






YCOE SCHOOL REOPENING PLAN

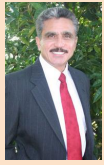
FRANCISCO REVELES, ED.D
YUBA COUNTY SUPERINTENDENT OF SCHOOLS



TABLE OF CONTENTS

CONTEXT.....	1
TIMELINE	1
GUIDING PRINCIPLES.....	2
HEALTH AND SAFETY	3
Visitors	3
Student Cohorts	3
PROCEDURES & PROTOCOLS	4
Physical Distancing	4
Daily Health & Symptom Screenings	5
Signs of Illness Guidance	5
Promote Healthy Hygiene Practices	6
Promote Healthy Hygiene	6
Face Covering Requirements	7
Face Covering Requirements for Students and Staff	7
Facial Covering Exemptions per CDPH	8
How to Wear Cloth Face Coverings	9
How to Wash Cloth Face Coverings	10
Outdoor Activities, Facilities Use and Food Service	11
Personal Protective Equipment (PPE)	11

Cleaning & Disinfecting Protocols	11
Required Training for EPE and Cleaning	12
Cleaning & Disinfecting Protocols - Summary of Appendices	13
 ACADEMIC SUCCESS	14
Instructional Models	14
YCOE Special Education Regional Programs	15
YCOE Alternative Program	15
 SOCIAL EMOTIONAL SUPPORT	16
 RESPONSIVENESS	17
YCOE Response Team Plan	17
CDPH Measures	17
Guidance on School Closure	19
KEY RESOURCES	20
APPENDICES	21
Appendix A - YCOE Instructional Work Space Cleaning Schedule	21
Program Specific	22
Toileting & Diapering Areas	22
Vehicles	23
Outdoor Play Areas	23
Appendix B - EPE & Cleaning Supply Order & Distribution Process	24
Appendix C - YCOE Technology Sanitizing Procedures	26
Appendix D - YCOE Return to Office Health & Safety Procedures & Protocol.....	27



YUBA COUNTY OFFICE OF EDUCATION

Francisco Reveles, Ed.D. Yuba County Superintendent of Schools

CONTEXT

The Yuba County Office of Education has been working extremely hard in developing plans to reopen our programs and fully implement our educational services. Clearly, we are closely adhering to all the safety protocols and guidance advisories from both the State of California and the Yuba County Health Department. This plan outlines those efforts and underscores our commitment to our students, families, and staff. While we are all facing new challenges associated with the current pandemic, we are extremely hopeful at YCOE and look forward to continuing our tradition of educational excellence and service.

Yuba County Office of Education Regional Special Education Programs and Alternative Education Programs will be reopening for student attendance on Wednesday, August 12, 2020. The Yuba County Career Preparatory Charter School programs will reopen Monday, August 17, 2020. This reopening plan has been developed in consideration of information provided by the Bi-County Public Health Officer and local school districts, and with resources from the California Department of Public Health COVID-19 Industry Guidance for Schools, the California Department of Education Stronger Together Guidebook for the Safe Reopening of California's Public Schools, and the Center for Disease Control and Prevention. Through these collaborations and guidance documents, the Yuba County Office of Education School Reopening Plan addresses the recommended safety measures and protocols to help slow and reduce the spread of COVID-19 during the continued pandemic. While we cannot eliminate the risk of COVID – 19, we are doing our due diligence to mitigate the risk.

The YCOE School Reopening Plan will be updated as needed. The ultimate goal is to support and maximize learning and success for all students, while doing everything reasonably possible to ensure the health and safety of our students, staff and community.

Yuba County Office of Education instructional program reopening plans will be adjusted as necessary if there is a change in the reopening stage of California and Yuba County as determined by Governor Newsom, the California Department of Public Health and the Bi-County Public Health Officer.

TIMELINE

August 11, 2020

Health & Safety
training for all staff

August 12, 2020

Instruction begins:

- YCOE Regional Special Education Programs Preschool - age 22
- Thomas E Mathews County Community School

August 17, 2020

Instruction begins:

- Yuba County Career Preparatory Charter School

GUIDING PRINCIPLES



HEALTH & SAFETY

- Student Cohorts
- Physical Distancing
- Procedures & Protocols



ACADEMIC SUCCESS

- Instructional Models
- YCOE Special Education
Regional Programs
- YCOE Alternative Programs



SOCIAL EMOTIONAL SUPPORT



RESPONSIVENESS

- YCOE Taskforce Action
Plan
- Guidance on School
Closure



HEALTH & SAFETY STUDENT COHORTS



VISITORS

In order to reduce the spread of COVID-19, and in accordance with current California Department of Education guidance, access to school campuses will be limited to essential workers providing direct services for our students. Access for parents and other visitors will be on a case-by-case, limited, basis, and as deemed critical to student need. All guests must wear face coverings and follow check-in process.

