

# **Stronger Together**

## Recovery and Reopening Schools in Santa Clara County

June 5, 2020

# Keys to Reopening Schools

- The ability to do case finding, contact tracing, isolation and quarantine
- Availability of testing
- Availability of personal protective equipment
- Availability of cleaning supplies and disinfectants
- Duration of decline or stability of cases
- Surge capacity in local hospitals



# Guiding Principles

- Protect the Safety and Health of Students, Staff and Families
- Plans Must Work to Ensure Equity, Access and Inclusion
- Eliminate Opportunity Gaps, Address Learning Loss, and Accelerate Achievement
- Promote Innovative High-Quality Teaching and Learning Across All Environments
- Ensure Fiscal Stewardship Aligned to Students' Needs
- Engage Stakeholders in Transparent, Collaborative, and Compassionate Decision Making



# Equity

- COVID-19 has magnified a number of issues related to equity that have lived below the surface.
- Equitable decision making starts by looking at data, listening, and creating ways to hear from ALL stakeholders.
- Equitable decision making will challenge how we allocate resources.
- Equitable decision making may not make everyone happy.



# Additional Support



**Stronger Together**  
Recovery and Reopening  
Santa Clara County Schools

## Stronger Together Webpage

## Supplementary Action Planning Template

### Recover and Reopening Action Planning Document

#### Health and Wellness

The following recommendations are based on information that has been released related to Health and Safety guidance and has been reviewed by Santa Clara County Public Health. The intent behind the recommendations below is to create an environment that mitigates the opportunity for virus transmission as much as possible and takes into consideration the potential health and wellness impacts of COVID-19. While all measures should be considered, it must be noted that there is no guarantee that virus transmission will not occur. This is not an exhaustive list and will likely be further informed by additional guidance from the state and county health officials.

To inform your processes and decision the following resources may be helpful:

[CDC Schools Decision Reopening Tool](#)

[CDC Guidance for Schools: Plan, Prepare, Respond](#)

Screen all students, employees, and visitors for illness related symptoms	Person(s) Responsible	Due Date	Status
<p><i>Do Now</i></p> <ul style="list-style-type: none"> <li>Determine a screening protocol. (e.g., visual, self reported, and/or daily temperature checks.)</li> <li>If taking temperatures, determine the screening process. (Who will scan? Where will they scan? What resources do you need?)</li> <li>Determine the protocol to exclude students and staff suspected of fever or respiratory illness. (<a href="#">Exclusion Protocol</a>)</li> <li>Determine school and district response if confirmation of COVID-19</li> <li>Review and update health screening policies and practices</li> <li>If needed, consider staggering arrival times to allow for health screenings</li> </ul>			

# Covid-19 Childcare Health & Safety Precautions

This document is to provide guidance and procedures for keeping our classrooms, children, and staff safe and healthy, and to minimize the chances of cross contamination.

(<https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>)

## SETTING UP THE CLASSROOM/ENVIRONMENT PRIOR TO:

- Section off playgrounds, outdoor water fountains with yellow tape (caution tape)
- Open windows before children arrive
- Mark appropriate areas in and outside the classroom to denote social distancing
- Divide toys as needed to ensure that toys can be available for rotation since groups of children will not be allowed within the same room. This means all materials need to be bagged separately. For example, a crayon set needs to be bagged individually.

## OVERALL:

- There should be a maximum of 10 children per classroom
- Teaching staff will work with the same group of 10 children each day; if possible, the same children will be assigned to each staff (including subs)
- Physical /Social Distancing (6 feet apart) must always be implemented, including during nap, meals and outdoor/indoor time
- Refrain from using materials, supplies, and toys that require close physical contact between children and cross contamination should. (examples are playdough, sand, water table, finger/easel painting or other messy activities)
- Always have sufficient supplies and time for hand washing, cleaning and disinfecting between activities.
- Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing
- Staff will regularly demonstrate and role model preventative and hygienic practices such as:
  - Coughing/sneezing into tissue
  - Throwing used tissue in the trash
  - Handwashing for 20 seconds (use of a timer)
  - Reminding children not to touch their face, nose and eyes or face shield
  - Encouraging children to report signs of illness
  - Discouraging children from sharing items such as food, eating utensils, cups, towels and toys (e.g., manipulatives or any other materials they may have touched)
- Isolate children with symptoms such as (persistent cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste, red swollen rash, red swollen eyes) area will be identified in each classroom) and monitored while present
- Staff who present symptoms such as persistent (cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste) will leave once alternate coverage arrives.
- Use emergency contact to arrange for pick up
- Call 911 if symptoms appear life threatening
- Health Services Supervisor will contact County Public Health for guidance as needed
- All staff will follow procedures for cleaning, sanitizing and disinfecting during the day and at the end of the day.

- Rooms and outdoor area will be deep cleaned and disinfected at the end of each day by custodial staff at the end of each day

## DAILY:

### Daily Set Up:

Staff will conduct the following prior to starting their assignment or touching anything in the building or classroom.

