

ORCUTT UNION SCHOOL DISTRICT
Special **Closed** Board Meeting, Wednesday, July 15, 2020
Public Session – 11:30 A.M.
District Board Room
500 Dyer St., Orcutt, CA 93455

There will be a link posted on the district website home page prior to the start of the meeting. To view the meeting go to that link. If you want to just listen to the meeting or make a public comment, you will need to follow the instructions below.

Due to Covid 19 Pandemic and need for Social Distancing the physical Board meeting is closed to the public, however you can access the board meeting via audio teleconference

Orcutt Conference Call

Please join the meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/orcutt>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 887-747-125

CALL TO 11:30 A.M.

- A. Pledge of Allegiance
- B. Adoption of the July 15, 2020 Agenda
- C. Public Comment Announcement
The Board of Trustees welcomes comments about items appearing or not appearing on today's agenda. Audience members wishing to address the Board during the Public Comment segment of the agenda are asked to email Alice Salazar a asalazar@orcutt-schools.net. You will need to joining the meeting, per the instructions above, and you will be called upon during the public comment section of the agenda.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

- A. Superintendent's Report
 - a. Budget Update
- B. Public Comment
The public comment section of the agenda is an opportunity for the public to provide input to the Board of Trustees. Any question to speak must be emailed to Alice Salazar at asalazar@orcutt-schools.net and state that you want to make a public comment. If you are speaking to an item that is not on the agenda you can only speak during the public comment section.

Those wishing to speak about an item that is on the agenda may do so during the public comment section, or when the item is being considered. If you choose to speak on an item at the time it is being considered, your name will be called before the Board's deliberation.

Speakers are allowed a maximum of thirty of three (3) minutes to address the Board. The Board will limit any response to public comments to brief statements, referral to staff, or referral to a future board meeting. Please make sure to join the meeting (see instructions above) if you plan on making a public comment.

ITEMS SCHEDULED FOR ACTION

A. BUSINESS SERVICES

1. RDZ, Contractors Change Order #1 for Joe Nightingale for Full Day Kindergarten Project

It is recommended that the Board of Trustees approve RDZ Contractors Change Order #1 for Joe Nightingale for Full Day Kindergarten Project, as submitted.

Moved _____

Second _____

Vote _____

2. RDZ, Contractors Change Order #1 for Alice Shaw Full Day Kindergarten Project

It is recommended the Board of Trustees approve RDZ Contractors Change Order #1 for Alice Shaw Full Day Kindergarten, project, as submitted.

Moved _____ Second _____ Vote _____

3. RDZ Contractors Change Order #1 for Ralph Dunlap Full Day Kindergarten Project

It is recommended the Board of Trustees approve RDZ Contractors Change Order #1 for Ralph Dunlap Full Day Kindergarten project, as submitted.

Moved _____ Second _____ Vote _____

4. RDZ, Contractors Change Order #1 for Pine Grove School Site Safety and Security Project

It is recommended the Board of Trustees approve Change Order #1 for Pine Grove School Site Safety and Security project, as submitted.

Moved _____ Second _____ Vote _____

5. Pre Con, Inc. Change Order #1 for Pine Grove/Patterson Full Day Kindergarten Project

It is recommended the Board of Trustees approve PreCon Change Order #1 for Pine Grove Patterson Full Day Kindergarten project, as submitted.

Moved _____ Second _____ Vote _____

6. Pre Con, Inc. Change Order #2 for Olga Reed Cafeteria Modernization Project

It is recommended the Board of Trustees approve PreCon Change Order #2 for Olga Reed Cafeteria Modernization Project, as submitted.

Moved _____ Second _____ Vote _____

7. Pre Con, Inc. Change Order #2 for Orcutt Academy HS Restroom Modernization Project

It is recommended the Board of Trustees approve PreCon Change Order #2 for Orcutt Academy HS Restroom Modernization Project, as submitted.

Moved _____ Second _____ Vote _____

8. Quincon Change Order #1 for Innovation Center Project

It is recommended the Board of Trustees approve Quincon Change Order #1 for the Innovation Center Project, as submitted.

Moved _____ Second _____ Vote _____

9. Emergency Technology Purchase

It is recommended the Board of Trustees approve the Emergency Technology purchase of Chromebooks as submitted.

Moved _____ Second _____ Vote _____

B. HUMAN RESOURCES

1. Proposed revisions to the 2020-2021 School Calendar

It is recommended the Board of Trustees approve the revisions to the 2020-2021 School Calendar as submitted.

Moved _____ Second _____ Vote _____

C. GENERAL

Resolution No. 1 To Reopen Schools, Approve the District's Reopening Plan, and Delegate Emergency Authority During the Coronavirus/COVID-19 Pandemic

1. It is recommended the Board of Trustees approve Resolution Number 1, a Resolution to Reopen Schools, Approve the District's Reopening Plan, and Delegate Emergency Authority During the Coronavirus/COVID-19 Pandemic. Attachments: Reopening Plan; Resolution No. 1

Moved _____

Second _____

Vote _____

ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (805) 938-8907. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting. All documents related to the open session agenda are available for review 72 hours prior to the meeting at the Orcutt Union School District Office, 500 Dyer Street, Orcutt, CA.



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

BOARD MEETING DATE: July, 15, 2020

BOARD AGENDA ITEM: Construction Change Order- RDZ, Contractors for Joe Nightingale Full Day Kindergarten

BACKGROUND: Attached is a change order request #1 from RDZ Contractors in the amount of \$39,907.03 for the Joe Nightingale Full Day Kindergarten. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for RDZ Contractors for \$39,907.03, as submitted.

FUNDING: Fund 21 – Building fund for the Measure G Bond

CHANGE ORDER

Distribution:

- OUSD
- SVA Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
Joe Nightingale Full Day Kindergarten
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: **1**

Date: **7/8/2020**

To Contractor:
 RDZ Contractors
 PO Box 760
 Nipomo, CA 93444

Contract Date: **4/29/2020**

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	958,000.00
The net change by previously authorized Change Orders	\$	-
The Contract Sum prior to this Change Order was	\$	958,000.00
The Contract Sum will be Increased by this new Change Order in the amount of	\$	39,907.03
The new Contract Sum including this Change Order will be	\$	997,907.03
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District 500 Dyer Street Orcutt, CA 93455	Pre Con Industries, Inc. PO Box 5728 Santa Maria, CA 93456	TELACU Construction Management 604 N. Eckhoff St. Orange, CA 92868	SVA Architects 6 Hutton Centre Dr. Ste. 115 Santa Ana, CA 92707	Kenco Construction Services, Inc. 1230 Doris Ave. Oxnard, CA 93030

BY (Signature) BY (Signature) BY (Signature) BY (Signature) BY (Signature)

DATE DATE DATE DATE DATE

CHANGE ORDER 01- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	CRB-1: Future Restroom Bldg Pad	2	PCO-002: Owner Request: OUSD requested of 19 – 6 Architects a field change that encompassed preparation for a future staff restroom in between the new modular classrooms. This activity encompassed a credit for a concrete slab and extensions of gas, water, electrical, waste and fire alarm utilities, as well as, approximately 22 feet of new chain link fencing.	\$18,144.45
2	Fire Alarm & Speaker	3	PCO-003: Owner Request: OUSD has established a new “district standard” for a fire alarm system that is stand alone and non – proprietary. The associated cost(s) are for seven (7) modular buildings for the new fire alarm system. The change includes approximately 1,600 linear feet of fire alarm cable, 2,000 linear of speaker cable, approximately 750 lineal feet of CAT 6 cable for security and motion detectors, as well as, the necessary fire alarm equipment for the fire alarm system.	\$21,762.58
Total Change Order Amount				\$ 39,907.03



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

BOARD MEETING DATE: July, 15, 2020

BOARD AGENDA ITEM: Construction Change Order- RDZ Contractors for Alice Shaw Full Day Kindergarten

BACKGROUND: Attached is a change order request #1 from RDZ Contractors in the amount of \$25,844.32 for the Alice Shaw Full Day Kindergarten. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for RDZ Contractors for \$25,844.32, as submitted.

FUNDING: Fund 21 – Building fund for the Measure G Bond

CHANGE ORDER

Distribution:

- OUSD
- SVA Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
Alice Shaw Full Day Kindergarten
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: **1**

Date: **7/8/2020**

To Contractor:
 RDZ Contractors
 PO Box 760
 Nipomo, CA 93444

Contract Date: **4/29/2020**

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	265,797.00
The net change by previously authorized Change Orders	\$	-
The Contract Sum prior to this Change Order was	\$	265,797.00
The Contract Sum will be increased by this new Change Order in the amount of	\$	25,844.32
The new Contract Sum including this Change Order will be	\$	291,641.32
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	Pre Con Industries, Inc.	TELACU Construction Management	SVA Architects	Kenco Construction Services, Inc.
500 Dyer Street Orcutt, CA 93455	PO Box 5728 Santa Maria, CA 93456	604 N. Eckhoff St. Orange, CA 92868	6 Hutton Centre Dr. Ste. 115 Santa Ana, CA 92707	1230 Doris Ave. Oxnard, CA 93030

BY (Signature) BY (Signature) BY (Signature) BY (Signature) BY (Signature)

DATE DATE DATE DATE DATE

CHANGE ORDER 01- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Remove & Replace Extra Flatwork	2	PCO-002: Owner Change: OUSD requested, for aesthetic reasons, the removal and replacement of a 2' 6" by 6' piece of old concrete flatwork.	\$1,329.16
2	Utility Tie-Back (Water/Sewer/Gas)	4	PCO-004: Unforeseen Conditions As a follow up to PCO – 001 the pulled back utilities required relocation to the new modular classroom building. These cost(s) included excavation, trenching, compaction, conduits, wiring, and their re-routing and connection(s).	\$15,461.34
3	Fire Alarm & Speaker	5	Owner Request: OUSD has established a new "district standard" for a fire alarm system that is stand alone and non – proprietary. The associated cost(s) are for one (1) modular building for the new fire alarm system. The change includes approximately 1,500 linear feet of fire alarm cable, 150' linear feet of speaker cable, approximately 200 lineal feet of CAT 6 cable for security and motion detectors, as well as, the necessary fire alarm equipment for the new fire alarm system.	\$9,053.82
			Total Change Order Amount	\$ 25,844.32



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

BOARD MEETING DATE: July, 15, 2020

BOARD AGENDA ITEM: Construction Change Order- RDZ Contractors for Ralph Dunlap Full Day Kindergarten

BACKGROUND: Attached is a change order request #1 from RDZ Contractors in the amount of \$29,258.58 for the Ralph Dunlap Full Day Kindergarten. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for RDZ Contractors for \$29,258.58, as submitted.

FUNDING: Fund 21 – Building fund for the Measure G Bond

CHANGE ORDER

Distribution:

- OUSD
- SVA Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
Ralph Dunlap Full Day Kindergarten
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: **1**

Date: **7/9/2020**

To Contractor:
 RDZ Contractors
 PO Box 760
 Nipomo, CA 93444

Contract Date: **4/29/2020**

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	298,696.00
The net change by previously authorized Change Orders	\$	-
The Contract Sum prior to this Change Order was	\$	298,696.00
The Contract Sum will be Increased by this new Change Order in the amount of	\$	29,258.58
The new Contract Sum including this Change Order will be	\$	327,954.58
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	Pre Con Industries, Inc.	TELACU Construction Management	SVA Architects	Kenco Construction Services, Inc.
500 Dyer Street Orcutt, CA 93455	PO Box 5728 Santa Maria, CA 93456	604 N. Eckhoff St. Orange, CA 92868	6 Hutton Centre Dr. Ste. 115 Santa Ana, CA 92707	1230 Doris Ave. Oxnard, CA 93030

BY (Signature) BY (Signature) BY (Signature) BY (Signature) BY (Signature)

DATE DATE DATE DATE DATE

CHANGE ORDER 01- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Asphalt Patch at New Curb/Gutter	2	Design Issue - Refer to RFI #001. The concrete gutter shown in the plan did not match the existing condition. The existing concrete gutter was poured monolithically with the curb. The cost includes additional asphalt paving required per the revised curb and gutter detail.	\$3,414.00
2	65' & 105' 24" Curbs	3	Unforeseen Condition/District request - 105' curb - At east side sidewalk leading to street, the grade of the concrete sidewalk was removed and replaced per plan. As the sidewalk was graded, it was noticed that the top of the adjacent fencing post footings were exposed due to the new grade of the sidewalk. A 24" Curb was added to retain any soils from the site from getting onto the new sidewalk as well protecting/covering the adjacent chain-link post footings. 65' Curb - RFI #008 - During removal of the existing sidewalk at the front of the administration and Kindergarten area, it was discovered that the existing masonry planter wall was constructed without a footing, which ultimately caused the wall to fail after removal of the adjacent sidewalk. The District has elected to replace the wall with a 24" curb.	\$15,442.36
3	Fire Alarm & Speaker	5	Fire Alarm & Speaker - Owner Request: OUSD has established a new "district standard" for a fire alarm system that is stand alone and non – proprietary. The associated cost(s) are for one (1) modular building for the new fire alarm system. The change includes approximately 600 linear feet of fire alarm cable, 150 linear feet of speaker cable, approximately 150 linear feet of CAT 6 cable for security and motion detectors, as well as, the necessary fire alarm equipment for the new fire alarm system.	\$10,402.22
Total Change Order Amount				\$ 29,258.58



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

BOARD MEETING DATE: July, 15, 2020

BOARD AGENDA ITEM: Construction Change Order- RDZ Contractors for Pine Grove School Site Safety & Security

BACKGROUND: Attached is a change order request #1 from RDZ Contractors in the amount of \$149,885.94 for the Pine Grove School Site Safety & Security. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for RDZ Contractors for \$149,885.94, as submitted.

FUNDING: Fund 21 – Building fund for the Measure G Bond

CHANGE ORDER

Distribution:

- OUSD
- SVA Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
Pine Grove Site Safety & Security
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: 1

Date: 7/8/2020

To Contractor:
 RDZ Contractors
 PO Box 760
 Nipomo, CA 93444

Contract Date: 3/19/2020

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	1,522,200.00
The net change by previously authorized Change Orders	\$	-
The Contract Sum prior to this Change Order was	\$	1,522,200.00
The Contract Sum will be increased by this new Change Order in the amount of	\$	149,885.94
The new Contract Sum including this Change Order will be	\$	1,672,085.94
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	Pre Con Industries, Inc.	TELACU Construction Management	SVA Architects	Kenco Construction Services, Inc.
500 Dyer Street Orcutt, CA 93455	PO Box 5728 Santa Maria, CA 93456	604 N. Eckhoff St. Orange, CA 92868	6 Hutton Centre Dr. Ste. 1151 Santa Ana, CA 92707	1230 Doris Ave. Oxnard, CA 93030

BY (Signature) BY (Signature) BY (Signature) BY (Signature) BY (Signature)

DATE DATE DATE DATE DATE

CHANGE ORDER 01- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Remove Additional Walkway	1	Owner Requested - A portion of concrete sidewalk was cracked due to the existing tree roots near the double gate entry. Cost include removal and replacement of the cracked concrete sidewalk per the District's request.	\$2,536.12
2	Existing Parking Lot Seal	3	Owner Requested - Plans do not call for the sealing of the existing parking lot. District has requested that parking lot be sealed after work is complete at the lower parking lot.	\$7,074.99
3	Existing Parking Lot Striping	4	Owner Requested - Plans do not call for the re-striping of the existing parking lot. District has requested that parking lot be re-striped after pavement ceiling is completed (Ref. PCO 003)	\$4,901.67
4	Added Steps	5	Design Issue - The existing grades did not allow for the ADA compliant slopes at the existing sidewalk tie-in at the North end of the parking lot. The most feasible way to meet ADA requirements was to add Four steps with detectable nose treads.	\$11,261.00
5	Utility Drive	6	Owner Requested - District requested a wider drive-apron at the north end of the campus along Rice Ranch Road. Additional grading and concrete work were necessary to complete the wider drive-apron	\$15,333.00
6	Retaining Wall	7	Owner Requested/Unforeseen - During grading operations at the new upper parking lot, the existing 3' high wood retaining wall was failing structurally. The District then requested replacing the wood retaining wall with an Allen Block wall.	\$97,752.42
7	Retaining Wall Drainage	8	Owner Requested/Unforeseen - Per the Civil Engineer's recommendation, the District has elected to add storm drainage to the new Allen Block retaining wall.	\$11,026.74
Total Change Order Amount				\$149,885.94



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

BOARD MEETING DATE: July, 15, 2020

BOARD AGENDA ITEM: Construction Change Order- Pre Con Industries, Inc. for Patterson & Pine Grove Full Day Kindergarten

BACKGROUND: Attached is a change order request #1 from Pre Con Industries, Inc. in the amount of \$72,132.83 for the Patterson & Pine Grove Full Day Kindergarten. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for Pre Con Industries, Inc. for \$72,132.83, as submitted.

FUNDING: Fund 21 – Building fund for the Measure G Bond

CHANGE ORDER

Distribution:

- OUSD
- SVA Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
Patterson & Pine Grove Full Day Kindergarten
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: **1**

Date: **7/8/2020**

To Contractor:
 PreCon Industries
 PO Box 5728
 Santa Maria, CA 93456

Contract Date: **3/19/2020**

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	1,132,500.00
The net change by previously authorized Change Orders	\$	-
The Contract Sum prior to this Change Order was	\$	1,132,500.00
The Contract Sum will be Increased by this new Change Order in the amount of	\$	72,132.83
The new Contract Sum including this Change Order will be	\$	1,204,632.83
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	Pre Con Industries, Inc.	TELACU Construction Management	SVA Architects	Kenco Construction Services, Inc.
500 Dyer Street Orcutt, CA 93455	PO Box 5728 Santa Maria, CA 93456	604 N. Eckhoff St. Orange, CA 92868	6 Hutton Centre Dr. Ste. 115 Santa Ana, CA 92707	1230 Doris Ave. Oxnard, CA 93030

BY (Signature) BY (Signature) BY (Signature) BY (Signature) BY (Signature)

DATE DATE DATE DATE DATE

CHANGE ORDER 01- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Added Tree Removal	1	Unforeseen Condition - RFI #003 - Removal of (2) existing trees was required due to the tree roots impeding one of the new modular building's over-excavation area.	\$10,246.26
2	Low Voltage Revisions - Patterson Road	2	Owner Requested - RFI #002 - OUSD has established a new "district standard" for a fire alarm system that is stand alone and non – proprietary. The associated cost(s) are for one (2) modular buildings for the new fire alarm system. The change includes approximately 500 linear feet of fire alarm cable, 1650 linear feet of speaker cable, approximately 1650 lineal feet of CAT 6 cable for security and motion detectors, as well as, the necessary fire alarm equipment for the new fire alarm system.	\$21,716.67
3	Low Voltage Revisions - Pine Grove ES	3	Owner Requested - RFI #001 - OUSD has established a new "district standard" for a fire alarm system that is stand alone and non – proprietary. The associated cost(s) are for one (1) modular building for the new fire alarm system. The change includes approximately 200 linear feet of fire alarm cable, 200 linear feet of speaker cable, approximately 200 lineal feet of CAT 6 cable for security and motion detectors, as well as, the necessary fire alarm equipment for the new fire alarm system.	\$7,085.74
4	Pine Grove - Unsuitable Soils	4	Unforeseen Condition - Geotechnical Engineer Direction - Per the Geotechnical Engineer's recommendation to the District, the over-excavation process was revised to include import of class-II aggregate base and installation of geo-grid due to the high moisture content within the soils. This additional work was required to meet compaction requirements.	\$28,158.36
5	Patterson - Unsuitable Soils	9	Unforeseen Condition - Geotechnical Engineer Direction - Per the Geotechnical Engineer's recommendation to the District, the over-excavation process was revised to include import of class-II aggregate base due to the high moisture content within the soils. This additional work was required to meet compaction requirements.	\$4,925.80
Total Change Order Amount				\$ 72,132.83



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

July, 15, 2020

BOARD MEETING DATE: Construction Change Order- Pre Con Industries, Inc. for Olga Reed Cafeteria

BOARD AGENDA ITEM:

BACKGROUND:

Attached is a change order request #2 from Pre Con Industries, Inc. in the amount of \$115,924.90 for the Olga Reed Cafeteria Alteration Project. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION:

Staff recommends the Board of Trustees approve the change order for Pre Con Industries, Inc. for \$115,924.90, as submitted.

FUNDING:

Fund 21 – Building fund for the Measure G Bond

CHANGEORDER

Distribution:

- OUSD
- SVA Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
Olga Reed Cafeteria Alteration Project
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455
 To Contractor:

Change Order Number: **2**

Date: **5/13/2020**

Contract Date: **3/19/2020**

Pre Con Industries, Inc.
 PO Box 5728
 Santa Maria, CA 93456

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	
		1,178,400.00
The net change by previously authorized Change Orders	\$	
		9,667.18
The Contract Sum prior to this Change Order was	\$	
		1,188,067.18
The Contract Sum will be increased by this new Change Order in the amount of	\$	
		115,924.90
The new Contract Sum including this Change Order will be	\$	
		1,303,992.08
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	Pre Con Industries, Inc.	TELACU Construction Management	SVA Architects	Kenco Construction Services, Inc.
500 Dyer Street	PO Box 5728	604 N. Eckhoff St.	6 Hutton Centre Dr. Ste. 11501230 Doris Ave.	

