

Contra Costa School of the Performing Arts physical and social distance policies which require a minimum of 6 feet distancing from any employee or individual. As well as the importance of adhering to physical distancing practices while on and off work (see Physical Distancing section below).

Proper use of face coverings, including:

Face coverings do not protect the wearer and are not personal protective equipment (PPE).

Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

Employees should wash or sanitize hands before and after using or adjusting face coverings.

Avoid touching eyes, nose, and mouth.

Face coverings should be washed after each shift.

Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.

Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.

X Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Contra Costa School of the Performing Arts does not require regular testing of students or staff. In line with CDC guidance, the Contra Costa School of the Performing Arts does strongly recommend staff, students, and families to consider testing of persons without symptoms (with and without known exposure) to reduce asymptomatic (silent) spread in addition to testing of individuals with symptoms consistent with COVID-19. To this end, staff, students, and families are directed to the Contra Costa County Health Services via this link where COVID-19 testing services are free to all community members.

Case Reporting

Scenario 1: A student or staff member responds "yes" to one of the health screening questions, has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19: (Health Screening Questions)

Principal/Site Supervisor is informed immediately. The student or staff member should not enter the building and/ or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND report their absence/s via COCOSPA procedures as sick, personal leave, or vacation time (with approval) if remotework is not approved/available (or for days they are ill and unable to work while working remotely).

Recommend "immediate" testing through primary doctor or through county at

<https://www.coronavirus.cchealth.org/get-tested>

If there were any "close contacts," to this person, see Scenario 3; if they later test positive, see Scenario 2.

Scenario 2: A student or staff member of a cohort tests positive for COVID-19.

Principal/Designee is informed immediately

Principal/Designee completes the CCHS School Intake Form

Principal/Designee will complete the Contact Tracing Form to identify “close contacts”

The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND enter their absence/s per COCOSPA procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).

Within one business day, the principal or designee emails letter to any “close contacts” (i.e. those directly exposed for at least 15 minutes or more AND less than 6 feet away for a total of 15 minutes or more) (in a way that does NOT reveal personal information) to let them know:

they were “possibly” exposed to COVID

they should get tested AND quarantine for 10 days from the

day last exposed day (assuming no symptoms or later positive test).

*If they later test positive, follow Scenario 2 again for each employee.

Scenario 3: “Close Contact” (a.k.a “1st Degree” Exposure): A student or staff member lives with or has been in “close contact” with a person who has tested positive for COVID-19 and has been on campus or at the work site.

Principal/Designee completes the CCHS School Intake Form

The student or staff member and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. *Testing for those exposed is recommended no sooner than 5-7 days after exposure to a COVID-19 positive individual if asymptomatic (but “immediately” if showing symptoms)

Student or staff member is expected to quarantine for a full 10 days from the date of last known exposure as long as the person remains asymptomatic (with or without testing).

Testing is highly recommended, but a negative test does NOT release one from 10-day quarantine!

The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND enter their absence/s per COCOSPA procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).

Continue to strictly adhere to preventive measures such as social distancing and use of face masking/facial covering once out of the 10-day quarantine AND...continue to monitor symptoms for a full 14 days (even if testing negative or returning to work after 10 days).

Note: if symptoms occur, immediately self-isolate and contact healthcare provider and seek testing. *See Scenario 1 if student or staff member later develops symptoms, and Scenario 2 if student or staff member later tests positive.

Secondary Exposure A student or staff member is exposed to a person who is directly exposed to a person who tested positive for COVID-19.

The student or staff member will report to school or work, monitor symptoms, and contact their health provider if they have questions.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

N/A

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Contra Costa School of the Performing Arts does not require regular testing of students or staff. In line with CDC guidance, the Contra Costa School of the Performing Arts does strongly recommend

staff, students, and families to consider testing of persons without symptoms (with and without known exposure) to reduce asymptomatic (silent) spread in addition to testing of individuals with symptoms consistent with COVID-19. To this end, staff, students, and families are directed to the Contra Costa County Health Services via this link where COVID-19 testing services are free to all community members.

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Scenario 2: A student or staff member of a cohort tests positive for COVID-19.

Principal/Designee is informed immediately

Principal/Designee completes the CCHS School Intake Form

Principal/Designee will complete the Contact Tracing Form to identify “close contacts”

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Within one business day, the principal or designee emails letter to any “close contacts” (i.e. those directly exposed for at least 15 minutes or more AND less than 6 feet away for a total of 15 minutes or more) (in a way that does NOT reveal personal information) to let them know:

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Scenario 3: “Close Contact” (a.k.a “1st Degree” Exposure): A student or staff member lives with or has been in “close contact” with a person who has tested positive for COVID-19 and has been on campus or at the work site.

Principal/Designee completes the CCHS School Intake Form

The student or staff member and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. *Testing for those exposed is recommended no sooner than 5-7 days after exposure to a COVID-19 positive individual if asymptomatic (but “immediately” if showing symptoms) Student or staff member is expected to quarantine for a full 10 days from the date of last known exposure as long as the person remains asymptomatic (with or without testing).

Testing is highly recommended, but a negative test does NOT release one from 10-day quarantine!

The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND enter their absence/s per COCOSPA procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).

Continue to strictly adhere to preventive measures such as social distancing and use of face masking/facial covering once out of the 10-day quarantine AND...continue to monitor symptoms for a full 14 days (even if testing negative or returning to work after 10 days).

Note: if symptoms occur, immediately self-isolate and contact healthcare provider and seek testing. *See Scenario 1 if student or staff member later develops symptoms, and Scenario 2 if student or staff member later tests positive.

Secondary Exposure A student or staff member is exposed to a person who is directly exposed to a person who tested positive for COVID-19.

The student or staff member will report to school or work, monitor symptoms, and contact their health provider if they have questions.

Planned student testing cadence. Please note if testing cadence will differ by tier:

N/A

X

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Case Reporting

Scenario 1: A student or staff member responds “yes” to one of the health screening questions, has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19: (Health Screening Questions)

Principal/Site Supervisor is informed immediately. The student or staff member should not enter the building and/ or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND report their absence/s via COCOSPA procedures as sick, personal leave, or vacation time (with approval) if remotework is not approved/available (or for days they are ill and unable to work while working remotely).