YCOE Regional SPED Programs

- The same group of students and staff are in the same group each day.
- Students will not change from one cohort to another.
- Each group will be in a separate room and not mix with other cohorts.
- Teachers will also remain solely with one group of students, if feasible.

S
T
U
D
E
N
T



Thomas E. Mathews Community School

- All students will be placed in a classroom cohort of students, with each cohort having little to no contact with one another.
- All students will be enrolled in a blended educational model, based on individual academic, credit, and/or support service need. This model blends the classroom experience with interactive, engaging activities in a distance learning format.

Yuba Co. Career & Preparatory Charter School (YCCPCS)

- Traditional Independent Study (IS) students will meet individually with their IS teacher. These students will attend a CTE course with a limited number of students.
- Hybrid cohort IS students will meet one time a week with a limited number of students in their Cohort.
- All IS students may participate in ½ hour to three hour courses that are one time a week and limited to a small number of students.

C
O
H
O
R
T
S

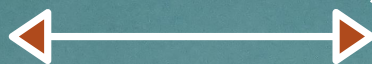




HEALTH & SAFETY PROCEDURES & PROTOCOLS



Social Distancing



All students, staff, and service providers will be expected to practice six feet social distancing, as outlined in public health guidelines. When practical, based on student need.



HEALTH & SAFETY PROCEDURES & PROTOCOLS



DAILY HEALTH & SYMPTOM SCREENINGS

Temperature and symptom screening, for both staff and students, will be conducted by site staff.



For students being transported by school bus, health and symptom screening will be performed prior to getting on the school bus.

Students and staff exhibiting signs of illness and/or temperature of 100.4 or higher will not be admitted on campus or the school bus.



SIGNS OF COVID-19 SYMPTOMS /ILLNESS GUIDANCE

Students and staff will be monitored for signs of illness including:

1. Headache or tiredness, unable to participate in routine activities or need more care than staff can provide.
2. Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, chills, muscle pain, etc.
3. Runny nose with colored mucus and sore throat.
4. Open sores, rash, signs of infection, etc.
5. Nausea, vomiting and diarrhea.
6. New loss of taste or smell.
7. This list of illness signs does not include all possible symptoms. The Centers for Disease Control (CDC) continues to update the list as they learn more about COVID-19.

Please note, seasonal allergies can present with sneezing, coughing, and runny nose and are not a reason to exclude from school or work attendance.



HEALTH & SAFETY PROCEDURES & PROTOCOLS



PROMOTE HEALTHY HYGIENE PRACTICES

Per guidance from the CDC, the best way to prevent the spread of COVID-19 is to avoid being exposed by using the following healthy hygiene practices.

Wash Hands Often

- Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use hand sanitizer with at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover Coughs and Sneezes



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Immediately wash hands. Use hand sanitizer if soap and water not available.

Monitor Your Health

- Be alert for symptoms: fever, cough, shortness of breath, or other COVID -19 symptoms per signs of COVID-19 Symptoms/Illness Guidance on page 5.
- Take your temperature daily.
- Don't take your temperature within 30 minutes of exercising or after taking medication that could lower your temperature, like acetaminophen.
- Strongly recommend all staff and students be immunized against influenza unless contraindicated by personal medical conditions.



Clean and Disinfect Regularly

- Clean AND disinfect frequently touched surfaces regularly – desks, tables, doorknobs, light switches, counter-tops, handles, phones, keyboards, faucets, and sinks.
- If surfaces are dirty, clean them prior to disinfecting with EPA approved solutions.



HEALTH & SAFETY PROCEDURES & PROTOCOLS




Face Coverings

- You could spread COVID-19 to others even if you do not feel sick.
- Must wear a face covering - face mask or snug fitting face shield at all times when in line to enter or in any indoor public space.
- Must wear a face cover outdoors when the 6 feet social distancing cannot be maintained.

Face Covering Requirements for Students

STUDENTS



Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 nd grade	Strongly encouraged**
3 rd grade – High School	Yes, unless exempt

**Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Requirement for students with special needs to wear a facial covering will be determined on an individual basis.

Face Covering Requirement for Staff

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.



HEALTH & SAFETY PROCEDURES & PROTOCOLS



Facial Covering Exemptions per CDPH

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.
- Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.



HEALTH & SAFETY PROCEDURES & PROTOCOLS



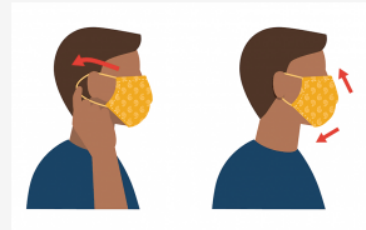
Centers for Disease Control and Prevention How to Wear Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with [every day preventive actions](#) and [social distancing](#) in public settings.

