

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 01/29/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Crossroads Christian School

Number of schools: 1

Enrollment: 624

Superintendent (or equivalent) Name: Joleen Smith

Address: 2300 Fullerton Avenue

Phone Number: 951.278.3199

Corona, CA 92881

Email: JSmith@crossroadsschool.or

Date of proposed reopening:
09/14/2020

County: Riverside

Grade Level (check all that apply)

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☒ 11th

☒ K ☒ 3rd ☒ 6th ☒ 9th ☒ 12th

☒ 1st ☒ 4th ☒ 7th ☒ 10th

Type of LEA: Private

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

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

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

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

☐ I, Maila Dumaup, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

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

Please provide specific information regarding:

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

Minimum staff:student ratio= 1:10 Maximum staff to student ratio=1:25

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

Student stable groups will not mix with other groups. Staff will adhere to :

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

Student stable groups will not mix with other groups. Staff will adhere to :

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

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

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

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

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

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

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

Maximum: 7 feet

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

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

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

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

50% of staff will be tested monthly.

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

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

Parents will be provided information regarding Covid-19 testing.

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

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

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

☐ Labor Organization

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

Name: _____

Date: _____

☐ Parent and Community Organizations

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

Name: _____

Date: _____

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

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

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

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 Prevention Program (CPP): Crossroads Christian School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 01/29/2021

Authority and Responsibility

Joleen Smith has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Reporting and identifying any hazardous situation to their supervisor or safety officer and appropriate actions will be taken.

Employee screening

We screen our employees by:

- Requiring a daily online self-assessment prior to arriving onto campus through a program called HSI DoneSafe.
- Upon arrival we take their temperature and require testing (50% of staff will be tested monthly where 100% of staff will be tested every 2 months)

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Upon notification of the identified Covid-19 hazard the onsite safety officer will assess and correct accordingly. If the situation requires additional assistance the safety officer will request assistance from our onsite maintenance and custodial staff. All requests will be documented and managed through a program called FMX to ensure timely correction and follow up measures are taken.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- CCS will operate as a “closed campus” by restricting access of non-essential visitors, volunteers and group activities during regular hours of operation.
- Remote work arrangements are available for:
 - Specific roles identified for work that can be performed remotely
 - Staff members as necessary due to the need to stay home due to exposure or infection or other reasons approved
- We have installed visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- We have installed barrier devices (Plexi-glass) and established limited seating in specific work areas and break rooms
- We have implemented staggered arrival, departure, work, and break times.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and face shields to employees and we will ensure the face covering are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

We provide cleaning supplies to employees to use. They are responsible for cleaning their face coverings and shields as needed. We require that everyone on campus wears a face covering. If an employee encounters a non-employee not wearing a face covering, we will provide them with a face covering.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Plexi glass, closed campus, work areas assessed to make sure that shared work spaces will allow for maximum separation at least 6 feet apart.

We are ensuring that all indoor spaces (in all school classrooms, offices, etc) have sufficient ventilation through regular maintenance per American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) guidance on ventilation.

All HVAC systems are operated in occupied mode for a minimum period of 2 hours prior to

occupants entering the building.

We ensure proper ventilation during cleaning and disinfecting and introduce clean air by opening windows where practicable.

We have disabled any demand control ventilation and introduced the maximum possible OA flow 24/7 until further notice.

We encourage classrooms to open windows and doors, however if opening windows poses safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons in the facility, we will consider alternatives. Maximize central air filtration for HVAC systems by using filters with a minimum efficiency reporting value (MERV) of at least 13.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning, disinfection, and ventilation of school campuses will follow guidelines developed by the CDPH.
- Campus is cleaned and disinfected daily.
- Restrooms and playgrounds are cleaned and disinfected frequently throughout the day.
- Playground equipment will be regularly inspected and cleaned for student use. Protexus “fogging” machines will be used to disinfect playground equipment when used.
- Common touch surfaces will be cleaned regularly (e.g., counter tops, door handles, restrooms, student desks, student chairs, etc.). Anti-microbial film has been installed on every high traffic door handle and countertop.
- Physical barriers have been installed in front office areas where face-to-face interaction occurs. Physical barriers will be cleaned frequently throughout the day.
- Staff are provided with cleaning supplies and instructed to clean frequently touched surfaces at school daily.
 - Frequently touched surfaces in the school include, but are not limited to:
 - Sink handles
 - Door handles
 - Shared technology and supplies
 - Shared tables, desks, or chairs
 - Desks and tables considered shared items will be cleaned before the next group arrives.
 - Desks or chairs will be cleaned daily after use.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Custodial staff will be trained in proper cleaning and disinfection procedures. If a case has been identified, the spaces where the case spent a large proportion of their time will be closed for any use until disinfected. Disinfection will be done immediately or within 24 hours.

Shared tools, equipment and personal protective equipment (PPE)

PPE will not be shared, e.g., gloves, goggles and face shields.

Employees are prohibited from sharing work space items such as phones, headsets, desks, keyboards, writing materials, instruments and tools to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employee with provided cleaning supplies.

Hand sanitizing

To implement effective hand sanitizing procedures, we encourage and allow time for employees to wash their hands frequently for at least 20 seconds throughout the day. Hand sanitizing stations have been installed in every classroom and in every high traffic area. Instructions on how to wash your hands effectively are posted in every room and restroom that has a sink.

Personal protective equipment (PPE) used to control employees’ exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Cases will be report to local public health office.

