



# **Comprehensive Plan for In-Person Instruction and Assessment Staff Handbook**

- **Mt. McKinley Court School**
- **Golden Gate Community School**
  - **Contra Costa Adult School**
- **Contra Costa Special Education Schools**

**DRAFT**

Nick Berger

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## TIMELINE FOR OPENING IN-PERSON INSTRUCTION

### **October 12, 2020**

#### **Begin in-person assessment**

Countywide in-person special education assessments at all school sites

### **October 16, 2020**

Mc Kinley School Professional Development Day

Golden Gate Community School Professional Development Day

### **October 23, 2020**

Special Education Programs Professional Development Day

Contra Costa Adult School Professional Development Day

### **October 24, 2020 – November 6, 2020**

#### **Pilots/Orientations**

After sites have had their PD day and all staff have been trained to provide in-person instruction using safety protocols, teachers and aides will be encouraged to provide distance learning on site. School teams will have the opportunity to invite individual students or small groups of students to orientations or instructional groups to learn about the in-person instructional plans.

### **November 9, 2020**

#### **Targeted cohorts begin in-person instruction**

Marchus: elementary; grades K-5

Turner: elementary; grades K-5

Krey: elementary; grades K-5

Diablo Vista: preschool

### **November 16, 2020**

#### **Full opening**

Golden Gate Community School @ Brentwood, Richmond, and Pittsburg

Mt McKinley School

Liberty/Heritage: high school CCCOE SDCs

O'Hara Park: middle school CCCOE SDCs

Marchus: middle and high school; grades 6-8 and 9-12

Mauzy: all grades, K-Transition

Early Start: all site-based programs

DSS and Related Support Providers if in-person instruction allowed

CCAS: if facilities open for in-person instruction

## INTRODUCTION

After months of diligent work by the CCCOE Opening Schools Task Force, CCCOE is prepared to re-open for on-campus instruction in alignment with public health directives. This document identifies the specific practices and procedures in place to ensure best

practices are being followed for a safe reopening. CCCOE has established communication procedures between all parties (school staff, families, students, Public Health Dept, local agencies) to ensure that everyone is working together regarding the practices and procedures described in this document as they are essential for mitigating the risk of spreading COVID-19 in the CCCOE community.

### **Guidance and Resources**

The following key documents have been used for guidance throughout our planning:

- CA Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs (First published June 5, 2020; updated July 17, 2020, updated August 2020)
- CA Department of Public Health COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020)
- COVID-19 County Data
- CA Dept of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools (Published June 8, 2020)
- Contra Costa Schools Reopening Roadmap
- CCSELPA Assessment Protocol (Published August 26, 2020)
- ADPH Guidance for Small Cohorts/Groups of Children and Youth (Published August 25, 2020, revised September 4, 2020)
- California ALL Providing Targeted, Specialized Support and Services at School (August 25, 2020)

CCCOE is committed to the health, safety, and well-being of its entire community guided by our mission and commitments. We look forward to being able to welcome our staff and students back on campus following the policies and protocols detailed in this document.

### **CLEANING AND DISINFECTION**

CCCOE has established regular and frequent cleaning and disinfection protocols to mitigate the spread of COVID-19. The following items detail these activities:

#### **Cleaning during the school day**

Each classroom and staff work area is stocked with sufficient approved cleaning and disinfecting supplies to sanitize surfaces and high touch areas throughout the day. High touch areas include door handles, light switches, bathroom surfaces, student desks, and chairs. Whenever possible, windows and interior doors to classrooms and offices will be open for air circulation as well as to reduce the need for touching doorknobs and other high touch areas. Teachers, aides, and custodial teams will have proper training and will clean and disinfect the common surfaces and objects used throughout the day such as office workspaces, break rooms, copiers, restrooms, and items in other shared spaces.

### **Cleaning in the Classroom**

While students will not be expected to bear responsibility for ensuring the spaces they use are properly sanitized, they will be involved in regular cleaning of the space and materials they use. This is an opportunity to build healthy habits and to create a feeling that “we’re all in this together.” Teachers and aides will work together to build classroom cleaning daily schedules specific to their setting.

### **Educational materials**

To the extent possible, students will have individual and personalized kits with learning materials, books, art supplies, and other learning materials, and will not share any materials or supplies. All soft and/or non-cleanable supplies, toys, and furnishings (such as pillows, bean bags, and stuffed animals) have been removed from all classrooms. Any equipment or supplies that are to be used by multiple students will be cleaned properly between uses.