- **Who should NOT use cloth face coverings:** children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **Cloth face coverings are NOT surgical masks or N95 respirators.** Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Wear a Face Covering to Protect Others

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a face covering correctly for maximum protection
- **Don't** put the face covering around your neck or up on your forehead
- **Don't** touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect



Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



HEALTH & SAFETY PROCEDURES & PROTOCOLS



Centers for Disease Control and Prevention How to Wash Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with [every day preventive actions](#) and [social distancing](#) in public settings.

Cloth face coverings should be washed after each use. It is important to always [remove face coverings correctly](#) and [wash your hands](#) after handling or touching a used face covering.

Washing machine

How to clean

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.



Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.



Make sure to completely dry cloth face covering after washing.

How to dry

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.



Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.



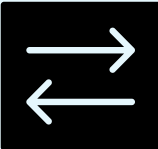


HEALTH & SAFETY PROCEDURES & PROTOCOLS



OUTDOOR ACTIVITIES, FACILITIES USE AND FOOD SERVICE

Site administrators and teachers will coordinate and schedule outdoor activities to ensure that cohorts are not mixed



Use of specific facilities will be defined for each cohort (entrances, restrooms, paths of travel to ensure no mixing of cohorts)



Meals will be served/eaten in classroom cohorts staff handling or serving food must use gloves in addition to face coverings.

PERSONAL PROTECTIVE EQUIPMENT (PPE)



- PPE will be stocked, inventoried and replenished as needed.
- All staff will be trained to implement best practices in the use of Personal Protective Equipment, including, but not limited to:
 - i. Wearing a face covering – face mask or snug fitting face shield - at all times when the 6 feet social distancing cannot be maintained.
 - ii. Wearing gloves when cleaning and disinfecting copy machines, light switches, thermostats, etc.
 - iii. Using disinfectant cleaner regularly to clean and wipe surfaces and high touch areas.
 - iv. Setting and following a handwashing schedule for staff and students upon arrival, before and after meals or snack time, before and after going to the restroom, and regular intervals throughout the day.
 - v. Working with students using physical barriers (i.e., face shield) if needed.



CLEANING & DISINFECTING PROTOCOLS

All sites will be equipped with cleaning and sanitation supplies (i.e., hand sanitizer, gloves, disinfecting solutions).

All staff will implement regular cleaning and disinfecting procedures throughout the day.



HEALTH & SAFETY PROCEDURES & PROTOCOLS



CLEANING & DISINFECTING PROTOCOLS

Required Training for EPE and Cleaning

Staff must follow label directions on all cleaning, sanitizing and disinfectant products.

Prior to use of any cleaner, sanitizer, and disinfectant, office and school staff must have proper training and access to personal protective equipment in accordance with the Centers for Disease Control guidance.

All sanitizers and disinfectants must be kept out of the reach of students and must be on the Environmental Protection Agency (EPA) approved list.



HEALTH & SAFETY PROCEDURES & PROTOCOLS



CLEANING & DISINFECTING PROTOCOLS

Instructional Workspace Cleaning Schedule – Appendix A

- Outlines level, frequency and method of cleaning required for different areas and items within a classroom
- Classroom furniture arrangement to improve social distancing
- Removal of unnecessary furnishings and clutter from classrooms and office areas

Essential Protective Equipment (EPE) and Cleaning Supply Order and Distribution Process – Appendix B

- Outlines process for ordering CDC recommended EPE and EPA approved cleaning supplies and distribution
- Cleaning supply order form

Technology Sanitizing Procedures – Appendix C

- Outlines process cleaning technology using EPA approved cleaning supplies

YCOE Return to Office Health and Safety Procedures and Protocols - Appendix D

- Outlines the return to work that reflect current public health guidance on how to stop the spread of COVID-19



ACADEMIC SUCCESS



IN PERSON INSTRUCTIONAL MODEL

Teachers, staff and students are school based instruction with social distancing and health and safety measures in place.

HYBRID LEARNING MODEL

Instruction occurs in both the classroom (limited) and remotely with social distancing measures and health and safety measures in place. Scheduled interactions with a teacher, support provider, and/or school staff are limited while on site. Distance learning is scheduled through site-approved technology platforms while at home.

I N S T R U C T I O N A L

M O D E L S

BLENDED LEARNING MODEL

Instruction occurs in the classroom with social distancing measures and health and safety measures in place, and through extended learning opportunities offsite, which support the base classroom instruction. Distance learning occurs via online instruction and through supplemental materials and resources.