Recommend “immediate” testing through primary doctor or through county at

<https://www.coronavirus.cchealth.org/get-tested>

If there were any “close contacts,” to this person, see Scenario 3; if they later test positive, see Scenario 2.

Scenario 2: A student or staff member of a cohort tests positive for COVID-19.

Principal/Designee is informed immediately

Principal/Designee completes the CCHS School Intake Form

Principal/Designee will complete the Contact Tracing Form to identify “close contacts”

The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND enter their absence/s per COCOSPA procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).

Within one business day, the principal or designee emails letter to any “close contacts” (i.e. those directly exposed for at least 15 minutes or more AND less than 6 feet away for a total of 15 minutes or more) (in a way that does NOT reveal personal information) to let them know:

they were “possibly” exposed to COVID

they should get tested AND quarantine for 10 days from the

day last exposed day (assuming no symptoms or later positive test).

*If they later test positive, follow Scenario 2 again for each employee.

Scenario 3: “Close Contact” (a.k.a “1st Degree” Exposure): A student or staff member lives with or has been in “close contact” with a person who has tested positive for COVID-19 and has been on campus or at the work site.

Principal/Designee completes the CCHS School Intake Form

The student or staff member and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. *Testing for those exposed is recommended no sooner than 5-7 days after exposure to a COVID-19 positive individual if asymptomatic (but “immediately” if showing symptoms)

Student or staff member is expected to quarantine for a full 10 days from the date of last known exposure as long as the person remains asymptomatic (with or without testing).

Testing is highly recommended, but a negative test does NOT release one from 10-day quarantine!

The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is

an employee, they should request remote work (if available) AND enter their absence/s per COCOSPA procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).

Continue to strictly adhere to preventive measures such as social distancing and use of face masking/facial covering once out of the 10-day quarantine AND...continue to monitor symptoms for a full 14 days (even if testing negative or returning to work after 10 days).

Note: if symptoms occur, immediately self-isolate and contact healthcare provider and seek testing. *See Scenario 1 if student or staff member later develops symptoms, and Scenario 2 if student or staff member later tests positive.

Secondary Exposure A student or staff member is exposed to a person who is directly exposed to a person who tested positive for COVID-19.

The student or staff member will report to school or work, monitor symptoms, and contact their health provider if they have questions.

- X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

The following modes of communication will be used to communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA:

Weekly Newsletter
Individual Emails
Group Emails
Individual Phone Calls
Mass Phone Messages
Virtual Staff Meetings

- X **Consultation:** (For schools not previously open) Please confirm consultation with the following groups

- X Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

- X Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

The school staff will be consulted via the following modalities:

Individual communications (email, phone call, in-person)
Group communications (email, phone call, virtual staff meetings)
Reopening Readiness Survey data collection

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

X Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Contra Costa. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Office Name and Location: Contra Costa School of the Performing Arts, 2730 Mitchell Dr, Walnut Creek, CA 94598

Prevention Plan Manager: Dr. Robert Chalwell

Effective Date: 2/16/21

Revision Date: 2/16/21

Prevention Plan

1. Purpose

- 1.1 The Contra Costa School of the Performing Arts (COCOSPA) will continue to consult with the California Department of Public Health (CDPH), the Contra Costa Health Services Department (CCHS), and the Contra Costa County Office of Education (CCCOE), and will update this document as needed and as additional information becomes available. Our Reopening Plans and COVID-19 Prevention and Safety Plans will be in compliance with state and county health orders, or School protocols, whichever is stricter. All site-based protocols will comply with and be responsive to the most current order of the Contra Costa Health Services Department.
- 1.2 When state/county health metrics are met, the Administration of Contra Costa School of the Performing Arts may authorize reopening as outlined in this document. The State released detailed guidelines that set the following metrics for reopening on January 14, 2021. This guidance is a public health direction that applies to all public and private schools operating in California. It separates school grade levels into two groups with a different metric for each group.

TK-6

The adjusted case rate has been less than 25 cases per 100,000 population per day for at least 5 consecutive days. (This is a change from the <28 per 100,000 previously announced metric).

7-12

The adjusted case rate has been less than 7 cases per 100,000 population per day for at least 5 consecutive days. (This is a change from the <28 per 100,000 previously announced metric).

Using the Covid-19 and Reopening In-Person Instruction Framework and Public School Guidance, the list below represents interventions known at this time to be more effective in reducing the risk of transmission. Of note, though scientific comparative assessments are limited, the top three items are likely of similar importance:

1. Face coverings
2. Stable groups
3. Physical distancing
4. Adequate ventilation
5. Hand hygiene
6. Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact
7. Surveillance or screening testing

- 1.3 This document provides guidance for Contra Costa School of the Performing Arts operating in office workspaces and classrooms to support a safe, clean environment for employees, students, and visitors regarding the current pandemic of COVID-19 and be in compliance with the [California Department of Public Health and Cal/OSHA COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#). The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.

- 1.4 This Worksite-Specific COVID-19 Prevention Plan may be amended as procedures and guidance from the [California Department of Public Health and Cal/OSHA COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#) are changed.

2. Worksite-Specific Plan Scope

- 2.1 Contra Costa School of the Performing Arts shall establish a written, worksite-specific COVID-19 prevention plan and must assign a **Prevention Plan Manager**.
- 2.2 The Prevention Plan Manager is responsible for ensuring that a comprehensive risk assessment of all work areas is performed for the designated office location.