### **Playground and outdoor equipment**

Frequently touched areas of playground equipment will be disinfected daily, with cohorts using separate equipment or staggered schedules to eliminate sharing of play equipment. CCCOE staff will use safe and effective disinfecting solutions between uses.

### **Restrooms**

To the degree possible, each cohort of students will have a designated restroom, which will be disinfected by custodians daily. Students who need to be escorted will be escorted by staff, and students needing personal hygiene support will follow recommended protocol as guided by school nurse or health/IEP plan.

### **Cleaning after school**

CCCOE’s custodians will thoroughly clean and disinfect the campus every day after school. In addition to regular cleaning, they will disinfect every room and all high touch surface areas, including the use of a fogger.

### **Cleaning/Sanitizing vs. Disinfecting**

- Cleaning means to remove dirt, dust, debris, and sticky substances by washing, wiping, scrubbing, or mopping hard surfaces with soap or detergent and water. Sanitizing means to reduce the germs on a surface. Areas should be wiped with water after being sanitized to eliminate residue.
- Disinfecting means to destroy almost all germs that could make a person sick.
- All paper towels and wipes should be thrown away after one use.
- Bleach mixture and Lysol are disinfectants. Surfaces that need to be disinfected should be cleaned prior to disinfecting.
- Proper PPE will be worn during cleaning and adequate ventilation is needed.

**In addition to daily cleaning, the following chart will be used to determine when to clean commonly used items in the classroom and on campus.**

<b>What</b>	<b>When to Clean/Sanitize</b>	<b>How to Clean/Sanitize</b>	<b>When to Disinfect</b>	<b>How to Disinfect</b>
Toys/testing materials and manipulatives	After use.	Wash with soap & water or put aside in a bin until the next day	If put in mouth or if it comes in contact with any body fluid.	Bleach mixture or Other authorized disinfectant
Books / Testing Protocols	After use	Wipe with microfiber cloth or put aside in a bin until the next day	If put in mouth or if it comes in contact with any body fluid.	If very soiled, put aside for three days and wipe with microfiber cloth
Games	After use	Wipe with microfiber cloth or put aside in a bin until the next day	If put in mouth or if it comes in contact with any body fluid.	Bleach mixture or Other authorized disinfectant
Tables	Between uses.	Soap and water	After eating	Bleach mixture or Other authorized disinfectant
Chairs	Between uses	Soap and water	If it comes in contact with any body fluid	Bleach mixture or Other authorized disinfectant
Shelves & cabinets	Between uses	Soap and water	If it comes in contact with any body fluid	Bleach mixture or Other authorized disinfectant
Phones/iPads/Tablets and Laptops	Between uses	Microfiber cloth	After use if more than one person uses phone	Bleach mixture or Other authorized disinfectant
Doorknobs	Between uses	Microfiber cloth	Every 2 hours if doors are kept closed	Bleach mixture or Lysol or alcohol
Handles on shelves	Between uses	Microfiber cloth	Every 2 hours	Bleach mixture or Other authorized disinfectant
Sink	After handwashing	Child wipes with microfiber cloth	Every 2 hours	Bleach mixture or Other authorized disinfectant
Drinking fountain	After use	Child wipes with handle with microfiber cloth	Every 2 hours	Bleach mixture or Other authorized disinfectant
Toilet	After use	Child wipes handles with microfiber cloth or wipe	Every 2 hours (only the parts the child touched)	Bleach mixture or Other authorized disinfectant
Toilet stall handles	After use	Child wipes handles with microfiber cloth or wipe	Every 2 hours	Bleach mixture or Other authorized disinfectant
Sink	After handwashing	Child wipes with microfiber cloth	Every 2 hours	Bleach mixture or Other authorized disinfectant

What	When to Clean/Sanitize	How to Clean/Sanitize	When to Disinfect	How to Disinfect
Stationary equipment	After your class uses it	Wipe with microfiber cloth	If mouthed, or if it comes in contact with any body fluid.	Bleach mixture or Other authorized disinfectant
Moveable equipment **each class has its own**	After by members of the same class	Wipe with microfiber cloth or put aside in a bin until the next day	If put in mouth, if it comes in contact with any body fluid, or before sharing with another class	Bleach mixture or Other authorized disinfectant
Potty chairs	Always disinfect	After use	After use	Bleach mixture or Other authorized disinfectant
Changing tables	Always disinfect	After use	After use	Bleach mixture or Other authorized disinfectant

## COHORTING

CCCOE has based its policy and protocols for cohorting students on the Centers for Disease Control and Prevention (CDC) guidance, which recommends physical distancing to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (CDE) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

Students in the CCCOE community will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the face covering or physical distancing expectations outlined in this policy.

