



Cuyamaca Outdoor School COVID-19 EMERGENCY OPERATIONS PLAN 2023 AND BEYOND

Updated 9/22/2023

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INTRODUCTION

Cuyamaca Outdoor School plays an instrumental role in the education of San Diego County's fifth and sixth graders. During a five-day/four-night experience, the Cuyamaca Outdoor School program supports students' academic growth as they learn to think like a scientist, understand how life functions on earth, develop an appreciation of nature, and discover how to have a positive human impact on the environment. The program also nurtures students' social and emotional growth as they explore and implement character development traits such as integrity, cooperation, positive attitude, respect, and self-esteem. Additionally, students will learn independence and practice teamwork.

During the 2023-24 school year, Cuyamaca Outdoor School's structured, standards-based, engaging, and fun outdoor education program will help students continue to recoup critical social growth deficits and offset learning loss caused by the COVID-19 pandemic.

OVERVIEW

Cuyamaca Outdoor School, San Diego's original 6th grade camp, resumed its week-long, overnight science camp with students in November of 2021. Throughout the 2023-24 school year, we will continue to promote safe COVID-19 prevention practices where practicable. We will follow federal, state, and local school guidance as practicable, as well as San Diego County Office of Education COVID-19 policies, protocols, and procedures, to promote the highest level of safety for all participants and staff. Cuyamaca Outdoor School COVID-19 protocols may change based on new guidance or changes in overall cases in the county.

DEFINITIONS AND ACRONYMS

- SDCOE: San Diego County Office of Education
- HR: Human Resources
- COS: Cuyamaca Outdoor School
- Student: a fifth or sixth grade student participating in the Cuyamaca Outdoor School program
- Classroom Teacher: a classroom teacher accompanying their school's students during the Cuyamaca Outdoor School week-long field trip
- Program Staff: COS staff members who lead academic and enrichment activities during the day
- Overnight Staff: COS staff members who lead evening enrichment activities and supervise students in the cabin overnight
- Cabin: housing unit for students
- Den: sleeping unit within a cabin
- Village: one set of cabins consisting of one boys' cabin and one girls' cabin; we have three villages
- Village Leader: COS lead staff member who oversees logistics for one village
- CDC: Center for Disease Control
- CDPH: California Department of Public Health
- SDCHHSA: San Diego County Health & Human Services Agency
- Cal/OSHA: California Occupational Safety and Health Agency
- ACA: American Camp Association
- PPE: Personal Protective Equipment

CONTACT INFORMATION

Physical and mailing address: Cuyamaca Outdoor School, 12561 Hwy 79, Descanso, CA 91916

Main office: 760-765-3000 cuyamaca@sdcoe.net

Health Center: 760-765-4110

Principal Kris Pamintuan: 760-307-1647 kris.pamintuan@sdcoe.net

BEFORE COMING TO CAMP

Vaccinations

For everyone's safety, all COS staff, participating school staff and participating children are strongly urged to be fully vaccinated before coming to Cuyamaca Outdoor School. See San Diego County's [COVID-19 Vaccines website](#) for more information.

At this time, the COVID-19 vaccine has not been mandated for school staff.

Pre-Camp COVID-19 Testing

To prevent the spread of COVID-19 in our residential setting, it is strongly recommend that each student is tested for COVID the night before or the morning of departure using a COVID-19 home test.

Any student within Days 1-5 of a positive COVID test may not attend.

Any student within Days 6-10 of a positive COVID test may attend Cuyamaca **ONLY IF** the following conditions are met (as per the COVID-19 Decision Tree dated June 28, 2023):

- They must feel well
- Their symptoms must be improving
- They be free of fever without the use of fever-reducing medications for at least 24 hours
- They should wear a mask on Days 6 – 10. Students may remove their mask sooner than Day 10 with two sequential negative tests one day apart.

Student Health Screening

Schools will receive a School Health Screening form in advance of their trip.

The morning of departure from school before students are allowed to board the bus, schools must screen every participating student for symptoms of illness. Students should be free of vomiting/diarrhea/stomach cramps/headache/body aches/fever for at least 72 hours before traveling to outdoor school. Any student who is feeling unwell or exhibits symptoms of illness *should not attend*.