3. Responsibilities

3.1 **Prevention Plan Manager - School Principal**

Has the overall responsibility for the implementation, documentation, maintenance and review of the Prevention Plan at this office location. Additional Prevention Plan Manager Responsibilities include ensuring the following:

- A. Train and communicate all employees and employee representatives on all aspects of the site Prevention Plan.
- B. Conduct prevention plan evaluations of the office workspace to ensure compliance with the plan, ensure all protocols are in place and being enforced.
- C. Ask any visitor, employee, subcontractor, or vendor who is observed not following these Contra Costa School of the Performing Arts safety measures to leave the site immediately and make proper follow-up notifications.
- D. Provide for the immediate securing of and soonest pick up, by a parent or guardian, of any student who is observed not following these Contra Costa School of the Performing Arts safety measures and make proper follow-up notifications.
- E. Document and correct any deficiencies identified during prevention plan evaluations or upon notification or observance of any recognized deficiencies
- F. Investigate all COVID-19 illness upon notification to determine and identify work-related factors that may have contributed to the infection.
- G. Update the plan as needed to mitigate potential exposures following investigation efforts
- H. Implement corrective steps when physical distancing is not possible and potentially exposes employees for 15 or more minutes or employees come into contact or close proximity (within 6 feet) of infected employee or persons.
- I. Ensure all Contra Costa School of the Performing Arts students, visitors, employees, sub-contractors, vendors or anybody else making contact at 2730 Mitchell Dr, Walnut Creek, CA 94598 are checked in and screened daily.
- J. Ensure that the following modes of communication will be used to communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA:
 - o Weekly Newsletter
 - o Individual Emails
 - o Group Emails
 - o Individual Phone Calls
 - o Mass Phone Messages
 - o Virtual Staff Meetings
- K. Designate separate routes for entry and exit into all school-site spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- L. Discontinue nonessential and non-critical activities.
- M. Discontinue nonessential travel.

3.2 Administrators and Site Supervisor

- A. Implement the policy with staff and students.
- B. Collect copy of each visitor, employee, vendor, or subcontractor's Screening log form and forward to the Site Supervisor.
- C. Collect copy of each students' Screening log form and forward to the Site Supervisor.
- D. Require sick workers/employees – and those displaying flu-like symptoms – to stay home. (“Worker/Employee” means worker or employee for the Contra Costa School of the Performing Arts, subcontractors, designers, consultants, etc.)
- E. Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms (see section 5, Appendix A and D).
- F. Require sick students – and those displaying flu-like symptoms – to stay home. (“Student” means any student enrolled with the Contra Costa School of the Performing Arts)
- G. Secure students, immediately, who show signs and symptoms of flu-like or acute respiratory illness symptoms, contact parent or guardian for the soonest pick-up (see section 5, Appendix B1 and D).
- H. Ensure hand sanitizer and appropriate protective gloves are made available throughout class and office spaces, as necessary.
- I. Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- J. Post additional signage throughout office location and work areas to raise awareness.
- K. Minimize the number of employees working within a certain area (**6 feet of physical distance to be maintained at all times**).
- L. Use daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
- M. Ensure employees don't share tools or work areas; if this takes place ensure the tools/areas are disinfected after use.
- N. Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
- O. Use shift-work to minimize the number of employees working within certain areas.
- P. Stagger break and lunch time to avoid employees from gathering in one location.
- Q. Meetings to be call-in/video conference as opposed to “in-person” meetings wherever possible; this includes both office and field meetings. Any meeting or training session attended in person by employees must provide for **physical distancing of 6 feet**.
- R. Eliminate staff meetings of more than 10 people, including: breaks, and lunch. If call-in/video meeting is not feasible and more than ten employees are involved in a meeting, procedures must be followed to minimize contact.
 - a. Seats placed at least 6 feet apart in all directions.
 - b. Hand wipes be provided
 - c. Each employee will be assigned a place to sit.
 - d. Handwashing will be encouraged and sanitizer will be provided.
 - e. Gloves will be available.
 - f. Masks or face shields be provided and will be required while inside the building.
- S. Rotate work schedules where appropriate and possible. Appropriate schedules could include:
 - a. Staggered start and ending times
 - b. AM/PM schedule
 - c. Alternating days
- T. Encourage employees not to carpool unless they are members of the same household.
- U. Eliminate physical greetings such as a handshake or hug.

- V. Implement measures to ensure physical distancing of at least six feet between staff and visitors. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand).
- W. Utilize telework options and modified work schedules where applicable.
- X. Offer workers who request modified duties options that minimize their contact with students, visitors and other employees (e.g., managing inventory or managing administrative needs through telework).
- Y. Redesign office spaces, cubicles, etc. and decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.
- Z. Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
- AA. Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
- BB. Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

3.3 Employees

- A. Follow all aspects of this policy.
- B. Adhere to all Manager and Supervisor responsibilities for protection guidelines.
- C. Submit a daily written and documented wellness check and provide to your manager or supervisor on each day before starting work at the school site.

4. Employee Training

- 4.1 Contra Costa School of the Performing Arts employee training for COVID-19 includes the following topics:
 - How to prevent Covid-19 from spreading in the workplace.
 - Health conditions that put individuals at a higher risk of contracting and becoming more susceptible to the virus.
 - Home self-screening and symptom checks as outlined in the [CDC guidelines](#).
 - Stay at home protocol for employees that are experiencing Covid-19 symptoms which include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat and/or recent loss of taste or smell.
 - Procedures when an employee has come into contact with a family member, friend or acquaintance that has been diagnosed with COVID-19.
 - Protocol to seek Medical attention when symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
 - Hygiene practices to include frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or hand washing station, per [CDC guidelines](#)).
 - Contra Costa School of the Performing Arts physical and social distance policies which require a minimum of 6 feet distancing from any employee or individual. As well as the importance of adhering to physical distancing practices while on and off work (see Physical Distancing section below).
 - Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.

- o Face coverings should be washed after each shift.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).

4.2 Updates as required to maintain compliance with the CDC, local health department, OSHA and any other State or Federal agencies.

4.3 Documentation and reporting requirements.

5. Individual Screening Measures

5.1 All staff will be screened at the beginning of their shift as will visitors, vendors, contractors, or other workers entering the school site. The following control and screening measures are preformed:

- Staff submit a daily written and documented wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
- Completed daily assessment form is located within Appendix A. Alternatively, the Self-Screening Log in Appendix D may be utilized.
- The employee will provide a completed self-assessment document to the Site Supervisor. A copy of the Daily Assessment or Self-Screening log form will be forward to the **Office of Human Resources** by the Site Supervisor. Contra Costa School of the Performing Arts will maintain these confidential documents for one (1) year.
- Contra Costa School of the Performing Arts is implementing two methods of Employee COVID-19 Wellness Check-ins:

1. All Employees

- Staff participating in campus-based activities have submitted to a temperature screening (attachment A) before entering the facility. Employees are also to self-evaluate for mild to moderate symptoms related to COVID-19 or other respiratory illness including sore throat, runny nose, fever (CDC states 100.4 Fahrenheit and above is considered a high temperature), chills, not feeling well, sneezing, coughing, gastro-intestinal symptoms such as soft stool and /or stomach cramps. **DO NOT ENTER THE FACILITY IF YOU HAVE ANY OF THESE SYMPTOMS.**

Affected Employees (critical infrastructure employees):

1. COCOSPA Campus 2730 Mitchell Dr, Walnut Creek, CA 94598

Scenario #1: If an Employee Answers **No** to all Questions on Health Assessment

- Any employee who answers **No** to all daily health assessment questions will be allowed to stay at work as long as the daily answers are **No**.
- Employee must comply with all aspects of this policy including physical distancing practices which include maintaining at least **6 feet of distance from other persons at all times**

Scenario #2: If an Employee is Sick or Shows Signs of Illness

- If an employee calls in sick or indicates they have flu-like symptoms either through the wellness check or orally to their supervisor, they will be required to stay home until they are symptom free and/or see a doctor and to await confirmation of testing or doctor recommendation prior to returning to work.
- Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, students, and visitors and sent home.
- If an employee states that they have COVID-19 or have been in close contact with someone who has COVID-19, they must self-quarantine for at least 14 days and not return to work until they are released by a Health Care Professional.

5.2 All students will be screened at the beginning of the school day. Daily screening for COVID-19 symptoms and for exposure to someone with COVID-19 prior to leaving for school can prevent some people with COVID-19 from coming to school while infectious, thus preventing in-school transmission. Screening does not prevent asymptomatic cases from being at school and spreading SARS-CoV2, the virus that causes COVID-19. Parents will be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2. Staff members will be provided with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2. Implementing a daily reminder system for home screening, through PowerSchool, can support families and staff to review the symptom list each day before leaving for school and confirm that they do not have symptoms of COVID-19 and have not had close contact with a known case. This is likely the easiest and most effective approach, but families or staff may not all have technology access to support this. For those who do not, a list of screening questions on paper can be provided for daily review at home. Schools do not need to monitor compliance with home screening.

Symptoms at School The school has an isolation or health room or area to separate anyone who exhibits one or more symptoms of COVID-19 while at school. Staff and students should self-monitor throughout the day for signs of illness; staff should observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.

Any students or staff exhibiting one or more symptoms should be required to wait in the previously identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable. If a student is exhibiting one or more symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card. Unless the CCHS recommends otherwise, there is no need to exclude asymptomatic contacts (students or staff) of the symptomatic individual from school until test results for the symptomatic individual are known.

Per Cal/OSHA requirements noted above, the school shall establish a written Cal/OSHA Prevention Plan to perform a comprehensive risk assessment of all work areas and work tasks, and designate a person to implement the plan. Workers or other persons handling or serving food must use gloves in addition to face coverings.

5.3 **COVID-19 Testing and Reporting** Used in conjunction with other mitigation strategies, testing for SARS-CoV-2 provides an additional tool to support safe and successful K-12 in-person instruction. Testing can allow for early identification of cases and exclusion from school to prevent transmission. However, it should not be used as a stand-alone approach to prevent in-school transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to maintain all other mitigation strategies even if a recent negative test has been documented. There are several circumstances under which a student or staff member might undergo testing.

Contra Costa School of the Performing Arts does not require regular testing of students or staff. In line with CDC guidance, the Contra Costa School of the Performing Arts does strongly recommend staff, students, and families to consider testing of persons without symptoms (with and without known exposure) to reduce asymptomatic (silent) spread in addition to testing of individuals with symptoms consistent with COVID-19. To this end, staff, students, and families are directed to the Contra Costa County Health Services via this [link](#) where COVID-19 testing services are free to all community members.

5.4 Case Reporting

Scenario 1: A student or staff member responds “yes” to one of the health screening questions, has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19: (Health Screening Questions)

- Principal/Site Supervisor is informed immediately. The student or staff member should not enter the building and/ or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND report their absence/s via COCOSPA procedures as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).
- Recommend “immediate” testing through primary doctor or through county at <https://www.coronavirus.cchealth.org/get-tested>
- If there were any “close contacts,” to this person, see Scenario 3; if they later test positive, see Scenario 2.

Scenario 2: A student or staff member of a cohort tests positive for COVID-19.

- Principal/Designee is informed immediately
- Principal/Designee completes the [CCHS School Intake Form](#)
- Principal/Designee will complete the Contact Tracing Form to identify “close contacts”
- The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND enter their absence/s per COCOSPA procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).
- Within one business day, the principal or designee emails letter to any “close contacts” (i.e. those directly exposed for at least 15 minutes or more AND less than 6 feet away for a total of 15 minutes or more) (in a way that does NOT reveal personal information) to let them know:
 - they were “possibly” exposed to COVID
 - they should get tested AND quarantine for 10 days from the
 - day last exposed day (assuming no symptoms or later positive test).

*If they later test positive, follow Scenario 2 again for each employee.

Scenario 3: “Close Contact” (a.k.a “1st Degree” Exposure): A student or staff member lives with or has been in “close contact” with a person who has tested positive for COVID-19 and has been on campus.

- Principal/Designee completes the [CCHS School Intake Form](#)
- The student or staff member and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. *Testing for those exposed is recommended no sooner than 5-7 days after exposure to a COVID-19 positive individual if asymptomatic (but “immediately” if showing symptoms)
- Student or staff member is expected to quarantine for a full 10 days from the date of last known exposure as long as the person remains asymptomatic (with or without testing).
- Testing is highly recommended, but a negative test does NOT release one from 10-day quarantine!
- The student or staff member should not enter the building and/or should be sent home to self-isolate. If it is an employee, they should request remote work (if available) AND enter

their absence/s per COCOSPAs procedure as sick, personal leave, or vacation time (with approval) if remote work is not approved/available (or for days they are ill and unable to work while working remotely).

- Continue to strictly adhere to preventive measures such as social distancing and use of face masking/facial covering once out of the 10-day quarantine AND...continue to monitor symptoms for a full 14 days (even if testing negative or returning to work after 10 days).
- Note: if symptoms occur, immediately self-isolate and contact healthcare provider and seek testing. *See Scenario 1 if student or staff member later develops symptoms, and Scenario 2 if student or staff member later tests positive.