Employees who had potential COVID-19 exposure in our workplace will:

- Remains on home isolation until:
 - 72 hours has passed since recovery **Recovery is defined as: (must meet the following:)
 - Resolution of fever without the employee using fever-reducing medication AND
 - improvement in respiratory symptoms AND
 - At least 10 days have passed since their last positive test
 - HR will contact them to describe benefits and exclusions.
- Asymptomatic employee with laboratory confirmed Positive COVID-19 Test
 - Remains on home isolation until:
 - At least 10 days have passed since their first positive COVID-19 test, assuming they have not developed any symptoms since their positive test
 - If symptoms develop, follow protocol for symptomatic individuals
 - HR will contact them to describe benefits and exclusions.
 -

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees will report COVID-19 symptoms and possible hazards to the supervisor and onsite safety office as soon as symptoms start. (Modes of communication include email, direct message or phone call)
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures and policies accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- We require bi-monthly testing at no cost to the employee and we supply additional testing site options including testing through their health insurance plan. In the event of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible actions to be taken with a positive test.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer provided employee sick benefits, FFCRA where permitted by law and not covered by workers' compensation and the option for remote work (if work duties allow remote work option). Employees will be provided this information by Human Resources.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the Riverside County Health Department and provide any related information requested.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work

Dr. Joleen D. Smith

Approved By: _____

Name: Dr. Joleen D. Smith

Date: 02 / 01 / 2021

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section will be implemented if the organization is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and

review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section will be implemented should we experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

Signature Certificate

Document Ref.: EXXPV-B6JPO-IBGLU-JWBGE

Document signed by:



Dr. Joleen D. Smith

Verified E-mail:
jsmith@crossroadsschool.org

Dr. Joleen D. Smith

IP: 174.204.36.37

Date: 01 Feb 2021 18:32:52 UTC



Document completed by all parties on:

01 Feb 2021 18:32:52 UTC

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2020-2021

SCHOOL OPENING & SAFETY PLAN

Crossroads values many things, but when it comes to education at our school, three things have guided our planning for the start of school: Our Learners' health and well-being, delivering excellent holistic education, and ensuring our school's long-term stability.

School Year 2020-2021 reopening plan is based on the most current guidance from state agencies and public health officials and will be updated as we receive new guidance.

"Trust in the Lord with all your heart, and lean not on your own understanding; In all your ways submit to him, and he will make your paths straight." - Proverbs 3:5-6

SCHOOL INFORMATION:

Crossroads Christian Schools
2380 Fullerton Avenue
Corona Ca. 92881
Main Number: 951-278-3199

If you have any questions, please contact Monique Garcia

STUDENT ENROLLMENT AND CLASSROOM RATIOS BY GRADE LEVEL K-6:

Grade Level Facilitator: Learner Ratio/Classroom

- Kindergarten: 1:10 per classroom
- 1st Grade: 1:16 per classroom
- 2nd Grade: 1:16 per classroom
- 3rd Grade: 1:18 per classroom
- 4th Grade: 1:20 per classroom
- 5th Grade: 1:20 per classroom
- 6th Grade: 1:20 per classroom
- 7th Grade: 1:25 per classroom
- 8th Grade: 1:25 per classroom
- 9th Grade: 1:25 per classroom
- 10th Grade: 1:25 per classroom
- 11th Grade: 1:25 per classroom
- 12th Grade: 1:25 per classroom

DATE OF INSTRUCTION FOR 2020-2021 SCHOOL YEAR:

September 2, 2020 -May 27, 2021

*September 2, 2020 -Start of Distance Learning

- 1st Semester September 2, 2020 to December 18th, 2020
- 2nd Semester January 6, 2021, to May 27th, 2021

Section A: Cleaning and Disinfecting

- Cleaning, disinfection, and ventilation of school campuses will follow guidelines developed by the CDPH.
- Campus is cleaned and disinfected daily.
- Restrooms and playgrounds are cleaned and disinfected frequently throughout the day.
- Playground equipment will be regularly inspected and cleaned for student use. Protexus "fogging" machines will be used to disinfect playground equipment when used.
- Common touch surfaces will be cleaned regularly (e.g., counter tops, door handles, restrooms, student desks, student chairs, etc.). Anti-microbial film has been installed on every high traffic door handle and countertop.
- Physical barriers have been installed in front office areas where face-to-face interaction with the public occurs. Physical barriers will be cleaned frequently throughout the day.



We are ensuring that all indoor spaces have sufficient ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) guidance on ventilation. All HVAC systems are operated in occupied mode for a minimum period of 2 hours prior to occupants entering the building. We ensure proper ventilation during cleaning and disinfecting and introduce clean air by opening windows where practicable. We have disabled any demand control ventilation and introduced the maximum possible OA flow 24/7 until further notice.



Section B: Cohorting/Stable Groups:

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

Reference: <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

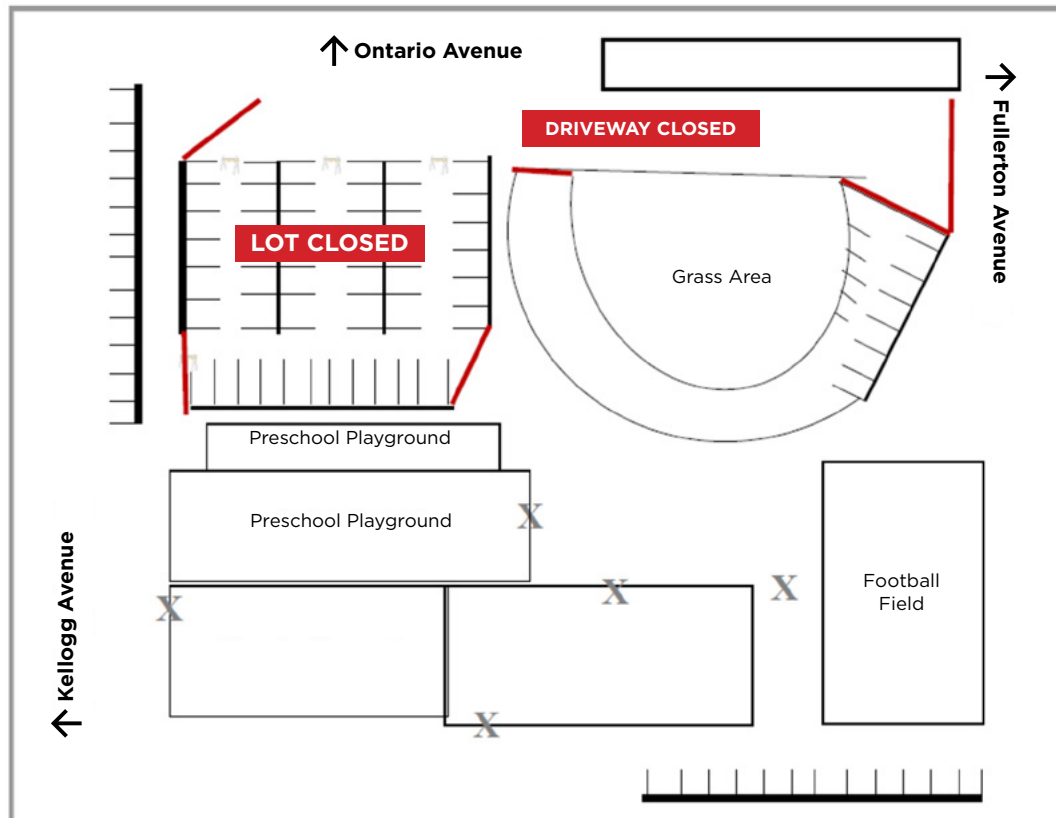
To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.