- Daily, teaching staff must fill out the modified SCCOE Health Protocol Form
- SD or designated staff will conduct temperature screening on teaching staff.
- If staff can work, they will receive a sticker which will be placed on their SCCOE name badge.
- Staff will put on appropriate PPE. (booties over their shoes, disposable aprons, and masks its recommended staff wear glasses to protect eyes REMEMBER: ALL STAFF ON SITE MUST WEAR PPE AT ALL TIMES.
- Mask in paper bag at the end of each day for reuse
- Staff will set up appropriate materials at the entrance of the door for sign in
- Review daily procedures and schedule

### Daily Upkeep:

- Emergency contacts will be kept current and updated
- Staff will wear booties over their shoes and disposable aprons
- Change gloves and aprons whenever contact is made with bodily fluids
- Wash sheets and blankets daily. Any cloth materials from the imaginative play (ex. puppets, doll) will be removed from classroom
- Open windows in room for ventilation before and after children arrive if possible
- Sanitize sink, toilets and toilet handles before and after each use
- Check the inventory of all cleaning supplies and sanitizer.
- Mark (remark) area to create distancing with colored tape (indoor/outdoor/entrance/hallway)
- Clean and disinfect surfaces before and after meal preparation, daily health checks during sign-in, mid-day health checks, and as children move from one activity to another including outdoor and bathroom time

### End of Day Set Up:

- Disinfect all toys (play materials) and restage for re-use
- Stack chairs and clear areas so custodial staff can conduct mopping and deep clean
- Close windows before leaving
- Place mask in individual paper bag with staff's name on it

## SITUATIONS:

### Bathroom:

#### Only 1 child to 1 toilet

- Teaching staff will stand by the doorway to monitor social distancing
- Teaching staff calls child to the bathroom
- Child uses the bathroom
- Teaching staff in the bathroom will remind/teach the child to use tissue when using the handle to flush the toilet
- Child will leave and will be directed to the sink
- Teaching staff in the bathroom will clean and disinfect the toilets

### When a child is showing symptoms during the day:

- Child shows signs of persistent (cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste, red swollen rash, red swollen eyes)
- Teacher will direct the child to the “sick room” to isolate the child from others.
- Gowns/gloves, face shield and face mask will be worn when coming in contact with children or staff isolated due to illness
- Teaching staff will remain with the child until parent arrives
- Teaching staff not with isolated child will notify child’s parent and request for pickup
- When child’s parent arrives, the parent will stand at the entrance of the door.
- Teaching staff not with the isolated child will:
  - Greet parent and provide a daily report
  - Gather child’s materials/belongings and bring them to the parent
  - Conduct Sign-out procedure with parent
  - Step away from door
- Teaching staff who is with the isolated child will bring the child to parent.
- Upon child’s departure, teaching staff will remove and dispose PPE and wash their hands

## Sign-in and Sign-Out Procedures

### Messaging to parents prior to Sign-in and Sign-Out

- Staff to notify parents to wear face covering prior to coming to drop off/pick up child
- Parents need to bring appropriate ID
- Be ready to provide update to emergency card
- Procedures for Napping blanket
- Reminder to bring socks (please write child's name on both socks)

### Materials that need to be set up at the entrance of the door at Sign-in/-out:

- Table
- Tray to place paper
- Hand Sanitizer
- Pens
- Pen box (to place used pens)
- Paper (Health form)
- Plastic clipboard

### Sign-in Procedures

- Parent waits at designated area with child
- Teacher greets child and family at door in designated mark area
- Teacher requests parent and child use hand sanitizer and answer questions (or fills out form).

#### **USING modified Health Check Questionnaire**

- Parent is provided a pen to fill out form on plastic clipboard
- Teaching staff visually reviews that there are "YES" marked
- Parent completes form and places it face down in basket tray
- Parent places pen to "used" pen box

*If the response is yes to either questions, inform the parent that they will need to stay out of school for at least 72 hours or 3 days. After that, they may come back to try again. Medical release (Dr. Note) may be required upon return depending on severity of symptoms contact HSS for guidance.*

- A designated staff will take child's temperature using a touchless thermometer on the forehead wearing gloves, disposable apron, mask and glasses
- If the child shows a temperature that is 100.3 degrees or higher for forehead thermometer, the child will not be allowed to stay  
SEE NON-CONTACT THERMOMETER
- Clean thermometer with alcohol wipe or paper towel with GenEon product (the thermometer should be wiped after each use)
- Visually confirm there are no other signs of communicable illness such as a cold or flu
- Record on Daily Health Check form
- Disinfect plastic clipboard

(Above process for checking temperature will be repeated mid-day or after scheduled lunch time to recheck for illness)

- Have student remove shoes prior to entry and ask parents to assist their child in placing them outside the door.
- Staff sanitizes hands
- Retrieve the child's Name Tag (or write down their name on a nametag sticker) and put it on.
- Place a colored sticker on the nametag (new color each day) or another alternative demarcation noting the child's ability to stay in the classroom
- Parent says their farewell to his/her child, and child enters the classroom
- At the door, parent signs student in on IPAD
- Clean IPAD with alcohol wipe after each use
- Upon entering the classroom, have student go wash hands with soap and water (standard 20 second procedure using timer). One teaching staff will be present to assist with shutting on and off the faucet and observe handwashing and wash their hands as well

NOTE: At the end of the day, all used pens must be disinfected for reuse.

Midday Health Check-in (Before LUNCH and before children go outside)

- Visual inspection of each child
- Conduct temperature screening
- Record on Daily Health Check form

Sign-Out

- Parent waits at designated area outside the entrance door
- Teacher greets parent at door in designated mark area
- Teacher asks for ID to verify that person can pick up
- If approved, teacher provides iPad for parent to sign out
- Teacher provides a daily report
- Child is brought to parent
- Record on Daily Health Check form
- Upon all children's departure, teaching staff will remove and dispose PPE.