DISTANCE LEARNING

Interaction and teaching from a classroom teacher through technology while a student learns at home. Instruction occurs outside of the traditional physical classroom setting through various media and technological platforms.

All YCOE instructional programs and related services will use Google Classroom/Google Meets for our online instructional platform.

By ensuring flexibility in our instructional models, the Yuba County Office of Education instructional programs can move seamlessly to a full distance learning model as needed if partial or total school closures should occur.

Yuba County Office of Education instructional program reopening plans will be adjusted as necessary if there is a change in the reopening stage of California and Yuba County as determined by Governor Newsom, the California Department of Public Health and the Bi-County Public Health Officer.



ACADEMIC SUCCESS In Person Instruction



YCOE

SPECIAL EDUCATION



Preschool - Age 22 Programs

- Blended Learning Model
- In-person instruction, as appropriate
- Distance Learning via the following methods, as appropriate:
 - a. Virtual/online platforms
 - b. Telephone
 - c. Email
 - d. Home learning opportunities such as intervention packets and manipulatives

REGIONAL PROGRAMS



YCOE Alternative Program

Thomas E. Mathews Community School

- Blended Learning Model
- Days and hours on campus specific to student need
- Service and educational plans determined by IEP and student need

Yuba Co. Career Preparatory Charter School

- Traditional Independent Study (IS) students will meet individually with their IS teacher. These students will attend a CTE course with a limited number of students
- Hybrid Cohort IS students will meet one time a week with a limited number of students in their Cohort
- All IS students may participate in
- ½-hour to three hour courses that are one time a week and limited to a small number of students
- Special Education students are the same as all other student educational programs. When receiving services, they will be in an assigned cohort with other students and meet individually with their case manager as appropriate



SOCIAL EMOTIONAL SUPPORT



The social emotional health and well-being of our students and staff are always a high priority. Available supports include:

- School-based mental health services
- Behavior support systems
- Family engagement, communication and support practices
- Public School Works/staff support videos -
Managing Stress & Anxiety during Coronavirus Pandemic - for assistance, email
Jennifer Allread at jennifer.allread@yubacoe.k12.ca.us



RESPONSIVENESS



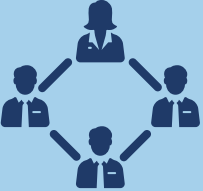
YCOE is committed to providing support and communication to staff, families and the community. The YCOE Response Team has created a link for questions and input. Click on this link to submit your question/input:
FAQ@yubacoe.k12.ca.us





RESPONSIVENESS PROCEDURES & PROTOCOLS



Scenario	Action	Communication	YCOE Response Team
<p>1 Student or staff member exhibiting COVID-19 symptoms,</p> 	<p>Student/staff will be physically separated from the group in the designated isolation space and mask will be required.</p>	<p>Parents will be immediately contacted to come and transport their child home. Staff member will be sent home.</p> <ul style="list-style-type: none"> • Recommend testing for COVID-19 • Remain home until test results clear student or staff to return or confirm a positive case • Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared. 	<p>The Team will notify the Bi-County Public Health Officer to expedite steps necessary for the involved cohort. This will include, but may not be limited to the following actions:</p> <ul style="list-style-type: none"> • Recommended testing for COVID-19 • Direction to remain home until test results clear a student and/or staff member to return to a site or confirm a positive result
<p>2 Student, teacher or staff member tests positive for COVID-19 and has exposed others at the school</p>	<p>Staff and student should seek care from your healthcare provider in accordance with CDC and County Guidelines</p>	<p>Student/staff should not come to school until they have been cleared by their health care provider.</p>	<p>YCOE Response Team will consult with the Bi-County Public Health Officer for next steps regarding level of risk and possible classroom/school closure per CDPH guidance.</p>



RESPONSIVENESS PROCEDURES & PROTOCOLS

Per California Department of Public Health



Yuba-Sutter Public Health

Updated 7/29/2020

Yuba-Sutter COVID-19 School Action Plan

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms at school (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> Isolate immediately Send home Recommend testing School/classroom remain open 	<ul style="list-style-type: none"> No action needed
2.	Close Contact* with a confirmed COVID-19 case <i>*Within 6-feet of an infected person for at least 15 minutes in the past 14 days</i>	<ul style="list-style-type: none"> Isolate immediately Send home Quarantine for 14 days from last exposure to the positive case Recommend testing (but will not shorten 14-day quarantine) School/classroom remains open 	<ul style="list-style-type: none"> Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify the local public health department through the Bi-County DOC Manager (docopschief@co.yuba.ca.us) Exclude from school for 10 days from symptoms onset or test date. Health department will work directly with the infected individual for contact tracing School staff will identify contacts at the school, quarantine and exclude close contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious Recommend testing (but will not shorten 14-day quarantine) Disinfect and cleaning of classroom and primary spaces where case spend significant time. Follow CDC's Considerations for Cleaning and Disinfecting our Building or School remains open 	<ul style="list-style-type: none"> School community notification of a known contact
4.	Test negative with/after symptoms	<ul style="list-style-type: none"> May return to school 14 days after symptoms resolve School/classroom remains open 	<ul style="list-style-type: none"> Consider school community notification