CCS is committed to limit the number of interactions among students and staff together with continued smaller class sizes as well as facilitate an effective and efficient rapid-response contact tracing protocol. Students in preschool through 5th grade will remain in a single cohort during the day, which is easily facilitated by main classroom of instruction and/or grade level. In grades 6th through 12th, cohorts will be preserved by block schedule strategies to limit the number of interactions.

Staff lounge areas and common areas will be arranged to help maintain social distancing. Staff will be encouraged to remain in their grade level pods to limit interactions.

Section C: Entrance, Exits and Movement Within the School

Our goal is to minimize congregate movement through entrances, exits and hallways as much as practicable. Therefore, specific entrances and exits have been designated as well as locations for drop off and pick up in order to ensure limited physical and/or direct contact with others.



****Parents are encouraged to use the carline for drop off and pick up.**

****Parents & visitors will have limited access to the school campus.**

MOVEMENT:

- CCS will limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- CCS may consider the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- CCS will limit the amount of interactions between cohort groups.
- CCS will operate as a “closed campus” by restricting access of non-essential visitors, volunteers and group activities during regular hours of operation.
- CCS will limit the number of individuals in the front office, ensuring proper physical distancing is maintained.
- To further minimize hallway movement, CCS does not have student lockers.

STAGGERED START TIME AND OTHER SCHEDULES:

Grade Level Schedules	Grade Level	Arrival	Break Schedule	Lunch Schedule	Dismissal
	Kindergarten	8:15am	Staggered by Class	Staggered by Class	2:15pm
	1 st Grade	8:00am	9:30am	11:00am	2:20pm
	2 nd Grade	8:00am	9:40am	11:20am	2:20pm
	3 rd Grade	7:55am	9:55am	12:00pm	2:30pm
	4 th Grade	7:50am	10:05am	12:30pm	2:35pm
	5 th Grade	7:45am	10:20am	12:35pm	2:40pm
	6 th Grade	7:45am	10:30am	1:05pm	2:45pm

Students may arrive at school from 7:30am-8:00am

School Start time is 8:00am for grades 1-5 & 7:45am for 6th grade

Staggered start times and break schedules have been established for different grade levels to aid in limiting physical and/or direct contact with others. Snack and lunch times will be limited to grade level cohorts.

7-8th Grade start time is 7:45am-2:45pm

9-12th Grade start time is 8am-3pm

Parents & visitors will have limited access to the school campus. Upon entering everyone will have their temperature checked using a no-contact thermometer.

PHYSICAL BARRIERS:

Physical barriers have been installed in front office areas where face-to-face interaction with the public occurs.

Section D: Face Coverings and Other Essential Protective Gear:

FACE COVERING:

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings

- All Staff, learners and other adults (volunteers, visitors, etc.) arriving on campus must wear a face covering or in limited instances, a face shield with drapes unless they meet face covering exemptions. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.

Reference: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf



STUDENTS

AGE	FACE COVERING REQUIRED
Under 2 years old	No
Preschool	No
Kindergarten - High School	Yes, unless exempt

- Learners exempt from wearing a face covering will not be required to use a face covering, but must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Parents should be familiar with the face covering exemptions as they will be responsible for determining the exempt status of their child. Learners with no face covering exemption must bring a face covering with them to be used if physical distancing is not feasible. Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.

Reference: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

- In order to comply with this guidance, CCS will exclude students if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. However, an alternative educational approach such as virtual learning option will be made available to these learners.

Information regarding face coverings and exemptions:

Visit the California Department of Public Health's website at: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

Learners must use face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating or drinking)
- While leaving school

Staff members must use face coverings when:

- Interacting in-person with any member of the public.
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas, such as hallways, stairways, elevators, in a vehicle traveling with others, and parking facilities.
- In any room or enclosed area where other people are present when unable to physically distance.
- Face coverings and gloves must be used by staff who work with students who require more hands-on services.
- Facilitators/Staff can use face shields when modeling of oral tasks is required to complete to allow learners to view their Facilitators/Staff.
- Staff will be provided reusable cloth face masks and face coverings, and are expected to wear them daily.
- Personal face coverings will be allowed in compliance with CCS dress code policy.
- PPE will be available to staff and learners.
- CCS has different types of face covering and staff will be given a choice as to type of face covering, they would like to use and/or most conducive to their student's needs.
- Face coverings and gloves must be used by staff who work with students who require more hands-on services.

***Gloves are not recommended for use by learners or staff, with the exception of those conducting cleaning, first aid, or food service*



The following individuals are exempt from wearing a face covering:

- Persons age two years or under. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a verified medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

For more information regarding face coverings and exemptions, please visit the California Department of Public Health's website at: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

Section E: Health Screening for Students and Staff

SYMPTOMS OF COVID-19:

We are required to share information regarding Covid-19 symptoms.

Remember, anyone can have mild to severe symptoms. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-10 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fever (100.4 degrees or higher)

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

SELF-CHECK AT HOME:

All CCS Staff, learners and other adults (families, guests and volunteers, etc.) must conduct symptoms self-check and temperature check prior to arriving on our campus.