Non-Contact Thermometer

Review thermometer user manual included in packaging. Thermometer was already preset to read temperature on Fahrenheit and has two AAA batteries already inserted along with two additional batteries for future use if needed.

1. Press the measuring key and hold for 3 seconds
2. Scan and hold thermometer two to five inches away from middle of forehead if unable to read try scanning on side of forehead. Ensure no hair is in the way
3. Continue holding measuring key until temperature value shows on screen and beeping sound
4. Safe temperature reading 100.2 F or below staff/ child allowed to stay
5. Temperature reading 100.3 F or higher retake temperature if no change child or staff will not be allowed to stay or need to be sent home
6. Record temperature

7. Thermometer will turn off automatically screen will be blank
8. Clean thermometer after each use with alcohol prep wipe or Geneon spray product onto a paper towel then wipe

## Meals

### Guidelines:

- No food will be brought from home
- Disposable plates, cups and utensils will be used
- Meals are provided individually (bagged lunch); family style is not allowed
- Wear mask, aprons, glasses and gloves when preparing, handling, and distributing meals

### Meal Preparation:

- Staff will wash hands and wear clean pair of gloves before distributing food/meals

### During Mealtime (non-staggered mealtimes):

- Place name cards of each child at their designated area
- Place food onto designated area
- Children will wash hands prior to eating, reminded of physical & social distancing and not sharing food or eating utensils (this applies to use of toileting needs)
- Staff and children will sit 6 feet apart from one another. (If there is insufficient space at the provided tables in the classroom for all children, it is recommended that meals times are staggered.)
- One teaching staff will record meal consumption
- Dispose of all uneaten meals/drinks
- Teaching staff will pick up name cards and place in designated area; take trays to the kitchen
- Designated staff clean and disinfect tables, chairs, and trays after each meal

### During Mealtime (staggered mealtimes):

- 2 Designated staff will take 6-7 children to an outdoor activity (indoor alternative if weather does not permit)
- 1 Teaching staff will assist child with washing hands while 1 teaching staff places name cards and food onto designated area.
- Staff and children will sit 6 feet apart from one another. (Maximum 2 children and 1 adult to a table)
- One teaching staff will record meal consumption
- Dispose of all uneaten meals/drinks
- 1 Teaching staff will pick up name cards and place in designated area; clean and disinfect tables and chairs after each meal in preparation for next group
- 1 teacher with the 3-4 children will wash hands with children before rotating out.
- 1 Teacher and 3-4 children who have finished their meal will rotate out with other group (3-4 children and 1 staff)
- Rinse and Repeat until all meals are consumed and all furniture are cleaned.

## Rest-Time

- Space cots 6 feet apart from each other. Arrange the head of each cot alternately, in opposite direction, to lessen possible spread of illness between children from coughing and sneezing.
- Sheets and blankets are to be washed daily
- Cots to be disinfected soon after use
- Cot dividers to be disinfected daily along with cots

## Structured outdoor time and activities

### Guidelines:

- As part of the daily schedule children will be allowed outdoors in groups no larger than 5 at a time.
- All outdoor activities must be structured.

### Outdoor Procedure:

#### *PRIOR TO LEAVING FOR OUTDOOR:*

- Set up different activities prior to children going outside to allow (physical/social distancing) for all children
- Teaching staff will grab children's shoes, and bring them to the entrance leading out to the outdoor play area
- Teaching staff to wash hands after handling children's shoes
- Have children wash hands prior going outdoors and when reentering the room following standard hand washing procedure
- Review safety rules with all children including importance of physical & social distancing, coughing/sneezing into tissue and reporting signs of illness

#### *DURING:*

- Allow children to go out one at a time and choose activity
- Administer dime size amount of hand sanitizer, have children rub hands together for 20 seconds when moving from one activity to another
- Redirected children from playing on any play structure to alternative activities.
- Clean and disinfect items used for structured outdoor activities after each use
- Rotate clean items in between groups
- No sand box or water table or any communal toys that are difficult to disinfect (ex. bicycles, balls, etc)
- Make sure that taped/marked off spaces for children are maintained

### Examples of Structured outdoor activities:

- *Physical activities-jumping jacks, running in place*
- *Music & movement-Freeze*
- *I spy*
- *Nature walks*
- *Walking hide & seek*

## Handwashing

While hand sanitizers can help spread germs, handwashing is one of the greatest preventative measures for stopping the spread of germs.

### Steps for handwashing as follows:

- Wet hands and apply soap. Use running water which drains out.
- Rub hands together vigorously for at least **20** seconds. Scrub all surfaces including back of hands, wrists, between and under fingernails. \*There are some great songs that can be sung to indicate time!!\*
- Rinse hands well under running water until all the soil and soap are gone.
- Turn off water with a paper towel.
- Dry hands with a different paper towel
- Dispose of paper towel in trash can.
- Teaching staff will disinfect sink after use

### Staff and children must wash hands at the following times:

- Upon arrival for the day and when re-entering classroom and when leaving at end of the day
- Before and after eating, handling food or giving a child medication
- When moving from one activity to another
- After handling uncooked food
- After using the toilet or helping a child use the toilet
- After changing diapers
- After handling bodily fluid (mucus, blood, vomit) coughing, sneezing, wiping or blowing nose
- After cleaning or handling the garbage

### *Want something for your classroom?*

CDC offers several free handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.