Orcutt, CA 93455

Santa Maria, CA 93456

Orange, CA 92868

Santa Ana, CA 92707

Oxnard, CA 93030

BY (Signature)

BY (Signature)

BY (Signature)

BY (Signature)

BY (Signature)

DATE

DATE

DATE

DATE

DATE

TELACU Construction Management

1 of 1

CHANGE ORDER 02- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Fire Hydrant Bollards	1	Owner Requested/Code Requirement - RFI #009 - Bollards were not shown on the drawings but are required per code. Fire Hydrant location will have vehicles and equipment passing through.	\$3,141.78
2	Doors 30-1 and 30-1A	6	Design Issue - RFI #013 & 014 - The door conditions detailed in the plans did not match the existing condition at doorways 30-1 & 30-1A. Direction from SVA was given to utilize the existing opening dimensions and provide code compliant hardware while maintaining the design intent.	\$1,235.52
3	Added Window Replacement	8	Design Issue - RFI #013 - In the bid drawings, there was a light fixture scheduled to be installed where a transom window resided but the window was not shown on the plans. A new light fixture was specified in a revised location and a non-operable window is to be installed to replace the existing transom window.	\$1,577.35
4	Added Soffit in Cafeteria	9	Owner Requested - CCD-A-001 - In-lieu of surface mounting conduit to the glue-on ceiling tile, the District has requested a soffit be installed to house the HVAC duct work and electrical conduit at the ceiling. The soffit encases the ridge beam in drywall, providing a much cleaner finished product while maintaining a high ceiling within the Cafeteria Dining Room.	\$17,681.35
5	Floor Drain Trap Primer	11	Owner Requested - RFI #032 - Per engineer's recommendation, contractor is to furnish and install a new trap primer for the existing floor drain in the kitchen.	\$2,543.99
6	Concrete Ramp Revisions	12	Design Issue - RFI #054 - The new concrete sidewalk tie-in points to existing sidewalk at the north side flatwork would not meet ADA requirements as designed. In-order to meet ADA slope requirements, a portion of existing concrete needed to be removed and replaced.	\$8,242.10
7	Fire Alarm Revisions	13	Owner Requested - CCD-A-001 - OUSD has established a new "district standard" for a fire alarm system that is stand alone and non - proprietary. The associated costs include a new Fire Alarm Control Panel, cell dialer and annunciator.	\$8,000.18
8	New Concrete Slabs in Restrooms	14	Design Issue - RFI #018 - Per the bid drawings, the restroom floors were shown to have the mortar bed removed and replaced to receive new tile. As demolition occurred, it was discovered that the existing restrooms did not have a mortar bed as originally anticipated. Due to the lack of mortar bed, the concrete floors at the restrooms had to be removed and replaced in-order to allow for installation of new mortar bed and tile.	\$8,917.65
9	Revision to Insulation Materials	17	Unforeseen Condition - RFI #025 - Upon removal of the ceiling tiles, it was discovered that the existing insulation was only 3-1/2" thick, which does not meet Title-24 requirements. Due to the depth of the ceiling bays, the insulation type needed to be upgraded to R-38C and compressed into the bays.	\$851.45

10	Existing Floor Receptacles in Kitchen Floor	19	Owner Requested - RFI #033 - There are (2) floor receptacles within the kitchen that were not shown on the plan. The District requested that the floor receptacles remain to be used. The electrical engineer recommended replacing floor receptacles with new flush-in-grade stainless steel GFCI floor box, with trim that is flush with the new epoxy flooring.	\$2,009.72
11	Additional Receptacles in Cafeteria	20	Owner Requested - RFI #041 - The District requested additional circuits than what was called out to be provided in the bid drawings to ensure adequate power sources for current and future kitchen equipment.	\$3,493.54
12	Replace Fire Extinguisher Cabinet	22	Owner Requested - RFI #048 - Per the IOR's recommendation, the District has elected to replace the existing fire extinguisher cabinet located in the dining room due to being in poor shape.	\$591.32
13	Site Grading for V-Ditch	24	Owner Requested - Due to the new Housekeeping pads installed at the exterior of the cafeteria, water run-off was puddling at the exterior wall. The District requested additional grading to create a v-ditch at the rear of the cafeteria to allow for adequate storm drainage and water run-off at that area.	\$4,071.11
14	Electrical Revisions in Freezer Room & Kitchen	25	Owner Requested - Costs include installing additional lighting controls in Freezer Room, reroute existing lighting controls in Freezer Room & Equipment Room for existing receptacle, reroute power feed for (2) receptacles in Kitchen and Freezer, install (2) 20 amp receptacles for future warming tables in Kitchen area.	\$6,174.00

15	Split Fixtures in 2 Locations	26	Design Issue - Fixture type-3 located in the locker room is shown to be (2) 4' fixtures combined into (1) 8' fixture. Due to the exterior door at the locker room remaining, the light fixture cannot be installed in one continuous run. Cost includes providing power and lighting control to both fixtures, as well as upgrading one of the fixture to be an emergency fixture as required by code.	\$552.51
16	Added Chain Link Fencing	27	Owner Requested - Cost includes providing additional 6' chain link fencing with 1" mesh at the rear of the cafeteria to enclose exposed electrical switches and components per the District's request.	\$3,245.07
17	Pot Filler Faucet and Service Sink	29	Owner Requested - The existing pot-filler and service sink are out-dated and in poor condition. Cost includes replacing the existing pot-filler hose-bib and adjacent service sink in the Kitchen area per the District's request.	\$6,249.35
18	Remove & Replace Existing Roof Sheathing	30	Owner Requested - RFI #070 - Per the IOR's recommendation, the District has elected to remove and replace the existing roof sheathing due to its poor condition that was caused by the original rock roof. The weight of the existing roof resulted in the roof sheathing sagging in-between bays.	\$22,627.31
19	Added Handrail Revisions and Additions	31	Design Issue - RFI #067 - Per the IOR's recommendation, a code compliant handrail is to be installed at the north side of the concrete ramp at the Trash Can Waiting Area. Costs also include necessary revision to the contract handrails in-order to meet ADA compliance.	\$6,798.07
20	Furnish & Install Roof Curbs for Solatube Skylights	33	Design Issue - Roof curbs for the Solatube installation were not specified or shown on the bid drawings. Cost includes furnishing and installing roof curbs as required by the manufacturer.	\$1,980.53
21	Expediting Costs for Handrails	34	Owner Requested - Due to the necessary revisions/additions of handrails, the lead time to fabricate and install the handrails was pushed out significantly past the District's deadline for work to be completed. Cost includes expediting the fabrication and installation of the handrails to ensure they are in by the time students return.	\$4,033.39
22	2x2 Ceramic Floor Tile	35	Owner Requested - Due to the large size of the originally specified ceramic flooring tile at the restrooms, the tiles would need to be cut in order to maintain the necessary slope to the restroom floor drains. Per the IOR's recommendation, 2"x2" tiles are to be installed in lieu of the 12x24 floor tiles. Cost includes ordering the 2"x2" tile due to the 12x24 tiles already being purchased by the Contractor. 12x24 Tiles will be handed over to the District for their use.	\$865.85
23	CCTV Switch	36	Design Issue/Discontinued Model - RFI #075 - Due to the originally specified CCTV switch being discontinued, the contractor consulted with the District about their District Standard/preference for CCTV switches. Cost includes furnishing and installing the District Standard CCTV switch (Credit included for originally specified switch).	\$1,041.76

			Total Allowance Change Order Amount	\$ 115,924.90



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

BOARD MEETING DATE: July, 15, 2020

BOARD AGENDA ITEM: Construction Change Order- Pre Con Industries, Inc. for Orcutt Academy HS Restroom Alteration Project

BACKGROUND: Attached is a change order request #2 from Pre Con Industries in the amount of \$20,069.29 for the Orcutt Academy HS Alteration Project. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for Pre Con Industries, Inc. for \$20,069.29, as submitted.

FUNDING: Fund 21 – Building fund for the Measure G Bond

CHANGE ORDER

Distribution:

- OUSD
- SVA Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
Orcutt Academy HS Restroom Alteration Project
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: **2**

Date: **7/18/2020**

To Contractor:
 Pre Con Industries, Inc.
 PO Box 5728
 Santa Maria, CA 93456

Contract Date: **3/19/2020**

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	958,900.00
The net change by previously authorized Change Orders	\$	44,498.50
The Contract Sum prior to this Change Order was	\$	1,003,398.50
The Contract Sum will be Increased by this new Change Order in the amount of	\$	20,069.29
The new Contract Sum including this Change Order will be	\$	1,023,467.79
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	Pre Con Industries, Inc.	TELACU Construction Management	SVA Architects	Kenco Construction Services, Inc.
500 Dyer Street Orcutt, CA 93455	PO Box 5728 Santa Maria, CA 93456	604 N. Eckhoff St. Orange, CA 92868	6 Hutton Centre Dr. Ste. 115 Santa Ana, CA 92707	1230 Doris Ave. Oxnard, CA 93030

BY (Signature) BY (Signature) BY (Signature) BY (Signature) BY (Signature)

DATE DATE DATE DATE DATE

CHANGE ORDER 02- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Added Sidewalk Replacement	6	Owner Requested - The bid drawings indicated removal and replacement of the entire concrete sidewalk at the Southside of the courtyard in-between the existing classroom buildings except (2) sidewalk panels. The District has elected to add the demolition and replacement of the (2) concrete panels to the project scope for a better end product aesthetically.	\$ 4,388.33
2	Credit for Temporary Restrooms Improvements	7.1	Owner Requested - Per District direction, the scope for the temporary restrooms was removed from the project scope and credited back to the District.	\$ (29,390.65)
3	Revise Existing Electrical Panel	9	Design Issue - RFI #016 - The existing electrical panel that was shown to feed the restrooms did not have enough space to accommodate the new circuits as required. To correct the issue, a new electrical panel is to be installed adjacent to the existing panel, upgrading the breaker size of the existing panel and providing a new 125A/3P feed from the adjacent classroom building.	\$ 20,620.45
4	Electrical T&M	11	Design Issue - Some additional demolition of exterior wire mold at Building 30 per IOR's request. This additional demolition was not shown or indicated within the project documents.	\$ 271.20
5	Remove / Replace Existing 4" Sewer Main	12	Owner Request - RFI #018 - After the demolition of the existing interior concrete slab, it was discovered that the existing sewer main was comprised of several different types of piping that were piecemealed together. Per the District request, the sewer main was removed and replaced with new ABS piping.	\$ 16,525.00
6	New Roofing Credit	14	Owner Requested - Refer to PCO 001 for Roof removal and replacement due to discovered dry-rot. It was determined by the project team that the cost of the new Garland roofing system was excessive due to additional costs added by the manufacturer for verifying the roof sheathing. At that time, it was decided to pursue another roofing manufacturer for the Restroom Building. This credit is the cost difference between the garland roofing system and the new proposed roofing system.	\$ (6,661.62)
7	Lockset Revision from Schlage to Best	15	Design Issue - Schlage lock-sets were specified in the project documents but Best products are the District Standard for lock-sets. This cost includes revising the door hardware to implement the Best Lock-Set product on this project.	\$ 7,401.83
8	Added Concrete Underground Sewer	16	District Requested - Due to replacement of the Underground sewer main, additional concrete work was required to provide sewer clean-outs at both ends of the building per the IOR's recommendation. Cost includes demolishing and replacing portions of the interior slab and exterior flatwork.	\$ 2,499.19
9	Overtime Cost for 3 July 2020	17	Owner Requested - Due to some of the significant changes made to the scope of work, such as the additional roofing and underground sewer work, the project schedule took an impact which began pushing beyond the District deadline for completion. In an effort to meet the District's deadline, it was requested that the contractor accelerate the framing portion of the work to allow for trades to begin the critical rough-in work.	\$ 4,415.56
Total Change Order Amount				\$ 20,069.29



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

BOARD MEETING DATE: July, 15, 2020

BOARD AGENDA ITEM: Construction Change Order- Quincon, Inc. for the Innovation Center Project

BACKGROUND: Attached is a change order request #2 from Quincon, Inc. in the amount of \$145,174.00 for the Innovation Center Project. The change order is related to some or all of the following reasons; unforeseen conditions during construction, design issue, or owner requested change.

The change order request was reviewed by the following parties, the Contractor, TELACU Construction Management firm, and district staff.

RECOMMENDATION: Staff recommends the Board of Trustees approve the change order for Quincon, Inc. for \$145,174.00, as submitted.

FUNDING: Fund 21 – Building fund for the Measure G Bond

CHANGE ORDER

Distribution:

- OUSD
- SVA Architects
- Contractor
- TELACU Construction Management (TCM)
- Inspector of Record

Project:
OUSD Innovation Center
Orcutt Union School District
 500 Dyer Street
 Orcutt, CA 93455

Change Order Number: **1**

Date: **7/9/2020**

To Contractor:
 Quincon, Inc.
 PO Box 1029
 Grover Beach, CA 93483

Contract Date: **3/20/2020**

The Contract Is Changed As Follows:
Refer to the attached summary page

The original Contract Sum was	\$	3,355,335.00
The net change by previously authorized Change Orders	\$	-
The Contract Sum prior to this Change Order was	\$	3,355,335.00
The Contract Sum will be Increased by this new Change Order in the amount of	\$	145,174.00
The new Contract Sum including this Change Order will be	\$	3,500,509.00
The Contract Time will be (increased) (decreased) (unchanged) by -0- days.		
The date of Substantial Completion as of the date of this Change Order therefore is		Unchanged

Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price Which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONTRACTOR, AND CONSTRUCTION MANAGER.

Owner	Contractor	Construction Mgr.	Architect of Record	Inspector of Record
Orcutt Union School District	Pre Con Industries, Inc.	TELACU Construction Management	SVA Architects	Kenco Construction Services, Inc.
500 Dyer Street Orcutt, CA 93455	PO Box 5728 Santa Maria, CA 93456	604 N. Eckhoff St. Orange, CA 92868	6 Hutton Centre Dr. Ste. 115 Santa Ana, CA 92707	1230 Doris Ave. Oxnard, CA 93030

BY (Signature) BY (Signature) BY (Signature) BY (Signature) BY (Signature)

DATE DATE DATE DATE DATE

CHANGE ORDER 01- Summary Sheet

Item #	Title	PCO#	PCO Description	Final Price
1	Water Tank Relocation	1	Owner Requested - RFI #001 - Plans call for the existing water storage tank to be removed by others. Per the architect's direction, the contractor was to temporarily relocate the water storage tank for future use.	\$3,264.00
2	Existing Utility Vault	2	Unforeseen Condition - RFI #008 - The existing utility vault that was to be removed by others was shown in a different location than where it actually resided. The contractor was directed to remove the vault due to its location within the building's over-excavation area.	\$1,482.00
3	Export Class II Base	3	Unforeseen Condition - Due to the high moisture content of the soils encountered at the site, the geotechnical engineer directed the contractor to remove the native soils from the over-excavation area and import class-II base. Added work also included added layers of geo-grid in-between the lifts of aggregate base for additional stability. The removed native soils were exported to the District site across Dyer Street.	\$131,394.00
4	Re-Pipe Irrigation Waterline	4	Unforeseen Condition - RFI #007 - A 3" domestic water line was discovered within the building excavation limits. The water line feeds the campus irrigation system. The cost includes intercepting the 3" water line and temporarily feeding the campus irrigation system until a permanent line can be installed after earthwork activities are completed.	\$3,165.00
5	Demo Storage Shed	5	Owner Requested - RFI #001 - Plans call for the existing storage structure to be removed by others. Per the architect's direction, the contractor was to demolish the storage structure.	\$2,529.00
9	Well Footing Demolition	10	Unforeseen Condition - RFI #014 - During the excavation process, an existing concrete slab was discovered at the bottom of the existing well pump. Cost includes removal of the existing slab as required in-order to continue the over-excavation work.	\$3,044.00
10	Wide Stile at Storefront Doors	12	Design Issue - RFI #012 - A discrepancy in the door hardware schedule was discovered regarding the storefront door stile size. The cost includes revising hardware sets #10 & #18 to include the wide stile door in-lieu of a medium stile door.	\$296.00
Total Change Order Amount				\$145,174.00



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Holly Edds, Ed.D.

FROM: Bill Young
Assistant Superintendent, Business Services

BOARD MEETING DATE: July 15, 2020

BOARD AGENDA ITEM: Emergency Technology Purchase

BACKGROUND: In accordance with Resolution No. 19, approved on April 8, 2020, specifically section I, Orcutt Union School District has the authority to address emergency conditions within this Resolution by:
Executing non-public works contracts of any amount without bidding related, but not limited, to technology as may be necessary to address Emergency Conditions, subject to Board review and ratification within sixty (60) days of entering into the contract. No contract made pursuant to this delegation and authorization shall be valid or constitute an enforceable obligation against the District unless and until the contract is approved or ratified by the Board, evidenced by a motion of the Board duly passed and adopted.

Chromebooks are essential as we begin the 2020-21 school year with a blended model that includes distance learning. Chromebooks are in high demand and hard to come by due to COVID-19 and OUSD is in need of 1,775 additional Chromebook to launch the 2020-21 school year. This purchase will also allow grades 7-12 a 1:1 learning environment where students will be assigned a Chromebook for use at school and home.

The District has been able to source the 1,775 Chromebook through Direct Technology Group and we have received TIPS (The Interlocal Purchasing System) pricing. TIPS is a national purchasing cooperative offering competitively bid contracts to education, government, and nonprofit agencies. The District has an opportunity to purchase 1,775 Lenovo Chromebooks for a total cost of \$663,995 via the TIPS program.

RECOMMENDATION: Staff recommends approval of the emergency Chromebook purchase from Direct Technology Group as it is in the best interest of the District.

FUNDING: The purchase will be funded by the CARES Act Funds, the Elementary and Secondary School Emergency Relief Fund, Technology Refresh Funds, and Charter funds in the amount of \$663,995.



Where a Dedicated Staff Means
KIDS COME FIRST

BOARD OF TRUSTEES

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LISA MORININI
LIZ PHILLIPS
MARK STELLER
MELANIE WAFFLE

DEBORAH BLOW, Ed.D.
District Superintendent
WALTER CON
Assistant Superintendent
HOLLY EDDS, Ed.D.
Assistant Superintendent
SUSAN SALUCCI
Assistant Superintendent
KIRBY FELL
Chief Technology Officer

TO: Board of Trustees
Dr. Holly Edds, Superintendent

FROM: Susan Salucci
Assistant Superintendent, Human Resources

BOARD MEETING DATE: July 15, 2020

BOARD AGENDA ITEM: 2020-2021 School Calendar

BACKGROUND: Due to the current COVID-19 epidemic, the District and the Orcutt Educators Association agreed to make a few changes to the calendar to accommodate a Professional Development Day before schools open. In addition, elementary parent conferences are also being moved to August 2020 to facilitate early parent-teacher contact.

RECOMMENDATION: It is recommended that the Board of Trustees adopt the changes to the 2020-2021 calendar as submitted.

FUNDING: Not applicable

2020-2021
Calendar
Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
BETWEEN
ORCUTT UNION SCHOOL DISTRICT
AND
ORCUTT EDUCATORS ASSOCIATION

The Orcutt Union School District ("District") and the Orcutt Educators Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding the 2020-2021 Calendar.

1. For the 2020-2021 Calendar the Parties agree to the following changes to the 2020-2021 calendar *(see attached calendar)*
 - A. Convocation (the first day to report for most certificated employees) shall be August 10, 2020
 - B. August 11, 2020 shall be a Professional Development day **(formerly on September 8, 2020)**.
August 12, 2020 shall be a teacher work day (except for 7th grade WOW teachers).
 - C. August 13 and 14, 2020 shall be a minimum days for students.
 - D. Elementary Conferences (minimum days) will be moved to August 24-28, 2020 **(formerly September 28-October 2, 2020)**.

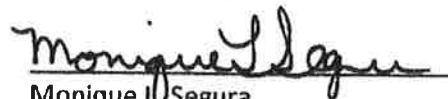
The District and OEA also agree to meet and negotiate over the 2021-2022 calendar and make all reasonable efforts to agree upon a calendar prior to the October 2020 Board meeting



Dr. Holly Edds

For the Orcutt Union School District

Date: 7/13/2020



Monique Segura

For the Orcutt Educators Association

Date: 7-13-2020



August 2020 (13)							September 2020 (21)							October 2020 (22)							November 2020 (14)						
Su	M	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

December 2020 (14)							January 2021 (14)							February 2021 (18)							March 2021 (23)						
Su	M	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa
		1	2	3	4	5						1	2	7	8	9	10	11	12	13	14	15	16	17	18	19	20
6	7	8	9	10	11	12	3	4	5	6	7	8	9	14	15	16	17	18	19	20	21	22	23	24	25	26	27
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28							28	29	30	31			
							31																				

April 2021 (17)							May 2021 (20)							June 2021 (4)							July 2021							
Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	
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11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
							30	31																				

August 2021 (14)							September 2021 (21)							October 2021 (22)							November 2021 (14)							
Su	M	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						
30	31																											

ELEMENTARY INCLUDING CHARTER K-8
(Wednesdays Early Dismissal)
8/7 - New Teachers Begin
8/10 - Convocation
8/12 - Work Day
8/13-14 First Days of School for all grades (Minimum Day)

Minimum Days
8/13, 8/14, 8/24-28, 3/10 - 3/12, 4/2, 6/4
K-6 Parent Conferences
8/24-28, 3/10 - 3/12
End of Trimesters
11/06 (First), 03/05 (Second)
6/4/2021 - LAST DAY OF SCHOOL

JUNIOR HIGH SCHOOLS
(Wednesdays Late Starts)
8/7 - New Teachers Begin
8/10 - Convocation
8/12 - Work Day and 7th graders only shortened day
8/13-14 First Days of School (Minimum days)

Mid Quarter Conferences
09/17 (Shortened day), 11/19 (full day),
02/25 (full day)

Minimum Days
9/18, 10/16 (end of 1st qtr.), 11/20, 1/22 (end of 2nd qtr.), 2/26,
3/26 (end of 3rd qtr.), 6/1, 6/2, 6/3, 6/4 (end of 4th qtr.)
6/3/2021 - LAST DAY OF SCHOOL 7TH GR., 6/4/2021 8TH GR.