School Closures:

- Schools should revert to distance learning when multiple cohorts have cases or 5 percent of students and staff test positive within a 14-day period.
- The District should revert to distance learning when 25 percent or more of its schools have been physically closed due to COVID-19 within 14-days.
- Closure decisions should be made in consultation with the Bi-County Health Officer but the final decision to close a school or District will be the decision of the District.
- After 14 days of closure, Districts may return to in-person instruction with the approval of the Bi-County Health Officer.

(†) 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.



RESPONSIVENESS



Guidance on School Closure

What is the criteria for closing a school?

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

What is the criteria for closing a school district?

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local public health department.

State Resources for Case, Contact & Outbreak Investigations

California is committed to supporting local health departments with resources and other technical assistance regarding school case, contact, and outbreak investigations.

KEY RESOURCES

<https://sites.google.com/yubacoe.education/distancelearning>

COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year July 17, 2020: <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

https://docs.google.com/presentation/d/e/2PACX-1vTrUgGSSb2UVJi9WSmthMIPbWNIiMYMdYZDP4qihRGv53zG3f5_nyBoYY7hr8TJrUONxntyb21WJCpDT/pub?start=false&loop=false&delayms=3000

CDPH Guidance for the Use of Facial Coverings:

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

CDPH Use of Cloth Face Coverings:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

YCOE Return to Office Health and Safety Procedures and Protocols:

<https://www.yubacoe.org/Page/856>

California Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs:

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

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>

American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Centers for Disease Control and Prevention: COVID-19 How to Protect Yourself and Others

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Centers for Disease Control and Prevention: COVID-19 Cleaning and Disinfection for Community Facilities:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Centers for Disease Control and Prevention: Considerations for Schools

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Centers for Disease Control and Prevention: Guidance for Cleaning & Disinfecting

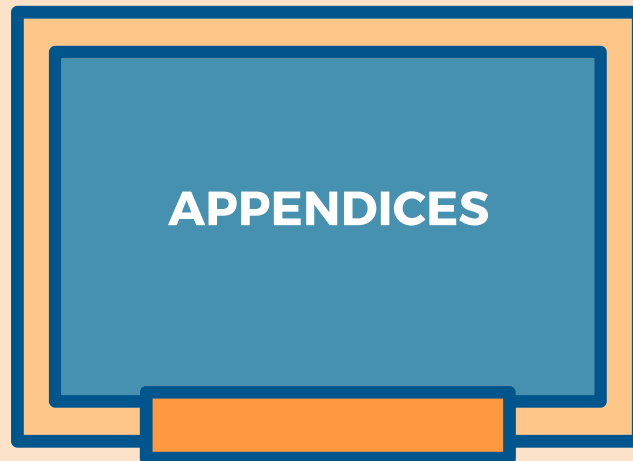
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf

California Department of Pesticide Regulation: Reminders for Using Disinfectants at Schools and Child Care Centers:

https://www.cdpr.ca.gov/docs/schoolipm/pubs/reminders_for_using_disinfectants.pdf

Environmental Protection Agency (EPA) Approved List of Cleaners and

Disinfectant: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>



Appendix A - Yuba County Office of Education Instructional Work Space Cleaning Schedule

General:

Areas	After Student Use with Zep Spirit II	Daily (end of the day) with Sani-Q	Comments
Desk Tops	Clean/Disinfect	Clean/Disinfect	Clean/Disinfect- Classroom Staff
Counter tops	Clean/Disinfect	Clean/Disinfect	Clean/Disinfect- Classroom Staff
Keyboards/Mice/iPads/Laptop (not screens)	Use sanitizing wipes, no sprays	Clean/Disinfect	Clean/Disinfect- Classroom Staff
SmartBoard/Monitors /Laptops Screen	Windex sprayed on Microfiber, never direct spray	As Needed	Clean/Disinfect-Classroom Staff
Shared Materials: Manipulatives, writing utensils, adaptive equipment, fidgets, sensory equipment	Clean/Disinfect	As needed	Clean/Disinfect- Classroom Staff
Chairs	Clean/Disinfect	As needed	Clean/Disinfect- School Staff
Durable Medical Equipment: Gait Trainer, walker, standing frame, etc.	Clean/Disinfect	As needed	Clean/Disinfect- School Staff
Bathrooms	Clean/Disinfect (all touched areas)	Disinfect <i>higher frequency</i> (midmorning, midafternoon, evening)	Clean/Disinfect – Classroom Staff and Custodial Staff
Faucets and sinks	Clean/Disinfect	Clean/Disinfect	Clean/Disinfect – Classroom Staff and Custodial Staff
Doorknobs, light switches, handrails	Clean/Disinfect	Clean/Disinfect	Clean/Disinfect – Classroom Staff and Custodial Staff