Secondary Exposure A student or staff member is exposed to a person who is directly exposed to a person who tested positive for COVID-19.

- The student or staff member will report to school or work, monitor symptoms, and contact their health provider if they have questions.

5.5 **Partial or Total School Closure** What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with CCHS. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the 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.
- CCHS may also determine school closure is warranted for other reasons, including results from public health
- investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with CCHS. The State Safe Schools for All Technical Assistance teams (TA teams), composed of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

If a school is closed, when may it reopen? Schools may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with CCHS

5.6 Student Supports

Nutrition Services Students require proper nutrition in order to be able to concentrate and be successful in school. Lunch will be available for every student, through June 2, 2021, based on the USDA Federal program for summer and School Meals program. Menus will continue to follow the National School Lunch Program guidelines, sourced with available products through approved and vetted vendors.

- When students return to in-person learning, lunches will be pre-packaged and distributed by staff from. Physical distancing protocols will be adhered to.
- Students may not share lunch items with others.
- COCOSPAs will continue to offer off-site lunch meal service for eligible families, including drive-thru and curbside pickup options.

5.7 Mental Health and Social-Emotional Learning

As the pandemic continues, the decision to open schools may create comfort for some students

and families, while causing alarm for others. COCOSPA is committed to supporting students' social emotional wellness and offering resources to provide support during a smooth, eventual transition back to school, and also for those who wish to continue in a distance learning model. To meet the diverse needs of our community, a variety of supports are currently being offered including:

- Calls home by staff to connect and engage
- Reminders about enrollment procedures including residency documents and required immunizations.
- Outreach, including webinars and virtual gatherings from student services and other mental health providers
- Outreach and support for families who are experiencing trauma impacting their child's participation in learning
- Online clubs and social groups for students in distance learning models
- Support for teachers in enhanced engagement for online learning
- Use of Student Services Teams to encourage early intervention for students

Increased awareness and referrals to community agencies that support students and adults, including Child & Family Services

- Social emotional lessons created and facilitated weekly
- Opportunities to professional development and support to understand and implement Culturally Relevant and Trauma Informed Counseling practices to ensure all students are seen, heard and validated

6. Protection Guidelines

- 6.1 The following are minimum standards that will be in place for all the Contra Costa School of the Performing Arts employees until further notice.
- **Contra Costa School of the Performing Arts requires a minimum of 6 feet of physical distancing at all times by all employees, sub-contractors, vendors or anybody else making contact at this location.**
 - **The Prevention Plan Manager, Managers and Supervisors, Employees and Students each have their designated protection guideline responsibilities that they must strictly follow (refer to Section 3 Responsibilities for a detailed list of their respective protection guideline responsibilities).**
 - **Stable Groups**
 - **The purpose of establishing cohorts is to limit the mixing of students and staff so that if anyone develops an infection, the number of exposures is reduced. Students can be placed into stable groups that stay together all day with their core teacher (and any aide or student teacher who is present).**
 - **Elementary students will be assigned to one classroom as a stable cohort which will enable each group of students to consistently work together with little or no mingling with other cohorts on campus.**
 - **Students will stay with their cohort for recess.**
 - **Each class/wing will have an assigned restroom to reduce movement on campus.**
 - **Students who receive specialized services may continue to receive them, even if out of the cohort, with the provision of face coverings and social distancing in place. Inclusion services may also be provided for segments of a student's school day in order to safely implement an IEP or 504 plan to the greatest extent possible.**
 - **Secondary students will or may be assigned to a teacher team as a stable cohort.**
 - **The CDC guidance notes that schools may keep a single group together in one classroom and have educators rotate between groups, or have smaller groups move together in staggered passing schedules to other rooms they need to use (e.g., science labs) without allowing students or staff to mix with others from distinctive groups.**

- **Teachers and support staff from different content areas can work in teams that share students, preferably in a dedicated space, separate from others. For example: math, science, English, and history teachers might work as a team with a set group of students they share.**

7. Classroom

7.1 The following are measures all students, visitors, and staff shall follow to help prevent the spread of any virus.

Physical Distancing Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from students and other staff desks. Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made. Upon request by the local health department and/or State Safe Schools Team, the Executive Director should be prepared to demonstrate that good-faith effort, including an effort to consider all outdoor/indoor space options and hybrid learning models. Under no circumstances should the distance between student chairs be less than 4 feet. If 6 feet of distance is not possible, it is recommended to optimize ventilation and consider using other separation techniques such as partitions between students or desks, or arranging desks in a way that minimizes face-to-face contact.

Classrooms Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.

Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate. Prioritize the use and maximization of outdoor space for activities where possible. Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent (see below in Non-classroom spaces). Consider using cleanable privacy boards or clear screens to increase and enforce separation between staff and students.

Non-Classroom Spaces Limit nonessential visitors, volunteers and activities involving other groups at the same time. School tours are considered a non-essential activity and increase the risk of in-school transmission. Limit communal activities. Alternatively, stagger use, properly space occupants, and clean in between uses. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and use visual reminders on the floor that students can follow to enable physical distancing while passing and waiting in line.

8. Personal Hygiene

- 7.1 The following are measures all students, visitors, and staff shall follow to help prevent the spread of any virus.
- o Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (with at least 60% ethanol or 70% isopropanol). At a

minimum, employees MUST wash hands at the beginning and end of each school day, after using the toilet, before and after each break.

- o Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- o Avoid touching your eyes, nose, and mouth especially with unwashed hands.
- o Encourage employees to not share tools or work areas. If sharing of tools does take place, ensure the tools/areas are disinfected with an appropriate disinfectant after use.
- o Use disinfection/cleaning products for common areas or shared tools.
- o Ensure you read and follow all instructions and safety precautions when using any disinfectant/cleaning product and have the SDS sheets readily available.
- o Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work.
- o Face coverings will be based on local health department/CDC guidelines and/or requirements.
- o No physical greeting such as a handshake or hug.
- o Onsite PPE requirements specific to COVID-19 protection will be based on the individual task requirement and current health department/CDC recommendations/guidelines.