ORCUTT ACADEMY HIGH SCHOOL
8/7 - New Teachers Begin
8/10 - Convocation
8/12 - Workday
8/13-14 - First Days of School for all grades (Minimum day)

Minimum Days
8/13-14 First Day of School
8/21 Grade Prep
9/25 Grade Prep
12/15-12/17 Finals
12/18 End of 1st Semester
2/26 Grade Prep
4/2 Grade Prep
6/1-6/4 Finals

Parent Teacher Conferences
9/24, 2/25
Progress Reports
9/18, 10/30, 2/19, 4/15
6/4/2021 - GRADUATION
Board Approved 07/15/2020

- Legend**
- = New Teachers in Service
 - = First and Last Day of school
 - = Odd Block Days for Orcutt Academy High School
 - = Even Block Days for Orcutt Academy High School
 - = Non-Block Days for Orcutt Academy High School
 - = Staff Development Days (no school)
 - = Holiday

- Holidays**
- September 7, 2020 - Labor Day
 - November 11, 2020 - Veteran's Day
 - November 23 - 27, 2020 - Thanksgiving Break
 - December 21 - Jan. 8, 2021 Winter Break
 - January 18, 2021 - Martin Luther King Jr. Day
 - February 8, 2021 - Lincoln's Birthday
 - February 15, 2021 - President's Day
 - April 5-9, 2021 - Spring Break
 - May 31, 2021 - Memorial Day



SUPERINTENDENT OFFICE MEMORANDUM

TO: Board of Trustees

FROM: Holly Edds, Ed.D.
Superintendent

BOARD MEETING DATE: July, 15, 2020

BOARD AGENDA ITEM: Ratify Resolution No. 1, a Resolution to Reopen Schools, Approve the District's Reopening Plan, and Delegate Emergency Authority During the Coronavirus/COVID-19 Pandemic

BACKGROUND: The COVID-19 Pandemic has created challenges across every aspect of daily life, including school. The suspension of in-person learning that took effect Monday, March 16, 2020 led to implementation of full distance learning for the remainder of the 2019-20 school year, the temporary termination of all extracurricular activities, and significantly altered traditional school year culmination activities like promotion and graduation ceremonies. Our Orcutt Union School District community rallied and made the best of a very difficult situation in 2019-20, and we endeavor do to the same as we embark on an unprecedented start to the 2020-21 school year.

Guidance documents issued by the California Department of Education, California Department of Public Health, and the Santa Barbara County Public Health Department along with countless other guidance documents from Federal, State, and Local agencies have been used to guide conversations regarding potential scenarios for the start of the school year. Three instructional models have been identified for consideration for the 2020-21 school year:

- In-Person – full-day in-class instruction
- Blended Learning – part in class instruction/ part distance learning
- Distance Learning – online or remote learning

As a district, our preference would be to return to in-person classroom instruction. However, we need to take into account the guidance documents that have been issued, and we are required to follow current health orders issued by the Office of the Governor and the State and Local

Public Health Departments. Development of these models included engagement of various stakeholder groups, employee groups, and multiple surveys sent to parents and employees.

Based on guidance issued by the California Department of Education, the California Department of Public Health, as well as the advice of legal counsel, Blended Learning is the recommended model at this time along with making Distance Learning available for those families that would prefer not to participate in any type of in-person instruction.

RECOMMENDATION: Staff recommends the Board of Trustees ratify Resolution No. 1 Resolution to Reopen Schools, Approve the District's Reopening Plan, and Delegate Emergency Authority During the Coronavirus/COVID-19 Pandemic.

FUNDING: No Funding Implications

**BOARD OF TRUSTEES
OF THE
ORCUTT UNION SCHOOL DISTRICT**

**RESOLUTION TO REOPEN SCHOOLS,) Resolution No. 1
APPROVE THE DISTRICT’S REOPENING)
PLAN, AND DELEGATE EMERGENCY)
AUTHORITY DURING THE)
CORONAVIRUS/COVID-19 PANDEMIC)**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the COVID-19 Pandemic.

WHEREAS, on March 13, 2020, the President of the United States declared a national State of Emergency due to the outbreak and spread of COVID-19.

WHEREAS, on March 13, 2020, Governor Gavin Newsom issued Executive Order N-26-20. The Order provides that, if schools close to address COVID-19, the District will continue to receive state funding to support the District’s programs and services specified in the Executive Order, including, but not limited to, providing distance learning or independent study to impacted students and to pay District employees.

WHEREAS, on March 19, 2020, in response to the rapid spread of COVID-19 throughout California, Governor Gavin Newsom issued a statewide stay-at-home order to preserve the public health and safety.

WHEREAS, both California and the United States remain in a current state of emergency resulting from the spread of COVID-19.

WHEREAS, Article I, Section 28 of the California Constitution declares that “[a]ll students and staff of public, primary, elementary, junior high, and senior high school ... have the inalienable right to attend campuses which are safe, secure and peaceful.”

WHEREAS, California Education Code section 35161 permits the Board to delegate to an officer or employee of the District any of the Board’s powers and duties, and the Board desires to delegate to the District Superintendent/designees certain powers and duties to address changing needs related to reopening schools after the emergency closure and during the COVID-19 Pandemic state of emergency.

WHEREAS, District schools physically closed as part of a significant effort to limit the spread of COVID-19 and the District began a distance learning program to ensure that students would be able to continue their education during this crisis.

WHEREAS, the District continued food service operations throughout the duration of this crisis and the District is committed to ensuring that students have access to meals regardless of the status of in-person instruction.

WHEREAS, the District recognizes that schools are fundamental to child and adolescent development and well-being and provide students with academic instruction, social and emotional skills, reliable nutrition, physical and mental health therapy, and opportunities for physical activity, among other benefits. These benefits are described by the American Academy of Pediatrics and are widely accepted and recognized.

WHEREAS, the Board of Trustees recognizes that the nature of the COVID-19 crisis is ever-changing and that immediate responses to issues is of paramount importance to ensuring the safety and well-being of students, their families and District employees.

WHEREAS, the District Administration has developed and presented to the Board a physical reopening plan that will guide the District's efforts to physically reopen schools in a constantly changing environment with an emphasis on student and employee safety, while endeavoring to provide a high quality educational program with multiple educational models.

WHEREAS, the District sought employee, public, and expert input in developing this plan, including engaging with its certificated and classified labor partners.

WHEREAS, the District took into consideration local, State and Federal laws, State and local public health guidance, California Department of Education guidance, new and developing laws and regulations, among other relevant information.

WHEREAS, the Board of Trustees remains committed to a safe learning environment for students and staff and high instructional outcomes for our students.

WHEREAS, it is imperative that the Superintendent/designee have the tools to ensure the health and safety of students, staff, and families and to ensure student learning continues as health conditions and health risks change.

WHEREAS, Board Policy 3516.5 authorizes the Superintendent to close a school site, change the regular school day schedule, or take any necessary action when emergencies warrant. Board Policies 0450 and 3516 also provide the Superintendent with direction on the creation of the District's comprehensive safety plan and the District's emergencies and disaster preparedness plan, which provide reasonable steps to prevent and/or mitigate the impact of an emergency on District students, staff, and schools. Board Policy 2210 authorizes the Superintendent to take immediate action that is necessary to avoid any risk to the safety or security of students, staff, or district property and act on behalf of the District in a manner that is consistent with law and other relevant Board Policies.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Trustees hereby declares that the COVID-19 Pandemic emergency is continuing and ongoing.

BE IT FURTHER RESOLVED AND ORDERED that the Board of Trustees is committed to ensuring that any the decisions related to physically reopening schools shall be based upon the best available science and data related t COVID-19.

BE IT FURTHER RESOLVED AND ORDERED that the Board of Trustees is committed to continuing working collaboratively with our labor partners throughout this challenging time.

BE IT FURTHER RESOLVED AND ORDERED that the Board of Trustees expects that District administration will continue to review guidance from State and local public health officials, monitor the spread of COVID-19 and its impact on our schools and District operations, coordinate with the County Public Health Director, and take all reasonable steps needed to follow state and local public health directives.

BE IT FURTHER RESOLVED AND ORDERED that the Board of Trustees hereby adopts and approves the District's reopening plan and authorizes the implementation of that plan as presented.

BE IT FURTHER RESOLVED AND ORDERED that the Board of Trustees hereby delegates to the Superintendent authority to take all necessary and appropriate action to respond to the COVID-19 Pandemic emergency, including but not limited to, any action:

- A. To ensure and protect the welfare, safety and educational well-being of all students and employees;
- B. To use any instructional model or combination of models contained in the District's reopening plan as needed and as conditions change;
- C. To close, cancel, or modify activities, programs, or courses on a case-by-case basis including, by classroom, grade level, area of a school site, by school site or program, or on a district wide basis;
- D. To reopen classes/schools/programs after closure in a manner consistent with public health directives and the District's Reopening Plan; and
- E. To protect District property.

BE IT FURTHER RESOLVED AND ORDERED that the Superintendent is expected to provide regular updates to the Board and consult with the Board on key decisions.

BE IT FURTHER RESOLVED AND ORDERED that all or any portion of this Resolution or the District's reopening plan may be altered or deleted by formal board action, if necessary;

BE IT FURTHER RESOLVED AND ORDERED that should any portion of this Resolution be held invalid, the invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provisions or application, and to this end the provisions of this Resolution are declared to be severable.

BE IT FURTHER RESOLVED AND ORDERED that this Resolution is an emergency measure within the mandate and jurisdiction of the Board and is necessary for the immediate

welfare of the schools and its students. Therefore, this Resolution shall become effective immediately upon its adoption and shall remain in effect until repealed by formal Board action.

PASSED AND ADOPTED by the Board of Trustees of the Orcutt Union School District, Orcutt, California at a public meeting thereof duly called and held on July 15, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

I, Liz Phillips, Board President of the Board of Trustees of the Orcutt Union School District, do hereby certify that the foregoing is a full and correct copy of a Resolution adopted by the Board at a duly called and conducted meeting held on July 15, 2020.

Liz Phillips
President, Board of Trustees
Orcutt Union School District
Orcutt, California

Orcutt Union School District

District Plan for Reopening 2020-21

July 15, 2020



TABLE OF CONTENTS

INTRODUCTION AND INTENT

PLANNING ASSUMPTIONS

TRANSITIONING STUDENTS TO/FROM HOME

PLANNING STAGES: INTRODUCTION

PLANNING STAGES: TABLE

STAGES 1-4: OVERVIEW

SPORTS AND ATHLETICS

CHILDCARE

PRESCHOOL

Plan is subject to change

APPENDIX A - INDUSTRY SECTOR PLAN: SCHOOLS AND SCHOOL BASED PROGRAMS

APPENDIX B - INDUSTRY SECTOR PLAN: GYM AND FITNESS CENTERS

APPENDIX C - INDUSTRY SECTOR PLAN: CHILDCARE PROGRAMS AND PROVIDERS (CHILDCARE)

APPENDIX D - INDUSTRY SECTOR PLAN: CHILDCARE PROGRAMS AND PROVIDERS (PRESCHOOL)

APPENDIX E - COVID-19 SCREENING FLOW CHART

APPENDIX F - COVID-19 NOW WHAT FLOW CHART

APPENDIX G - COVID-19 EXPOSURE SCREENING FLOW CHART

APPENDIX H - AGE-SPECIFIC STRATEGIES FOR TEACHING HYGIENE AND ETIQUETTE

INTRODUCTION AND INTENT

The Coronavirus COVID-19 Pandemic has radically altered our lives and the way we interact with one another. The school environment has and will continue to be impacted for the foreseeable future until we have a vaccine readily available. During that time, the Orcutt Union School District will take all reasonable measures to protect the health of our students and staff.

The purpose of the re-entry plan is to provide for a smooth and safe opening of school in the fall. Orcutt Union School District is committed to promoting the health and safety of its students, staff, and families while continuing to provide an educational program committed to our mission: "Opportunities for learning are limitless. The Orcutt Union School District's mission is to nurture, educate, empower, and inspire our children to successfully navigate and thrive in an ever-changing world." As we work hard to change some of our practices and protocols, we must work equally hard to keep the important aspects of school the same. School must continue to be a place of learning, laughter, and close connections between students and staff members.

Any level of school reentry will have some risk of increased virus transmission of the disease to students, staff and the community. This plan is based on the various guidelines issued by the California Department of Education (CDE Reentering Schools Guidelines), the Center for Disease Control (CDC), the California Department of Public Health (CDPH), and the Santa Barbara County Public Health Department (SBCPHD).

As the Pandemic is ever-evolving, this plan is a living document that will be updated based on the latest information, guidance, health orders, and information as it becomes available.

PLANNING ASSUMPTIONS

The assumptions below reflect input from state and local stakeholders as well as input from staff and parent surveys. We have also had multiple committee work groups formed by the Orcutt Union School District consisting of teachers, staff members, administrators, parents, and members of the community. In the case of the COVID-19 Pandemic emergency, the situation continues to be fluid; on a daily basis, we receive new information about the disease. Therefore this plan will change as new information and new guidelines become available. The plan is based on the following assumptions:

1. COVID-19 is and will continue to be a public health threat until a vaccine is developed, produced, and disseminated widely;
2. Santa Barbara County Public Health Department (SBCPHD) will guide schools on re-opening based on State guidelines and local conditions related to the virus;
3. SBCPHD will direct the protective measures a school district must take in order to reopen the campus to students;
4. School schedules will vary throughout Santa Barbara County and California. Different resources, personnel, community needs, and direction from SBCPHD in response to local conditions, will impact local decision making;
5. The economic impacts of the Pandemic will have significant and lasting impacts on schools;
6. Students will enter the 2020-21 school year with varying degrees of unfinished learning;
7. Orcutt Union School District will endeavor to provide a supportive environment where both students and staff feel safe and connected. Teachers and staff aim to work with parents, students, and members of the community to maintain an emotionally supportive environment where students and staff can heal and thrive;
8. Orcutt Union School District recognizes that the Pandemic is ongoing and that individual students, entire classes and/or the school may be required to quarantine in the event of an outbreak of COVID-19 at the school. Decisions of this nature will be directed by SBCPHD.

TRANSITIONING STUDENTS TO/FROM HOME

Plans for school reentry encompass many factors that make up a student's day. "School" includes the in-classroom experiences among students and teachers, as well as non-classroom-based periods, such as recess and lunch.

School planning also includes the many transitions to, from, and around school. This includes arrival, dismissal, and transitions between classes.

To reduce the risk to health and safety of all students and staff, this report attempts to address many aspects of the school day, including: preparing to go to school, transporting to school, arriving and entering school, participating in classes and activities during school, moving around the school, and returning and arriving back home.

Before leaving home, specific actions must be taken by the students and their families. Safety at school actually starts at home! If any member of the family (or any Orcutt Union School District Staff Member) has any of the COVID-19 symptoms, we urge them to not come to school. Santa Barbara County Public Health Department lists the following as possible symptoms of COVID-19: sore throat, runny nose, fever, chills, not feeling well, sneezing, coughing, gastro-intestinal symptoms (such as soft stool or stomach cramps), and a new loss of smell and/or taste.

Arriving by bus, car, biking, or walking to class, entering classrooms, transitioning between classes or activities, eating meals, and going back home all require school plans for hygiene and sanitation, face coverings, providing social distancing and limiting interaction among groups. Managing social distancing for a kindergartner is different than it is for a sixth grader. In all cases, practices and protocols will require vigilance and support by administrators, teachers, staff, students, and families.

The intent within these protective measures is to make every effort to minimize risk. No one procedure, policy, tool, or practice will create a safe environment for students; all of these efforts work together to create a safe system of support. The collective impact of the multiple layers of safety and protection reduces risk, but cannot completely eliminate it. We know that implementation will not be perfect. Therefore, the effectiveness of the plan comes in the universal understanding of the intent of each of the guidelines and the good faith efforts to implement them.

Plan is subject to change

PLANNING STAGES: INTRODUCTION

In addition to planning for the specific levels at reentry, we are planning for both the loosening and tightening of public health orders *within the 2020-21 school year*. Conditions may require some classes, grade levels, and/or schools to close and reopen within the academic year, and we may find ourselves engaging in varying forms of schooling. Orcutt Union School District is carefully considering the multiple factors within the various planning levels for social distancing to determine how we will provide the instructional programming.

Protecting the health of our students, staff members, and community while maximizing students' time on campus takes careful consideration. The Orcutt Union School District Reopening Task Force has taken into account the need to involve stakeholders while considering many factors including:

- Safety of students, staff members, and the community
- Students' academic success
- Students' social, emotional, and physical wellbeing
- Physical space and facilities
- Student enrollment
- Staffing
- Fiscal Resources
- Policies, including possible state and federal waivers
- Programming options

In addition to consulting members of the Reopening Task Force, teachers, staff, school site administrators, and bargaining unit representatives have provided thoughtful input on school re-entry plans and schedules. There is an understanding that anything we create for the beginning of the 2020-21 school year may need to change within the school year. Given the fluid nature of planning to date, and given the variability of factors, including those listed above, there are multiple effective approaches to school re-entry.

To ensure we are ready to start the year (and to make sure we can continue operations throughout the year, even if the health situation changes in our community), we have been making plans for different scenarios based on four possible stages that would be dictated by the orders of the Santa Barbara County Public Health Department (SBCPHD):

Plan is subject to change

PLANNING STAGES: TABLE

Stage	Health Order	Notes
Stage 4	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Continued messaging about hygiene All students attend school every day on a regular schedule
Stage 3	<ul style="list-style-type: none"> Six feet of social distancing Rules about hygiene and cleaning Mandates and/or recommendations about personal protective equipment No groups of a maximum number (for example, 50 or more people) 	<ul style="list-style-type: none"> Restrictions in the multi-purpose rooms, cafeteria, fine arts classrooms, etc. Assemblies and other large gatherings are not permitted Students would attend school on a blended learning schedule
Stage 2	<ul style="list-style-type: none"> All orders from Stage 3 apply No groups of a maximum number (for example, 10 people or more) 	<ul style="list-style-type: none"> All restrictions from Stage 3 apply Significant restrictions could mean moving to distance learning
Stage 1	<ul style="list-style-type: none"> All orders from Stage 2 apply Stay at home order issued 	<ul style="list-style-type: none"> All restrictions from Stages 2, 3, and 4 still apply Students would be on a distance learning schedule

Plan is subject to change

STAGES 1-4: OVERVIEW

What follows is a basic overview of each of the four stages. It is meant to give a quick illustration of the practices and procedures that would be put into place with each of the four stages. More detailed information may be found in the "Industry Specific COVID-19 Plan for Orcutt Union School District" which can be found in this document following the four overviews. This more detailed plan provides more details about hygiene procedures, cleaning standards, health checks, and much more. Together, these two sections give a comprehensive view of Orcutt Union School District's COVID-19 Plan.

STAGE 4 (NO HEALTH ORDER) OVERVIEW

We are unlikely to start the school year in Stage 4. It is most likely that Stage 4 will only be reached when a vaccine is developed. At this Stage, normal operations would return, though continued messages about hygiene would occur.

STAGE 3 (SOCIAL DISTANCE, HYGIENE, CLEANING, PPE, NO LARGE GATHERINGS) OVERVIEW

Based on the current Santa Barbara County Public Health Department order¹, the California Public Health Interim Guidance for Schools², and the current metrics in the county³, we believe we will start the school year at Stage 3. As a result, we have been spending most of our time planning for this stage.

Student's day would start at home as parents and/or the caregiver evaluates the student prior to departure for school by taking their temperature and evaluating whether they have any symptoms of COVID-19. If symptoms or a fever are present, the parent and/or caregiver will self-report using the button on the district website.

Once students arrive at school, handwashing or sanitization will be required before students come into class, before and after recess, before and after lunch, and whenever a student coughs, touches their face, etc. We have purchased handwashing stations for every school site to supplement available sinks on campuses and hand sanitizer will be available when appropriate. Cloth face coverings will be provided to staff members, and we ask students to bring these from home. We will have single use face masks available should a student forget to bring theirs to campus.

¹https://countyofsb.org/uploads/Files/ohd/PROGRAMS/Disease_Control/Corona/H00%202020-12.pdf

²<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

³<https://publichealthsboc.org/santa-barbara-county-reopening-metrics/>

Plan is subject to change

To further reduce person-to-person contact, we will be eliminating visitors, volunteers, and speakers coming to campus except in the case of emergencies or essential services. Increased cleaning and sanitization protocols have been developed. One-way paths of travel will be identified for each school site, and playground areas will be divided so each class has their own outdoor space. Outdoor learning is encouraged and windows and doors will be left open whenever possible to increase air flow. At Stage 3, students would participate in a blended learning schedule. Realizing the current health order would be followed at all times, we are creating multiple scenarios and plans based on the information we have today. This information is changing frequently, and we are modifying as new information becomes available.

An example of a possible blended learning schedule under consideration could include the following components:

Students at the elementary school in Transitional Kindergarten or Kindergarten would attend class in person four days per week in a half-day model (AM or PM). The one day they are not on campus for in-person instruction, students would receive instruction from the Physical Education teacher, music teacher, and art teacher in addition to working on independent work assigned by their classroom teacher. Students in grades 1-6 would attend school two days a week for approximately 4.5 hours. On the remaining days, students would be receiving instruction in Physical Education, Music, and Art in addition to participating in independent learning, flipped classroom, or collaborative learning activities assigned by their teacher.