Program Specific

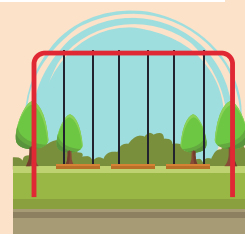
Food Areas and Laundry in Classrooms					
Areas	Before Use	After Use	Daily	Weekly	Comments
Food preparation surfaces	Clean and Sanitize	Clean and Sanitize			Use Sani-Q on surfaces that will have food contact
Eating utensils & dishes		Clean and Sanitize			If washing the dishes and utensils by hand, use Sani-Q for food contact as the final step in the process; automated dishwasher will sanitize
Tables	Clean and Sanitize	Clean and Sanitize			
Countertops		Clean	Clean and Sanitize		Use Sani-Q on surfaces that will have food contact
Food preparation appliances		Clean	Clean and Sanitize		
Mixed use tables	Clean and Sanitize				Before serving food
Refrigerator				Clean	
Washer/Dryer knobs, handles, surfaces		Clean and disinfect		Clean	

Toileting and Diapering Areas

Areas	After Use with Zep Spirit II	Daily	Weekly	Comments
Changing tables	Clean and Disinfect			Clean with detergent, rinse, disinfect
Potty chairs	Clean and Disinfect			
Handwashing sinks & faucets	Clean and Disinfect	Clean and Disinfect – by custodial staff		
Countertops	Clean and Disinfect	Clean and Disinfect-by custodial staff		
Toilets	Clean and Sanitize	Clean and Disinfect – by custodial staff		
Floors		Clean and Disinfect – by custodial staff		As needed for accidents

Vehicles

Areas	After Use	Daily	Weekly	Comments
Driver seat: Steering Wheel, door handles, knob/buttons, seat belt and buckle	Clean and Disinfect			
Passenger seat/back seats: door handles, seat belt and buckle	Clean and Disinfect			
Windows				Clean and disinfect as needed
Vehicle Binder/Pen	Clean and Disinfect			



Outdoor Play Areas

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in play areas is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. Existing cleaning and hygiene practices will be maintained for outdoor areas. The targeted use of sanitizers is recommended on outdoor hard surfaces and objects touched/used by multiple students in a single cohort and between use of different cohorts.

Always follow label directions on cleaning, sanitizing and disinfectant products, including the proper use of PPE. We recommend the use of gloves for all sanitizer and disinfectant wipes. All disinfectants provided are approved by EPA for effectiveness against Covid-19. Clean surfaces and objects using soap and water prior to disinfection. If surfaces or objects are soiled with body fluids or blood, use gloves and other universal precautions to avoid coming into contact with the fluid. Remove the fluids, and then clean and disinfect the surface. Keep all disinfectants out of the reach of children.

YCOE will provide two types of gloves for staff use in the classrooms. Each box of gloves will have a sticker affixed to the box which states if it is for medical/toileting use or for cleaning/food service use.

Essential Protective Equipment (EPE) and Cleaning Supply Order and Distribution Process – Appendix B

YCOE EPE & Cleaning Supply Order Process					
<ol style="list-style-type: none"> 1. Staff complete order request form and send to Site Designee responsible for compiling and submitting orders. 2. Site Designee compiles orders and emails to YCOE Main Office Receptionist. 3. Submit orders by 10:00 am on Monday and Wednesday for delivery on Tuesday and Thursday. 					
<ol style="list-style-type: none"> 4. YCOE Mail Carrier will deliver items to specific sites and pick up empty cleaner/disinfectant spray bottles. 					

Site	Alt Ed/ TEM	Center For Education CCPC, CDBS, FRC	Curriculum and Instruction	Educational Support Center 1010 I St	One Stop
Completes order request form	Secretary/ Custodian	Secretary	Secretary	Staff	1 Stop Director
Emails orders to YCOE Main Office Receptionist	Secretary	Secretary	Secretary	Staff	1 Stop Director

Site	Regional SPED Off-Sites	Speech Department	Virginia School	YCCP Charter	YCOE Main
Completes order request form	Teacher	Speech Therapist	Teachers	Teachers/ Staff Custodian	Receptionist
Emails orders to YCOE Main Office Receptionist	Teacher	Speech Therapist	Health Clerk	Custodian	Receptionist