Students must be free from the following symptoms of illness:

- a. Fever and/or chills
- b. Cough, shortness of breath and/or difficulty breathing (unless due to pre-existing condition such as Asthma)
- c. New or unexplained tiredness (fatigue)
- d. Muscle and/or body aches
- e. Headache
- f. New loss of taste or smell
- g. Sore throat
- h. Stuffy and/or runny nose not due to allergies
- i. Nausea, vomiting, diarrhea and/or stomach cramps

Any student who has tested positive for COVID within the last five days may not attend.

Any student within Days 6-10 of a positive COVID test may attend Cuyamaca **ONLY IF** the following conditions are met (as per the COVID-19 Decision Tree dated June 28, 2023):

1. They must feel well
2. Their symptoms must be improving
3. They be free of fever without the use of fever-reducing medications for at least 24 hours

4. They should wear a mask on Days 6 – 10. Students may remove their mask sooner than Day 10 with two sequential negative tests one day apart.

Schools should keep a copy of the completed Health Screening Checklist on file. A designated school staff member should bring the completed checklist to the COS Health Center upon arrival. Remember: any student who is feeling unwell *should not attend*.

School and Student Registration

Students must participate with a pre-registered school. Space is limited, so schools must register in advance and will be invited to participate on a first-come, first-served basis as capacity allows. Students intending to attend must be listed on the school attendance roster that is submitted to COS in advance of the school's scheduled camp week. Before their trip, schools must distribute, collect, and submit all required and appropriate registration forms, including the following:

- [2023-24 Student Registration & Health Form](#) (required for all student participants, both sides of the form must be completed)
- [Medical Authorization Form](#) (only for students who take any prescription or regular over-the-counter medication or those who have a chronic medical condition)
- [Medical Statement to Request Special Meals and/or Accommodations](#) (only for students who require special dietary needs)
- Optional: Families may pre-purchase souvenir t-shirts or hats online, or use the [Souvenir Order Form](#) (to be submitted with payment to school before the trip)

School Preparation

Three weeks before their scheduled camp week, schools must:

- Email to COS a roster of students that intend to participate. Schools should pair same-gender siblings together when possible and should consider other interpersonal aspects to prevent potential issues or conflicts – once they arrive at camp, cabin and/or den switches will be very limited.
- Mail (via USPS, UPS, etc.) the Student Registration & Health Forms, Medical Authorizations, and Medical Statements to Request Special Meals for all students expected to participate.
- Identify an appropriate school liaison for COS to contact when a child must be sent home. This information must be included in the adult participant section of the student roster form.

The week before their scheduled camp week, schools must email to COS any changes to the student roster.

Departure Day

Schools are encouraged to plan ahead to ensure they have enough time on departure day to load luggage, screen students for illness, and complete the [Health Screening Checklist](#) that is emailed to the school ahead of time.

The morning of departure from school before students are allowed to board the bus, schools must screen every participating student for symptoms of illness. Students should be free of vomiting/diarrhea/stomach cramps/headache/body aches/fever for at least 72 hours before traveling to outdoor school. Any student who is feeling unwell or exhibits symptoms of illness *should not attend*.

Students must be free from the following symptoms of illness:

1. Fever and/or chills

2. Cough, shortness of breath and/or difficulty breathing (unless due to pre-existing condition such as Asthma)
3. New or unexplained tiredness (fatigue)
4. Muscle and/or body aches
5. Headache
6. New loss of taste or smell
7. Sore throat
8. Stuffy and/or runny nose not due to allergies
9. Nausea, vomiting, diarrhea and/or stomach cramps

Any student within Days 1-5 of a positive COVID test may not attend.

Any student within Days 6-10 of a positive COVID test may attend Cuyamaca **ONLY IF** the following conditions are met (as per the COVID-19 Decision Tree dated June 28, 2023):

1. They must feel well
2. Their symptoms must be improving
3. They be free of fever without the use of fever-reducing medications for at least 24 hours
4. They should wear a mask on Days 6-10. Students may remove their mask sooner than Day 10 with two sequential negative tests one day apart.