### Cohorting and Procedures

- Consistent with local and state requirements, the number of students permitted on campus each school day and in classrooms will be limited to the amount that can be safely accommodated while maintaining a physical distance of 6 feet between individuals.
- Students will be grouped by class.
- Each cohort will have a dedicated space to play/hang out during recess and breaks.
- Each cohort will remain together either in the cohort's home classroom or a

- designated space, away from other cohorts during lunch.
- When multiple cohorts are outdoors at the same time, plenty of physical distancing will ensure that each cohort has ample room to play and move within their cohort. Any equipment that is used by a cohort will not be shared with another cohort until it has been cleaned.
  - All field experiences, trips, and school assemblies will be conducted virtually until further notice.
  - Related Service Providers will see students individually or virtually.

## **ENTRANCE, EGRESS, AND MOVEMENT WITHIN SCHOOL**

### **Prior to Coming to Campus**

- Prior to coming to campus, a parent must prescreen the child for signs or symptoms of COVID-19 and will enter the prescreening information via the CCCOE Website or QR station at the school. If parents or students do not provide responses daily, they will be contacted to verbally answer questions.

### **Entering Campus**

- Arrival areas will be planned to prevent crowding and allow for physical distancing during screening protocols.
- All people on campus must wear proper masks (following the masking guidelines listed below).
- Parents should accompany their children to the designated screening area.
- Parents will not be allowed to enter the campus past the screening area without specific authorization from a CCCOE official (see late arrival below).
- While waiting to be screened, students/parents must remain at least six (6) feet apart from others.
- At the screening area, students will have their temperatures taken by CCCOE staff using a non-invasive contactless infrared thermometer. The temperature must be below 100.4 degrees for entry. If necessary, the school may take an individual's temperature a second time to confirm the results of the first test or if the results of the first test suggest an erroneous result.
- Students will also be visually checked for symptoms associated with COVID-19 including cough, shortness of breath, or difficulty breathing without recent physical activity.
- When students pass the screening, they must sanitize or wash their hands as directed and walk to their assigned area, maintaining a distance from other people on campus of at least 6 feet.
- School employees may be assigned to walk young children from the screening to their classrooms.
- Parents are not allowed inside the classrooms.
- Any parents or other people pre-authorized to enter the campus may be subject to temperature testing and symptom screening in the same manner as students.
- Faculty and staff will self-screen each morning and may self-check their temperatures upon arriving at school.

### **Late Arrivals**

- Parents are encouraged to arrive in time for their designated screening to help assure students get the most out of the time they will be on campus.
- Late arrivals will go to the office to check in or call office to make arrangements. Students must be accompanied by a parent, and parents and students must be wearing masks.

### **Movement Around Campus**

- Any student movement around campus will be done by cohort group, scheduled in advance, or monitored by a staff member to ensure the physical distancing requirements are adhered to. Students will avoid entry areas while navigating campus.

### **Physical Distancing Markers & Signage**

- Physical distancing markers 6 feet apart have been placed on walkways and in any wait areas to ensure people will stay at least 6 feet apart.
- There are numerous signs around campus to remind people to stay 6 feet apart, to remain in their cohort groups, and to follow masking and personal hygiene protocols.

### **Egress / Leaving Campus**

- Dismissal times will be staggered with multiple exits in order to ensure physical distancing and to avoid crowding at campus exits.
- Parents or caregivers should be on time and wait in the parking lot outside the assigned student exit area, standing 6 feet apart or in cars.
- Parents must wear proper masks to pick up their student.
- Students will walk (physically distanced) to the exit area and will be released by the teachers/staff.
- Students must wait for the teacher's permission to exit campus.
- Parents must have a plan for picking up students from school if they are contacted and should be able to pick up their child within 30 minutes.

## **FACE COVERINGS**

Pursuant to requirements from CDPH and guidance from public health officials, all people on campus must wear a proper mask or face covering while at school, except during designated mealtimes.