- If you are experiencing any symptoms and/or have a fever of 100.4 degrees or higher you need to stay home until you are no longer experiencing any symptoms to ensure your safety as well as the safety of those around you. If you need information on what symptoms to look for, please go to the CDC link: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

***Quarantine, personal illness and Covid-19 illness or symptoms related absence will be excused.*



SCREENING ON CAMPUS PRIOR TO ENTRY:

1. All Students/Staff/Visitors must complete a self-check prior to arriving on campus.
2. A health screening including a no-contact temperature check will be done before entering the main campus.
3. All Students/Staff/Visitors must be symptom free prior to starting school, work or entry to the campus.
 - a. Staff who are symptomatic for COVID-19 must stay at home and contact Human Resources.
 - b. Learners who are symptomatic for Covid-19 must stay home and notify the school of the absence.
 - c. Visitors who are symptomatic will not be allowed on campus

*** Parents & visitors will have limited access to the school campus. Upon entering everyone will have their temperature checked using a no-contact thermometer.*

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, as soon as practicable

Staff that present symptoms while at school/work will immediately isolate themselves from others and go home.

Learners that present symptoms while at school will immediately go to a designated isolation area until they can be picked up by a parent or guardian.

***Note: Parents must be prepared to pick up their learner(s) immediately in the instance they develop COVID-19 symptoms while at school. Please be sure to have updated emergency contacts in Facts.*

Section F: Healthy Hygiene Practices

HAND WASHING AND HAND SANITIZERS:

- Staff and learners are expected to wash/sanitize their hands regularly.
- Staff and Learners are required to wash/sanitize their hands upon entering the classroom throughout the day.
- Hand sanitizers will be available in every classroom and workstation.
- There are hand sanitizer stations in all front offices, in classrooms and high traffic areas.
- Most Elementary and Middle School classrooms have in-classroom sinks.
- There is a sink available in the High School Lab and convenient bathroom access is available.

SHARING OF SUPPLIES AND TRASH CANS

- Sharing of supplies will be limited and avoided between learners and staff to the extent possible.
- Learners must take home personal items for cleaning daily.

WATER BOTTLE AND DRINKING FOUNTAIN

- Students must bring a refillable water bottle or have an option to use a disposable cup.



Section G: Identification, Tracing and Communication

COVID-19 PROTOCOL & NOTIFICATION

Should a positive COVID-19 case occur at school, the following protocols will be followed:

- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Privacy of Employee Medical Information
- CCS is entitled under California's Confidentiality of Medical Information Act to establish appropriate procedures in regard to received medical information of employees to ensure the confidentiality and protection of unauthorized uses of that information.
- CCS will not disclose the name(s) of infected employees unless such disclosure is to public health authorities or required by law. Crossroads Christian Church will keep information regarding employee illness as confidential medical information, in compliance with ADA requirements.
- Students information and records will follow FERPA and HIPAA guidelines
 - Reference: https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf
- Determine and inform those who have had close contact with a person diagnosed with COVID-19 to self- monitor for symptoms and follow state and local guidance if symptoms develop. **CCS will be using an electronic visitor management system (Raptor Technologies) to monitor visitors on campus. Student Attendance will be tracked by Canvas. Staff attendance is tracked by Paylocity and Secure Access Entry Fobs.
- Learner, Staff, and families who have been potentially exposed to a positive COVID- 19 case will be notified. These notifications will be completed by CCS Administrator or designee (for Learners), by phone with follow-up written correspondence which will include:
 - If known, date of potential exposure
 - Information on incubation period and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
 - Phone numbers to schedule an appointment at a local testing site

In addition, positive COVID-19 cases may lead to the closure of a classroom, multiple classrooms, or even a school. This will be determined by CCS Administration with direction from Riverside County Public Health. (Refer to Exhibit A for School Decision Tree)

RECORDKEEPING

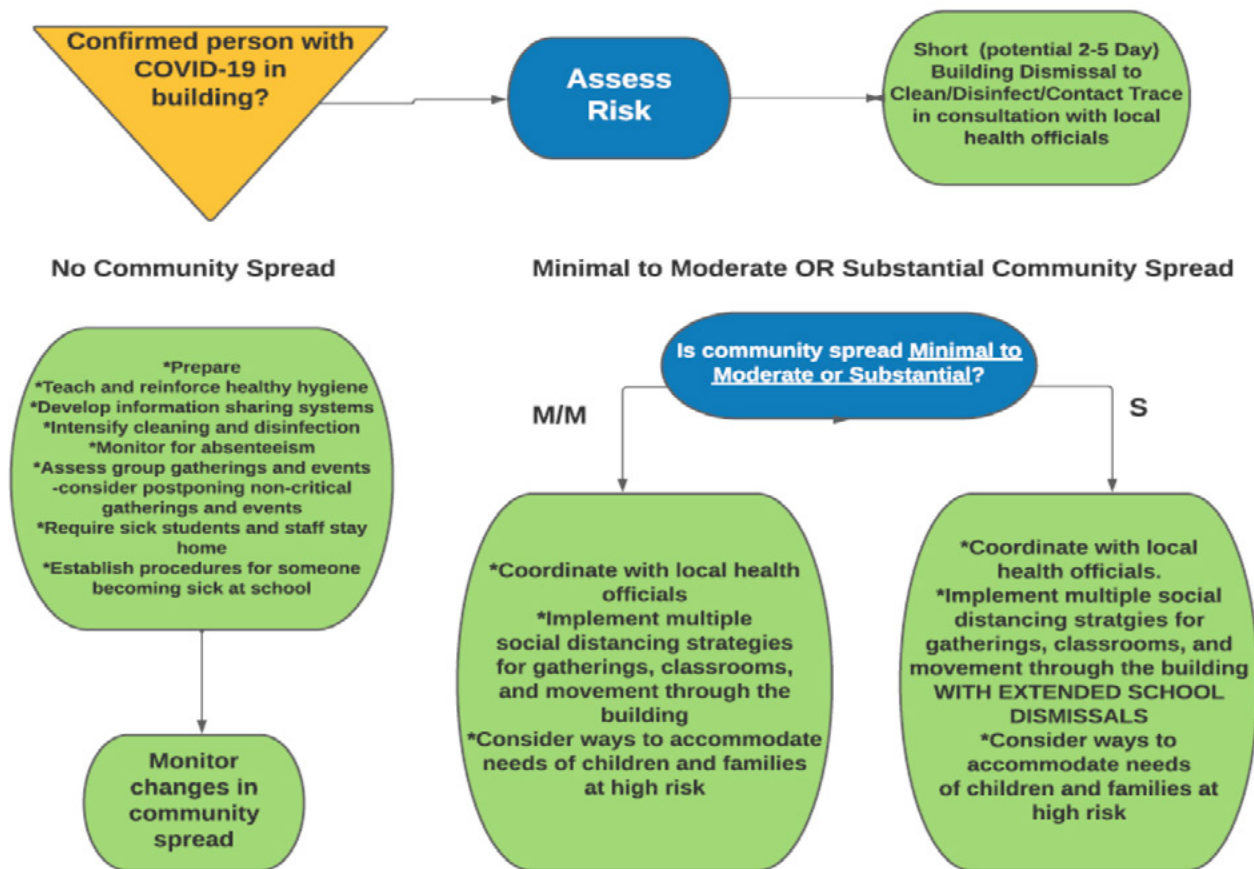
CCS will keep logs of:

- Classes (Using Canvas & Facts Management)
- Seating charts (Using Canvas)
- Playground usage & snack/lunch times (Using Canvas)
- Daily visitors who are approved to enter the school (using Raptor Technologies)
- Staff on campus (using Key fobs & Paylocity)
- Parents on campus (using Raptor Technologies)
- CCS will maintain these records and the records will be readily available for public health for contact tracing purposes.



SCHOOL DECISION TREE

All Schools Regardless of Community Spread



LEARNERS THAT PRESENT SYMPTOMS WHILE AT SCHOOL:

Should a positive COVID-19 case occur at school, the following protocols will be followed:

1. Parents must be prepared to pick up their learner(s) immediately in the instance they develop COVID-19 symptoms while at school.
2. Learners will go to a designated isolation area until they can be picked up by a parent or guardian.
3. The parent or guardian upon arrival are informed of the following guidelines:
 - Learner has to be out for 24 hours due to symptoms
 - If they exhibit additional Covid-19 related symptoms they are required to stay home for 72 hours of being symptom free
 - Notify the school prior to return
 - We highly recommend learners be tested if exhibiting Covid like symptoms
 - In order to return learner has to be symptom free for 24 hours without any fever reducing medication
4. CCS will coordinate with Riverside County Department of Public Health (RCDPH) regarding suspected and confirmed cases.
5. RCDPH will be responsible for working directly with the individual and families for notification and contact tracing.
6. RCDPH will assist CCS to determine a course of action should a student or staff member test positive for COVID-19 on a case-by-case basis. This may include dismissal of students and most staff for a short period of 1-3 days.

*** Note: Please be sure to have updated emergency contacts in Facts.*



LEARNERS RETURNING TO SCHOOL AFTER A DIAGNOSIS OF COVID-19

RCDPH is responsible for clearance of individuals infected with COVID-19, including Learners.

1. After a positive diagnosis is made, students should expect to be in isolation for at least 10 days after the test, and potentially longer if they continue to remain symptomatic.
2. Learners should not return to school until they have been cleared by Public Health; administration will work directly with families when they are cleared by the Public Health and ready to return to school.
3. CCS will make arrangements with the student and families to be able to continue with school while at home to ensure that the student's learning is not impacted.

***Note: Parents must be prepared to pick up their learner(s) immediately in the instance they develop COVID-19 symptoms while at school. Please be sure to have updated emergency contacts in Facts.*

COMMUNICATION PLAN:

CCS is committed to ensuring open and timely communication with families. Should there be a confirmed case or a known exposure to COVID-19 on campus a school community notification will be sent out. Furthermore, CCS will maintain contact with the Riverside County Health Office and CPDH

CCS has procedures in place for investigating communicable disease cases & Covid 19. CCS Administration will conduct contact tracing using classroom rosters and information obtained from school personnel through data and interviews.

CDC guidelines for determining when a person who was recently in close contact with a person with COVID-19 or a person with COVID-19 can return to work or school. Our communication plan determines our protocol if exposed to Covid 19.

Measures to be taken when a Learner, facilitator or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19

Reference: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

	Learners or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2	Close contact with a confirmed (+) COVID-19 Case	<ul style="list-style-type: none"> • Send home if at school • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten 10 day exclusion if negative) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.



3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Exclude from school for 10 days from symptom onset date or, if asymptomatic for 10 days from specimen collection date. • Identify contacts (+), inform the RCHD of identified contacts, and exclude contacts (possibly the entire stable group) from school for 10 days after the last date the case was present at school while infectious. • Recommend testing of asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community • notification of a known case exposure. No action needed if exposure did not happen in school setting. • Notification of persons with potential exposure if case was present in school while infectious.
4	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> • May return to school 24 hours have passed without a fever and symptoms have started improving. • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