Essential Protective Equipment (EPE) and Cleaning Supply Order - Appendix B
(continued)

Program Name: _____

Date _____

Completed: _____

Completed By: _____

- ☐ Thermometer _____
- ☐ Alcohol Wipes _____
- ☐ Medical Gloves (toileting/medical procedures/cleanup of body fluids, vomit, etc)
 - ☐ Small _____
 - ☐ Med. _____
 - ☐ Large _____
 - ☐ X Large _____
- ☐ Cleaning and Food Service Gloves
 - ☐ Small _____
 - ☐ Med. _____
 - ☐ Large _____
 - ☐ X Large _____
- ☐ Disposable Toileting Wipes _____
 - ☐ Regular _____
 - ☐ Adult _____
- ☐ Disposable Masks _____ ☐ See through masks _____
 - ☐ Adult _____
 - ☐ Child _____
- ☐ Face Shields with drape _____
- ☐ Hand Sanitizer _____
 - ☐ 8oz size _____
 - ☐ 32oz with pump _____
 - ☐ Insert for wall mount dispenser _____
- ☐ Antibacterial Hand Soap _____
- ☐ Windex (IWB cleaner) _____
 - ☐ Microfiber towel _____
- ☐ Touch Screen (iPad) Disinfectant Wipes _____
- ☐ Disinfectant with < 2 min dwell time- (Liquid - Zep Spirit 2 from Cintas)
 - ☐ Labeled Squirt Bottle _____
- ☐ Disinfectant with > 2 min dwell time - (liquid) Sani-Q
 - ☐ Labeled Squirt Bottle _____
 - ☐ Gallon Refill _____
- ☐ Disinfectant Wipes with < 2 min dwell time _____
- ☐ Paper Towel Holder _____
- ☐ Paper Towel Individual Roll _____
- ☐ Kleenex _____
- ☐ Staff Check in Procedure and Wrist Bands _____
- ☐ Handwashing Handouts _____

YCOE Technology Sanitizing Procedures – Appendix C

How to Sanitize Technology

Phone – iPad – Laptop Keyboard - Mice - Keyboards

Apple, Samsung & Google have all agreed that using approved Covid-19 sanitize wipes on their devices will not damage them. There will be approved sanitize wipes at your location and you are required to clean your device while at the office, on a daily basis. To do this:

- Unplug all cables and turn off the phone
- Remove any cases or screen coverings on the device. Wash any cases thoroughly with warm, soapy water or wipe down with an approved sanitize wipe. Rinse case in warm water and dry.
- Wipe the device screen and any surfaces with a sanitize wipe, then wipe excess liquid with a soft, slightly damp microfiber cloth.
- Give any keyboards or mice a shake to loosen any debris. Use compressed air on keyboards and mice, then wipe them down with an approved sanitize wipe, removing any excess moisture with a microfiber cloth. The key with all keyboards and mice is to not saturate them.

Additionally, the constant use of hand sanitizer prior to using your phone is recommended. As is using Bluetooth or wired ear buds to reduce the amount of handling of your phone. Wiping your phone down with sanitize wipes is mandatory at the beginning of the work day and recommended to be done multiple times during the day. Your devices should not be used by others.

SmartBoards – Laptop Screens – Monitors – TV's

These surfaces are sensitive and therefore should not be touched at any time. When they need to be cleaned, utilize only regular Windex. Always spray Windex on a microfiber and never directly onto the surface.

SMART - Smartboards

- Never use harsh chemicals, Lysol or any other wipes or abrasive cleaners on your interactive whiteboard. It will effectively damage the board and render it inoperable!
- Use only Regular Windex!
- To view dirt or streaks more easily, set your projector to standby (lamp off) mode.
- To clean dust, dirt and finger grease, wipe the interactive surface with a damp cloth or sponge that you have sprayed Windex on. Never spray Windex directly on the board.
- Don't allow excess Windex to flow onto the frame's reflective surfaces or the cameras in the corners of the frame.
- Don't touch the digital cameras located in the corners of the frame. Don't attempt to clean the digital cameras without specific instructions from Technology
- If ink is accidentally used on your interactive whiteboard, remove the ink as soon as possible. Ink becomes more difficult to remove the longer it stays on the interactive surface.

It is recommended that the above sanitation procedures be done on a daily basis.

YCOE Return to Work Health and Safety Procedures and Protocols – Appendix D

Whether your role during this stay at home order has enabled you to continue to work onsite or you will soon be returning to work on site, there are new Office Health and Safety Procedures and Protocols that we must all be prepared to follow. In this effort to ensure the health and safety of our staff, the work environment, practices and standard operating procedures will need to be modified. With COVID-19 present in our environment for the foreseeable future, we are committed to developing protocols and procedures that reflect current public health guidance on how to stop the spread of COVID-19.