Students at the junior high school would attend four core classes two days per week, English Language Arts (ELA), Mathematics, Science, and History. Physical Education and Electives would be taught through distance learning on the remaining three days. We would fully expect teachers of core course instruction (ELA, Math, Science, History) to provide independent learning, flipped learning, or collaborative learning opportunities for students on the days they are not on campus for in-person instruction.

Students at the high school would attend courses in person two days per week and would attend all of their classes, three sections on their first day of in-person attendance and the other three on the other day of their in person attendance. The other days students would be learning remotely, but would be checking in with their teacher, class, or with a member of the school staff regularly. Some teachers may zoom their instruction live so students can participate remotely. Their in-person section would be a longer class period to allow for additional in-person instruction.

Plan is subject to change

Students at all grade levels will also have the option to continue learning in a 100% remote learning environment should they choose this option. If a student needs to stay home for a few weeks because of symptoms, exposure to COVID-19, or contracting the illness, they will have an opportunity to learn through distance learning.

If there is a more extended condition that prevents a student from coming to school, they may be eligible for Home and Hospital Instruction. Documentation of this condition would be required in this instance. Families who feel they may be eligible for either of these programs should contact their school principal to discuss their options.

STAGE 2 (LIMITED GATHERINGS) OVERVIEW

There is a possibility we may start the year in Stage 2. It is most likely that Stage 2 would be ordered if there is a significant decline in the health indicators across the county (but not so much of a decline as to mandate a stay-at-home-order). If we move into Stage 2, there is a possibility students could continue with blended learning but there is a possibility students would need to move to distance learning. This would all depend on the health orders issued by the Santa Barbara County Public Health Department.

STAGE 1 (STAY AT HOME ORDER) OVERVIEW

In some cases, Santa Barbara County Public Health Department may order a closure of a class, grade level, school, or the entire district. This could occur county wide, in the event that a county-wide stay at home order is issued. Alternatively, if a student or staff member develops COVID-19 and contact tracing reveals exposures, the Santa Barbara County Public Health Department may order a particular class, grade level, school, or the district to discontinue in-person classes which would result in distance learning for the affected students.

SPORTS AND ATHLETICS

Sports and athletics are an important outlet for students at Orcutt Academy High School (which offers multiple sports sanctioned by the California Interscholastic Foundation), the district's junior high schools (which offer basketball, volleyball, track, and cheer), and the district's elementary schools (which offer track). In this extraordinary time of COVID-19 our mission for sports is to adhere to Santa Barbara County Public Health Department (SBCPHD) guidelines while allowing students to return to athletics in a healthy and safe manner and to be properly trained and conditioned in preparation for competition in 2020-2021.

To develop Orcutt Union School District's plan for a return to athletics, the district superintendent conducted multiple meetings to seek input from district administrators, site administrators, the district nurse administrator, and the high school athletic director. SBCPHD guidelines, guidance from the California Interscholastic Foundation (CIF) and National Federation of State High School Associations (NFHS), and re-opening plans from other school districts were consulted. As is the case for our instructional program during the school day, there will be flexibility in planning for both the loosening and tightening of public health orders within the 2020-2021 school year for sports and athletic programs. Conditions may require some sports to pause or stop entirely, and some may not be able to occur. Much of this will be driven by decisions made by CIF and the SBPHD. As our county moves in and out of these stages, adjustments will be made for athletic programs following current health orders.

Key elements of the plan for re-opening athletics include the following:

- Training of staff, including coaches, so they understand the SBCPHD guidelines, can properly direct athletes, and can monitor compliance
- Application of individual control measures such as temperature screening, mask-wearing, and hand-washing
- Implementation of cleaning and disinfecting protocols utilizing cleaning materials approved by the Environmental Protection Agency
- Modification of practices and workouts to follow physical distancing

Sports at our schools will look different in the COVID-19 era. As an example, the run-up for sports in 2020-2021 now is featuring "pods" of five to 10 students working out six feet apart from each other, participants taking a break every 30 minutes to wash their hands, and coaches often using virtual platforms such as Zoom to go over techniques and coaching points with their teams. Student cohorts will remain the same throughout the season whenever possible.

Plan is subject to change

PLANNING STAGES: TABLE - SPORTS AND ATHLETICS

Stage	Health Order	Notes
Stage 4	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Follow guidance from the Santa Barbara County Public Health Department regarding reopening facilities and resuming or increasing any sports or athletic activity.
Stage 3	<ul style="list-style-type: none"> Six feet of social distancing Rules about hygiene and cleaning Mandates and/or recommendations about personal protective equipment No groups of a maximum number (for example, 50 or more people) 	<ul style="list-style-type: none"> No gathering of more than allowed by the health order and local county guidelines (inside or outside) Limited use of facilities following health order and local county guidelines (outside only) Workouts to be conducted in "pods" of students with the same 5-10 students working out together to limit overall exposures Observe all social distancing requirements Coaches, Athletic Directors, and Athletic Trainers to wear PPE at all times; athletes wear PPE when appropriate
Stage 2	<ul style="list-style-type: none"> All orders from Stage 3 apply No groups of a maximum number (for example, 10 people or more) 	<ul style="list-style-type: none"> All restrictions from Stage 3 apply All facilities closed down Individual athlete conditioning and strength exercises may be provided by coach and/or athletic director No group training or gatherings of more than 10 people.
Stage 1	<ul style="list-style-type: none"> All orders from Stage 2 apply Stay at home order issued 	<ul style="list-style-type: none"> All restrictions from Stages 2 and 3 apply All facilities closed down Shelter-in-place guidelines followed by staff and students

Plan is subject to change

CHILDCARE

Student's time in child care (before school or on distance learning days) would start at home as parents and/or the caregiver evaluates the student prior to departure for school by taking their temperature and evaluating whether they have any symptoms of COVID-19. If symptoms or a fever are present, the parent and/or caregiver will self-report using the button on the district website. For after school care, students would be coming directly from their classroom to the childcare program and would have already completed the screening process, and would have been under the care of classroom teachers.

Once students arrive at childcare, handwashing or sanitization will be required before students come into childcare, before and after rotating to another area of the program, and whenever a student coughs, touches their face, etc. We have purchased handwashing stations for every school site to supplement available sinks on campuses and hand sanitizer will be available when appropriate. Cloth face coverings will be provided to staff members, and we ask students to bring these from home. We will have single use face masks available should a student forget to bring theirs to campus.

To further reduce person-to-person contact, we will be eliminating visitors, volunteers, and speakers coming to the childcare program except in the case of emergencies or essential services. Increased cleaning and sanitization protocols have been developed. One-way paths of travel will be identified for each school site, and playground areas will be divided so each cohort has their own outdoor space. Outdoor learning is encouraged and windows and doors will be left open whenever possible to increase air flow. Students will be grouped in cohorts with the same members of the class/grade level and in a group size that follows current guidelines from the Santa Barbara County Health Department. Cohorts will remain the same whenever possible so as to minimize interaction between students, and members of the same family will be grouped together whenever feasible.

Plan is subject to change

PLANNING STAGES: TABLE - CHILDCARE

Stage	Health Order	Notes
Stage 4	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> All students participate in childcare program during their regularly scheduled time(s) as space and current health order permits
Stage 3	<ul style="list-style-type: none"> Six feet of social distancing Rules about hygiene and cleaning Mandates and/or recommendations about personal protective equipment No groups of a maximum number (for example, 50 or more people) 	<ul style="list-style-type: none"> Students would participate in childcare program on a space available basis following the current health order Field trips and/or off campus outings are not permitted Enrollment is offered on a space available basis
Stage 2	<ul style="list-style-type: none"> All orders from Stage 3 apply No groups of a maximum number (for example, 10 people or more) 	<ul style="list-style-type: none"> All restrictions from Stage 3 apply If schools move to distance learning, childcare may continue to be offered to essential workers based on the conditions of the health order
Stage 1	<ul style="list-style-type: none"> All orders from Stage 2 apply Stay at home order issued 	<ul style="list-style-type: none"> Childcare would not be offered in Stage 1

Plan is subject to change

CALIFORNIA STATE PRESCHOOL PROGRAM

Student's day would start at home as parents and/or the caregiver evaluates the student prior to departure for school by taking their temperature and evaluating whether they have any symptoms of COVID-19. If symptoms or a fever are present, the parent and/or caregiver will self-report using the button on the district website.

Once students arrive at school, their temperature will be checked by a staff member and the parent or caregiver will sign the child in for the day. Handwashing or sanitization will be required before students come into class, before and after recess, before and after lunch, and whenever a student coughs, touches their face, etc. We have purchased handwashing stations for every school site to supplement available sinks on campuses and hand sanitizer will be available when appropriate. Cloth face coverings will be provided to staff members, and we ask students to bring these from home. We will have single use face masks available should a student forget to bring theirs to campus.

To further reduce person-to-person contact, we will be eliminating visitors, volunteers, and speakers coming to campus except in the case of emergencies or essential services. Increased cleaning and sanitization protocols have been developed. One-way paths of travel will be identified for each school site, and playground areas will be divided so each class has their own outdoor space. Outdoor learning is encouraged and windows and doors will be left open whenever possible to increase air flow.

Students would attend school five days a week in a half-day program. Students would remain with the same cohort with the same students and staff member whenever possible. Outside classroom space will be utilized as well as indoor space to ensure social distancing.

Students at all grade levels will also have the option to continue learning in a 100% remote learning environment should they choose this option. If a student needs to stay home for a few weeks because of symptoms, exposure to COVID-19, or contracting the illness, they will have an opportunity to learn through distance learning.

PLANNING STAGES: TABLE - CALIFORNIA STATE PRESCHOOL PROGRAM

Stage	Health Order	Notes
Stage 4	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Continued messaging about hygiene All students attend school every day on a regular schedule
Stage 3	<ul style="list-style-type: none"> Six feet of social distancing Rules about hygiene and cleaning Mandates and/or recommendations about personal protective equipment No groups of a maximum number (for example, 50 or more people) 	<ul style="list-style-type: none"> Outdoor and indoor classroom space would be utilized and students would be in a cohort with the same students and staff member daily
Stage 2	<ul style="list-style-type: none"> All orders from Stage 3 apply No groups of a maximum number (for example, 10 people or more) 	<ul style="list-style-type: none"> All restrictions from Stage 3 apply Significant restrictions could mean moving to distance learning
Stage 1	<ul style="list-style-type: none"> All orders from Stage 2 apply Stay at home order issued 	<ul style="list-style-type: none"> All restrictions from Stage 2, 3, and 4 still apply Students would be on a distance learning schedule

Plan is subject to change

DRAFT 7/2/2020

Industry Sector: Schools and School Based Programs

Business Name: Orcutt Union School District

COVID-19 General Checklist Items for Employers

Procedure (write a short statement on how you will address the checklist item)

Frequency When applicable

Resources Needed As applicable

1. General Measures

1	Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community.	<ul style="list-style-type: none"> • Designated District Office administrative staff will monitor the following websites daily State COVID-19 information: <ul style="list-style-type: none"> • https://covid19.ca.gov/ • https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/hccov2019.aspx • https://www.cdc.ca.gov/is/hn/coronavirus.asp • Designated District Office administrative staff will monitor the following websites daily County COVID-19 information: <ul style="list-style-type: none"> • https://www.countyofsb.org/bhd/ • Superintendent and Cabinet will coordinate with local districts and agencies 	Monitored daily	Access to technology and communications equipment	
2	Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources.	<ul style="list-style-type: none"> • We will limit the external organizations that utilize our site to only district programs and employees at this time • We will evaluate these arrangements as circumstances change and restrictions are lessened 	Reassess monthly	None	
3	Develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill.	<ul style="list-style-type: none"> • If a class, group of class, school, or the district needs to move entirely to distance learning with active engagement the facilities will be secured and completely cleaned before any reopening • Reopening will be coordinated with the SBCPHD 	Implement as applicable	Distance learning plan	
4	Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.	<ul style="list-style-type: none"> • Students with functional and access needs that put them at greater risk will be given specific supports according to their needs. As an example, more frequent handwashing, the use of gloves or plexiglass shields and any other steps that may be needed in certain cases. • The student's case manager may consult with the school nurse and administration to continue to adjust plans as necessary. • A Section 504 Plan may need to be written in order to further protect the student's health 	Reassess as needed	PPE and hygiene materials (plexiglass shields, masks, gloves, access to soap and water, paper towels, hand sanitizer)	
2. Promote Healthy Hygiene Practices					
1	Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.	<ul style="list-style-type: none"> • Portable handwashing stations (100) were purchased to use at our schools that will be allocated based on school student population size • Handwashing stations to be placed to minimize movement and congregations in bathrooms to the extent practicable • Handwashing stations will be stored in locked restrooms after hours 	Cleaning, filling, and restocking throughout the school day	Soap, paper towels, water	
2	Develop routines enabling students and staff to regularly wash their hands at staggered intervals.	<ul style="list-style-type: none"> • Students and staff will wash or sanitize their hands <ol style="list-style-type: none"> 1) before entering the classroom 2) before and after meals 3) before and after recess 4) before and after entering another room besides their classroom 5) after sneezing, coughing, touching their face or other similar action 6) any other time needed throughout the day 	Throughout the day	Handwashing stations on campus, bottles of soap in each classroom for teacher/staff to use for students, tidy towels (trifolded paper towels - not a roll), hand sanitizer, tissues	

3	<ul style="list-style-type: none"> • Teach and reinforce use of cloth face coverings, masks, or face shields. • All staff should use cloth face coverings unless Call/SHA standards require respiratory protection. • Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings. • Students should be encouraged to use cloth face coverings. • Students and staff should be frequently reminded not to touch the face covering. 	<p>STUDENTS:</p> <ul style="list-style-type: none"> • Students are to provide and maintain their own face mask, disposable face masks are available as needed • Students who ride the bus are required to wear a face mask, disposable face masks are available as needed • Students will also be encouraged to wear a face mask, especially when 6 feet of social distancing isn't possible. • When a student's mask is not being worn in the classroom, it should be kept in a labeled container • For parents/guardians and students, messages and instructional videos will be sent out via Parent Square, included in back to school messages from Principals and through social media <p>STAFF:</p> <ul style="list-style-type: none"> • Staff members will be provided a cloth face covering • Instructional modules will be made available to staff regarding proper handwashing techniques and wearing facial covering appropriately by Get Safety Trained • Cloth face masks are to be washed and maintained by the staff member • Based on need, designated instructional staff members will also be provided a face shield • Based on the current recommendations from CDPH and our local County Health Department, all staff will be asked to wear a face covering (and face shield needed), as much as possible throughout the school day and especially when 6 feet of social distancing is not possible • Face coverings and gloves will be worn by food service workers when preparing and distributing "Grab and Go" meals to students and/or parents/guardians • Office staff will utilize appropriate caution when interacting with any visitor on campus • When direct contact with the public is required, plexiglass shields, face covering/face shield and gloves should be worn according to the conditions of the interaction <p>VISITORS:</p> <ul style="list-style-type: none"> • Visitors are required to wear face coverings • Visitors will be significantly restricted on campus to only essential workers and any emergency workers 	Monitored daily	<p>Cloth face coverings for all staff, disposable masks, gloves, and plexiglass in the front office. Storage for cloth masks in classroom when not being worn (brown paper bag). Posters from CDC on face masks posted in classrooms, front office, health offices, staff areas.</p>
4	<ul style="list-style-type: none"> • Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. • Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. • Students and staff should wash their hands before and after eating, after coughing or sneezing, after being outside, and before and after using the restroom. • Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. • Staff should model and practice handwashing. • Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. • Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. • Children under age 9 should use hand sanitizer under adult supervision. 	<ul style="list-style-type: none"> • Students and staff members will wash and/or disinfect their hands before <ul style="list-style-type: none"> • entering a classroom or an alternative indoor space • before and after recess • before and after meals • after using the restroom • after coughing or sneezing • after touching one's face • any other time throughout the day if needed • Students will be required to view online instructional videos on proper handwashing technique with parents/guardian prior to the start of school, the information will be sent via ParentSquare, included in Back to School messages from Principals, and social media postings • Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas 	Throughout the day	<p>Handwashing stations, hand soap and paper towels, tri-fold paper towels, bottles of hand soap and hand sanitizer, tissues. Laminated posters from CDC on handwashing.</p>

5	Ensure adequate supplies to support healthy hygiene behaviors.	Face coverings, face shields, gloves, hand sanitizers, plexiglass, basic first aid supplies in each classroom, soap, paper towels, tissues will be provided as applicable	Restocking will occur throughout the year	Face coverings, face shields, gloves, hand sanitizers, plexiglass, basic first aid supplies in each classroom, soap, paper towels, tissues
3. Intensify Cleaning, Disinfectors, and Ventilation				
1	Consider suspending or modifying use of site resources that necessitate sharing or touching items.	<ul style="list-style-type: none"> Classroom Supplies: Students will use and store individual supplies versus shared supplies. Store in teacher designated spaces in the classroom or in student backpacks Classroom Library: Classroom library materials requiring sharing will be disinfected by leaving them untouched in a secure area for a 24-hour period before handling them School Library: Suspended from use until further notice. Online library book checkout and delivery may be an option implemented. A 24-hour disinfection period will occur between usage. School Computer Lab / Maker Space: Suspended from use until further notice School Science Labs (not in classroom): Suspended from use until further notice School Fitness Centers / Weight Rooms: Suspended from use until further notice Art/Music/Intervention Rooms/etc.: Suspended from use until further notice Locker Rooms - Suspended from use until further notice Cafeteria: limited usage - requires social distancing Kitchens: only authorized district staff are permitted to use while following public health requirements Office - only authorized staff, visitors see below 	Monitor in conjunction with health department guidelines	Supplies container and basic school supplies
2	Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.	<ul style="list-style-type: none"> Classrooms and workspaces will be cleaned each evening using appropriate disinfectants and applicators Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"> Door handles - cleaned at least every two hours during the school day Light switches - daily Classroom sink and handles - daily Bathroom surfaces - at least every two hours during the school day Tables - daily and in between usage as needed Student Desks - daily Chairs - daily Classroom phone by others - daily and in between usage as needed Office phones by others - daily and in between usage as needed Buses will be cleaned and disinfected in between daily routes Buses will be cleaned and disinfected at the end of each school day 	Throughout the school day	Cleaning supplies/schedule
3	Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.	<ul style="list-style-type: none"> Buses will be cleaned and disinfected in between daily routes Buses will be cleaned and disinfected at the end of each school day Buses will be immediately taken out of service for disinfection if a possible COVID19 case is determined 	Throughout the school day	Cleaning supplies/schedule
4	Frequently touched surfaces in the school include, but are not limited to:	<ul style="list-style-type: none"> Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"> Door handles - cleaned at least every two hours during the school day Light switches - daily Classroom sink and handles - daily Bathroom surfaces - at least every two hours during the school day Tables - daily and in between usage as needed Student Desks - daily Chairs - daily Water Fountains - usage will be suspended until further notice, students will be encouraged to bring their own water bottles daily. 	Throughout the school day	Cleaning supplies/schedule

5	Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.	<ul style="list-style-type: none"> Playground equipment - suspended from use until further notice Playgrounds, where possible, will be divided into quadrants for class/cohorts to use Playground balls and other play equipment are for personal student use and to be disinfected between usage 	Throughout the school day	School map with designated areas for each classroom/cohort, cleaning supplies
6	Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable.	<ul style="list-style-type: none"> Instructional staff will be instructed to limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable 	Throughout the school day	Individual sets of supplies/materials as needed
7	When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.	<ul style="list-style-type: none"> All cleaning/disinfection products are those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions 	Prior to each order	Approved cleaning supplies, EPA list, Hazardous materials data sheets (MSDS)
8	Ensure safe and correct application of disinfectant and keep products away from students.	<ul style="list-style-type: none"> Appropriate staff are trained in the use of district purchased cleaning/disinfection products Cleaning products are not to be stored in classrooms or areas where students can access 	Before the start of school and/or upon hitting	Training protocols and MSDS sheets
9	Ensure proper ventilation during cleaning and disinfecting.	<ul style="list-style-type: none"> Appropriate staff are trained in the use of district purchased cleaning/disinfection products including addressing proper ventilation 	Before the start of school and/or upon hitting	HVAC Filters, training protocols
10	Ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.	<ul style="list-style-type: none"> All drinking fountains and other potable water systems will be run before the opening of schools to ensure their safe usage Water fountain usage will be suspended until further notice; students will be encouraged to bring their own water bottles daily 	Before the start of school and after any period of closure longer than two weeks.	Individual student water bottles supplied from home
4. Implementing Distancing Inside and Outside of The Classroom Arrival and Departure				
1	Open windows and maximize space between students and between students and the driver on school buses where practicable.	<ul style="list-style-type: none"> District will implement the required county public health department requirements for capacity limits, face mask requirements, social distancing requirements, and ventilation requirements 	Monitored daily	Face masks for bus driver and all passengers
2	Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.	<ul style="list-style-type: none"> Students will safely enter and exit school sites from multiple points of each school Path of travel lines / visual markers will guide pedestrian traffic on each school Social distancing training will be provided to students and staff 	Monitored daily	Map for path of travel, visual markers
3	Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.	<ul style="list-style-type: none"> Communications to parents about arrival, drop off, and visitation will be sent prior to opening School sites will stagger end of day release as practical 	Monitored daily	Communicate plans for arrival, drop off, and visitation to campus with stakeholders
4	Designate routes for entry and exit, using as many entrances as feasible.	<ul style="list-style-type: none"> Students will safely enter and exit school sites from multiple points of each school Path of travel lines / visual markers will guide pedestrian traffic on each school Social distancing training will be provided to students and staff 	Monitored daily	Map for path of travel, visual markers
5	Consider using privacy boards or clear screens.	<ul style="list-style-type: none"> Clear screens will be located in main offices/lobby areas where the public are served 	Monitored daily	Privacy boards or clear screens
5. Implementing Distancing Inside and Outside of The Classroom Classroom Space				
1	Students should remain in the same space and in groups as small and consistent as practicable.	<ul style="list-style-type: none"> Students will remain in cohorts and will not mix with other groups 	Monitored daily	School schedule that minimizes interaction between student cohorts
2	Minimize movement of students and teachers or staff as much as practicable.		Monitored daily	School schedule that minimizes interaction between student cohorts