- Students will not be allowed at school without appropriate face covering.
- Students must bring their own face coverings from home. The school has a supply of clean, disposable face masks available in case of an emergency.
- Students should have several masks available to them while at school and should be kept in the student's bag.
- When students are not able to wear face covering due to medical needs or as a

result of a disability, staff will wear additional covering such as a mask and shield or a neck guard, gloves, clothing, etc.

- Face coverings must be made of breathable cloth materials, cover the person's entire nose and mouth area, and be secured to the person's head.
- Face coverings that do not cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Face coverings do not need to be surgical face masks, respirators, or personal protective equipment.
- Parents and staff have been instructed to follow the CDC's Mask Guidance here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- Fabric face coverings should be washed per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- Parents have been instructed to discuss proper use of face covering with their children and have children practice wearing face coverings at home and in the community.

Students in the CCCOE community will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the face covering or physical distancing expectations outlined in this policy.

## PHYSICAL DISTANCING

### Use of Markers and Signage

Markers that designate intervals of 6 feet have been placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing.

### Physical Distances in Classrooms

- CCCOE's classrooms will not exceed the maximum capacity limits that adequately provide for physical distancing of students and teachers. Students will be instructed and required to follow physical distancing protocols in the classroom.
- In all classrooms, desks, activity stations, tables, and chairs have been spaced so that students will be spaced at least 6 feet apart from each other and the teacher.

### Recess and Lunch Periods

- Physical distancing requirements will be in place for recess and lunch periods.
- Lunches will take place in individual classrooms, or at designated indoor and outdoor spaces, and students will be required to maintain safe physical distances.
- Students are not permitted to touch or share each other's food.
- Students are not required to wear masks while eating and drinking, therefore students must remain 6 feet apart.

### **Playgrounds/Outdoor Play Activities/Athletics**

- Outdoor physical education and/or play activities will be arranged by student cohort groups to promote physical distancing.
- Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least 6 feet from other students during physical education and athletic activities.
- Student groups will be assigned to a designated area of the campus during outdoor physical education or play activities to promote physical distancing and will not be permitted to leave their designated area.
- All high touch outdoor play equipment will be cleaned between uses by different groups of children.

## **HEALTH SCREENING FOR STUDENTS AND STAFF**

### **CCCOE Practices and Protocols for Student COVID-19 Symptom Screening**

CCCOE has adopted this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

In order to protect the safety of our students, employees, and the CCCOE community at large, CCCOE employees will screen students for symptoms of COVID-19 at designated screening points.

### **Overview of Symptoms Associated with COVID-19**

The Contra Costa Department of Public Health currently identifies the following symptoms as being high-risk for COVID-19:

- Fever of 100.4 or more in addition to any other symptom
- New and different cough in addition to any other symptom
- New and different shortness of breath in addition to any other symptom
- Additional symptoms may include
  - Chills
  - Fatigue
  - Repeated shaking with chills
  - Muscle or body aches
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea
  - Vomiting

- Diarrhea

This list does not include all possible symptoms associated with COVID-19; CCCOE may update this list as the CDC identifies additional or different symptoms.

### **Parent Health Screenings and Reporting**

Parents must screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their students to school.

- Parents must enter the information into the QR CODE on the CCCOE Website by 8:30 am or at the designated check-in area at the school site.
- Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19.
- Parents must notify the school of the reason for the student's absence and should consult with their physician.
- In cases of suspected COVID-19, the school will also consult with the Contra Costa Department of Public Health.

Staff, parents and students are obligated to report the following information to the Contra Costa Department of Public Health and must remain at home:

- They have had close contact with someone who was ill with confirmed COVID-19, they may not return to school until 14 days after the date of exposure. According to the CDC "close contact" means being within six (6) feet of an individual for more than 15 minutes. Student will stay home with distance learning until ready and cleared to return.
- A member of their household is ill with confirmed or suspected COVID-19, students may not return to school until 14 days after the date of exposure and shall remain at least 6 feet away from the ill individual until 14 days have passed to the extent possible. Student will stay home with distance learning until ready and cleared to return.
- The school will track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records pursuant to the School's Policy for Use and Disclosure of Student Information Related to COVID-19.

Students who report symptoms associated with COVID-19 may return to school after they meet the requirements described above.