9. Disinfection and Recovery

- 9.1 In the event Contra Costa School of the Performing Arts has a confirmed case of COVID 19, procedures will be addressed towards identifying any area(s) that have potential contamination. Contra Costa School of the Performing Arts may work with industrial cleaning companies and/or Maintenance and Operations, to disinfect the area following CDC guidance.
- 9.2 Depending on the area(s) that may require disinfection, the specific work may need to be temporarily shut down to allow for the proper cleaning and to disinfect the area(s) of potential contamination.
- 9.3 Additional disinfection protocols include but are not limited to:
- Performing thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfecting commonly used surfaces including doorknobs, toilets, and handwashing facilities.
 - Providing time for workers to implement cleaning practices during their shift.
 - Time for regular thorough cleaning and disinfection of office spaces will be provided for employees.
 - Employees are to avoid sharing phones, other work supplies, or office equipment wherever possible and must NEVER share PPE.
 - Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc., with a cleaner appropriate for the surface.
 - Sanitary facilities will stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
 - Cleaning chemical use will adhere to products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
 - SPA will program the HVAC system to position the economizer dampers to bring in 100% fresh air, close the return air dampers to direct interior building air to the exhaust fans, and exhaust

fans to pull the return air out of the building. These settings will be maintained during occupancy hours, including a two hour pre- and post-flush. In addition, all HVAC filters will be upgraded to MERV-13 grade. These changes will optimize the quality of the air in our indoor environments.

10. Procedures/Tasks that May Violate the 6 feet Rule for Physical Distancing

- 10.1 Due to the nature of some of the work performed by Contra Costa School of the Performing Arts students and staff, there can be times based on the safety of Contra Costa School of the Performing Arts students and employees and the work task, students and staff may need to be closer than 6'.
- 10.2 Any work that makes it necessary for students or staff to be within the 6' of separation, a COVID-19 protection plan Contra Costa School of the Performing Arts (job hazard analysis) shall be conducted and used for this work task.
- 10.3 Task specific work shall follow the Contra Costa School of the Performing Arts COVID-19 protection plan.
- 10.4 Any task requiring the Contra Costa School of the Performing Arts students or staff needing to be within 6' or closer of each other shall be limited in duration as much as possible (preferably no greater than 30 minutes).
- 10.5 COVID-19 protection plan shall be reviewed with all the organization employees involved with the specific task and signed off by the employees and Supervisor. The Supervisor will forward copies to the Department of Human Resources. The Supervisor will retain the documentation for one year.
- 10.6. COVID-19 Job Hazard Analysis is available in Appendix C.

11. Contractors Performing Work at Contra Costa School of the Performing Art Site/Facility

- 11.1 All contractors who may perform onsite work on organization grounds/buildings shall submit their written COVID-19 protection program to the Site Supervisor.
- 11.2 Contractor programs must meet at the minimum all State, Federal, Local and CDC requirements.
- 11.3 Contractor employees shall conduct daily health assessments for all of their employees who will be performing work at any Contra Costa School of the Performing Art location.

12. Forms

- 12.1 The following Appendices are a part of this Worksite-Specific COVID-19 Protection Plan:

Appendix A - Assessment Form – Employee Completed
Appendix B - Assessment Form – Site Supervisor Filled
Appendix B1 - Students Assessment Form – Employee Completed
Appendix C - Job Hazard Analysis
Appendix D - Self-Assessment Log Form - Employee Filled
Appendix E - Resources

Appendix A: COVID-19 Daily Illness/Health Assessment

Employees are required to complete this illness/health assessment each and every day prior to beginning work. This assessment is vital to ensure the health and well-being of each employee and the organization.

1. Are you experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden lack of taste or smell, Sudden onset of unexplained gastrointestinal illness.

Yes: No: Comments: _____

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?
**CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

Yes: No: Comments: _____

3. Have you been in close contact with anyone who may have COVID-19, but is yet to be confirmed?

Yes: No: Comments: _____

4. Are you currently living with – or, in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?

Yes: No: Comments: _____

5. Have you traveled outside of the continental United States within the past 14 days?

Yes: No: Comments: _____

By signing below, I certify all information is true and correct to the best of my knowledge.

Employee Name: _____

Employee Signature: _____

Date: _____

Appendix B – Supervisor Completed Assessment Log

COVID-19 Daily Illness/Health Assessment

Employees are required to complete this illness/health assessment each and every day prior to beginning workday/school day. This assessment is vital to ensure the health and well-being of each student, visitor, employee, and the organization. The Site Supervisor will complete this form by asking each participant in school site activities the following questions: **A participant who answers YES to any question will not be allowed to stay at the school site. Employees must immediately return home. Students will be secured from other persons, and a parent or guardian contacted for the soonest pick-up.**

1. Are you experiencing any symptoms such as fever (100.4° or higher), cough, shortness of breath or respiratory illness?
2. Have you been in close contact** with anyone who has been diagnosed with COVID-19?
3. Have you been in close contact with anyone who may have COVID-19, but is yet to be confirmed?
4. Are you currently in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?
5. Have you traveled outside of the continental United States within the past 14 days?

| Date | Employee & Visitor Name | Any Yes Answer/Please List The # Question & Explain | Supervisor Initial |
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**CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

Appendix B1 – Supervisor Completed Student Assessment Log

COVID-19 Daily Illness/Health Assessment

Employees are required to complete this illness/health assessment each and every day prior to beginning workday/school day. This assessment is vital to ensure the health and well-being of each student, visitor, employee, and the organization. The Site Supervisor will complete this form by asking each participant in school site activities the following questions: **A participant who answers YES to any question will not be allowed to stay at the school site. Employees must immediately return home. Students will be secured from other persons, and a parent or guardian contacted for the soonest pick-up.**

- 6. Are you experiencing any symptoms such as fever (100.4° or higher), cough, shortness of breath or respiratory illness?
- 7. Have you been in close contact** with anyone who has been diagnosed with COVID-19?
- 8. Have you been in close contact with anyone who may have COVID-19, but is yet to be confirmed?
- 9. Are you currently in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?
- 10. Have you traveled outside of the continental United States within the past 14 days?

| Date | Student Name & Classroom No. | Any Yes Answer/Please List The # Question & Explain | Supervisor Initial |
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**CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