3	Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks.	<ul style="list-style-type: none"> • Desks will be arranged so that students are at least six feet apart in the classroom • Furniture and other belongings that impede providing the maximum number of students with six feet of social distancing will be removed and stored elsewhere • Personal belongings limiting room arrangements that promote social distancing, must be taken home prior to the first day of school • Path of travel will be designated to promote social distancing as practicable • Each cohort will have a dedicated play space on the playground 		Furniture in classroom is arranged to follow social distancing guidelines
4	Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.			School schedule that minimizes interaction between student cohorts. Furniture in classroom is arranged to follow social distancing guidelines
5	Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces.			School schedule that minimizes interaction between student cohorts
6	Implement procedures for turning in assignments to minimize contact.	<ul style="list-style-type: none"> • Turning in assignments will be virtual / digital as possible 	Monitored daily	Plan for teacher to collect student work that minimizes contact, learning management system for students/teachers to use to collect student work
6. Implementing Distancing Inside and Outside of The Classroom Non-Classroom Spaces				
1	Limit nonessential visitors, volunteers and activities involving other groups at the same time.	<ul style="list-style-type: none"> • Nonessential visitors, volunteers and activities involving other groups will not be permitted on campus until further notice 	Monitored daily	Communicate plans for visitation to campus with stakeholders
2	Limit communal activities where practicable.	<ul style="list-style-type: none"> • Communal activities, including field trips: suspended until further notice 	Monitored daily	School schedule that minimizes interaction between student cohorts
3	Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.	<ul style="list-style-type: none"> • Outdoor learning environments at the school site continue to be encouraged and must include social distancing, weather permitting 	Monitored daily	School schedule that utilizes outdoor spaces and other alternative instructional space as practicable
4	Minimize congregate movement through hallways as much as practicable.	<ul style="list-style-type: none"> • Students and staff will use designated path of travels as much as practicable 	Monitored daily	Map for path of travel, visual markers
5	Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable.	<ul style="list-style-type: none"> • Grab and Go meals will be eaten in designated areas that include social distancing or will be consumed off campus after departure 	Monitored daily	Lunch distribution plan
6	Consider holding recess activities in separated areas designated by class.	<ul style="list-style-type: none"> • Playground equipment - suspended from use until further notice • Playgrounds, where possible, will be divided into quadrants for class/cohorts to use • Play equipment (ball, jump rope, etc.) will be allowed only for single use per student to prevent cross contamination, 24 disinfection period between play equipment usage is required 	Monitored daily	School schedule that minimizes interaction between student cohorts
7. Limit Sharing				

1	Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas.	<ul style="list-style-type: none"> Each student will be issued their own set of supplies and learning tools when practicable which will be stored in individually labeled containers If a book or supply must be shared, it will be disinfected between student use Students will keep their backpacks on their chair Individual student items will be stored in teacher designated locations 	Monitored daily	Students will be provided basic school supplies in individual cases
2	Ensure adequate supplies to minimize sharing of high-touch materials to the extent practicable.	<ul style="list-style-type: none"> Each student will be issued their own set of supplies and learning tools when practicable which will be stored in individually labeled containers If a book or supply must be shared, it will be disinfected between student use Digital supplies (i.e. manipulatives) will be used as much as possible 	Monitored daily	Individual student supply box supplied from home, designated area within the classroom for individual student item storage Individual sets of supplies/materials as needed Cleaning supplies
3	Avoid sharing electronic devices, clothing, toys, books and other games or learning aids.	<ul style="list-style-type: none"> Each student will be assigned their own device for use at school and at home Clothing will not be shared and toys will not be brought from home If a book or supply must be shared, it will be disinfected between student use PE clothing and clothing loaned for dress code violations will not be used 	Monitored daily	Individual electronic device, individual supplies and books
8. Train All Staff and Educate Families				
1	Train all staff and provide educational materials to families in the following safety actions: <ul style="list-style-type: none"> Enhanced sanitation practices Physical distancing guidelines and their importance Use of face coverings Screening practices COVID-19 specific symptom identification 	<ul style="list-style-type: none"> All staff will be trained and will receive educational materials on the related safety actions before the start of school in August 	Before the start of school and/or upon hiring	Training materials as needed
2	Consider conducting the training and education virtually.	<ul style="list-style-type: none"> Training of staff will take place virtually as part of our online training modules that are required for staff prior to the start of the school year 	Prior to the start of the school year and as needed thereafter	Recorded and/or virtual training modules
3	Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.	<ul style="list-style-type: none"> Information will be provided to all staff and families prior to the start of the school year on the proper use, removal, and washing of cloth face coverings 	Before the start of school and/or upon hiring, or enrolling	Infographic with information on proper mask use, removal, and cleaning
9. Check for Signs and Symptoms				
1	Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.	<ul style="list-style-type: none"> Refer to Board Policy 5145.3, Nondiscrimination/Harassment 	As applicable	Board Policies posted online
2	Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.	<ul style="list-style-type: none"> All students and staff members with COVID-19 symptoms and those who have had close contact with someone who has COVID-19 to stay home 	Throughout the year	Training materials and signs are needed

3	<p>Implement screening and other procedures for all staff and students entering the facility.</p> <ul style="list-style-type: none"> • Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer. • Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. • Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality. • If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. 	<ul style="list-style-type: none"> • Passive screenings are to be completed by parents prior to sending students to school • Passive screenings are to be completed by each staff member prior to reporting to work • Message checking for signs and symptoms of COVID-19 from CDC through ParentSquare. • Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms • School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	No touch infrared thermometers for each school site Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff
4	<p>Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.</p>	<ul style="list-style-type: none"> • Distribute written health office guidelines (when to send a student to the health office and flowchart) • Guidelines will be shared detailing which symptoms need to be seen in health office, and which conditions can be treated in classroom • If any possible COVID-19 symptoms are present, the staff member caring for the student and the student will be required to wear a face mask • PPE will be needed to be worn by care provider • Isolate student or staff member showing symptoms as soon as possible • For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts; parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school • Staff members will be permitted to leave on their own if they can do so safely; staff member must also provide a medical provider's note or proof of negative test before returning to work 	Throughout the day	Health office guidelines, flowchart, basic first aid kit in each classroom with a variety of bandaids, alcohol wipes, gauze, extra trashbags
5	<p>Policies should not penalize students and families for missing class.</p>	<ul style="list-style-type: none"> • OUSD will not penalize students and families for missing class during this partial reopening period 	Continually	Training materials
10. Plan for When A Staff Member, Child, or Visitor Becomes Sick				
1	<p>Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.</p>	<ul style="list-style-type: none"> • School health offices will become an isolation room for any student or staff member that is showing signs or symptoms of COVID-19 including sore throat, runny nose, fever of 100.4 or higher, chills, not feeling well, sneezing, coughing, gastrointestinal symptoms (such as soft stool, or stomach cramps) and a new loss of smell or taste • When isolation needs to occur, the health office doors will need to be kept closed and school staff will need to enter school office from the main entryway at certain school sites 	Throughout the day	<p>No touch infrared thermometers, gloves, face mask, PPE needed to care for someone with possible COVID-19 symptoms</p> <p>Some students may need to keep an extra set of underwear, socks, and pants in a ziploc bag in the classroom and change in the classroom bathroom if an accident occurs</p> <p>Limit sending students to the health office, keeping it as an isolation room</p>

2	Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility.	<ul style="list-style-type: none"> Any student or staff member who exhibits any signs or symptoms of COVID-19 will be asked to put on a face mask immediately and to leave it on until they are off campus. For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts. Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school. Staff members will be permitted to leave on their own if they can do so safely. Staff member must also provide a medical provider's note or proof of negative test before returning to work. 	As applicable	Face masks, clear guidelines for parents/guardians regarding picking up student immediately if they start to exhibit any signs or symptoms of COVID-19 while at school. Parents/guardians will need a back-up plan if they are unavailable.
3	Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.	<ul style="list-style-type: none"> For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts. Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school. Staff members will be permitted to leave on their own if they can do so safely. Staff member must also provide a medical provider's note or proof of negative test before returning to work. 	Throughout the day	Make sure contact information is updated in Aeries
4	For serious injury or illness, call 9-1-1 without delay.	<ul style="list-style-type: none"> Flowchart with signs and symptoms along with instructions on when to call 9-1-1 will be distributed to staff and posted in the Health Office. 	As needed	Flowcharts for all staff, laminated flowchart posted in health office, access to phone to call 9-1-1
5	Close off areas used by any sick person and do not use before cleaning and disinfection.	<ul style="list-style-type: none"> When a student or staff member exhibiting signs or symptoms of COVID-19 is present in the health office, no other student or staff member will be permitted to enter the room, unless help is needed to take care of that person. Health office staff or school staff taking care of the ill person will need to wear appropriate PPE. As soon as the isolation room is vacated, it will need to be disinfected according to CHDP, CDC, or County Health guidelines. 	As applicable	Process for closing potentially contaminated areas
6	Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.	<ul style="list-style-type: none"> Student and staff members will not be permitted to return to campus until a medical provider's note clearing them to return to campus until a medical provider's note clears them to return or they have proof of a negative COVID-19 test. Policies will be developed that encourage sick employees and students to stay at home and the information will be disseminated to affected groups. Perfect attendance awards and incentive programs for students will be evaluated to ensure they do not encourage ill students to come to campus. 	After each incident	Access to medical provider or lab for COVID-19 test. Stay home if you are ill posters (CDC) https://www.cdc.gov/fiu/pdf/freesso-urces/updated/stay-home-from-work-poster.pdf Avoid Spreading Germs at https://www.cdc.gov/nonpharmaceutical-interventions/pdf/dont-spread-germs-work-item3.pdf COVID-19 Health Information Poster coronavirus-health_information_flyer_phis_logo_2-28-20_final.pdf

7	Ensure that students, including students with disabilities, have access to instruction when out of class.	<ul style="list-style-type: none"> If a student needs to stay home for a few weeks because of symptoms of COVID-19, exposure to COVID-19 or contracting it, students will have access to either Independent Study program or Distance Learning. If student needs to be out for an extended period of time they may qualify for Home and Hospital instruction. 	As needed depending on the circumstance	Independent Study or Distance Learning access
8	Provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.	<ul style="list-style-type: none"> Home and Hospital instruction would be available for students who qualify with the appropriate documentation, following our district policy. Staff members will work with Human Resources within the interactive process if they feel they may be at high risk. In this process the employee and the district discuss what modifications, if any, can be taken considering the health and safety of the employee and the needs of the district. An employee may begin the interactive process at any time with Human Resources. 	Monitored daily	Access to Home and Hospital for eligible students Information on the interactive process will be provided to employees upon request
11. Maintain Healthy Operations				
1	Monitor staff absenteeism and have a roster of trained back-up staff where available.	<ul style="list-style-type: none"> Trained substitutes are available for both credentialed and classified employees. We also have credentialed teachers providing additional instruction that could be reassigned if a significant shortage becomes an issue. Designate substitutes to specific school sites where possible 	Monitored daily	Substitute teachers and other substitute employees
2	Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.	<ul style="list-style-type: none"> Screening as soon as possible for any student or staff member showing possible signs or symptoms of COVID-19. Posters showing signs and symptoms of COVID-19 	Throughout the day	Health office to be used as isolation area, alternative area may be needed for students to have medications administered/take medication to student, PPE, infrared thermometers.
3	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.	<ul style="list-style-type: none"> Staff should contact their immediate supervisor or Human Resources with any COVID-19 concerns. 	Throughout the day	Human Resources contact information is disseminated to staff
4	Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.	<ul style="list-style-type: none"> Families or staff may self-report symptoms using the self-reporting tool on the district web page. Notifications will be communicated to families using Parent Square, our communication platform that disseminates information via a format of the parent's choosing (text, phone call, email) in their home language. Additional communication may be provided using phone calls and/or direct text. Notifications will be communicated to staff using district email, phone calls, or in person by the Human Resources department. Information collected through self-reporting or any other means will be kept confidential. 	Continually	Access to technology, phones, and Parent Square
5	Consult with local health departments if routine testing is being considered by a local educational agency.	<ul style="list-style-type: none"> Regularly consult the daily metrics and other COVID-19 information in the county by accessing https://publichealthsbdc.org/. Review and monitor reports from the governor and state superintendent of public instruction. Follow the local, state, and national press in order to spot trends and control measures. Collaborate with the other school district leaders from across the county in regular collaborative meetings, and will stay in touch with educational leaders throughout the state through participation in the Association of California School Administrators, the California School Boards Association, and the California Association of School Business Officials. This plan will be updated as new information and/or regulations become available and as the situation changes. 	Monitored daily	Access to technology, phones, new reports, and briefings from county and state agencies and organizations

6	Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk.	<ul style="list-style-type: none"> • If a student needs to stay home for a few weeks because of symptoms, exposure to COVID-19, or contracting the illness, they will have an opportunity to learn through an independent study plan or participation in distance learning. • If there is a more extended condition that prevents a student from coming to school, they may be eligible for Home and Hospital instruction. • Documentation of this condition would be required in this instance. • Staff members will work with Human Resources within the interactive process if they feel they may be at high risk. In this process the employee and the district discuss what modifications, if any, can be taken considering the health and safety of the employee and the needs of the district. • An employee may begin the interactive process at any time with Human Resources. 	As needed	Access to technology, access to instruction (independent study contract, distance learning, home and hospital contract), access to human resources
12. Considerations for Partial or Total Closures				
1	Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.	<ul style="list-style-type: none"> • Designated District Office administrative staff will monitor the following websites daily State COVID-19 information: <ul style="list-style-type: none"> • https://covid19.ca.gov/ • https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCoV2019.aspx • https://www.cde.ca.gov/she/hn/oon/navirus.asp • Designated District Office administrative staff will monitor the following websites daily County COVID-19 information: <ul style="list-style-type: none"> • https://www.countyofsb.org/phd/ 	Monitored daily	Access to internet to monitor websites Designate a person responsible for monitoring website
2	<p>When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, have a plan that implements the following steps:</p> <ul style="list-style-type: none"> • With the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. • Give standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate. • Additional close contacts at school outside of a classroom should also isolate at home. • Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily. • Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community. • Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies. • Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed. • Develop a plan for continuity of education. • Maintain regular communications with the local public health department. 	<ul style="list-style-type: none"> • When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, the following steps will be taken. <ul style="list-style-type: none"> • The Superintendent will work with the Santa Barbara Public Health Department to determine if a closure of the classroom(s) or school is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. • Determine with the SBPHD the length of time for the closure (currently the guidance is 14 days after close contact) • Any additional close contacts at school outside of the classroom will be asked to self-isolate (teachers, other students, other employees) • Areas of the school visited by the COVID-19 positive individual may need to be closed temporarily and will be cleaned thoroughly prior to reopening • Notify students, parents, teachers, and staff in the event of a school closure • Information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave, and Unemployment Insurance, as applicable for public local educational agencies. • If a school closure is required, parents, teachers, and staff will be given emails reminding them of the importance of community physical distancing measures while a school is closed. • A plan for continuity of learning will be developed and posted on the district web page • Daily consult county metrics https://publichealthsbcc.org/ • Read and monitor regular reports from the governor and the state superintendent of public instruction • Follow the local, state, and national press in order to spot trends and control measures • Collaborate with the other school district leaders from across the county in regular collaborative meetings, and will stay in touch with educational leaders throughout the state through participation in the Association of California School Administrators, the California School Boards Association, and the California Association of School Business Officials. 	Monitored daily	Access to technology, phones, Parent Square, Aeries Regular contact with Santa Barbara Public Health Department staff
1				
2				

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature: Date:

Now that you have completed your plan:

Please:

- Implement your site-specific COVID-19 protection plan.
- Keep plan on-site and readily available.
- Complete your industry specific checklist – print it out - fill it in.
- Complete the attestation and print.
- Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.

Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.

Appendix B
Guidance

Checklist

DRAFT 7/13/2020

Industry Specific COVID-19 Prevention Plan Template
You may use this template or develop for your specific worksite.
This template conforms to CDPH Industry Checklist

Industry Sector: Gym and Fitness Centers

Business Name: Orcutt Union School District

COVID-19 General Checklist Items for Employers

	Procedure (write a short statement on how you will address the checklist item)	Frequency When applicable	Resources Needed As applicable
1. Worksite Plan			
1	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.	Plans are developed and posted in conjunction with the Santa Barbara County Public Health Department COVID-19 Guidelines in all areas of operation. Risk assessments are conducted by district and school administration and designated support staff. Principals and athletic directors are designated to implement the plan(s) at each assigned school site.	After their initial development, plans will be updated to align with any revisions or additions to SBCPHD Guidelines
2	The person(s) responsible for implementing the plan.	District and Site Administration, District Nurse Administrator, Athletic Directors, Physical Education staff, Coaches	
3	A risk assessment and the measures that will be taken to prevent spread of the virus.	Athletes and coaches must answer the following questions before every practice: <ul style="list-style-type: none"> • Is your temperature greater than 100.4 F? • Do you have or have had a fever or cough or shortness of breath? • Have you come in close contact or cared for someone with COVID-19? Athletes and coaches mutually sign a contract that describes this daily procedure.	Self-assessment and reporting daily Recording sheet for coaches
4	Training and communication with employees and employee representatives on the plan.	Athletic directors or site administrators will email information to coaches to read and prepare for an initial orientation meeting. The meeting will be held virtually or in person (social distancing and masks required) to orient employees on expectations and procedures. Attendance at this meeting is required prior to coaching.	Meeting/orientation conducted prior to any sport beginning; this includes preseason preparation
5	A process to check for compliance and to document and correct deficiencies.	Contracts will be signed by parents, athletes, and coaches. Athletes will not be permitted to participate in a sport without a signed contract and orientation.	Contract required prior to participating in any sport Signed contracts will be kept on file by AD

6	A process to investigate COVID-19 cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	Any athlete or staff/coach who exhibits signs or symptoms of COVID-19 will be asked to put on a face mask immediately and to leave it on until off campus. For students, parent/guardian will be contacted and asked to pick up the student as soon as possible. Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test before return to school and team practices. Coaches/staff with symptoms will be permitted to leave on their own if they can do so safely. Staff also must provide a medical provider's note or proof of a negative COVID-19 test before returning to work.	Report immediately when a potential case is known	OUSD website, contact with SBCPHD
7	A process to identify close contacts (within 6 feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts	When a confirmed case of COVID-19 occurs coaches are to immediately notify the athletic director and/or principal and file a report by clicking on the Symptom Report button on the OUSD website. All information received will be treated as confidential as per HIPAA guidelines. Responses will be seen by the OUSD District Nurse Administrator and the OUSD Assistant Superintendent of Human Resources. The COVID-19 Exposure Screening flow chart will be used.	When needed	COVID-19 "Now What" flow chart, SBCPHD
2. Employee Training				
1	Information on COVID-19, preventing spread, and who is especially vulnerable.	All employees, including coaches, will be provided a link to CDC information on COVID-19	Meeting/orientation conducted prior to any sport beginning	CDC information on COVID-19
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	All employees, including coaches, will be provided the CDC self-screening guidelines. Additionally, athletic director will email coaches the self-screening guidelines to be completed prior to attending each practice and competition		Self-screening guidelines
3	The importance of not coming to work if employees have symptoms and to seek medical attention if they become worse	All employees, including coaches, will be provided the stay-at-home guidelines from CDC		CDC stay-at-home guidelines
4	Enhanced sanitation practices and physical distancing guidelines	Athletic director will review with coaches all pertinent guidelines for sanitizing and physical distancing		Guidelines for sanitizing, physical distancing
5	Proper use and washing of face coverings	Athletic director will email coaches a link to CDC guidelines for proper use and cleaning of face coverings		CDC guidelines for use and cleaning of face coverings
6	Importance of physical distancing both at work and off work time	Athletic director will remind coaches of importance of physical distancing		CDC guidelines for physical distancing
7	Ensure proper training of temporary or contract workers at the facility in COVID-19 prevention policies	As needed, athletic director or principal will provide training on COVID-19 prevention to temporary or contract workers		CDC guidelines for COVID-19 prevention