Schools should keep a copy of the completed Health Screening Checklist on file. A designated school staff member should bring the completed checklist to the COS Health Center upon arrival. Remember: any student who is feeling unwell *should not attend*.

AT CUYAMACA OUTDOOR SCHOOL

Face Coverings and PPE

Following CDC, CDPH, and SDCPH guidelines, SDCOE protocols, and for everyone's safety, appropriate face coverings (masks that cover the nose and mouth) are strongly recommended indoors for everyone (see [CDPH face mask guidance](#)). Outdoors, face coverings are optional. If a student within days 6-10 of a positive COVID-19 test or diagnosis is participating as a day student, they should both indoors and outdoors, except during hours of sleep.

All participants and staff may wear a face covering if they choose. Students and participating teachers should bring their own school-appropriate face coverings. COS will provide surgical-style disposable masks for anyone whose mask gets lost or damaged.

PPE is provided to all staff by SDCOE/COS as appropriate for their assigned duties. If requested, items such as a face shield will be made available to COS staff. Medical staff will be fit-tested for N-95 respirators. Any staff member may request N-95 masks.

Hand Washing and Hand Sanitizer

Hand sanitizer is available at the entrance to every building, and staff and students are encouraged to use it upon entering and exiting the building. COS program staff carry hand sanitizer in their first aid kit during hikes for students to use as needed. Students are instructed in the proper hand-washing techniques during orientation on the first day. They are reminded to wash their hands each time they return to the cabin after an activity and before meals. Adults are encouraged to wash their hands frequently.

Cleaning Procedures

All COS staff will adhere to proper and appropriate cleaning and disinfecting procedures, including the use of appropriate PPE as listed in cleaning and disinfectant Safety Data Sheets. All disinfectants used at COS are FDA approved and appropriate for a school setting. All staff will follow bloodborne pathogens protocols.

Shared Spaces

The COS maintenance/custodial staff will set and follow a cleaning schedule to regularly clean shared restrooms, other shared spaces, and frequently touched surfaces (i.e., doorknobs/push bars, light switches, etc.) around the camp. The staff member who cleans the restroom/shared space will record the time and day that area was cleaned using a log provided by COS administration. Logs are kept on file in the maintenance office.

Cabins

Overnight program staff will clean and disinfect cabin bathrooms and frequently touched surfaces in the cabin each night. Daytime program staff may clean frequently touched surfaces in the cabin as needed. If a student departs early due to illness, their bunk bed will be cleaned by maintenance/custodial staff at a time when no students are in the cabin. Every cabin, including cabin bathrooms and bunk beds, is cleaned and disinfected thoroughly at the end of each week. Staff are required to use a log provided by COS administration to record the day and time that their respective cleaning duties were completed. Logs are kept on file in the main COS office.

Dining Hall and Kitchen

The dining hall is cleaned and sanitized after each meal service, including tables and seating. Kitchen workspaces are frequently and regularly cleaned and sanitized (including before food prep, after food prep, before meal service, and after meal service). Kitchen staff will replace soiled gloves with new gloves regularly and frequently to promote safe food-handling.

Health Center

Health Center staff will clean and sanitize/disinfect the Health Center regularly and frequently, and as needed after student visits. They may call maintenance/custodial staff for help with larger clean-ups.

Student Isolation Space

After the departure of a student who has been isolated due to suspected or confirmed COVID-19, the maintenance/custodial staff or assigned program staff member will wear appropriate PPE (N-95 respirators or N-95/KN-95 masks and gloves) to clean and disinfect the furniture, surfaces, and restroom/s used by the student placed in isolation. Once clean, the staff member will notify the Health Center that the space is ready for use.

Program Overview

Five-day/four-night activities include: three nature exploration hikes, one all-day adventure hike, one crafts session, one Wilderness Recreation Activities Program session, the campfire program, a night hike, an outdoor skills evening program, and the talent show. Students will also participate in social and emotional growth, mindfulness, and teambuilding activities.

Four-day/three-night activities include: two nature exploration hikes, one all-day adventure hike, one crafts session, the campfire program, a night hike, and the talent show. Students will also participate in social and emotional growth, mindfulness, and teambuilding activities.