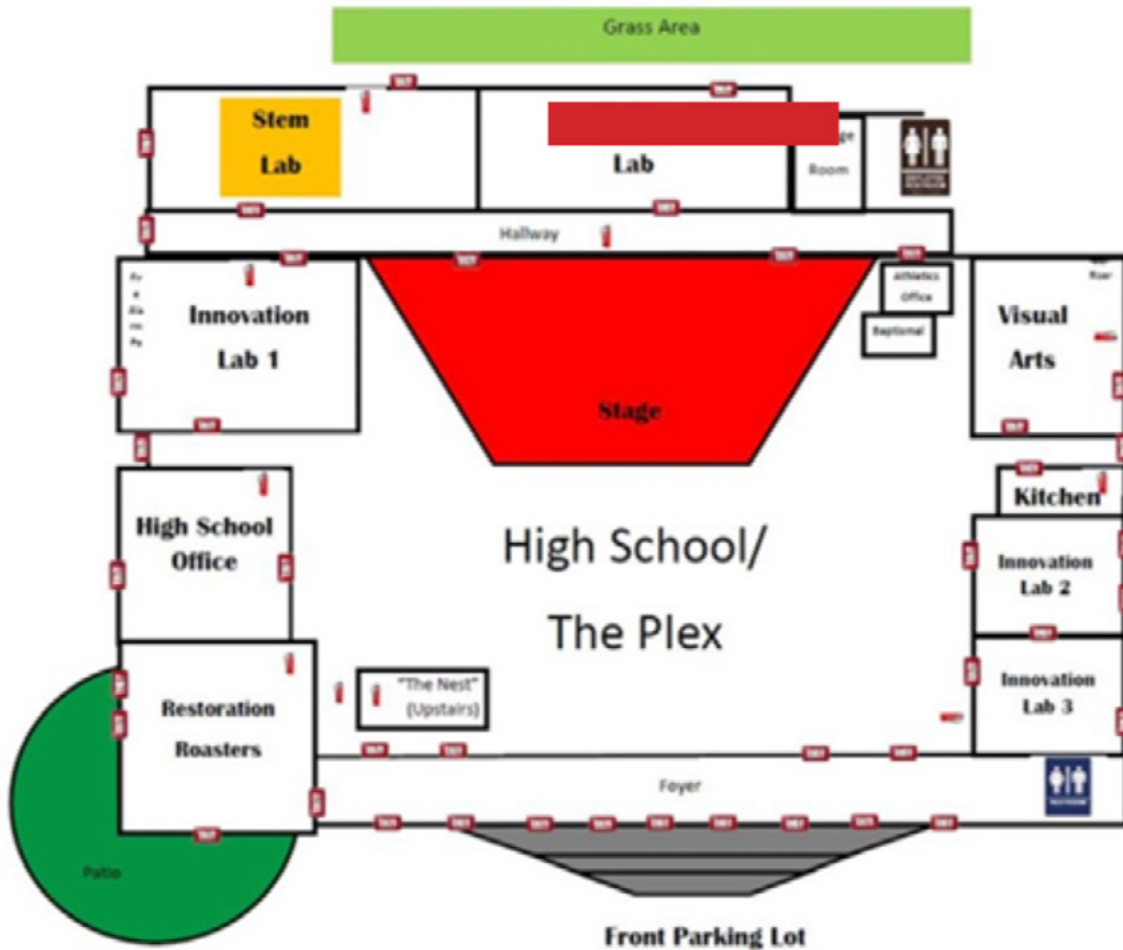
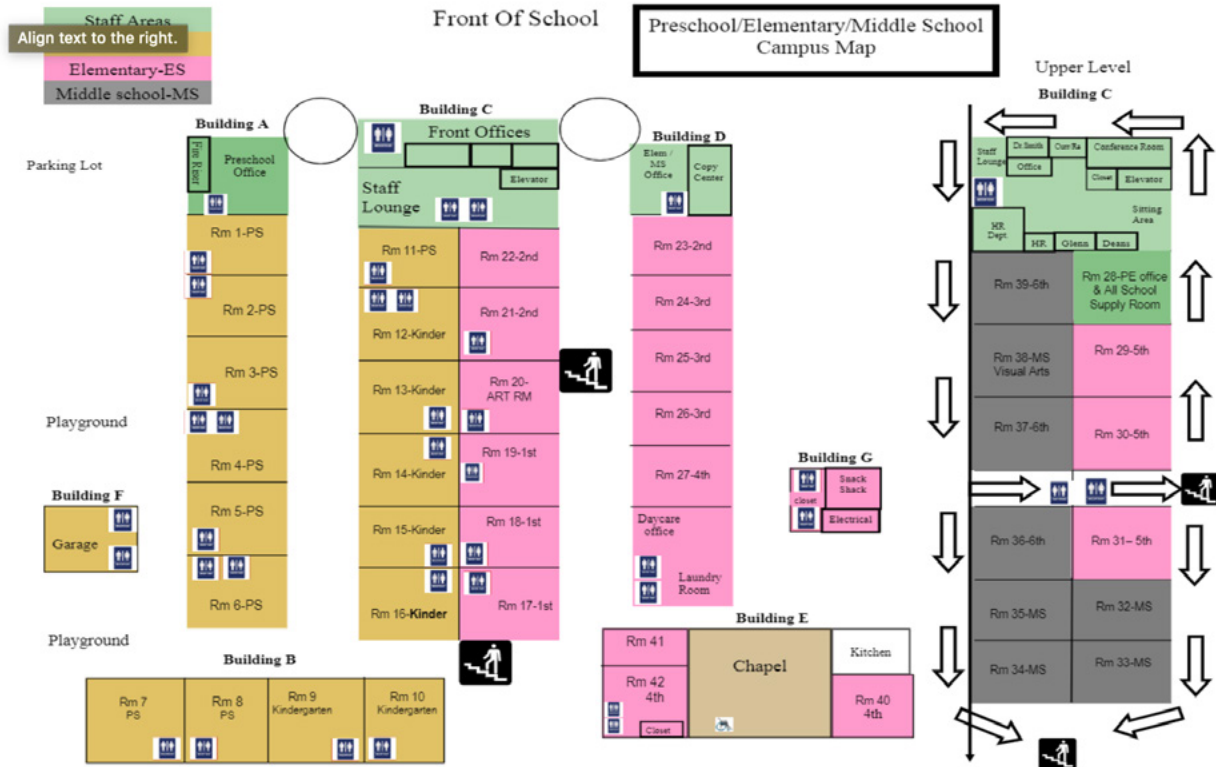
Section H: Physical Distancing

Physical distancing helps limit the spread of the virus.

PHYSICAL DISTANCING STRATEGIES INCLUDE:

1. CCS will operate as a “closed campus” by restricting access of non-essential visitors, volunteers and group activities during regular hours of operation.
2. Classroom and other learner spaces will be arranged to allow maximum space for learners and staff to maintain physical distancing.
3. Classroom set up includes learners’ desks to face the same direction (not facing each other), spaced with appropriate physical distance (6ft) between desks as well as spaced six feet from facilitators.
4. Student chairs will be set up at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made. Under no circumstances should distance between student chairs be less than 4 feet.
5. Short term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.