## Cleaning Environment

To maintain a safe and healthy environment and in effort to minimize the spread of germs and illness follow steps below for cleaning, sanitizing and disinfecting the classroom environment.

Set aside small toys that go into the mouth or are contaminated until they are cleaned and sanitized, and disinfected.

1. All surfaces, furnishings, and equipment that have been contaminated by body fluids shall be cleaned and disinfected effectively as needed. **Children will not be involved in this process. Sanitizing and or disinfecting process must never be done near children. If possible, schedule when children are not present.**

### Steps to clean:

2. Wash/clean toys, materials and surfaces with soapy water air-dry or dry with paper towel
3. Sanitize, and disinfect surfaces and materials:
4. Bleach/water solution must be made fresh daily.
5. Add measured amount of bleach to container then add water until solution reaches desired level of quart or gallon.
6. Cleaning solutions will be kept out of reach of children at all times, stored in a safe place and in locked when not in use.

### Ways to sanitize toys and materials includes:

- Using of dish washer
- Washer and dryer if available
- Air-dry or dry with paper towel

### GenEon Spray Solution:

- **Disinfecting:**  
Solution is pre-made  
USE:
  1. Spray entire area until wet
  2. Wait 30 seconds
  3. Wipe and dry with a clean paper towel

Use this solution to disinfect diapering areas, bathrooms, door, pens, & cabinet handles and any surfaces known to be or commonly contaminated by blood, vomit, urine, feces, sputum, mucus, other bodily fluids. This solution can also be used to disinfect iPads and electronic devices as long as the solution is first sprayed onto the paper towel.

If you run out of the GenEon solution, please use the bleach and water solution below:

### Bleach/Water for Standard Solutions (5.25%-6%)

- **Sanitizing toys:**  
Add 1 ½ teaspoon bleach to gallon of cool water
- **Sanitizing tables and surfaces:**

Add 1/4 teaspoon bleach to 1 quart of cool water (spray bottle)  
Wait **2** minutes before wiping and drying with a clean paper towel

- **Disinfecting:**

4 teaspoons bleach per quart **OR**

5 tablespoons (1/3<sup>rd</sup> cup) bleach gallon of water of water per  
1 quart **cool water (spray bottle)**

Wait **10** minutes than wipe and dry with a clean paper towel

Never mixed products used for cleaning and disinfecting. Allow product used for cleaning to dry completely before disinfecting with another product.

Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's](#) and [CCL websites](#)

The right way to wear a cloth face mask

Before you pick up your mask, make sure you have washed your hands with soap and water or used an alcohol-based hand sanitizer.

If your mask has straps, tie the top straps first, then the bottom ones. Once it is tied, do not touch the mask again. If your mask has elastic straps, loop those over your ears.

“If you feel it slipping, make sure you wash your hands again before you adjusting it

It is crucial that the mask covers your nose and your mouth. Do not wear it below your nose.

“Do not touch the outside of the mask while wearing it, and try to avoid touching the outside when you remove it,” Watts said.

When you take the mask off, you should carefully fold it to protect the side facing your mouth and nose. Then you can put it in a paper bag for storage until you need it again.

Wash your hands one more time after you put the mask away.

According to the CDC, the mask should:

- Fit snugly, but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Have multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine-dried without damage or change to the shape.

How to clean a cloth mask and how often

The best way to clean a cloth face mask is to wash it in a washing machine. You should wash and dry it at least once a day if possible.

If you do not have access to a washing machine, you can hand-wash it using soap and water.

Once it is clean and dry, store the mask in a new paper bag or in a place where it will not be touched or coughed on by other people in your home.

Who should not wear a mask?

Cloth face masks should not be placed on young children under the age of 2; on anyone who has trouble breathing; or on anyone who is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance, according to the CDC.

## Preplanning for Opening Sites (as of May 22, 2020)

The following is a Checklist of the tasks needed to be completed for the preparation of opening sites. Please view this as the PRE-preparation or planning document.

Please below indicate task progress—whether the task has been completed (C), in progress (IP), not completed (I) or is not applicable (N/A) to this location or at this time.

Classroom needs for daily function				
Task		Task progress	Responsible	Deadline
<b>1</b>	<b>Classroom Configuration and Set up</b>			
1.1	Create floor plans for best set ups with distance learning focus			
1.2	Appropriate markings for 6ft physical distancing			
1.3	Identify items/furniture to be removed			
1.4	Inventory items/furniture to be removed			
1.5	Identify where items will be temporarily stored			
1.6	Schedule move (pick up and delivery of items/furniture) w/ warehouse			
1.7	Update inventory to account for where items are			
1.7	Inventory and assess classroom items that will be needed to comply with orders and mandates such as large plastic tubs to rotate materials or clean materials; containers to place shoes; plastic bags for individual packaging of supplies for children)			
1.8	Closing sand boxes at sites			
<b>2</b>	<b>Isolation Area</b>			
2.1	Connect with USDs partners if there is already an isolation room available			
2.2	Conduct Walk through to identify potential Isolation Area (w/ <b>GS</b> )			
2.3	Determine and demarcate appropriate space to be designated as Isolation Area			
2.4	Inventory and assess items that will be needed to comply with orders and mandates for maintaining safety in isolation area (w/ <b>GS</b> )			
2.5	Install and modify space as needed to create space (w/ <b>GS</b> )			
<b>3</b>	<b>Drop off/Pick Up Area</b>			
3.1	Identify outdoor and indoor area for drop off/pick up			
3.2	Demarcate area with tape			
3.3	Demarcate 6ft indicators in which parents should be standing from entrance of site to classroom door			