Appendix C: COVID-19 Job Hazard Analysis

| Job/Task | Potential Hazard | Recommended Actions/Procedures |
|---|-----------------------------|---|
| <p>Normal Job Tasks/Duties</p> <p>Tasks requiring staff and students to be closer than 6 feet</p> | <p>Exposure to COVID-19</p> | <ul style="list-style-type: none"> ● All workers should be trained in COVID-19 safety measures and precautions. ● Workers must review and acknowledge receipt of this JHA. ● Specific tasks to be outlined and limited to scope and duration as much as possible. ● Associated workers will have to successfully complete a daily health assessment. ● Required Personal Protective Equipment (PPE); including, face covering/mask, face shield or mask, protective gloves, and site/task specific PPE, as necessary. ● Task and site-specific PPE shall also be utilized in conjunction with the any COVID-19 specific PPE. ● Workers to be trained for required PPE usage, selection, donning/doffing procedures. ● Disinfect tools, materials and area prior to starting work. Disinfecting solution, access to soap & water, and hand sanitizer will be provided ● Perform tasks safely using task specific procedures. ● Complete tasks and disinfect all tools, materials and area prior to removing PPE. ● Remove PPE, Wash hands, face and other body parts with soap and water for at least 20 seconds. Don clean PPE to disinfect reusable equipment such as face shields. etc. ● Remove and dispose of single use PPE. Reusable gloves, face shields and other PPE should be cleaned, dried and stored for future use. ● Wash hands, face and other body parts with soap and water for at least 20 seconds. ● Use hand sanitizer as necessary. |

Employee will acknowledge receipt of this JHA. Supervisor/trainer will log names of trainees to avoid everybody touching this form and the possibility of cross contamination.

Date: _____ Employee Name: _____
Please Print

Job Title: _____ Employee Name: _____
Signature

Site/Department: COCOSPA Supervisor Name: _____ **Robert Chalwell**
Print Name

Appendix D: Self Screening Log

All employees must conduct a self-screening prior to coming to work each day
Each employee must log/sign that they have conducted the self-screening and are free of symptoms outlined below.

- 1. I am not experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden lack of taste or smell, Sudden onset of unexplained gastrointestinal illness**
- 2. I have not been in close contact with anyone who has been diagnosed with COVID-19?**
**CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).
- 3. I have not been in close contact with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed?**
- 4. I am not living with – or, in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?**
- 5. I have not traveled outside of the continental United States within the past 14 days?**

I certify that I have self-screened prior to coming to work:

| Date | Printed Name | Signature |
|------|--------------|-----------|
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Appendix E: Resources

Annex A: CDC Flyer—Stop Germs! Wash Your Hands.

Annex B: Contra Costa Health ServicesFlyer—Is it Cold,Flu or Coronavirus?

Annex C: Contra Costa Health ServicesFlyer—COVID-19 Testing

Annex D: Contra Costa Health ServicesFlyer—Cleaning and Disinfecting after a confirmed COVID-19 case

Annex E: CDC Flyer—Cleaning and Disinfecting in School Classrooms

Annex F: CDC Flyer—Six Steps for Properly Cleaning and Disinfecting Your School

Annex G: COCOSPA Flyer—Meal Distribution for Distance Learning

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



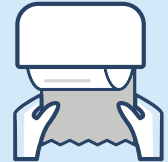
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

Is it Cold, Flu or Coronavirus?

People with COVID-19 have had a wide range of symptoms, which may appear 2-14 days after exposure to the virus. Take steps to prevent spread, including staying home, keeping six feet from others, wearing a face covering, washing hands often, and regularly cleaning high-touch surfaces.

Get a fast & easy COVID-19 test at no cost to you.* Schedule an appointment online at cchealth.org/coronavirus or call 1-844-421-0804.

| SYMPTOMS | COLD | FLU | CORONAVIRUS |
|---|------------------|--|--------------------|
|  Fever | Rare | Yes, often high | Yes |
|  Cough | Mild to moderate | Yes | Yes, typically dry |
|  Shortness of breath | Rare | Yes | Yes |
|  Fatigue, weakness | Mild | Yes | Yes |
|  Headache | Rare | Yes | Sometimes |
|  Muscle aches | Slight | Yes, often | Yes |
|  Sneezing | Common | Sometimes | No |
|  Sore throat | Common | Sometimes | Sometimes |
|  Stuffy or runny nose | Common | Sometimes | Rare |
|  New loss of taste and smell | Common | Rare | Yes |
|  Nausea, vomiting, diarrhea | No | Sometimes in children, Rare in adults | Yes |

*Testing will be at no cost to you & billed through your health insurance or free if you do not have coverage.

cchealth.org/coronavirus
8/31/2020

RESPONSE
Coronavirus (COVID-19)

CONTRA COSTA
HEALTH SERVICES



COVID-19 TESTING



Get a fast, convenient COVID-19 test at no cost to you*



Appointment required
Available 7 days a week



Testing available for everyone, even if you don't feel sick



Drive-through & walk-in appointments throughout the county

* Testing will be at no cost to you and will be billed through your health insurance or free if you do not have coverage

Call 1-844-421-0804



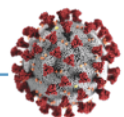
8 a.m. – 3:30 p.m.
7 days a week

www.cchealth.org/coronavirus

Testing at county sites made possible, in part, by the generous support of the Chan Zuckerberg Initiative

RESPONSE
Coronavirus (COVID-19)

CONTRA COSTA
HEALTH SERVICES



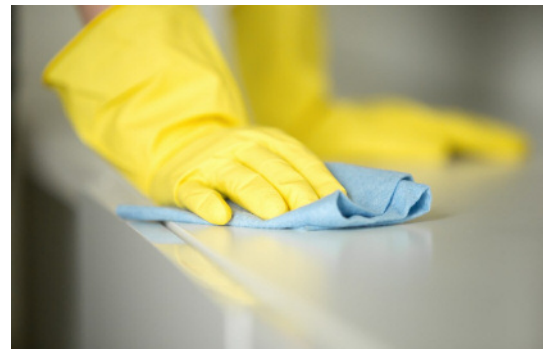
Cleaning and Disinfecting after a confirmed COVID-19 case



It is important to clean and disinfect spaces in order to avoid further spread of Coronavirus (COVID-19). This document can help guide you on what areas to disinfect, what disinfecting products to use, how to disinfect, what protective equipment to wear, and who should disinfect the contaminated areas. The cleaning procedures in this document should reduce any health hazard risk.