8	Information related to leave benefits and workers' compensation	Athletic director, principal, or OUSD Human Resources Department will communicate information to coaches and staff on benefits and workers' compensation	OUSD Human Resources handout on benefits, workers' compensation
3. Individual Control Measures & Screening			
1	Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment	District facilities will be limited only to essential staff and students until further notice	Until SBCPHD restrictions are lifted SBCPHD COVID-19 guidelines
2	Provide and ensure workers use all required protective equipment	Coaches will wear masks, use social distancing, and have access to soap and water for hand washing	Until SBCPHD restrictions are lifted
3	Consider where disposable glove use may supplement frequent handwashing	Coaches will wear gloves and/or wash hands every 30 minutes. If gloves are used, they must be replaced or sanitized with hand sanitizer every 30 minutes. Nitrile gloves are preferred. Athletes must wash hands every 30 minutes. As possible, district will have disposable gloves available for coaches at gyms, locker rooms, and workout facilities. District will have portable hand-washing stations available on campuses.	Coaches and athletes will wash hands or replace/sanitize gloves every 30 minutes
4	Face coverings should be available and worn in vicinity of others	Coaches and athletes will wear masks or face shields when in vicinity to others	Continually, until SBCPHD restrictions are lifted All coaches will wear masks
5	Employees should wash hands on arrival at work, after working with each fitness facility member, after touching their face covering, after using the restroom, and when leaving work	Coaches and other employees associated with athletics will wash hands before practice, and every 30 minutes use disinfecting wipes and/or wash hands	Every 30 minutes Disinfecting wipes
6	If possible, implement a reservation system for the facility	Principal or athletic director will develop a training schedule to organize gym and fitness center use in compliance with SBCPHD guidelines.	Cleaning supplies
7	Patrons should be screened upon arrival and asked to use hand sanitizer and to wear a face cover	District facilities will be limited only to essential staff and students until further notice	Until SBCPHD restrictions are lifted
8	Remind patrons in advance to bring a face covering and make them available to anyone who arrives without one	District facilities will be limited only to essential staff and students until further notice	Until SBCPHD restrictions are lifted
9	Appropriate signage should be prominently displayed at all entrances and throughout the property	Principal, athletic director, and coaches will ensure the district's standard infection prevention measures posters are displayed and visible to students and staff	Signs created and posted in all gyms, locker rooms, bathrooms, and workout facilities
4. Cleaning and Disinfecting Protocols			
1	Perform thorough cleaning in high traffic areas.	Once they are cleared for use, all workout facilities, including gyms, fitness centers, weight room, and locker rooms, will be thoroughly cleaned each evening by custodians using appropriate disinfectants and applicators.	Daily Cleaning supplies, cleaning schedule

2	Frequently disinfect commonly used surfaces.	Special attention will be given by custodians to frequently touched surfaces, which include, but are not limited to: <ul style="list-style-type: none"> • Door handles - cleaned at least every two hours during the school day • Light switches - daily • Classroom sink and handles - daily • Bathroom surfaces - at least every two hours during the school day • Tables - daily and in between usage as needed • Student desks - daily • Chairs - daily • Classroom phone by others - daily and in between usage as needed • Office phones by others - daily and in between usage as needed 	Throughout the school day	Cleaning supplies, cleaning schedule
3	Establish cleaning and disinfecting protocols for the fitness facility, including reception areas, locker rooms, restrooms, changing areas, and showers, and update the cleaning protocols where necessary	Custodians will clean and disinfect fitness centers, locker rooms, and weight room daily when these facilities are approved for use. Cleaning supplies will be located near all doors. Locker rooms will not be used for storage of personal items.	Protocols will be updated as needed to align with any revisions or additions to SBCPHD guidelines	Cleaning supplies, trash cans
4	Equip entrances and exits, exercise machines, fitness rooms, changing rooms and locker rooms, and other areas with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to staff who regularly engage with patrons (e.g., reception staff)	Place hand sanitizer near all doors to the weight room, fitness rooms, changing rooms, and locker rooms	Continually during use of named facilities	Hand sanitizer
5	Require patrons to disinfect individual exercise equipment, mats, and machines before and after use with provided disinfecting wipes	Disinfecting wipes must be used in weight room and fitness rooms at all times. Each piece of weight equipment in weight room must be checked out through a coach and must be cleaned under supervision of coach.	Continually during use of named facilities	Disinfecting wipes
6	If members are unable to wipe/disinfect equipment after exercise, provide "ready to clean" tags for members to place on equipment after use, to ensure equipment is disinfected by staff before the next use	Athletes will be required to wipe/disinfect fitness equipment after usage with district-approved sanitizers	Continually during use of equipment	Disinfecting wipes, sanitizers
7	Implement a checkout system for patrons to utilize any small equipment and accessories (i.e. exercise bands, ropes, mats, foam rollers, etc.). Develop a process to clean and disinfect these items upon return	No fitness equipment will be checked out for use off campus. Coach will assign/distribute equipment during practice and require students to disinfect after usage.	Continually during use of small equipment and accessories	Disinfecting wipes, sanitizers
8	Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water. Install touchless, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups	All athletes must bring their own water bottle to practices. The bottle should be marked with the athlete's name. The district will supply cases of bottled water for use in a contingency. If campus has a water filling station, coaches and athletic trainer can operate it once trained to do so.	Continually	Water filling station, disposable paper cups, bottled water

9	Install touchless, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups	Students will bring filled water bottles from home. Staff will safely provide water from sink/fountains to students who do not have bottles. Drinking fountains will be suspended from use until further notice due to cross-contamination concerns. Campuses with water filling stations can utilize those for dispensing of water with single-use, disposable paper cups.	Continually	Water filling station, disposable paper cups
10	Encourage patrons to bring their own towels and mats and consider dispensing the provision of any facility-provided towels or personal hygiene products	Athletes will bring their own gear to their workouts; this may include workout towels	Continually	
11	For any towels, cloth wipes, or other laundered items that are used at the facility, follow CDC guidelines for those items. Provide a closed container where patrons can place used towels or other items	Schools do not do laundry on site. Towels used in workouts go in the athlete's bag or in the trash. An additional towel bar will be installed near showers.	Continually	Trash cans
12	Remove amenities, including magazines, books, self-serve water stations (unless touchless), and other items for patrons from reception areas and elsewhere in the fitness facility	In fitness facilities only students' water bottles are allowed.	Continually	
13	Staff and patrons should avoid shaking hands, bumping fists or elbows, and other physical contact	Staff and students will avoid shaking hands, bumping fists or elbows, and other physical contact. This expectation will be communicated at training for coaches and staff and at team meetings.	Continually	
14	Choose cleaning chemicals approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions	District will purchase and utilize only approved cleaning chemicals	Continually	EPA approved list "N" for COVID-19 cleaning chemicals
15	Consider upgrades to improve air filtration and ventilation	In Phase 1, athletic activities are outdoors only. When activities are allowed indoors, doors to facilities will be kept open so as to foster adequate ventilation.	Until SBCPHD restrictions are lifted	
16	Place signage throughout the fitness facility emphasizing basic infection prevention measures, including the importance of wearing face coverings and frequent hand-washing	Principal, athletic director, and coaches will ensure the district's standard infection prevention measures posters and signs are displayed and visible to students and staff	Continually	Infection prevention signage and posters
5. Physical Distancing Guidelines				
1	Implement measures to ensure physical distancing of at least six feet between and among employees and patrons	As per SBCPHD guidelines, workout will be conducted in "pods" of the same 5-10 (no more than 10) students working out together weekly to limit overall exposures. Students will maintain a minimal distance of 6 feet from each other.	Continually	
2	Space equipment at least six feet apart, with greater distancing for treadmills and other high-exertion aerobic fitness equipment	Athletic director will space equipment as per guidelines. Students will not be permitted to do weightlifting that requires a "spotter." distancing	Continually	
3	Equip the front desk area with Plexiglas or other impermeable barriers, if feasible, to minimize the interaction between reception staff and patrons	N/A	N/A	N/A
4	Consider suspending non-core activities, including retail operations, spa services, childcare, family programming, and food service. If fitness facilities operate such amenities, they should review the related guidance for these services on the COVID-19 Resilience Roadmap website	N/A	N/A	N/A

5	Consider implementing special hours designated for high risk or medically-vulnerable populations, including seniors with admittance by reservation only	Holding workouts in "pods" of 5-10 athletes will give coaches the flexibility to make special arrangements for medically vulnerable athletes.	As needed	
6	Evaluate maximum occupancy rules based on the size of the facility to develop a capacity plan that supports physical distancing and limits the number of patrons allowed in the facility at a given time to a number permitting such distancing	During Phase 1 athletics are outdoors only. At this time, athletes are working out in "pods" of 5-10 while following physical distancing of 6 or more feet. When activities are allowed inside, athletic director, principal, and district personnel as needed will assess dimensions of each facility to ascertain how many athletes can be allowed and in what formats.	Continually	Facility maps, including dimensions
7	High contact programs that require close contact less than six feet in distance should be suspended	Under Phase 1, athletes must follow a minimum distance of 6 feet at all times	Continually	
8	Adjust in-person meetings for staff, if they are necessary, to ensure physical distancing and use virtual options or smaller meetings at facilities to maintain physical distancing guidelines	Coaches will receive information through email, phone calls, virtual Zoom meetings, and/or small-group meetings conducted outdoors with appropriate facial coverings and distancing	Continually	
9	Consider offering workers who request modified duties options that minimize their contact with patrons and other employees (e.g., managing administrative needs through telework)	As needed, coaches can shorten practices, interact with smaller pods of athletes, and communicate with athletes via Zoom meetings instead of in-person meetings	As needed	
10	Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols	Practices must not exceed 1.5 hours, with breaks every 30 minutes	Continually	
11	Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks	Athletes will follow social distancing of at least 6 feet even during breaks	Continually	
6. Additional Guidelines for Communal Restrooms and Shower Facilities				
1	A process to ensure that locker rooms and shower facilities can be cleaned and disinfected regularly throughout the day	School custodians will clean and disinfect locker rooms and shower facilities daily using EPA-approved cleaning products	Continually	Cleaning products on EPA-approved List "N"
2	Shared restroom facilities and locker rooms should be cleaned regularly throughout the day using EPA-registered disinfectants	School custodians will clean and disinfect shared restroom facilities and locker rooms daily using EPA-approved cleaning products	Continually	Cleaning products on EPA-approved List "N"
3	High-touch surfaces such as faucets, toilets, doorknobs, and light switches must be frequently cleaned and disinfected	Door handles and bathroom surfaces (faucets, toilets, countertops) will be cleaned by a custodian every two hours during the day. Other high-touch surfaces will be cleaned daily.	Continually	Cleaning products on EPA-approved List "N"
4	Create and post a cleaning schedule for the restroom facilities and locker rooms	District Director of Maintenance and Operations will develop and post a cleaning schedule for restroom facilities and locker rooms and custodians will adhere to the schedule.	Continually	Cleaning schedule
5	Only allow shower and locker room use if partitions are in place or signs have been posted to specify physical distancing requirements	At this time, showers and locker rooms are off limits. Once cleared for use, partitions will be installed and signs posted to specify distancing requirements.	In preparation for eventual use of showers and locker rooms	
6	Ensure that sanitary facilities stay operational and are continuously stocked at all times	Custodians will monitor stocks and order supplies as needed from the district. Athletic director also can request sanitizing supplies as needed.	Continually	District custodial supply order protocol

7	Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, using opening-devices, or powered door operators with the hand, whenever possible	Athletic director and coaches will request that athletes, coaches, and staff wash hands before and after restroom use.	Continually	
8	Fitness facility patrons should be instructed that sinks could be an infection source and should avoid placing hairbrushes and other items directly on counter surfaces	Restroom users will not be permitted to place personal objects on restroom counter surfaces.	Continually	
9	Provide information on how to wash hands properly, including hanging signs in restrooms	Signs reminding users of hand washing protocols will be posted in restrooms.	Continually	Signs with hand washing protocols
7. Additional Guidelines for Swimming Pools and Aquatic Venues				
1	A process for enhanced cleaning and disinfecting of swimming pools and splash pads for visitor use, according to CDC guidelines	N/A	N/A	N/A
2	Saunas, steam rooms, and hot tubs remain closed	N/A	N/A	N/A
3	Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8)	N/A	N/A	N/A
4	Consult with the company or engineer that designed the aquatic venue to decide which List N disinfectants approved by the EPA are best for the aquatic venue	N/A	N/A	N/A
5	Set up a system so that furniture and equipment (e.g., lounge chairs) that needs to be cleaned and disinfected is kept separate from furniture that has already been cleaned and disinfected	N/A	N/A	N/A
6	Laundry towels and clothing according to the manufacturer's instructions	N/A	N/A	N/A
7	Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels)	N/A	N/A	N/A
8	Ensure that the facility has adequate equipment for guests, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Clean and disinfect the items after each use	N/A	N/A	N/A
9	For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods	N/A	N/A	N/A
10	Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements	N/A	N/A	N/A
11	Provide physical cues or guides (e.g., lane lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that staff, visitors, and swimmers stay at least six feet apart from one another, both in and out of the water	N/A	N/A	N/A
12	Install impermeable physical barriers such as Plexiglas where staff and patrons must interact and physical distancing is difficult	N/A	N/A	N/A
13	Implement reservations for pool use or other mechanisms to support at least of six feet of physical distancing	N/A	N/A	N/A

14	Ensure that lifeguards are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member	N/A	N/A	N/A
15	Aquatic venues should avoid activities that promote group gatherings	N/A	N/A	N/A
8. Additional Guidelines for Food Service (Juice Bars, Snack Bars and Concessions) and Retail				
1	Food service operations, including juice bars, snack bars, and other concessions must be run in accordance with current orders and guidelines for such establishments available on the COVID-19 Resilience Roadmap website	All food service operations associated with athletics are closed until further notice.	N/A	N/A
2	All self-service food stations should be closed	N/A	N/A	N/A
3	Where possible, patrons should order food items online or over the phone and food should be available for pick-up	N/A	N/A	N/A
4	Snack bars and concessionaires should sell pre-packed and individually wrapped food wherever possible	All food service operations associated with athletics are closed until further notice.	N/A	N/A
5	Encourage the use of credit cards or accept payment over the phone, if possible, for food and retail items	N/A	N/A	N/A
9. Other Actions Taken				
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This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature: _____ **Date:** _____

Now that you have completed your plan:

Please:

- Implement your site-specific COVID-19 protection plan.
- Keep plan on-site and readily available.
- Complete your industry specific checklist – print it out - fill it in.
- Complete the attestation and print.
- Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.

Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.

Guidance
Checklist

Industry Specific COVID-19 Prevention Plan Template
You may use this template or develop for your specific worksite.
This template conforms to CDPH Industry Checklist

Business Name: Orcutt Union School District

DRAFT 7/10/2020

COVID-19 General Checklist Items for Employers		Procedure (write a short statement on how you will address the checklist item)	Frequency When applicable	Resources Needed As applicable
1. Worksite Plan				
1	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.	<ul style="list-style-type: none"> Plans are developed and posted in conjunction with the Santa Barbara County Public Health Department COVID-19 Guidelines in all areas of operation. Risk assessments are conducted by district and program administration and designated support staff. Site directors and teachers are designated to implement the plan. District, Site, and Program Administration, District Nurse Administrator, Teachers, Staff Parents and caregivers must answer the following questions before coming to school: <ul style="list-style-type: none"> Is your temperature greater than 100.4 F? Do you have or have had a fever or cough or shortness of breath? Have you come in close contact or cared for someone with COVID-19? If the answer to any of the above question is "yes," the parent or caregiver is required to self-report using the Orcutt Union School District self-assessment tool on the District's web page Childcare coordinators and staff will be trained on the plan and its implementation requirements. 	After their initial development, plans will be updated to align with any revisions or additions to SB-CPHD Guidelines	SB-CPHD Guidelines
2	The person(s) responsible for implementing the plan.			Recording sheet for teachers
3	A risk assessment and the measures that will be taken to prevent spread of the virus.	<ul style="list-style-type: none"> Employees will attest that they have participated in training and understand the plan requirements. Any non-compliance will be documented and if appropriate placed in the employee's personnel file. Any identified deficiencies will be addressed and if necessary additional training will occur. Any student or staff member who exhibits any signs or symptoms of COVID-19 will be asked to put on a face mask immediately and to leave it on until they are off campus. For student, have parent/caregiver pick up student as soon as possible, if unable to reach go to list of emergency contacts. Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school. Staff members will be permitted to leave on their own if they can do so safely. Staff member must also provide a medical provider's note or proof of negative test before returning to work. The plan will be updated as additional guidelines or more information becomes available 	Self-assessment and reporting daily	
4	Training and communication with employees and employee representatives on the plan.		Prior to the start of the school year and as updates become available	Copies of the plan, checklist, and training materials
5	A process to check for compliance and to document and correct deficiencies.		Prior to the start of the school year and as needed	Copies of the plan, checklist, and training materials
6	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.		As applicable	Face masks, clear guidelines for parents/guardians regarding picking up student immediately if they start to exhibit any signs or symptoms of COVID-19 while at school.
7	Update the plan as necessary to prevent further cases.		Ongoing	Parents/guardians will need a back-up plan if they are unavailable.
2. Employee Training				
1	Information on COVID-19, preventing spread, and who is especially vulnerable.	<ul style="list-style-type: none"> All staff will be trained and will receive educational materials on the related safety actions before the start of school in August. 	Before the start of school and/or upon hiring	Training materials as needed
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	<ul style="list-style-type: none"> Passive screenings are to be completed by each staff member prior to reporting to work Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	No touch infrared thermometers for each school site Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff

3	Enhanced sanitation practices	<ul style="list-style-type: none"> Classrooms and workspaces will be cleaned each evening using appropriate disinfectants and applicators Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"> Door handles - cleaned at least every two hours during the school day Light switches - daily Classroom sink and handles - daily Bathroom surfaces - at least every two hours during the school day Tables - daily and in between usage as needed Student Desks - daily Classroom phone by others - daily and in between usage as needed Office phones by others - daily and in between usage as needed Buses will be cleaned and disinfected in between daily routes Buses will be cleaned and disinfected at the end of each school day 	Throughout the school day	Cleaning supplies/schedule
4	Physical distancing guidelines	<ul style="list-style-type: none"> Desks will be arranged so that students are at least six feet apart in the classroom Personal belongings limiting room arrangements that promote social distancing, must be taken home prior to the first day of school Path of travel will be designated to promote social distancing as practicable Each cohort will have a dedicated play space on the playground 	Monitored daily	School schedule that minimizes interaction between student cohorts. Furniture in classroom is arranged to follow social distancing guidelines
5	Use of face coverings	<ul style="list-style-type: none"> Information will be provided to all staff and families prior to the start of the school year on the proper use, removal, and washing of cloth face coverings 	Before the start of school and/or upon hiring, or enrolling	Infographic with information on proper mask use, removal, and cleaning
6	Screening practices	<ul style="list-style-type: none"> Passive screenings are to be completed by parents prior to sending students to school Passive screenings are to be completed by each staff member prior to reporting to work Message checking for signs and symptoms of COVID-19 from CDC through ParentsSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	No touch infrared thermometers for each school site Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff
7	Covid-19 specific exclusion criteria	<ul style="list-style-type: none"> Isolate student or staff member showing symptoms as soon as possible, if unable to reach go to list of emergency contacts; parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school Staff members will be permitted to leave on their own if they can do so safely; staff member must also provide a medical provider's note or proof of negative test before returning to work 	Throughout the day	Identified location for isolation Emergency contact information Exclusion criteria clearly provided to affected individual and parent/guardian
3. Cleaning and Disinfecting Protocols				
1	Regularly introduce fresh air as much as possible, especially when cleaning	<ul style="list-style-type: none"> Classroom doors/windows will be kept open as much as possible and the use of outdoor learning spaces will be encouraged Appropriate staff are trained in the use of district purchased cleaning/disinfection products including addressing proper ventilation 	During the school day Before the start of school and/or upon hiring	HVAC Filters, training protocols
2	Implement procedures to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc.	<ul style="list-style-type: none"> Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"> Door handles - cleaned at least every two hours during the school day Light switches - daily Classroom sink and handles - daily Bathroom surfaces - at least every two hours during the school day Tables - daily and in between usage as needed Student Desks - daily Chairs - daily Water Fountains - usage will be suspended until further notice; students will be encouraged to bring their own water bottles daily. Playground equipment - suspended from use until further notice Playgrounds, where possible, will be divided into quadrants for class/cohorts to use Playground balls and other play equipment are for personal student use and to be disinfected between usage 	Throughout the school day	School map with designated areas for each classroom/cohort, cleaning supplies
3	Designate a container for toys that need be cleaned, sanitized, or disinfected before being introduced back into the classroom environment	<ul style="list-style-type: none"> Instructional staff will be instructed to limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable 	Throughout the school day	Individual sets of supplies/materials as needed
4	Ensure multiple toys are accessible that are easy to clean and disinfect and/or provide individually labeled bins for each child's toys and belongings	<ul style="list-style-type: none"> All cleaning/disinfection products are those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" 	Prior to each order	Approved cleaning supplies, EPA list, Hazardous materials data sheets (MSDS)
5	Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions			