<b>4</b>	<b>Washer/Dryer/Dishwasher (FURNITURE FOR COVID-19)</b>			
4.1	Work with GS and identify sites that do not have a working washer, dryer, and dishwasher			
4.2	For sites that need repairing: Submit work orders with GS to fix			
4.3	For sites that need equipment: Identify sq. Footage availability (measurements) and location of equipment			
4.4	Research potential equipment to be installed. (Equipment must be aligned with safety standards from local, state, federal regulations as well as Caring for our Children)			
4.5	Order equipment			
4.6	Deliver & Install equipment ( <b>GS</b> )			
4.7	Devise alternative plans for executing site without needed equipment as a back up plan			

Health and Safety				
Task		Task progress	Responsible	Deadline
<b>1</b>	<b>Policies and Procedures</b>			
1.1	Compile all pre-existing memos and procedures from emergency pop up CC			
1.2	Modify and draft Policies and Procedures to comply with current orders/mandates/regulations			
1.3	Deciding on P&P cleaning and disinfecting procedures, etc with GS			
1.3.1	<i>Use of Geneon (supply)</i>			
1.3.2	<i>Deep Cleaning</i>			
1.3.3	<i>Playground cleaning (possibility?)</i>			
1.3.4	<i>Taping off Outdoor space</i>			
1.4	Create procedures for PPE usage, disposal and ordering			
1.5	Based on 1.1-1.4, create final draft			
<b>2</b>	<b>Health and Safety Equipment</b>			
2.1	Create list of COVID-19 related PPE/non-PPE that will be needed (ex. Face shields, therm) Cloth face mask			
2.2	Forecast with Purchasing Department on monthly needs/quants			
2.3	ID which equipment will be purchased via Purchasing/OS Unit			
2.4	Order with Purchasing Department and OS unit			
2.5	Upon Delivery, send to sites/classrooms			
<b>3</b>	<b>Forms and Signs</b>			

3.1	Identify signs that will be posted in the classrooms			
3.2	Provide all sites with Social Distancing Protocol			
3.3	Provide all sites with appropriate signage for outside/inside (based on OSHA, licensing, etc)			
3.4	Modification of daily health check screening form			
3.5	Parent questionnaire on nest form			
3.6	Teacher Daily checklist updated to reflect COVID-19 precautions			

Staff and Substitutes --TENTATIVE START DATE FOR TEACHING STAFF IS:				
Task		Task progress	Responsible	Deadline
<b>1</b>	<b>Training &amp; Professional Development</b>			
1.1	Staff Development			
1.1.1	<i>Plan elements needed for operations (education component of staff development, incl distance learning)</i>			
1.2	Health and Safety – PPE usage, disposal			
1.2.1	<i>Review and Modify training video</i>			
1.2.2	<i>Create Canvas training</i>			
1.2.2.1	Video			
1.2.2.2	Create Quizzes			
1.2.2.3	Add written elements			
1.2.2.4	Testing			
1.2.2.5	Final Review			
1.3	Health and Safety –Germ Management (online web course)			
1.4	Health and Safety –Social Distancing (documentation)			
1.5	Health and Safety –Food Handling (canvas)			
1.6	SCCOE Shelter in Place personnel training			
1.6.1	<i>Creating memo to remind staff to take the course</i>			
1.6.2	<i>Contact communications as to how ELS can know who has/has not completed</i>			
1.6	Learning Genie –Family Engagement			
1.7	For select classrooms –Ready Rosie			
1.8	Review of Procedures			
1.9	Create checklist per teaching staff to indicate all trainings have been completed			
<b>2</b>	<b>Classroom Set up</b>			

2.1				
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Facilities				
Task		Task progress	Responsible	Deadline
<b>1</b>	<b>Work Order System (work straight   WORMS)</b>			
1.1	Review of work order system			
1.2	Make Modifications with GS team on any changes needed			
1.3	Create procedures and workflows for work order systems			
1.4	Disseminate information to SDs			
<b>2</b>	<b>Safe Environments Check</b>			
2.1	Modify Safe Environment Checklist			
2.2	Schedule GS to conduct checklist			
2.3	Complete checklist Blankets for children rest time			

Technology				
Task		Task progress	Responsible	Deadline
<b>1</b>	<b>Emergency Cell Phones</b>			
1.1	Gather all from inventory (close outs)			
1.2	Label (if needed)			
1.3	Check all battery life			
1.4	Conduct Test call			
1.5	Redistribute to classrooms			
<b>2</b>	<b>Laptops</b>			
2.1	Inventory current laptops			
2.2	Gather all classrooms laptops from various units			
2.3	Send to TSB for configuration/updates/installs/relabeling			
2.4	Send laptops back to the classroom			
2.5	Edit Inventory as needed			
	<i>Will they need any onboarding materials for usage?</i>			
<b>3</b>	<b>iPads</b>			

3.1	Inventory current iPads			
3.2	Gather all iPads from units			
3.3	Identify what apps should be placed on iPads			
3.4	Send to TSB for configuration/updates/installs/relabeling			
3.5	Send iPads back to classrooms			
3.6	Edit Inventory as needed			
	<i>Will they need any onboarding materials for usage?</i>			