### **Symptom Screening and Exclusion from School**

If a student, staff or faculty member, or visitor on campus feels or displays symptoms of COVID-19, CCCOE may perform temperature testing and symptom screening processes.

Persons presenting with a fever of 100.4° F (38.0° C) or above will be excluded from the CCCOE facility/campus. The school may exclude any individual who presents symptoms associated with COVID-19.

- Students or staff who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home. In determining whether to exclude a student based on symptoms of COVID-19, the school may consider the student's medical history.
- Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until they have met the criteria outlined by the County Health Department.

### **Developing Illness at School - Isolation Rooms**

All schools have designated and prepared isolation areas for the purposes of isolating sick or symptomatic individuals until arrangements can be made for them to go home.

- Students who develop a fever or cough during the school day or other symptoms will be moved to an isolation room (an adult will either be with them or nearby).
- CARES team will provide step by step directions for reporting and communicating with appropriate parties.
- Supervising staff should follow recommended PPE and distancing protocols
- Rooms should be properly cleaned and sanitized after student usage
- Staff or faculty who develop symptoms while at school will be sent home immediately unless transportation needs to be arranged, in which case they will remain in one of the isolation rooms.

### **Signage**

CCCOE has posted signage at all school entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19. The signs also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain 6 feet of distance between themselves and others as well as direction to designated entrances and school office.

### Overview of Symptom and Screening Actions (per CA Department of Education)

	<b>Student / Staff with....</b>	<b>School's Action</b>	<b>Communication</b>
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>Isolate and send home</li> <li>Recommend testing (If positive, see #3, if negative see #4)</li> <li>School/classroom remain open</li> </ul>	None
2	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Isolate and send home</li> <li>Quarantine for 14 days from last exposure</li> <li>Recommend testing (but will not shorten 14-day quarantine)</li> <li>School/classroom remain open</li> </ul>	Community Notification of a known contact
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>Notify the local public health department</li> <li>Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>School remains open</li> </ul>	Notify Community
4	Tests negative after symptoms	<ul style="list-style-type: none"> <li>May return to school 24 hours after symptoms resolve</li> <li>School/classroom remain open</li> </ul>	May need to notify the community depending on individual situation.

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

## HEALTHY HYGIENE PRACTICES

In addition to hand washing stations with soap and water, hand sanitizing stations have been installed in classrooms, hallways and common areas. CCCOE is well-stocked with handwashing soap and hand sanitizer to ensure that these supplies are always readily available.

Students and staff will be required to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, when arriving to or leaving home, when arriving to and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing the nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry. Hand sanitizer will be a minimum of 60% alcohol and fragrance-free. The CDE notes that frequent handwashing is more effective than the use of hand sanitizers; therefore, whenever possible, handwashing will be the preferred method.

Students using soap and water will follow CDC guidance on proper handwashing techniques, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. Parents should teach students proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>), and staff will reinforce these techniques.

Students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. CCCOE has encouraged parents to remind students to follow these practices.

CCCOE staff and any on-campus visitors will also be instructed about handwashing expectations and will be expected to follow the policy's requirements.

## IDENTIFICATION AND TRACING OF CONTACTS

### COVID Response Teams

CCCOE has created COVID Response Teams to be the designated contacts with the Contra Costa County Public Health Department and the contact for any exposure situations involving students and staff. These teams are made up of school nurses, administrators, and school staff and will serve as the leads during potential exposure situations.

### Tracking Systems

In addition to managing on-campus movements and processes to ensure cohorts do not mingle and health and safety protocols are being followed, the following systems will allow for effective contract tracing should the need arise:

- Taking and recording student and staff daily attendance including data from the health screening responses.
- A carefully planned and published schedule of cohorts' presence and movements around campus. Travel paths will not cross common areas when possible.
- Any positive COVID-19 tests within the CCCOE community must be reported to the school principal or nurse immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

### **Contact Tracing Processes**

CCCOE will immediately contact the CCCPH in the case of any known COVID case in the community. CCCOE will work closely with the Contra Costa County Public Health Department to determine through contact tracing if the affected child's cohort and additional individuals will need to be quarantined.

For students who need to quarantine, CCCOE will provide distance learning opportunities for the duration of the quarantine. CCCOE will follow Contra Costa County Health Department protocols for a student or staff member diagnosed with COVID-19 to return to campus.