6. Entrance, exit and traffic flow paths have been planned for breaks, lunch, recess, and other transition times.
7. Staff will practice physical distancing, including but not limited to, the following:
 - a. Working indoors or outdoor areas
 - b. Before and after the work shift
 - c. Coming and going from vehicles
 - d. Entering, working, and exiting physical buildings or other structures during breaks and lunch periods

PLAYGROUND USE AND SPORTS

Playground:

Learners will have access to playground equipment but will be encouraged to maintain physical distancing where possible. Playground equipment will be regularly inspected and cleaned for student use.

Sports:

The purpose of reopening guidelines for our athletic departments in the CCS is to ensure the safest environment and best possible care is being provided for our students who choose to return and participate in these activities.

The California Interscholastic Federation (CIF) Sports Medicine Advisory Committee has developed a comprehensive document to help school districts prepare for their student-athletes to return to athletic activities. Reference: https://cifstate.org/covid-19/Resources/RTP_Combined.pdf

Food Services

When available, Food Services will provide boxed or individually plated meals and will eat lunch in designated lunch areas in or outside of the classroom.



Section I: Staff Training and Family Education

TRAIN ALL STAFF AND EDUCATE FAMILIES

Train all staff and provide educational materials to families in the following safety actions:

- Proper use, removal, and washing of face coverings.
- Physical distancing guidelines and their importance.
- Symptom's screening practices.
- COVID-19 specific symptom identification
- How COVID-19 is spread.
- Enhanced sanitation practices.
- The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID-19.
- For staff, COVID-19 specific symptom identification and when to seek medical attention.
- The employer's plan and procedures to follow when staff or students become sick at school.
- The employer's plan and procedures to protect staff from COVID-19 illness.

STAFF TRAINING

Staff members will complete mandated COVID-19 training which includes information on Hand Washing, Coronavirus Awareness, Center for Disease Control (CDC), Guidelines for Using Face Coverings, and Coping with Covid-19 and managing Covid-19 anxiety.

FAMILY EDUCATION

CCS has compiled resources and websites for parents and learners, including our reopening plan details, to help with the impact of the novel coronavirus (COVID-19). These resources will be available and distributed from our school website or classroom connection.

Learners will be trained in hand washing, covid19 symptoms, and social distancing.

Parents are encouraged to recognize the symptoms of Covid 19 and learn how to help their learner manage and cope with the new procedures.

CAMPUS SIGNAGE AND FLOOR DECALS

We have taken reasonable measures, including posting signage and floor decals in strategic and highly visible locations, to remind staff/learners/visitors of the use of face coverings, practice of physical distancing, hand washing and cleaning and sanitation.

CCS has posted various signage around campus to help educate our school community about Covid 19.



STOP THE SPREAD

WASH YOUR HANDS FREQUENTLY
Regularly and thoroughly clean your hands with soap and water. If not soap and water is available, use an alcohol-based hand sanitizer.

MAINTAIN PHYSICAL DISTANCING
Maintain at least 6 feet (2 meters) distance between yourself and anyone who is coughing or sneezing.

AVOID TOUCHING EYES, NOSE AND MOUTH
Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY
Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.

Source: Centers for Disease Control and Prevention

Physical Distancing 101

Keep a distance of 6 feet or 2 meters – about one body length – away from other people.

Avoid touching other people, and that includes hugs and handshakes.

Wash your hands for 20 seconds with soap and water. Or use hand sanitizer if not available.

Physical distancing slows down the spread of the coronavirus, which keeps our families healthy and safe.

Know the COVID-19 SYMPTOMS

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of Breath
- Muscle Aches
- Abdominal pain and vomiting
- Unexplained loss of taste or smell
- Diarrhea
- Headache
- Sore Throat
- Mucus or Phlegm

Seek medical advice if:

- You develop worsening symptoms
- You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an area with ongoing spread of COVID-19

FOR MORE INFORMATION, VISIT [CDC.GOV](https://www.cdc.gov)

#StopTheSpread

How to use a mask?

Source: World Health Organization

Before Putting on a Mask:
Clean hands with alcohol-based hand rub or soap and water.

While Wearing a Mask:

1. Cover your mouth and nose. Make sure there are no gaps between your face and the mask.
2. Avoid touching the mask. If you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the mask with a new one as soon as it is damp. Do not reuse single-use masks.

To dispose of the mask:

1. Remove the mask from behind using the strings. Do not touch the front of mask.
2. Discard the mask immediately in a closed bin.
3. Clean hands with alcohol-based hand rub or soap and water.

VISITORS BEFORE ENTERING...

- DO YOU HAVE COUGH OR FLU SYMPTOMS?
- HAVE YOU BEEN NEAR SOMEONE WHO WAS SICK WITH COVID-19 IN THE LAST 14 DAYS?
- HAVE YOU BEEN NEAR SOMEONE WHO HAD FLU-LIKE SYMPTOMS IN THE LAST 14 DAYS?
- HAVE YOU TRAVELED IN THE LAST 14 DAYS?
- HAVE YOU BEEN IN CLOSE CONTACT WITH SOMEONE WHO HAS TRAVELED IN THE LAST 14 DAYS?

IF YOU'VE ANSWERED YES TO ANY OF THESE QUESTIONS, WE ARE NOT ABLE TO LET YOU ENTER.

PLEASE RESCHEDULE YOUR VISIT FOR 14 DAYS FROM TODAY.

#StopTheSpread

Handwashing 101

Proper hygiene stops the spread of the virus.

- 01** Wet your hands before applying soap.
- 02** Bring your palms together and rub soap all over the palms and backs of your hands, including between the fingers.
- 03** Wash your hands for at least 20 seconds.
- 04** Rub your hands with a clean towel or paper towel and avoid rubbing too vigorously.

Help Prevent the Spread of COVID-19* ("novel coronavirus")

Clean surfaces that are touched a lot.

- 1 CLEAN UP SURFACES**
- 2 DISINFECT SURFACES**
- 3 WASH YOUR HANDS**

Disinfecting products must be EPA-registered. Always read and follow manufacturer's directions.

*COVID-19 is caused by the SARS-CoV-2 virus.

For more information on COVID-19 prevention, please see <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Posters are available for download at www.cdc.gov/media/releases/2020/s110120-covid-19-posters.html.