ERSEA				
<b>Task</b>		<b>Task progress</b>	<b>Responsible</b>	<b>Deadline</b>
<b>1</b>	<b>Child Plus</b>			
1.1	Stagger Sign in and sign out times			
1.2	Stagger meal times			

**Social Distancing Protocol**  
**COVID-19 Site-Specific Protection Plan**



**Business Name:**

**Facility Address:** Click or tap here to enter text.

**This Protocol was most recently updated on:** Click or tap here to enter text.

**Maximum number of people allowed in facility at any time:**

**Total Facility Square Footage:**

**Total Facility Square Footage Open to Public:**

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**The Person Responsible for Implementing this Protocol**

**Name:** Click or tap here to enter text.    **Title** Click or tap here to dss text.

**Phone number:** Click or tap here to enter text.    **Email Address:** Click or tap here to enter text.

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Businesses **must** implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

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**Signage and Distribution:**

- Post signage at each public entrance of the facility to inform personnel and customers of the following:
  - Do not enter the facility if you have COVID-19 symptoms;
  - Maintain a minimum six-foot distance from others, including when in line;
  - Sneeze and cough into a cloth or tissue or, if not available, into your elbow;
  - Face coverings required to enter (except if 6 years of age or under or medically inadvisable);
  - Do not shake hands or engage in any unnecessary physical contact.
  
- Post signage at appropriate locations throughout the facility reminding customers to maintain social distance.
  
- Post a copy of your COVID-19 PREPARED Sign and Social Distancing Protocol Visitor Information Sheet at each public entrance to the facility where staff and customers can easily view them.

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**Personnel Training:**

- Copies of this Protocol will be distributed to all personnel.
  
- Personnel are trained on [COVID-19 information from the CDC](#), how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.
  
- Personnel are trained on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using [CDC guidelines](#).
  
- Personnel are trained on the need to stay home and get tested if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

**Social Distancing Protocol**  
**COVID-19 Site-Specific Protection Plan**



***Personnel Training (continued)***

- Personnel are trained on [County guidelines](#) for when it is safe to return to work if they are symptomatic or have tested positive for COVID-19.
- Personnel are trained on the need for frequent handwashing with soap and water, proper use of face coverings, the importance of social distancing, and other measures in this Protocol.
- Personnel are encouraged to get tested for COVID-19 in accordance with County guidance and given information on test locations: <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>.
- Personnel have been informed that they can contact the County Office of Labor Standards Enforcement to report any deficiencies in compliance with Social Distancing Protocol requirements by this business:

**Office of Labor Standards Enforcement Advice Line: 866-870-7725**

- Personnel are trained on new or modified measures immediately upon updating this Protocol.
- Optional—Describe other measures:

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***Individual Control Measures and Screenings:***

- All personnel who can carry out their work duties from home have been directed to do so and are doing so.
- All workers have been directed not to come to work if sick or exhibiting symptoms of COVID-19.
- All employees are given temperature and other COVID-19 symptom screenings at the beginning of their shift, and all other vendors, contractors, and other workers are screened before entering the facility.
- Require all persons to properly wear face coverings at all times in the facility (except if 6 years of age or under, medically inadvisable, or the face covering would create a safety hazard for workers under established health and safety guidelines).
- Optional—Describe other measures:

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***Handwashing and Hand-Sanitizing Protocols:***

- Encourage frequent handwashing and use of hand sanitizer and provide frequent breaks for handwashing.
- Soap and water are available to all personnel at the following location(s): *Click or tap here to enter text.*
- Hand sanitizer effective against COVID-19 is available to all frontline staff as well as to other personnel at the following location(s): *Click or tap here to enter text.*
- Hand sanitizer and/or soap and water are available to the public at or near the facility entrance, at checkout counters, and at various locations throughout the facility to enable the public and staff to frequently clean their hands.

**Social Distancing Protocol**  
**COVID-19 Site-Specific Protection Plan**



***Handwashing and Hand-Sanitizing Protocols (continued)***

- Ensure that handwashing and other sanitary facilities are operational and stocked at all times.
  - Optional—Describe other measures:
- 

- Thoroughly and regularly clean high traffic areas and frequently disinfect high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, etc.).
  - Break rooms, bathrooms, and other common areas are disinfected frequently, on the following schedule:
    - Break rooms:
    - Bathrooms:
    - Other (Click or tap here to enter text.): Click or tap here to enter text.
  - Disinfectant and related supplies are available to all employees at the following location(s):  
Click or tap here to enter text.
  - Disinfecting wipes that are effective against COVID-19 are available for use by customers and personnel near shopping carts and baskets. **N/A**
  - Staff are assigned to disinfect carts and baskets regularly. **N/A**
  - Shared equipment and touchable surfaces like payment portals and pens are disinfected after each use. **N/A**
  - Adjust stores hours to provide adequate time for cleaning and stocking with social distancing, and provide time for workers to clean between shifts. **N/A**
  - Optional—Describe other measures:  
Click or tap here to enter text.
- 

**Measures to Maintain Social Distancing:**

- To allow adequate social distancing (6 feet minimum) at all times and comply with any occupancy limitations in the Order, limit the number of people in the facility at any one time to \_\_\_\_\_ (see applicable County guidance or directive for your facility type).
  1. Total square footage of the facility:
  2. Total square footage open to the public:
- Post an employee near the door to ensure that the maximum number of customers is not exceeded, that all customers are wearing face coverings to enter (except children 6 years of age or under or persons for whom face coverings are medically inadvisable), and that customers comply with other provisions of this Protocol. Ensure that this employee is more than 6 feet away from customers to maintain adequate social distance. **N/A**