## **TESTING OF STUDENTS AND STAFF**

### **Testing Students**

If a student exhibits COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) based on symptom screening, they will be isolated and sent home and it will be recommended that they get tested with their healthcare provider or at a community testing site as soon as possible.

### **Testing Staff**

CCCOE will work with community agencies to ensure that all CCCOE employees have access to Covid-19 testing when recommended by health officials.

## **STAFF TRAINING**

### **Staff Training**

The following staff trainings have taken place or are planned prior to students returning to campus:

- Teachers and staff will be thoroughly trained in all COVID-19 policies and protocols.
- Custodians will be thoroughly trained on Cleaning and Sanitizing Procedures/Covid-19 Response procedures and practices

## SUBSTITUTES

CCCOE teachers will use SmartFind to report their need for either an “in-person” or “distance learning” substitute, or to document “no sub required” when the need will be filled by another CCCOE teacher. Substitutes will be assigned through this system. Only substitutes who have been trained in “distance learning” protocols will be eligible to access jobs. School staff may call for substitute teachers; these assignments are also entered in SmartFind.

**When teachers request substitutes during Distance Learning, the following options will be available:**

**A. Substitute Lesson Planning:**

- a. All Substitute Lesson Plans are written on PowerPoint slides and shared with site administrator and school administrative assistant in advance of the absence.
- b. Speaker notes should be used to guide substitute instructions.
- c. PowerPoint slides will be used to share with class and guide instructional lessons.
- d. The first slide will list students so the substitute can take attendance. Attendance must be taken 10 minutes after class has started and again before class is over to capture any student who arrived late. This slide includes a link to the email of the school administrative assistant so that attendance can be recorded in Aeries.
- e. Substitutes will report to the designated school site for the day. A dedicated space, CCCOE Zoom account, laptop and extra screen will be provided, in addition to any books or learning materials required.

**B. No teacher or substitute available:** If no teacher or substitute is available to support the synchronous instruction, the absent staff will contact the site administrator to see if s/he can cover the class. If it is determined that no certificated staff are available to support the synchronous instruction, the teacher will cancel the synchronous instruction and notify the parents via email.

**When teachers request substitutes during In-Person Instruction, the following options will be available:**

- A. **Students are already on campus AND substitute only available for Distance Learning:** If no substitute is available for in-person instruction, students will remain in class under the supervision of the support staff who will facilitate student engagement while the substitute teacher facilitates virtually during synchronous instruction.
- B. **Students are still at home, substitute is only available for Distance Learning BUT no support staff is available:** Students will participate in distance learning from home with substitute instructing virtually during synchronous instruction.

- C. **Students are already on campus AND no substitute teacher or support staff are available:** Students will be sent home and will complete asynchronous instruction for the day.

## COMMUNICATION PLANS

### Ongoing Communication

Ongoing communication will be essential for continuing to mitigate the risk of COVID-19. Protocols have been established to ensure clear, consistent, communication in place for all COVID-19 related issues. These communication protocols include but are not limited to:

- Communicating with and educating the community about health and safety policies and protocols.
- Communicating with the community about changes in and expectations for shifting learning models.
- Communicating with and educating students about changes in school and keeping themselves and others safe.
- Per health department guidelines, CCCOE will document incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

### Exposure Communication

When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school site, the COVID Response Team will refer to the California Department of Public Health Framework for K-12 Schools, and implement the following steps:

- In consultation with the local public health department, COE Administration and CCCOE's designated contact tracers will determine whether school closure (versus cleaning and quarantine of exposed persons or other intervention) is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. Recommendation will be made to the Superintendent for final decision.
- CCCOE will follow the guidelines set by the CDE regarding when it is necessary to communicate with the community about exposure.
- All communication will be consistent with HIPPA and FERPA requirements, and no individual identifiers will be used.
- CCCOE will maintain regular communications with the Contra Costa County Health Department.

## SPECIAL EDUCATION ASSESSMENTS

The CCCOE will apply the following practices in accordance with Contra Costa SELPA

recommendations for conducting in-person special education assessments:

- Designated rooms will be selected at school sites for the sole purpose of providing special education assessments.
- Designated rooms will include appropriate space for social distance practices
- Air purifiers will be available at request of assessor
- Plexiglass barriers will be available at request of assessor
- Assessment areas will be cleaned in the same manner as classrooms
- Masks and face shields will be available for both students and staff

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