Arrival at Cuyamaca Outdoor School

Upon arrival, students and classroom teachers are greeted by the COS staff assigned to their village for the week. As students exit the bus, their assigned cabin staff will greet them, take role, and begin student orientation. During orientation, students are given time to move into their dens, learn about COS procedures and take a camp tour (if time permits). Any students who have medical questions will have the opportunity to talk to the Health Center staff, and any students who have special dietary needs questions will have the opportunity to talk to the Child Nutrition Supervisor (or designee) before lunch. Lunch is served to all participants. Students sit at assigned tables. Regularly scheduled programming will commence with the afternoon Nature Exploration hike.

After exiting the bus and being greeted by COS staff from their assigned village, Classroom Teachers will bring student medications and the Health Screening Checklist to the Health Center. Then, they will meet the COS principal (or designee) at the main COS office for orientation. Afterwards, they are given time to move into their rooms before performing other assigned duties.

Student Grouping

Students will be grouped into same-gender cabin groups for all cabin activities and sleeping. Each cabin has four large sleeping rooms called dens in which students sleep on bunkbeds. Students from more than one school typically share a cabin. Each cabin has two bathrooms; each bathroom has several sinks, toilet stalls, and shower stalls. Two (2) dens of students share one (1) bathroom; Two cabins (one girls' and one boys') make up one village.

For hikes and other daytime program activities, each student is assigned to a hiking group. Hiking groups will consist of approximately 16-18 students from the same village.

Participant Sleeping Arrangements

Students are assigned to a den within a same-gender cabin. Each den has nine (9) bunk beds. Students are assigned to their own bed. Students on the top bunks will sleep with their heads facing all the same direction and students on the bottom bunk will sleep with their heads facing the opposite direction to ensure the most distance possible between students while sleeping. One overnight staff member stays in the adult den each night the program is in session to provide student supervision and respond to any emergencies. Cabin doors are secured and alarmed after students have gone to bed.

Classroom teachers are assigned to a room in one of the two teacher housing buildings. Each room has a mini-split heater/air conditioner unit that may be used according to preference, as well as windows (with screens) that may be opened according to preference. They will be assigned to a room with one or two other teachers of the same gender.

Ventilation

Fortunately, as our name indicates, many of the activities at COS occur outdoors.

Indoors, each cabin has several Merv 13 air that are in operation while students are present. Weather permitting, windows may be opened to promote air exchange. During short, scheduled, daytime visits to the cabin, doors may remain open, as well. Doors are secured and alarmed at night for safety.

Merv 13 air filters are also located in shared/common rooms, such as the Health Center, Dining Hall, main office, Fox Lodge, and staff lounge. Weather permitting, windows may be opened, and ceiling fans may be used (where available) to promote fresh air exchange.

Meal Procedures

Immediately prior to meals, students are reminded to wash their hands with soap and water. Hand sanitizer is available in the dining hall.

Meals are served family-style in the dining hall. Meals are led and monitored by a Cuyamaca staff member. Classroom teachers help supervise and manage student meals. Students, COS staff, and classroom teachers all help to clean and sanitize tables after each meal.

Village staff leading Adventure Day Hikes during inclement weather will reserve indoor space ahead of time for lunch.

Program leadership will coordinate with the kitchen staff to provide to-go meals to serve to students who may be in isolation during mealtime.

Departure Day

At the scheduled time, students will move their own luggage to a designated loading area. Once each village's school buses arrive, a small group of students will be selected (on a volunteer basis) to help load luggage onto the buses/luggage truck.

COVID-19 SAFETY AND RESPONSE

For student and staff safety, COS may implement more stringent protocols than those recommended by CDC, CDPH, SDCHHSA, Cal/OSHA, and/or SDCOE.

Symptom Screening

Students are closely monitored by COS staff. If a student indicates that they are feeling unwell or is observed by a staff member to be exhibiting COVID-19 related symptoms, they will be sent to the Health Center for further assessment.

All classroom teachers are expected to self-screen daily at the start of their day. Classroom teachers who are not feeling well should report to the Health Center, communicate with the COS principal and their school principal, and make arrangements to go home.