**Social Distancing Protocol**  
**COVID-19 Site-Specific Protection Plan**



***Measures to Maintain Social Distancing (continued)***

- Place additional limitations on the number of workers in enclosed areas of the facilities (such as the break rooms) to ensure at least six feet of separation.
- Place per-person limits on goods that are selling out quickly to reduce crowds and lines.  
Explain: [Click or tap here to enter text.](#)
- Place tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering. **N/A**
- Minimize exposure between cashiers and customers through social distancing or use of barriers where social distancing cannot be maintained. Describe:
  
- Increase remote (online and telephone) purchasing, delivery, and curbside pickup service options. **N/A**
- Instruct staff to maintain at least six feet of distance from customers and from each other, except staff may momentarily come closer when necessary to accept payment, deliver goods or services, or perform a job duty.
- Stagger personnel breaks, in compliance with wage and hour regulations, to maintain adequate social distancing.
- Minimize any in-person meetings and adjust those that are necessary to ensure adequate social distancing.
- All desks or individual workstations are separated by at least six feet.
- Reconfigure, restrict, or close break rooms and other common areas to maintain social distancing.
- Optional—Describe other measures:

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***Measures to Prevent Unnecessary Contact:***

- Close all public seating areas.
- Prevent people from self-serving any food-related items, including from food bars, bulk-item bins, and shared containers in breakrooms. Discontinue product sampling. **N/A**
- Do not allow customers to use their own cups or other reusable food containers from home for takeaway. **N/A**
- Require customers using reusable bags from home to bag their own groceries or prevent use of reusable bags from home. Describe:

**Social Distancing Protocol**  
**COVID-19 Site-Specific Protection Plan**



**Measures to Prevent Unnecessary Contact (continued)**

- ✓ Provide contactless payment systems if possible.
- Optional—Describe other measures (e.g. providing senior-only hours):

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**Compliance Procedures:**

- ✓ Regularly evaluate the workplace for compliance with this Protocol and document and correct deficiencies.
- ✓ Personnel have been informed that they can call the **County of Santa Office of Labor Standards Enforcement at 1-866-870-7725** to report any deficiencies in compliance with Protocol requirements.
- ✓ Customers are informed that they can report any deficiencies in compliance with Protocol requirements to **County of Santa Clara Office of the District Attorney** at [www.santaclara-da.org](http://www.santaclara-da.org) or [pubhealthreferral@dao.sccgov.org](mailto:pubhealthreferral@dao.sccgov.org).

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**Describe additional health and safety measures implemented for this facility:**

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**Certification**

I, Mary Ann Dewan, affirm that all information in this Social Distancing Protocol is true and accurate to the best of my knowledge, that all employees will be provided a copy of this Protocol and receive trainings as required in this Protocol, that copies of the COVID-19 PREPARED Sign, Social Distancing Protocol Visitor Information Sheet, and signage will be posted as required herein, and that all applicable measures are being implemented as set forth herein.

Mary Ann Dewan

Mary Ann Dewan

Name

Signature

# Social Distancing Protocol

## Visitor Information



Last updated:

**Business Name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

The maximum number of people allowed in this facility to ensure that people are easily able to maintain six-foot social distancing, or as required by the Order, is \_\_\_\_\_.

The total square footage of this facility is \_\_\_\_\_.

The square footage of this facility open to the public is \_\_\_\_\_.

### Summary of Customer-Facing Requirements

- Handwashing facilities or sanitizer is available near the facility entrance.
- An employee is posted at or near the facility entrance to ensure the maximum number of customers is not exceeded and all persons are wearing face coverings.
- Tape or markings have been placed at least six feet apart where people form lines.

### Learn More or Report a Complaint

To report a complaint about this or another business not following a Social Distancing Protocol, visit **[www.santaclara-da.org](http://www.santaclara-da.org)** or email **[pubhealthreferral@dao.sccgov.org](mailto:pubhealthreferral@dao.sccgov.org)**.

To view the County Health Officer's Order and other information related to COVID-19, visit **[sccgov.org/coronavirus](http://sccgov.org/coronavirus)**.

The person responsible for implementing this business's protocol is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

# COVID-19 Prepared



This business has completed a **Social Distancing Protocol** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this business's Social Distancing Protocol Visitor Information Sheet (required to be posted with this sign) or visit [sccgov.org/coronavirus](http://sccgov.org/coronavirus).

Santa Clara County  
**PUBLIC  
HEALTH**



# Table of Planning Considerations

The table below will allow you to quickly navigate to the various considerations throughout the document. In addition you will find an [Appendix](#) with additional [Operational Considerations](#), [FAQs](#), and [Resources](#).