4. Hygiene Protocols

1	Implement and enforce strict handwashing guidelines for all staff and children	<ul style="list-style-type: none"> • Portable handwashing stations (100) were purchased to use at our schools that will be allocated based on school student population size • Handwashing stations to be placed to minimize movement and congregations in bathrooms to the extent practicable • Handwashing stations will be stored in locked restrooms after hours • Students and staff will wash or sanitize their hands <ol style="list-style-type: none"> 1) before entering the classroom 2) before and after meals 3) before and after recess 4) before and after entering another room besides their classroom 5) after sneezing, coughing, touching their face or other similar action 6) any other time needed throughout the day • Handwashing signs will be posted throughout the school sites 	Cleaning, filing, and restocking throughout the school day Throughout the day	Soap, paper towels, water Handwashing stations on campus, bottles of soap in each classroom for teacher/staff to use for students, tidy towels (trifolded paper towels - not a roll), hand sanitizer, tissues
2	Implement procedures to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc.	<ul style="list-style-type: none"> • Classrooms and workspaces will be cleaned each evening using appropriate disinfectants and applicators • Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"> • Door handles - cleaned at least every two hours during the school day • Light switches - daily • Classroom sink and handles - daily • Bathroom surfaces - at least every two hours during the school day • Tables - daily and in between usage as needed • Student Desks - daily • Chairs - daily • Classroom phone by others - daily and in between usage as needed • Office phones by others - daily and in between usage as needed • Buses will be cleaned and disinfected in between daily routes • Buses will be cleaned and disinfected at the end of each school day • Students are to provide and maintain their own face mask, disposable face masks are available as needed • Students will also be encouraged to wear a face mask, especially when 6 feet of social distancing isn't possible. • When a student's mask is not being worn in the classroom, it should be kept in a labeled container • For parents/guardians and students, messages and instructional videos will be sent out via Parent Square, included in back to school messages from Principals and through social media 	Monitored daily	Cloth face coverings for all staff, disposable masks, gloves, and plexiglass in the front office. Storage for cloth masks in classroom when not being worn (brown paper bag). Posters from CDC on face masks posted in classrooms, front office, health offices, staff areas.
3	Use bathroom time as an opportunity to reinforce health habits and monitor proper handwashing	<ul style="list-style-type: none"> • Students and staff members will wash and/or disinfect their hands before <ul style="list-style-type: none"> • entering a classroom or an alternative indoor space • before and after recess • before and after meals • after using the restroom • after coughing or sneezing • after touching one's face • any other time throughout the day if needed • Students will be required to view online instructional videos on proper handwashing technique with parents /guardian prior to the start of school, the information will be sent via ParentsSquare, included in Back to School messages from Principals, and social media postings • Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas 	Throughout the day	Handwashing stations, hand soap and paper towels, tri-fold paper towels, bottles of hand soap and hand sanitizer, tissues. Laminated posters from CDC on handwashing.
4		<ul style="list-style-type: none"> • Students and staff members will wash and/or disinfect their hands before <ul style="list-style-type: none"> • entering a classroom or an alternative indoor space • before and after recess • before and after meals • after using the restroom • after coughing or sneezing • after touching one's face • any other time throughout the day if needed • Students will be required to view online instructional videos on proper handwashing technique with parents /guardian prior to the start of school, the information will be sent via ParentsSquare, included in Back to School messages from Principals, and social media postings • Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas 	Throughout the day	Handwashing stations, hand soap and paper towels, tri-fold paper towels, bottles of hand soap and hand sanitizer, tissues. Laminated posters from CDC on handwashing.
5	Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside and after using the restroom	<ul style="list-style-type: none"> • Students will be required to view online instructional videos on proper handwashing technique with parents /guardian prior to the start of school, the information will be sent via ParentsSquare, included in Back to School messages from Principals, and social media postings • Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas 	N/A	
6	Discontinue brushing teeth during class	<ul style="list-style-type: none"> • Teeth brushing is not currently a part of this program 	N/A	

	Label personal items and keep in a separate bag to ensure personal items are separate from others	<ul style="list-style-type: none"> Each student will be issued their own set of supplies and learning tools when practicable which will be stored in individually labeled containers. If a book or supply must be shared, it will be disinfected between student use. Students will keep their backpacks on their chair. Individual student items will be stored in teacher designated locations. Students do not bring personal toys and blankets to this program. If they do, students will be asked to immediately put them in their backpack to take home. 	Monitored daily	Students will be provided basic school supplies in individual cases
7	Send home with family or wash daily personal toys and blankets	<ul style="list-style-type: none"> Students do not bring personal toys and blankets to this program. If they do, students will be asked to immediately put them in their backpack to take home. 	Monitored daily	Designated area within the classroom for individual student item storage
8	Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Coats and mats should be labeled for each child	<ul style="list-style-type: none"> Bedding, mats, and coats are not currently used in this program 	N/A	N/A
5. Arrival Procedures				
	Procedures and communication to families of a drop-off and pick-up process that includes: Parents/caregivers meet at the facility entryway and be brief Enter and exit the room one person at a time and wear face coverings Bring or use own signing pen or sanitize between use high traffic areas	<ul style="list-style-type: none"> Drop-off/pick up process will be communicated to parents/caregivers Parent/caregiver will enter/exit the room one person at a time and will be wearing face coverings at all times Parent/caregiver will use own pen or the pen will be sanitized between uses Students and staff members will wash and/or disinfect their hands before entering a classroom or an alternative indoor space <ul style="list-style-type: none"> before and after meals before and after meals after using the restroom after coughing or sneezing after touching one's face any other time throughout the day if needed Students will be required to view online instructional videos on proper handwashing technique with parents/guardian prior to the start of school, the information will be sent via ParentsSquare, included in Back to School messages from Principals, and social media postings Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas Students will remain in cohorts and will not mix with other groups Adults dropping off children will remain in a designated area and will not interact with others during drop-off/pick-up 	Throughout the day, at drop off and pickup	Hand sanitizer
1	Install hand sanitizers, out of reach of children, near all entry doors and other high traffic areas	<ul style="list-style-type: none"> Students and staff members will wash and/or disinfect their hands before entering a classroom or an alternative indoor space <ul style="list-style-type: none"> before and after meals before and after meals after using the restroom after coughing or sneezing after touching one's face any other time throughout the day if needed Students will be required to view online instructional videos on proper handwashing technique with parents/guardian prior to the start of school, the information will be sent via ParentsSquare, included in Back to School messages from Principals, and social media postings Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas 	Throughout the day	Handwashing stations, hand soap and paper towels, tri-fold paper towels, bottles of hand soap and hand sanitizer, tissues. Laminated posters from CDC on handwashing.
2	Take steps to reduce contact between children and adults	<ul style="list-style-type: none"> Students will remain in cohorts and will not mix with other groups Adults dropping off children will remain in a designated area and will not interact with others during drop-off/pick-up 	Monitored daily	School schedule that minimizes interaction between student cohorts
3		<ul style="list-style-type: none"> Arrival and drop off times will be staggered whenever possible 	Throughout the day	Designated area for parents during drop-off and pick-up
4	Consider staggering arrival and drop off times	<ul style="list-style-type: none"> Arrival and drop off times will be staggered whenever possible 	Throughout the day	Arrival and drop off schedule
6. Health Screening Protocols				
	Implement screening procedures for all staff and children before they enter the facility	<ul style="list-style-type: none"> Passive screenings are to be completed by parents prior to sending students to school Passive screenings are to be completed by each staff member prior to reporting to work Message checking for signs and symptoms of COVID-19 from CDC through ParentsSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately Message checking for signs and symptoms of COVID-19 from CDC through ParentsSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	No touch infrared thermometers for each school site
1	Document/track incidents of possible exposure and notify health officials, staff and families immediately of any possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA)	<ul style="list-style-type: none"> Message checking for signs and symptoms of COVID-19 from CDC through ParentsSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff
2	A process to conduct visual wellness checks and take temperature each morning with preferably a no-touch thermometer	<ul style="list-style-type: none"> Passive screenings are to be completed by parents prior to sending students to school Passive screenings are to be completed by each staff member prior to reporting to work Message checking for signs and symptoms of COVID-19 from CDC through ParentsSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	No touch infrared thermometers for each school site
3		<ul style="list-style-type: none"> Passive screenings are to be completed by each staff member prior to reporting to work Message checking for signs and symptoms of COVID-19 from CDC through ParentsSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff

	Monitor staff and children throughout day for signs of illness, isolate from general room population and notify parents if symptomatic	<ul style="list-style-type: none"> Distribute written health office guidelines (when to send a student to the health office and flowchart) Guidelines will be shared detailing which symptoms need to be seen in health office, and which conditions can be treated in classroom If any possible COVID-19 symptoms are present, the staff member caring for the student and the student will be required to wear a face mask PPE will be needed to be worn by care provider Isolate student or staff member showing symptoms as soon as possible For student, have parent/guardian pick-up student as soon as possible, if unable to reach go to list of emergency contacts, Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school Staff members will be permitted to leave on their own if they can do so safely; staff member must also provide a medical provider's note or proof of negative test before returning to work 	Throughout the day	Health office guidelines, flowchart, basic first aid kit in each classroom with a variety of band-aids, alcohol wipes, gauze, extra trashbags
4	Exclude any child, parent, caregiver, or staff showing symptoms of COVID-19	<ul style="list-style-type: none"> Any student or staff member who exhibits any signs or symptoms of COVID-19 will be asked to put on a face mask immediately and to leave it on until they are off campus. For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts, Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school. Staff members will be permitted to leave on their own if they can do so safely. Staff member must also provide a medical provider's note or proof of negative test before returning to work. 	As applicable	Face masks, clear guidelines for parents/guardians regarding picking up student immediately if they start to exhibit any signs or symptoms of COVID-19 while at school. Parents/guardians will need a back-up plan if they are unavailable.
5	Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate	<ul style="list-style-type: none"> For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts, Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school. Staff members will be permitted to leave on their own if they can do so safely. Staff member must also provide a medical provider's note or proof of negative test before returning to work. 	Throughout the day	Make sure contact information is updated in Aeries
6	Advise sick staff members and children not to return until they meet CDC criteria to discontinue home isolation	<ul style="list-style-type: none"> Student and staff members will not be permitted to return to campus until a medical provider's note clears them to return or they have proof of a negative COVID-19 test. Policies will be developed that encourage sick employees and students to stay at home and the information will be disseminated to affected groups. Perfect attendance awards and incentive programs for students will be evaluated to ensure they do not encourage ill students to come to campus. 	After each incident	Access to medical provider or lab for COVID-19 test. Stay home if you are ill posters (CDC) https://www.cdc.gov/tlrf/pdf/tlrfresources/jun2016eds-teacher-home-from-work-poster.pdf Avoid Spreading Germs at Work poster https://www.cdc.gov/nonpathamarsaifical-interventions/pdf/dont-spread-germs-work-item3.pdf COVID-19 Health Information Poster coronavirus-health_information_flyer_phis_logo 2-26-20_final.pdf
7				
7. Group Size and Staffing				
1	Group size should remain as small as possible	<ul style="list-style-type: none"> Students will remain in cohorts no larger than allowed by public health department guidelines 	Monitored daily	N/A
2	Keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible	<ul style="list-style-type: none"> Students will remain in cohorts and will not mix with other groups 	Monitored daily	School schedule that minimizes interaction between student cohorts
8. Classroom Size and Physical Distancing Guidelines				
1	Arrange activities for smaller groups and rearrange furniture and play spaces to maintain 6 feet separation, when possible	<ul style="list-style-type: none"> Desks will be arranged so that students are at least six feet apart in the classroom Furniture and other belongings that impede providing the maximum number of students with six feet of social distancing will be removed and stored elsewhere Personal belongings limiting room arrangements that promote social distancing, must be taken home prior to the first day of school Path of travel will be designated to promote social distancing as practicable Each cohort will have a dedicated play space on the playground 	Monitored daily	School schedule that minimizes interaction between student cohorts. Furniture in classroom is arranged to follow social distancing guidelines
2	For napping, place cots, cribs, and mats 6 feet apart, with heads in opposite directions	<ul style="list-style-type: none"> The childcare program does not have naps 		N/A

3	Use opportunities to reduce time spent indoors and offer more opportunities for individual play	<ul style="list-style-type: none"> Outdoor play time will be increased and utilized to reduce classroom size and also provide for outdoor learning opportunities 	Revised daily schedule
4	Stagger play and adjust schedules to reduce the number of children in same area	<ul style="list-style-type: none"> Outdoor play time will be increased and utilized to reduce classroom size and also provide for outdoor learning opportunities 	Revised daily schedule
5	Ensure outdoor play equipment is disinfected between use by different groups.	<ul style="list-style-type: none"> Playground equipment - suspended from use until further notice Playgrounds, where possible, will be divided into quadrants for class/cohorts to use Playground balls and other play equipment are for personal student use and to be disinfected between usage 	School map with designated areas for each classroom/cohort, cleaning supplies
9. Mealtime Protocols			
1	A process for proper hand washing before and after meal	<ul style="list-style-type: none"> Students will wash their hands before and after every meal 	Water, soap, paper towels
2	Use paper goods and disposable plastic utensils when possible	<ul style="list-style-type: none"> Staff will utilize paper goods and disposable plastic utensils when possible 	Paper goods, disposable plastic utensils
3	Do not allow children or staff to share or touch each other's food	<ul style="list-style-type: none"> Children and staff will not share or touch each other's food 	None
4	A process for immediately cleaning and disinfecting trays and tables after meals	<ul style="list-style-type: none"> All trays and tables will be wiped down and disinfected after meals Appropriate staff are trained in the use of district purchased cleaning/disinfection products Cleaning products are not to be stored in classrooms or areas where students can access 	Training protocols and MSDS sheets
5	Ensure meals are provided in individual portions and are delivered by staff wearing gloves	<ul style="list-style-type: none"> Meals will be provided in individual portions and staff will prepare and serve the food while wearing gloves 	Gloves, food prepared or provided in individual portions
6	Implement outdoor meals when possible	<ul style="list-style-type: none"> Meals will be served outdoors whenever possible 	Outdoor eating area
10. Other Actions Taken			
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This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature: _____ Date: _____

Now that you have completed your plan:

Please:

- Implement your site-specific COVID-19 protection plan.
 - Keep plan on-site and readily available.
 - Complete your industry specific checklist – print it out - fill it in.
 - Complete the attestation and print.
 - Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.
- Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.

Guidance

Checklist

Business Name: Orcutt Union School District

DRAFT 7/10/2020

Industry Sector: Childcare Programs and Providers		Business Name: Orcutt Union School District		
COVID-19 General Checklist Items for Employers		Procedure (write a short statement on how you will address the checklist item)	Frequency When applicable	Resources Needed As applicable
1. Worksite Plan				
1	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.	<ul style="list-style-type: none"> Plans are developed and posted in conjunction with the Santa Barbara County Public Health Department COVID-19 Guidelines in all areas of operation. Risk assessments are conducted by district and program administration and designated support staff. Site directors and teachers are designated to implement the plan. District and Site Administration, District Nurse Administrator, Teachers, Staff 	After their initial development, plans will be updated to align with any revisions or additions to SBCPHD Guidelines	SBCPHD Guidelines
2	The person(s) responsible for implementing the plan.	<ul style="list-style-type: none"> Parents and caregivers must answer the following questions before coming to school: <ul style="list-style-type: none"> Is your temperature greater than 100.4 F? Do you have or have had a fever or cough or shortness of breath? Have you come in close contact or cared for someone with COVID-19? If the answer to any of the above question is "yes," the parent or caregiver is required to self-report using the Orcutt Union School District self-assessment tool on the District's web page Student temperatures are checked upon arrival, before entering the classroom. 	Self-assessment and reporting daily	Recording sheet for teachers No touch thermometer
3	A risk assessment and the measures that will be taken to prevent spread of the virus.	<ul style="list-style-type: none"> Preschool teacher, instructional assistants, substitute teachers, and the site director will be trained on the plan and its implementation requirements. 		Copies of the plan, checklist, and training materials
4	Training and communication with employees and employee representatives on the plan.	Employees will attest that they have participated in training and understand the plan requirements. Any non-compliance will be documented and if appropriate placed in the employee's personnel file. Any identified deficiencies will be addressed and if necessary additional training will occur.	Prior to the start of the school year and as updates become available	Copies of the plan, checklist, and training materials
5	A process to check for compliance and to document and correct deficiencies.	<ul style="list-style-type: none"> Any student or staff member who exhibits any signs or symptoms of COVID-19 will be asked to put on a face mask immediately and to leave it on until they are off campus. For student, have parent/caregiver pick up student as soon as possible, if unable to reach go to list of emergency contacts. Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school. Staff members will be permitted to leave on their own if they can do so safely. Staff member must also provide a medical provider's note or proof of negative test before returning to work. 	Prior to the start of the school year and as needed	Copies of the plan, checklist, and training materials
6	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	<ul style="list-style-type: none"> The plan will be updated as additional guidelines or more information becomes available 	As applicable	Face masks, clear guidelines for parents/guardians regarding picking up student immediately if they start to exhibit any signs or symptoms of COVID-19 while at school. Parents/guardians will need a back-up plan if they are unavailable.
7	Update the plan as necessary to prevent further cases.		Ongoing	Attestation Plan
2. Employee Training				
1	Information on COVID-19, preventing spread, and who is especially vulnerable.	<ul style="list-style-type: none"> All staff will be trained and will receive educational materials on the related safety actions before the start of school in August 	Before the start of school and/or upon hiring	Training materials as needed
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	<ul style="list-style-type: none"> Passive screenings are to be completed by each staff member prior to reporting to work Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	No touch infrared thermometers for each school site Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff

3	Enhanced sanitation practices	<ul style="list-style-type: none"> Classrooms and workspaces will be cleaned each evening using appropriate disinfectants and applicators Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"> Door handles - cleaned at least every two hours during the school day Light switches - daily Classroom sink and handles - daily Bathroom surfaces - at least every two hours during the school day Tables - daily and in between usage as needed Student Desks - daily Chairs - daily Classroom phone by others - daily and in between usage as needed Office phones by others - daily and in between usage as needed Buses will be cleaned and disinfected in between daily routes Buses will be cleaned and disinfected at the end of each school day 	Throughout the school day	Cleaning supplies/schedule
4	Physical distancing guidelines	<ul style="list-style-type: none"> Desks will be arranged so that students are at least six feet apart in the classroom Personal belongings limiting room arrangements that promote social distancing, must be taken home prior to the first day of school Path of travel will be designated to promote social distancing as practicable Each cohort will have a dedicated play space on the playground 	Monitored daily	School schedule that minimizes interaction between student cohorts. Furniture in classroom is arranged to follow social distancing guidelines
5	Use of face coverings	<ul style="list-style-type: none"> Information will be provided to all staff and families prior to the start of the school year on the proper use, removal, and washing of cloth face coverings 	Before the start of school and/or upon hiring, or enrolling	Infographic with information on proper mask use, removal, and cleaning
6		<ul style="list-style-type: none"> Passive screenings are to be completed by parents prior to sending students to school Passive screenings are to be completed by each staff member prior to reporting to work Message checking for signs and symptoms of COVID-19 from CDC through ParentsSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	No touch infrared thermometers for each school site Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff
7	Screening practices	<ul style="list-style-type: none"> Isolate student or staff member showing symptoms as soon as possible For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts, parent/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school Staff members will be permitted to leave on their own if they can do so safely, staff member must also provide a medical provider's note or proof of negative test before returning to work 	Throughout the day	Identified location for isolation Emergency contact information Exclusion criteria clearly provided to affected individual and parent/guardian
3. Cleaning and Distincting Protocols				
1	Regularly introduce fresh air as much as possible, especially when cleaning	<ul style="list-style-type: none"> Classroom doors will be kept open as much as possible and the use of outdoor learning spaces will be encouraged Appropriate staff are trained in the use of district purchased cleaning/distincting products including addressing proper ventilation 	During the school day	HVAC Filters, Training protocols
2	Implement procedures to frequently clean and distinct: all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc.	<ul style="list-style-type: none"> Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"> Door handles - cleaned at least every two hours during the school day Light switches - daily Classroom sink and handles - daily Bathroom surfaces - at least every two hours during the school day Tables - daily and in between usage as needed Student Desks - daily Chairs - daily Water Fountains - usage will be suspended until further notice, students will be encouraged to bring their own water bottles daily. 	Before the start of school and/or upon hiring	Cleaning supplies/schedule
3	Designate a container for toys that need be cleaned, sanitized, or disinfected before being introduced back into the classroom environment	<ul style="list-style-type: none"> A container will be designated for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment Playground equipment - suspended from use until further notice Playgrounds, where possible, will be divided into quadrants for class/cohorts to use Playground balls and other play equipment are for personal student use and to be disinfected between usage 	Throughout the school day	Container for toys School map with designated areas for each classroom/cohort, cleaning supplies
4	Ensure multiple toys are accessible that are easy to clean and distinct and/or provide individually labeled bins for each child's toys and belongings	<ul style="list-style-type: none"> Instructional staff will be instructed to limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable 	Throughout the school day	Individual sets of supplies/materials as needed

5	Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions	<ul style="list-style-type: none"> All cleaning/disinfection products are those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions 	Prior to each order	Approved cleaning supplies, EPA list, Hazardous materials data sheets (MSDS)
4. Hygiene Protocols				
1	Implement and enforce strict handwashing guidelines for all staff and children	<ul style="list-style-type: none"> Portable handwashing stations (100) were purchased to use at our school's that will be allocated based on school student population size Handwashing stations to be placed to minimize movement and congregations in bathrooms to the extent practicable Handwashing stations will be stored in locked restrooms after hours Students and staff will wash or sanitize their hands <ol style="list-style-type: none"> before entering the classroom before and after meals before and after recess before and after entering another room besides their classroom after sneezing, coughing, touching their face or other similar action any other time needed throughout the day 	Cleaning, filing and restocking throughout the school day Throughout the day	Soap, paper towels, water Handwashing stations on campus, bottles of soap in each classroom for teacher/staff to use for students, tidy towels (frilled paper towels - not a roll), hand sanitizer, tissues
2	Implement procedures to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc.	<ul style="list-style-type: none"> Classrooms and workspaces will be cleaned each evening using appropriate disinfectants and applicators Frequently touched surfaces in the school include, but are not limited to: <ul style="list-style-type: none"> Door handles - cleaned at least every two hours during the school day Light switches - daily Classroom sink and handles - daily Bathroom sink and handles - daily Bathroom surfaces - at least every two hours during the school day Tables - daily and in between usage as needed Student Desks - daily Chairs - daily Classroom phone by others - daily and in between usage as needed Office phones by others - daily and in between usage as needed Buses will be cleaned and disinfected at the end of each school day Buses will be cleaned and disinfected at the end of each school day Students and staff members will wash and/or disinfect their hands before <ul style="list-style-type: none"> entering a classroom or an alternative indoor space before and after recess before and after meals after using the restroom after coughing or sneezing after touching one's face any other time throughout the day if needed Students will be required to view online instructional videos on proper handwashing technique with parents/guardian prior to the start of school, the information will be sent via ParentsSquare, included in Back to School messages from Principals, and social media postings Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas 	Throughout the school day	Handwashing stations, hand soap and paper towels, tri-fold paper towels, bottles of hand soap and hand sanitizer, tissues. Laminated posters from CDC on handwashing.
3	Use bathroom time as an opportunity to reinforce health habits and monitor proper handwashing	<ul style="list-style-type: none"> Students and staff members will wash and/or disinfect their hands before <ul style="list-style-type: none"> entering a classroom or an alternative indoor space before and after recess before and after meals after using the restroom after coughing or sneezing after touching one's face any other time throughout the day if needed Students will be required to view online instructional videos on proper handwashing technique with parents/guardian prior to the start of school, the information will be sent via ParentsSquare, included in Back to School messages from Principals, and social media postings Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas 	Throughout the day	Handwashing stations, hand soap and paper towels, tri-fold paper towels, bottles of hand soap and hand sanitizer, tissues. Laminated posters from CDC on handwashing.
4	Teach children to avoid contact with one's eyes, nose and mouth and use tissue to wipe their nose and cough/sneeze inside their elbow	<ul style="list-style-type: none"> Students will be required to view online instructional videos on proper handwashing technique with parents/guardian prior to the start of school, the information will be sent via ParentsSquare, included in Back to School messages from Principals, and social media postings Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health office, and staff areas 	Throughout the day	Handwashing stations, hand soap and paper towels, tri-fold paper towels, bottles of hand soap and hand sanitizer, tissues. Laminated posters from CDC on handwashing.