All staff are required to self-screen daily before coming to work. Staff should not come to work if they are ill and/or experiencing any of the common COVID-19 symptoms. Staff are expected to follow SDCOE's COVID-19 protocols if they believe they have COVID-19-related symptoms or if they test positive for COVID-19.

COVID-19 Testing Before Camp

To prevent the spread of COVID-19 in our residential setting, it is strongly recommend that each student is tested for COVID the night before or the morning of departure using a COVID-19 home test.

Any student within Days 1-5 of a positive COVID test may not attend.

Any student within Days 6-10 of a positive COVID test may attend Cuyamaca **ONLY IF** the following conditions are met (as per the COVID-19 Decision Tree dated June 28, 2023):

- They must feel well

- Their symptoms must be improving
- They be free of fever without the use of fever-reducing medications for at least 24 hours
- They should wear a mask on Days 6 – 10. Students may remove their mask sooner than Day 10 with two sequential negative tests one day apart.

COVID-19 Testing During the Week

The Health Center staff, COS principal, leadership, and some program staff are trained in the proper administration and supervision of self-swab, rapid antigen COVID-19 nasal swab tests.

If the Health Center suspect a student may have COVID-19 related symptom/s and the student's parent/guardian has provided consent for COVID-19 testing, the Health Center may administer a rapid COVID-19 test. If the parent/guardian has not provided consent for their child to be tested, Health Center staff will call them on the phone to request permission or ask the parent to pick up their child.

- Rapid antigen tests are provided through the CDPH's K-12 school home test program
- Rapid antigen tests are self-swab nasal tests that take approximately 15 minutes for results
- While waiting for test results, the patient will wait in an area designated for that purpose, away from other students and staff (although appropriate adult supervision will be provided)

If the rapid antigen test results positive, the student will be isolated (with appropriate adult supervision) and sent home as soon as possible.

If the rapid antigen test results negative but the student is exhibiting symptoms of illness such as vomiting, diarrhea, stomach cramps, body aches, sore throat, fever, etc., the parent/guardian of the symptomatic student will be called to pick up their child.

Close contacts

The most current protocols from the [COVID-19 Decision Trees for K-12 Schools](#) will be followed regarding student close contacts.

Staff who are deemed close contacts must follow SDCOE and Cal-OSHA protocols.

Health Center Procedures

To promote the highest level of safety possible for both participants and staff, Health Center staff will wear appropriate PPE while interacting with sick patients.

Students who need to visit the Health Center for any reason will initially be assessed at the walk-up window or on the covered porch at the Health Center entrance. Students will be moved inside if needed, depending on the reason for their visit to the Health Center. Students exhibiting COVID-19-related symptoms may be asked to wear a mask while inside the Health Center.

Students experiencing homesickness will be referred to their Village Leader/Head Teacher and/or classroom teacher for support.

STUDENT ISOLATION AND NOTIFICATION

As soon as possible upon learning that a student is exhibiting symptom/s of illness or says they aren't feeling well (including but not limited to COVID-19 related symptoms) the COS staff member supervising that student will send the student to the Health Center. Health Center staff will assess the student.

If a student's symptoms are the result of a documented pre-existing, chronic condition (noted by the parent/guardian on that child's Student Registration and Health Form) such as migraines, asthma, allergies, etc., the student will be given a COVID-19 test to rule out COVID-19 before being treated for their chronic condition.

If a student is exhibiting COVID-19 related symptoms such as fever, vomiting, diarrhea, etc., the Health Center staff (or designee) will treat the student's symptoms - if appropriate and will contact the student's parent/guardian to notify them of their child's symptoms. The parent/guardian may request a COVID test. If the test result is positive, the parent/guardian will be asked to pick up their child as soon as possible. If the student has a fever of 100° or higher, and/or vomiting/diarrhea, the parent/guardian will be asked to pick up their child.

- If a parent/guardian is unable to pick up their child, they must arrange to have their emergency contact pick up their child instead. Once the parent/guardian has been notified, the child must be picked up within four hours.
- If a parent/guardian refuses to pick up their child, the school administrator will be notified and must arrange to have the student picked up. The child must be picked up within four hours.