Health and Wellness	School and District Operations	Teaching and Learning
Screen all students, employees, and visitors for illness related symptoms <a href="#">(Link)</a>	Evaluate rooms and locations to support physical distancing and stabilize cohorts as much as possible <a href="#">(Link)</a>	Determine the instructional model that will be utilized based on Public Health guidance/requirements and district resources. <a href="#">(Link)</a>
All students and staff should wear <a href="#">face coverings</a> to slow the potential spread of transmission <a href="#">(Link)</a>	Consider a variety of Return to School scheduling options to support physical distancing. <a href="#">(Link)</a>	Use existing team (MTSS, ILT) to review implementation of Distance Learning and identify successes and areas for improvement <a href="#">(Link)</a>
Evaluate and monitor locations to create healthy environments <a href="#">(Link)</a>	Evaluate 2020-21 academic calendars to maximize instruction and learning <a href="#">(Link)</a>	Design a system to identify and address learning loss from the extended shelter in place <a href="#">(Link)</a>
Implement hygiene strategies to prevent transmission of viruses and maintain sanitized environments <a href="#">(Link)</a>	Identify support structures for new students or classes of students at transitional grades <a href="#">(Link)</a>	Design a system to support unduplicated students and other high needs students including SpEd students <a href="#">(Link)</a>
Create a plan for daily routine cleaning that ensures disinfecting of high touch areas <a href="#">(Link)</a>	Prepare for potential class/school closures and reopening in the event of confirmed cases <a href="#">(Link)</a>	Provide professional development to support the chosen instructional model. <a href="#">(Link)</a>
Develop a plan to support the social, emotional, and mental health of students, family and staff <a href="#">(Link)</a>	Continue to provide school based meals to students. <a href="#">(Link)</a>	Plan for the need to resocialize and teach appropriate behavior expectations in the first few weeks of school <a href="#">(Link)</a>
Develop a plan to support students and staff in the event a staff member dies from COVID-19 <a href="#">(Link)</a>	Provide staff straining on newly established policies, regulations, and protocols related to COVID-19 <a href="#">(Link)</a>	Ensure safe and equitable physical environments for students and families who may be negatively stereotyped or discriminated against. <a href="#">(Link)</a>
	Develop plans for staff members who are at risk and are resistant to returning to work <a href="#">(Link)</a>	
	Develop plans for students who have special needs or are immunocompromised <a href="#">(Link)</a>	
	Plan for the fiscal impact of increased health screening, physical distancing and instructional program implementation <a href="#">(Link)</a>	
	Plan, analyze, and be ready to address the financial impacts of the on the district's budget <a href="#">(Link)</a>	
	Plan and analyze various current year and budget year cash scenarios to ensure fiscal solvency and the availability of adequate cash reserves to meet financial obligations (payroll & vendor payments) <a href="#">(Link)</a>	<b>Alternative Consideration:</b> If a district desires, consider an alternative schooling option for students unable or unwilling to return <a href="#">(Link)</a>

**QUESTIONNAIRE RELATING TO THE ECONOMIC RECOVERY  
PHASES OF COVID-19 AND PLANS, GUIDELINES, AND NEEDS  
RELATIVE TO THE SAFE OPENING OF BUSINESSES AND OTHER  
INSTITUTIONS**

**Company/Organization Name:** SCCOE

**Industry/Sector:** Education

**Date:** June 3, 2020

1. Are you open or partially open? **YES**
  - a. Are you an essential business? **YES**
  - b. Are you open under an exception such as: **NO**
    - i. Outdoor Business?
    - ii. Pickup/Delivery?
    - iii. Curbside Retail?
    - iv. Food Distribution?
  - c. Have employees and customers cooperated with the health safety protocols? **YES**
  - d. To your knowledge, have employees or customers become infected with COVID-19? **YES**
2. How many of your activities can be moved outdoors? **Very few**
3. For indoor activities:
  - a. How can social distancing be maintained at points of ingress and egress, where people normally cluster? **One way entry, posted signs**
  - b. How can employees and visitors be protected from transmission of the virus (e.g., no-touch temperature checks, hand sanitizer, masks, and face shields)? **No-touch temperature checks, hand sanitizer, masks**
  - c. How will Personal Protective Equipment (such as face covering and gloves) and hand sanitizer be provided before entry? **Available at the front entrance if anyone has forgotten to bring it**

- d. Can the times of activities be staggered to reduce the amount of people gathered at any one time? **YES**
- e. Can customers make appointments to gain entry while inside capacity is restricted? **YES**
- f. How can social distancing be maintained inside your premises? **Posted signs**

4. What is your plan to acquire and distribute Personal Protective Equipment (like masks and gloves) and testing to your employees? **We have attempted to order but supplies are limited and there are already notifications of delayed shipping on previous orders.**

5. How can you adapt to accommodate different size gatherings that may be allowed by the Public Health officer? (Smaller gatherings are likely to be allowed before very large ones.) **We will do gatherings virtually**

6. To meet the need for possible contact tracing, how would you maintain lists of employees and visitors with their contact information for contact tracing? (It is understood that lists of attendees would only be provided in the event of an infection that needed to be traced, and then only to public health personnel trained in medical confidentiality.) **We already maintain a list in HR**

7. In order to assist safe and productive re-opening, what are your needs relative to:  
a. Regulation? **Support with protocols for notification and concerns about liability with personnel who get ill. Concerns from older staff.**

b. Licensure?

c. Childcare?

d. Housing?

e. Digital Inclusion? **This is a significant need**

f. Commute-Free Working? **We are planning to continue work from home status for as many employees as possible**

8. If you have been opened or partially opened, what challenges have you experienced? **Employee fears and refusing to come to work. Managing rumors about possible exposures. Many families not wanting to return until there is a vaccine.**

9. If you have been opened or partially opened, how has the community's adherence and response to the COVID health safety protocols been? **Community has not consistently adhered. Many refuse to wear face coverings. Social distancing is not observed by all. Need extra staff present to monitor.**