5	Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside and after using the restroom	<ul style="list-style-type: none"> Students and staff members will wash and/or disinfect their hands before <ul style="list-style-type: none"> entering a classroom or an alternative indoor space before and after recess before and after meals after using the restroom after coughing or sneezing after touching one's face any other time throughout the day if needed Students will be required to view online instructional videos on proper handwashing technique with parents/guardian prior to the start of school, the information will be sent via ParentSquare, included in Back to School messages from Principals, and social media postings Posters with information on handwashing techniques will be displayed in classrooms, restrooms, health offices, and staff areas 	Throughout the day	Handwashing stations, hand soap and paper towels, tri-fold paper towels, bottles of hand soap and hand sanitizer, tissues. Laminated posters from CDC on handwashing.
6	Discontinue brushing teeth during class	<ul style="list-style-type: none"> Teeth brushing will not occur during class 	Monitored daily	N/A
7	Label personal items and keep in a separate bag to ensure personal items are separate from others	<ul style="list-style-type: none"> Each student will be issued their own set of supplies and learning tools when practicable which will be stored in individually labeled containers If a book or supply must be shared, it will be disinfected between student use Students will keep their backpacks on their chair Individual student items will be stored in teacher designated locations 	Monitored daily	Students will be provided basic school supplies in individual cases Designated area within the classroom for individual student item storage
8	Send home with family or wash daily personal toys and blankets	<ul style="list-style-type: none"> Personal toys and blankets are not encouraged, if they are brought to school they will be sent home the same day with the student 	Monitored daily	None
9	Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Coats and mats should be labeled for each child	<ul style="list-style-type: none"> Bedding, mats, and coats are not currently used in this 1/2 day program 	N/A	N/A
5. Arrival Procedures				
1	Procedures and communication to families of a drop-off and pick-up process that includes: Parents/caregivers meet at the facility entryway and be brief Enter and exit the room one person at a time and wear face coverings Bring or use own signing pen or sanitize between use	<ul style="list-style-type: none"> Drop-off/pick-up process will be communicated to parents/caregivers Parent/caregiver will enter/exit the room one person at a time and will be wearing face coverings at all times Parent/caregiver will use own pen or the pen will be sanitized between uses 	Through the day, at drop off and pickup	Hand sanitizer
2	Install hand sanitizers, out of reach of children, near all entry doors and other high traffic areas	<ul style="list-style-type: none"> Soap and water are available in most classrooms and are the preferred method of hand sanitation Hand sanitizer dispenser may be made available near all entry doors and other high traffic areas as needed 	N/A	Hand sanitizer dispenser
3	Take steps to reduce contact between children and adults	<ul style="list-style-type: none"> Students will remain in cohorts and will not mix with other groups Adults dropping off children will remain in a designated area and will not interact with others during drop-off/pick-up 	Monitored daily	School schedule that minimizes interaction between student cohorts
4	Consider staggering arrival and drop off times	<ul style="list-style-type: none"> Arrival and drop off times will be staggered whenever possible 	Throughout the day	Designated area for parents during drop-off and pick-up Arrival and drop off schedule
6. Health Screening Protocols				
1	Implement screening procedures for all staff and children before they enter the facility	<ul style="list-style-type: none"> Student temperature will be taken upon arrival Passive screenings are to be completed by parents prior to sending students to school Passive screenings are to be completed by each staff member prior to reporting to work Message checking for signs and symptoms of COVID-19 from CDC through ParentSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	No touch infrared thermometers for each school site Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff
2	Document/track incidents of possible exposure and notify health officials, staff and families immediately of any possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA)	<ul style="list-style-type: none"> Message checking for signs and symptoms of COVID-19 from CDC through ParentSquare, social media, and principal messages Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff

3	<p>A process to conduct visual wellness checks and take temperature each morning with preferably a no-touch thermometer</p>	<ul style="list-style-type: none"> • Student temperature will be taken upon arrival to school • Passive screenings are to be completed by parents prior to sending students to school • Passive screenings are to be completed by each staff member prior to reporting to work • Message checking for signs and symptoms of COVID-19 from CDC through ParentsSquare, social media, and principal messages • Train staff on how to protect themselves and students when taking care of someone with possible COVID-19 symptoms • School nurse will document any incidents of possible exposures and will report them to public health immediately 	Throughout the day	<p>No touch infrared thermometers for each school site</p> <p>Gloves, fabric and disposable masks, N95 masks, gowns, face shields for health office staff</p>
4	<p>Monitor staff and children throughout day for signs of illness, isolate from general room population and notify parents if symptomatic</p>	<ul style="list-style-type: none"> • Distribute written health office guidelines (when to send a student to the health office and flowchart) • Guidelines will be shared detailing which symptoms need to be seen in health office, and which conditions can be treated in classroom • If any possible COVID-19 symptoms are present, the staff member caring for the student and the student will be required to wear a face mask • PPE will be needed to be worn by care provider • Isolate student or staff member showing symptoms as soon as possible • For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts; parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school • Staff members will be permitted to leave on their own if they can do so safely; staff member must also provide a medical provider's note or proof of negative test before returning to work 	Throughout the day	<p>Health office guidelines, flowchart, basic first aid kit in each classroom with a variety of bandaids, alcohol wipes, gauze, extra trashbags</p>
5	<p>Exclude any child, parent, caregiver, or staff showing symptoms of COVID-19</p>	<ul style="list-style-type: none"> • Any student or staff member who exhibits any signs or symptoms of COVID-19 will be asked to put on a face mask immediately and to leave it on until they are off campus. • For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts. Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school. • Staff members will be permitted to leave on their own if they can do so safely. Staff member must also provide a medical provider's note or proof of negative test before returning to work. 	As applicable	<p>Face masks, clear guidelines for parents/guardians regarding picking up student immediately if they start to exhibit any signs or symptoms of COVID-19 while at school.</p> <p>Parents/guardians will need a back-up plan if they are unavailable.</p>
6	<p>Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate</p>	<ul style="list-style-type: none"> • For student, have parent/guardian pick up student as soon as possible, if unable to reach go to list of emergency contacts. Parents/guardians will be asked to provide a medical provider's note or proof of a negative COVID-19 test prior to the student returning to school. • Staff members will be permitted to leave on their own if they can do so safely. Staff member must also provide a medical provider's note or proof of negative test before returning to work. 	Throughout the day	<p>Make sure contact information is updated in Aeries</p>
7	<p>Advise sick staff members and children not to return until they met CDC criteria to discontinue home isolation</p>	<ul style="list-style-type: none"> • Student and staff members will not be permitted to return to campus until a medical provider's note clearing them to return to campus until a medical provider's note clears them to return or they have proof of a negative COVID-19 test. • Policies will be developed that encourage sick employees and students to stay at home and the information will be disseminated to affected groups. • Perfect attendance awards and incentive programs for students will be evaluated to ensure they do not encourage ill students to come to campus. 	After each incident	<p>Access to medical provider or lab for COVID-19 test. Stay home if you are ill posters (CDC) https://www.cdc.gov/flu/idd/free-resources/updated/15v-home-from-work-poster.pdf</p> <p>Avoid Spreading Germs at Work poster https://www.cdc.gov/naabpharmaceutical-interventions/brand/dont-spread-germs-work-items3.pdf</p> <p>COVID-19 Health Information Poster https://www.cdc.gov/coronavirus-health-information_flyer_jhs_logo_2-28-20_final.pdf</p>
<p>7. Group Size and Staffing</p>				
1	<p>Group size should remain as small as possible</p>	<ul style="list-style-type: none"> • Students will remain in cohorts no larger than allowed by public health department guidelines 	Monitored daily	N/A
2	<p>Keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible</p>	<ul style="list-style-type: none"> • Students will remain in cohorts and will not mix with other groups 	Monitored daily	School schedule that minimizes interaction between student cohorts
<p>8. Classroom Size and Physical Distancing Guidelines</p>				

1	Arrange activities for smaller groups and rearrange furniture and play spaces to maintain 6 feet separation, when possible	<ul style="list-style-type: none"> • Desks will be arranged so that students are at least six feet apart in the classroom • Furniture and other belongings that impede providing the maximum number of students with six feet of social distancing will be removed and stored elsewhere • Personal belongings limiting room arrangements that promote social distancing, must be taken home prior to the first day of school • Path of travel will be designated to promote social distancing as practicable • Each cohort will have a dedicated play space on the playground 	Monitored daily	School schedule that minimizes interaction between student cohorts. Furniture in classroom is arranged to follow social distancing guidelines
2	For napping, place cots, cribs, and mats 6 feet apart, with heads in opposite directions	<ul style="list-style-type: none"> • The childcare program does not have naps 	N/A	N/A
3	Use opportunities to reduce time spent indoors and offer more opportunities for individual play	<ul style="list-style-type: none"> • Outdoor play time will be increased and utilized to reduce classroom size and also provide for outdoor learning opportunities 	Throughout the day	Revised daily schedule
4	Stagger play and adjust schedules to reduce the number of children in same area	<ul style="list-style-type: none"> • Outdoor play time will be increased and utilized to reduce classroom size and also provide for outdoor learning opportunities 	Throughout the day	Revised daily schedule
5	Ensure outdoor play equipment is disinfected between use by different groups.	<ul style="list-style-type: none"> • Playground equipment - suspended from use until further notice • Playgrounds, where possible, will be divided into quadrants for class/cohorts to use • Playground balls and other play equipment are for personal student use and to be disinfected between usage 	Throughout the school day	School map with designated areas for each classroom/cohort, cleaning supplies
9. Mealtime Protocols				
1	A process for proper hand washing before and after meal	<ul style="list-style-type: none"> • Students will wash their hands before and after every meal 	Throughout the school day	Water, soap, paper towels
2	Use paper goods and disposable plastic utensils when possible	<ul style="list-style-type: none"> • Staff will utilize paper goods and disposable plastic utensils when possible 	Throughout the school day	Paper goods, disposable plastic utensils
3	Do not allow children or staff to share or touch each other's food	<ul style="list-style-type: none"> • Children and staff will not share or touch each other's food 	Throughout the school day	None
4	A process for immediately cleaning and disinfecting trays and tables after meals	<ul style="list-style-type: none"> • All trays and tables will be wiped down and disinfected after meals • Appropriate staff are trained in the use of district purchased cleaning/disinfection products • Cleaning products are not to be stored in classrooms or areas where students can access 	Before the start of school and/or upon hitting	Training protocols and MSDS sheets
5	Ensure meals are provided in individual portions and are delivered by staff wearing gloves	<ul style="list-style-type: none"> • Meals will be provided in individual portions and staff will prepare and serve the food while wearing gloves 	At meal time or when food is prepared/served	Gloves, food prepared or provided in individual portions
6	Implement outdoor meals when possible	<ul style="list-style-type: none"> • Meals will be served outdoors whenever possible 	At meal time	Outdoor eating area
10. Other Actions Taken				
1				
2				
3				

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature:

Date:

Now that you have completed your plan:

Please:

- Implement your site-specific COVID-19 protection plan.
- Keep plan on-site and readily available.
- Complete your industry specific checklist – print it out - fill it in.
- Complete the attestation and print.
- Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.
- Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.

COVID-19 Screening Flow Chart

Student or Staff complains of COVID-19 or MIS-C symptoms. Mask student or staff (unless they are having difficulty breathing, if so call 9-1-1).

- *Place student in a room away from others;
- *Staff should go home immediately.

Signs and Symptoms of COVID-19:

- *Fever 100.4 F
- *Chills
- *Nasal congestion
- *Runny nose
- *Shortness of breath
- *Difficulty Breathing
- *Diarrhea
- *Nausea/Vomiting
- *Fatigue
- *Headache
- *Muscle or body aches
- *New loss of taste or smell

Signs and Symptoms of MIS-C:

- *Rash
- *Red eyes
- *Cracked/swollen lips
- *Red/swollen tongue
- *Swelling hands/feet
- *Stomach pain

VERBAL

- *When did symptoms appear?
- *Recent COVID-19 exposure?

VISUAL

- *Difficulty or Rapid Breathing (without recent physical activity)
- *Flushed cheeks
- *Fatigue
- *Extreme Fussiness
- *Coughing
- *Other COVID-19 Signs or Symptoms

PHYSICAL

- *Temp > 100.4 F
- *Pulse Ox < 96%

Verbal, Visual, & Physical concerns out of range?

NO

YES

YES

Allow to rest for 10 minutes

Improving

YES

Back to Class

NO

*Isolate

- *Send home ASAP
- *Contact Provider
- *Contact Public Health

Follow-Up with Student/family Health Services Administrator

Call 9-1-1 (EMS)

- *Trouble Breathing
- *Pulse Ox < 96%
- *Bluish Lips/Face
- *Chest Pain
- *New Confusion
- *Unable to wake or stay awake



COVID-19 Now What Flow Chart

I just found out...

I'm COVID-19 positive

- *Self-isolate at home for 10 days.
- *Avoid infecting others

May return to work/school when a Public Health affirms that you may return to work.

I've been exposed/had close contact with someone that is COVID-19 positive

- * Get COVID-19 Tested by calling your health care provider or by finding a test site.

*Self-quarantine for 14 days from last exposure to COVID-19

*Avoid infecting others in case you are COVID-19 Positive

May return to work/school when a Public Health affirms that you may return to work.

I may have been exposed to someone with COVID-19

See the "COVID-19 Possible Exposure Worksheet"

Signs and Symptoms of COVID-19:

- *Fever 100.4 F
- *Chills
- *Congestion or runny nose
- *Cough
- *Shortness of breath
- *Difficulty Breathing
- *Diarrhea
- *Nausea/Vomiting
- *Fatigue
- *Headache
- *Sore throat
- *Muscle or body aches
- *New loss of taste or smell

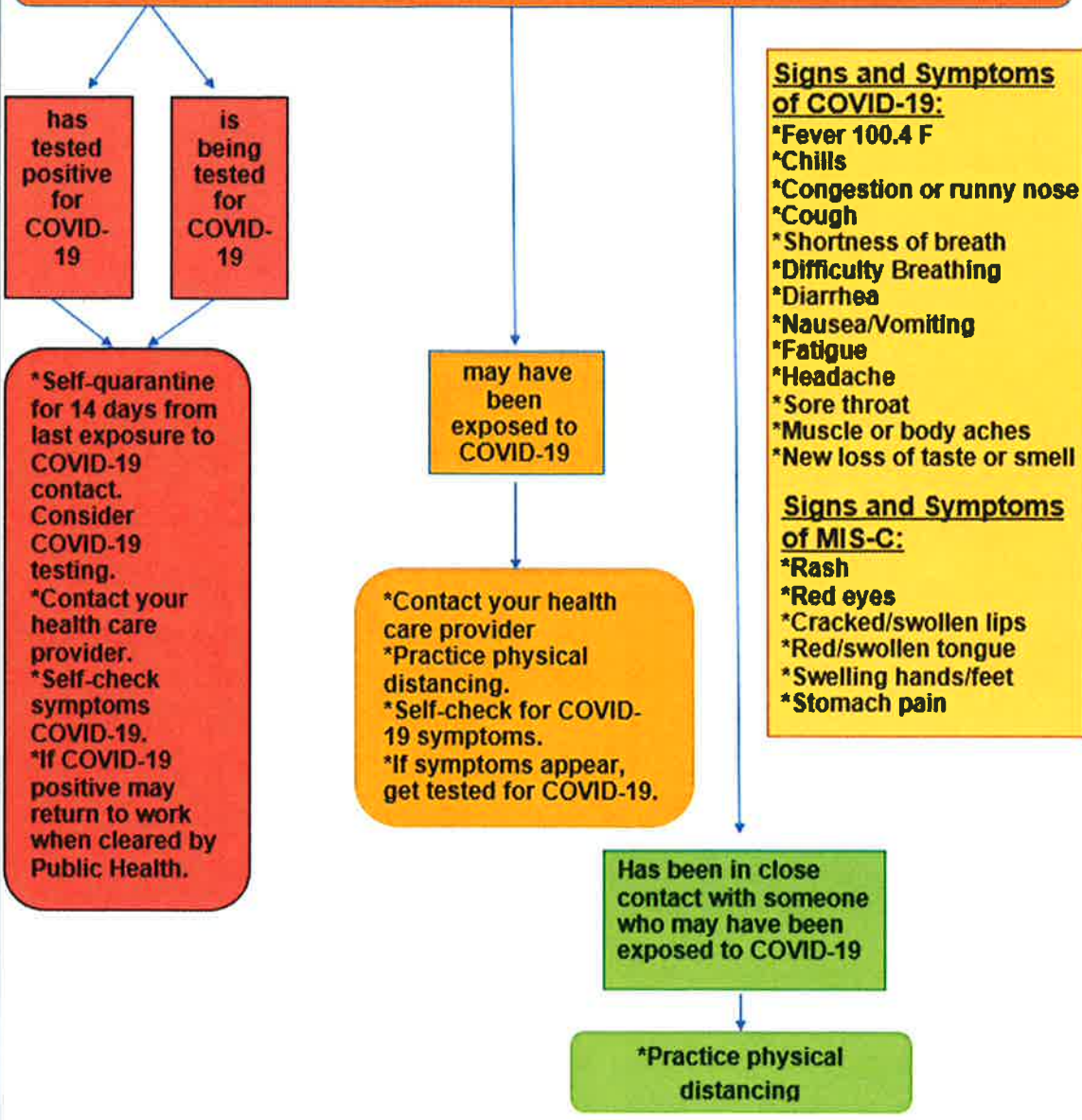
Signs and Symptoms of MIS-C:

- *Rash
- *Red eyes
- *Cracked/swollen lips
- *Red/swollen tongue
- *Swelling hands/feet
- *Stomach pain



COVID-19 Exposure Screening Flow Chart

Student or staff share they have been exposed/in close contact, within 6 feet for 15 minutes or greater, with someone who...



APPENDIX H - AGE-SPECIFIC STRATEGIES FOR TEACHING HYGIENE AND ETIQUETTE

See suggestions below for age-appropriate advice and activities to prevent and control the spread of the novel coronavirus and other viruses. Activities should be contextualized further based on the specific needs of children (language, ability, gender, etc.).

Transitional Kindergarten - First Grade

- Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently.
- Sing a song while washing hands to practice the recommended 20 second duration.
- Create a video demonstrating symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick, thereby cultivating empathy and safe, caring behaviors.
- Have students sit further apart from one another. Have them practice stretching their arms out, they should have enough space to avoid touching their friends.

First Grade - Third Grade

- Make sure to listen to student's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
- Emphasize that children can do a lot to keep themselves and others safe.
 - Introduce the concept of social distancing (standing farther away from friends, avoiding large crowds, not touching people if you don't need to, etc.).

Plan is subject to change

-
- Focus on good health behaviors, such as washing hands, and covering coughs and sneezes with tissues, handkerchiefs or elbows.

Help students understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread.

- Put colored water in a spray bottle; spray over a piece of white paper. Observe how far the droplets travel.
- Demonstrate why it is important to wash hands for 20 seconds with soap and water.
 - Put a small amount of glitter in students' hands and have them wash their hands with just water; notice how much glitter remains; then have them wash for 20 seconds with soap and water.
- Have students analyze scenarios to identify high risk behaviors and suggest modifying behaviors.
 - Pose the example: A teacher comes to school with a cold. He sneezes and covers it with his hand. He shakes hands with a colleague. He wipes his hands afterward with a handkerchief, then goes to class to teach. What did the teacher do that was risky? What should the teacher have done instead?

Fourth Grade - Twelfth Grade

- Make sure to listen to students' concerns and answer their questions.
- Emphasize that students can do a lot to keep themselves and others safe.
 - Introduce the concept of social distancing.
 - Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands.
 - Remind students that they can model healthy behaviors for their families.
- Encourage students to prevent and address stigma.

Plan is subject to change

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- Discuss the different reactions they or others may experience and explain these abnormal reactions to an abnormal situation. Encourage them to express and communicate their feelings.
 - Build students' agency and have them promote facts about public health.
 - Have students make their own public service announcements (PSAs) through school broadcasts and posters.
 - Incorporate relevant health education into other subjects
 - Science curricula may include the study of viruses, disease transmission and the importance of vaccinations.
 - Social studies curricula may focus on the history of pandemics and the evolution of policies regarding public health and safety.
 - Media literacy lessons may empower students to be critical thinkers and makers, effective communicators, and active citizens.

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