Based on current Public Health Guidelines, these procedures and protocols were developed and will serve as our guide during this evolving situation. While we are going beyond the minimum guidelines, once implemented, we can adjust as appropriate.

The Basics:

All staff will be expected to follow Public Health Guidelines for social distancing, face covering and hygiene, plus additional measures as noted below:

- Perform a daily self-check before you come to work (you may want to take your temperature)
- Do not come to work if you are feeling sick and/or have a fever above 100.4
- Practice required social distancing (6' or more)
- Enter and exit the building at designated locations only
- Must wear a face covering - face mask or snug fitting face shield at all times when in line to enter or in any indoor public space. Must wear a face cover outdoors when the 6 feet social distancing cannot be maintained.
- Practice regular hand washing - 20 seconds - when entering the building, regularly throughout the day, and before exiting
- Utilize Health and Safety Stations (and Essential Protective Equipment)
- Gloves, extra face coverings, hand sanitizer, disinfectant and paper towels
- Maintain clutter free surfaces and workstations for efficient and regular cleaning and disinfecting

Entrances

Everyone should use the designated location. The building will remain closed to the public and doors will remain locked.

Check-in Protocols:

- Enter and exit through your assigned entrance
- Facial coverings are required when you enter the building for the temperature check
- Temperature checks will be taken with a non-contact forehead thermometer
- Once employees are cleared, employees will be required to wear a colored wristband during working hours each day. The colored wristband will give employee access to re-enter the building for that day
- Use QR Code / YCOE Site Check-In Sheet must be completed daily at the beginning of the work day by using the emailed link or QR code. Employees can choose to complete before arriving to the work site or immediately following your arrival
- Must wear a face covering - face mask or snug fitting face shield at all times when in line to enter or in any indoor public space. Must wear a face cover outdoors when the 6 feet social distancing cannot be maintained
- Wash hands upon arrival and throughout the day
- Wipe down / disinfect your work space

The YCOE office is closed to the public (for in-person meetings): The YCOE office is only open to YCOE staff. The exception being any outside essential workers providing necessary services that are pre-scheduled (i.e., copy machine technicians, plumbers, etc.). YCOE will not be hosting public in-person meetings until further notice, and has transitioned to conducting regular meetings remotely.

YCOE Return to Work Health and Safety Procedures and Protocols – Appendix D (continued)

Outside Essential Workers (School Districts, County Departments, etc.):

In the event that outside essential workers need to enter the building, they must obtain prior approval and schedule an appointment. They will be required to sign-in/out and follow all health and safety protocols. If you are working with an outside essential worker, please contact your department head to coordinate approval and scheduling of work.

Office Areas:

To minimize contact with as few YCOE staff as possible, staff members should not travel from one department to another. If you do, please practice proper hygiene and social distancing precautions.

Everyone Cleans and Disinfects:

Informational cleaning and disinfecting protocols will be emailed to all staff. Custodians will clean and disinfect every night as well.

Restrooms:

- Most importantly, everyone should take responsibility for using a toilet seat cover, cleaning and disinfecting before and after each use, including wiping down handles and knobs, and sink area after washing hands. (gloves, cleaner / disinfectant will be available)

Break Rooms:

- The break room's capacity as posted on signage outside of the room
- Most importantly, everyone should take responsibility for cleaning and disinfecting before and after each use, including wiping down refrigerator and microwave handle, water dispensers, and sink area after washing hands. (gloves, cleaner / disinfectant will be available)

Signage:

The following signage will be posted around the office:

- Use QR Code / YCOE Site Check-In Sheet outside of doors and inside doors
- Health and Safety Stations
- Healthy and handwashing reminders
- Occupancy signs at every meeting room
- Workstation reminders with protocols and assigned entrance

Meeting Room Occupancy:

- Meeting rooms and break rooms will have occupancy signs posted.
- Only enough chairs and tables will be present in offices and meeting rooms for maximum capacity

Mail, Inter-District Mail, and Special Education Supplies Protocols

- Incoming US Postal Service mail will be sorted and placed in mailboxes and delivered on a daily basis
- Outgoing US Postal Service mail should be dropped off in usual designated areas.
- As usual, inter-district mail will not be running during the summer and will resume normal schedule in August 2020

Allergies, Self-Monitoring, Compassion and Support

We know that many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, etc.. We also know that in the not too distant past co-workers may not have particularly noticed when a colleague sneezed or coughed, and now we are all on heightened alert. We need to take care of one another, and trust that each of us will take responsibility to self-monitor and stay home if we are feeling sick. If you develop symptoms during your shift that are unusual and are not related to seasonal allergies, you should go home. If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.