What to Clean:

- **Clean and disinfect high-touch surfaces.** Focus on bathrooms, common areas, and areas where the person with COVID-19 was for extended periods of time. Concentrate on high touch surfaces such as tables, hard-backed chairs, doorknobs, light switches, handles, desks, toilets, and sinks.
- **Janitorial staff should be tasked with cleaning and disinfection.**
- **Wear disposable gloves when cleaning and disinfecting surfaces.** All gloves should be thrown away after each cleaning/disinfection and should not be used for other purposes. Gloves should be changed if torn.
- **Clean hands immediately** after gloves are removed and thrown away.



How to Clean and Disinfect:

If surfaces are dirty, clean surfaces using a detergent or soap and water before disinfection.

HARD SURFACES

- For disinfection, clean surfaces using diluted household bleach solutions, alcohol solutions with at least 70% alcohol, or most common EPA-registered household disinfectants.
- Use diluted household bleach solutions. Follow manufacturer's instructions for application and proper ventilation.
- Make sure the product is not expired.
- Never mix household bleach with ammonia or any other cleanser.

SOFT (POROUS) SURFACES

- Remove visible contamination if present and clean with appropriate cleaners indicated for use on soft surfaces.
- Launder items following the manufacturer's instructions.
- If possible, launder items using the warmest water setting for the items and dry items completely.
- If you cannot launder items, use products EPA-approved for emerging viral pathogens that work for soft surfaces.

What Products to Use:

- Household bleach will be effective against COVID-19 when properly diluted.

PREPARE A BLEACH SOLUTION BY MIXING:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- Do **NOT** use expired household bleach
- Wipe bleach solution onto the surface and allow the surface to air-dry
- Other EPA-registered household disinfectant products are expected to be effective against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).



LOOKING FOR MORE INFORMATION?

Visit the [CDC environmental cleaning and disinfection website](https://www.cdc.gov/eid/content/vol22/issue01/18-0001a1.html) for updated information.



Contra Costa Health Services | [Coronavirus.cchealth.org](https://www.coronavirus.cchealth.org)

Used and adapted with permission from Wisconsin Department of Health Services

Cleaning and Disinfecting in School Classrooms

Cleaning and disinfecting are key to limiting exposure to germs and maintaining a safe environment during the COVID-19 pandemic. Reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene.

The Difference Between Cleaning and Disinfecting

- ✓ **Cleaning** reduces germs, dirt, and impurities from surfaces or objects and works by using soap (or detergent) and water to physically remove germs from surfaces.
 - Cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.
- ✓ **Disinfecting** kills (or inactivates) germs on surfaces or objects. Disinfecting works best by using chemicals, as directed, on surfaces after they've been properly cleaned.

Which Disinfectant Products Should I Use?

You can use any EPA-approved disinfectant against COVID-19. Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.



Where Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces and objects within the classroom. Check compatibility for products for use on electronic devices.

Consider cleaning surfaces and object including but not limited to:

- Door handles and knobs
- Desks and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Trash bins
- Light switches
- Pencil sharpener handles
- Sinks and surrounding areas
- Countertops
- Whiteboards or chalkboards
- Shared electronics such as printers
- Other shared learning materials

When Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces at least daily or between use by different students. Limit the use of shared objects when possible, or clean and disinfect between use.

Options for cleaning and disinfection include:

- In the morning before students arrive
- Between classes (if students change rooms and while students are not present)
- Between use of shared surfaces or objects
- Before and after food service
- Before students return from recess or breaks
- After students leave for the day



Store cleaning and disinfection products out of the reach of students. Cleaning and disinfection products should not be used by or near students, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.



CS 319611-B 08/06/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Six Steps for Properly Cleaning and Disinfecting Your School

Protect Your School Against COVID-19

Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility. Routinely clean and disinfect frequently touched surfaces.

- ✓ **Always wear gloves and other personal protective equipment (PPE)** appropriate for the chemicals being used. The PPE may include eye protection.
- ✓ **Cleaning and disinfection products should not be used by or near students.**
- ✓ **Make sure that there is adequate ventilation (air flow) when using chemical products** to prevent yourself or others from inhaling toxic vapors.



Step 1:

Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to see EPA's list of approved disinfectants



Step 2:

Follow the directions on the label carefully.



Step 3:

Clean surfaces and determine how areas will be disinfected.



Step 4:

Follow the contact time shown on the label.



Step 5:

Throw away gloves after cleaning and disinfection. Wash your hands with soap and water for at least 20 seconds.



Step 6:

Store chemicals in a secure location away from students' reach and sight.



CS 319611-D 09/11/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



AUGUST 18, 2020

SPA

Contra Costa School of
Performing Arts

www.cospa.org • 925-235-1130
2730 Mitchell Drive, Walnut Creek, CA 94598

CHOICE LUNCH: DISTANCE LEARNING

Choice lunch will start accepting orders this Wednesday, August 19. Due to the current situation lunch service will be very simple:



- Families will order and receive a week's worth of lunches on Mondays.
- These will be picked up at SPA in a time window to be announced later this week.
- The order window for each week will close on Wednesdays at 5:00 PM and be delivered to SPA the following Monday. (Example: Ordering closes Wednesday August 19th and that order will be delivered Monday, August 24th).
- There will be a set menu for each week.
- Choice Lunch's ordering website will be open Wednesday, Aug. 19th.

Please take time before Wednesday, to update or open your Choice Lunch account. Here are the lunches that will be in Week 1's Choice Lunch Box:

| | Week 1 | | | | |
|--------|-----------------------|-------------------------|-----------------------|-------------------------|---------------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Entrée | Bean & Cheese Burrito | Yogurt & Muffin | Teriyaki Chicken Bowl | Spaghetti & Meatballs | Cheeseburger |
| Fruit | Apple | Cantaloupe | Honeydew | Pineapple | Watermelon |
| Veggie | Baby Carrots | Broccoli | Edamame | Jicama | Cucumber |
| Milk | 1% White Milk | Fat Free Chocolate Milk | 1% White Milk | Fat Free Chocolate Milk | 1% White Milk |

Contact
[Melissa Kirmsse](#)

925-235-1130

if you have questions