Section J: Testing of Students and Staff:

All staff will be tested over 2 months, where 50% of staff are tested every month to rotate testing of all staff over time. Staff testing frequency may increase if increased testing has been directed by local health agency and/or if there is an increase in community transmission.

Covid-19 Test providers:

- Testing provider: Responsive Partners- testing site located in Crossroads Church (next to the school)
- Staff Medical Plan: Anthem

As stated on the CDPA K-12 Testing Guidance document, parents of symptomatic or exposed students will be provided with testing information, encouraged to seek testing and inform CCS of results.

Reference: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/K12_School_Testing_Considerations_Information.pdf

STAFF EXPOSURE AND/OR CONFIRMED CASE SCENARIOS:

***All the below scenarios should be reported to Human Resources*

1. Staff exposed to Covid-19 and is asymptomatic:
 - Self-monitor for symptoms (respiratory problems, temperature) for 10 days can continue to work wearing a mask
 - If any symptoms arise during the 10-day period, employee must not report to work and is referred for testing
 - If test results are negative, may return and must continue to self-monitor for 10 days
2. Staff exposed to Covid-19 and has symptoms:
 - Employee must stay home and not report to work
 - In-home isolation
 - Human Resources (HR) will refer for testing:
 - While test is pending continue home isolation
 - If test is negative and employee is no longer symptomatic, and if source employee tests negative, discontinue isolation and clear employee for work (HR)
 - If source employee tests positive, complete 14-day quarantine and may work if asymptomatic for 72 hours prior

***Source employee is employee who tested positive and other employees were exposed to*

3. Employees with suspected or confirmed positive COVID-19 Test
 - Remains on home isolation until:
 - 72 hours has passed since recovery
 - **Recovery is defined as: (must meet a and b)
 - Resolution of fever without the employee using fever-reducing medication and improvement in respiratory symptoms AND
 - At least 10 days have passed since their last positive test
4. Asymptomatic employee with laboratory confirmed Positive COVID-19 Test
 - Remains on home isolation until:
 - At least 10 days have passed since their first positive COVID-19 test, assuming they have not developed any symptoms since their positive test
 - If symptoms develop, follow protocol for symptomatic individuals

HIGH RISK EMPLOYEES

Employees who are in the high-risk group and are concerned about coming to work should contact Human Resources.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
- People with chronic lung disease or moderate to severe asthma People who have serious heart



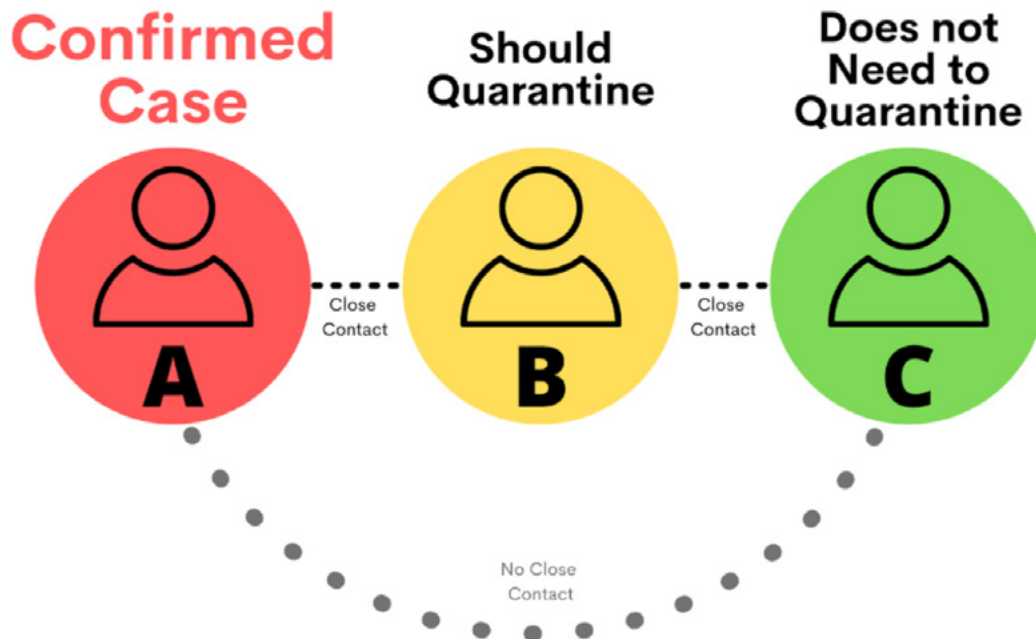
conditions

- People who are immunocompromised
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher) People with diabetes
- People with chronic kidney disease undergoing dialysis People with liver disease
- Pregnant people might be at an increased risk for severe illness from COVID-19 compared to non-pregnant people

The best ways to protect yourself and to help reduce the spread of COVID-19 are to:

- Limit your interactions with other people as much as possible
- Take precautions to prevent getting COVID-19 when you do interact with others
- If you start feeling sick and think you may have COVID-19, call your healthcare provider within 24 Hours

General Quarantine Protocol



Section K: Triggers for switching to distance learning:

CCS will follow the recommendation from CDPH listed below:

WHAT ARE THE CRITERIA FOR CLOSING A SCHOOL?

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

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The RCHD may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 14 days, or according to a decision made in consultation with the RCHD.

The State Safe Schools for ALL Technical Assistance Team (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

If the school is closed, when may it reopen?

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

- Cleaning and disinfection
- Public health investigation
- Consultation with the RCHD

Reference: <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>



ADDITIONAL RESOURCES & REFERENCES

[COVID-19 and Reopening In-Person Learning \(July 17, 2020\)](#)

[Center for Disease Control \(CDC\) Activities and Initiatives Supporting the COVID-19 Response](#)

[The President's Plan for Opening America Up Again](#)

[California Department of Public Health Industry Guidance: Schools and School Based Programs](#)

[California Department of Education \(CDE\) Stronger Together: A Guidebook for the reopening of California's Public Schools](#)

[Riverside County Office of Education \(RCOE\) Moving Forward Together: Reopening Guide](#)

[CIF Return to Physical Activity/Training Guidelines](#)

[American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)