If a COVID test is administered to a symptomatic student and the test results are positive, the student will be moved to an isolation space that has access to drinking water and a restroom. Windows and doors will be opened, weather permitting, and an air filter will be used.

The student's classroom teacher, or a COS staff member if a classroom teacher is unavailable, will supervise the student in the isolation space until the student's parent/guardian picks them up. The adult will be given the option to supervise from outside of the isolation space or may choose to be inside if they maintain at least six feet of physical distance from the student and wear an appropriate face covering (KN95 or N95 preferred, double mask acceptable). The student will be provided with self-guided activities while they wait.

When interactions with the student are necessary, the supervising adult must wear appropriate PPE, must limit interactions indoors to less than five minutes, and must remain at least six (6) feet away from the student.

Once no other students are present, the student's sleeping area in the cabin (mattress, bunk bed frame, and surrounding walls) and assigned bathroom will be cleaned and disinfected by COS maintenance/custodial staff and/or available program staff.

If the student must be isolated at night, The overnight Health Tech and/or Head Teacher and/or another assigned COS staff member and/or a visiting teacher (minimum two adults) will supervise the student overnight. The child's sleeping area in the cabin (mattress, bunk bed frame, and surrounding walls) and assigned bathroom will be cleaned and disinfected as soon as possible the next day, once no other students are present, by COS maintenance/custodial staff and/or available program staff. After the student's departure, the isolation space will be cleaned and disinfected by COS maintenance/custodial staff and/or available program staff.

After the student has been picked up, the maintenance/custodial staff and/or available program staff will disinfect the isolation space and restroom.

Back at Home

Upon returning home, the student should follow the CDC's strategy for [Staying Home when Sick and Testing](#). The parent/guardian should contact their child's school to determine when the child can return to regular school.

Notifications

After learning of a positive student COVID-19 test at COS, appropriate notifications will be made:

1. Health Center staff will immediately notify:
 - The COS principal (or designee)
 - Participating classroom teacher/s from that student's school
 - The students' parent/guardian
 - The San Diego County Health Department
 - All directives given by the health department will be followed
 - All requested information will be shared
2. The COS principal (or designee) will promptly notify:
 - SDCOE leadership
 - The students' school administrator and/or school COVID-19 contact person

CLASSROOM TEACHER ISOLATION AND CONTACT TRACING

If a visiting classroom teacher exhibits COVID-19 symptoms and/or tests positive for COVID-19 during the week at camp, they will be isolated in their assigned room until such time as they are able to either:

1. Pack their belongings and drive themselves home (if they drove to camp in their personal vehicle)
2. Arrange to have a family member or friend pick them up from COS

For a positive COVID-19 test, appropriate notifications will be made:

1. Health Center staff will immediately notify:
 - The COS principal (or designee)
 - The San Diego County Health Department
 - All directives given by the health department will be followed
 - All requested information will be shared
2. The COS principal (or designee) will promptly notify:
 - SDCOE leadership
 - The classroom teacher's school administrator and/or school COVID-19 contact person

COS EMPLOYEES COVID-19 PREVENTION AND RESPONSE

General Expectations for Staff

Staff are expected to comply this Emergency Operations Plan and SDCOE COVID-19 protocols and procedures that follow current CDC, CDPH, and SDCHHS guidance and Cal/OSHA Emergency Temporary Standards.

Staff will be provided with PPE as appropriate for their assigned duties.

- Staff working in the Health Center may be fit-tested for N-95 respirators, if applicable, and should wear appropriate PPE when interacting with someone who is ill and must wear appropriate PPE when interacting with someone who tests positive for COVID-19
- Unvaccinated COS staff may request to be fit-tested for an N-95 respirator
- Staff may use their own appropriate face covering if they choose. Surgical masks, KN-95 masks, and/or N-95 masks that do not require fit-testing will be provided to staff upon request.

As part of their assigned duties, program staff may be asked to help clean frequently touched surfaces, cabin restrooms, and other shared spaces. Staff must follow appropriate cleaning protocols and wear appropriate PPE when applicable. Staff may also be asked to help supervise (using appropriate PPE and physical distancing) students in isolation and/or students that need to stay overnight in the health center.

COVID-19 Prevention

Following CDC, CDPH, and SDCPH guidelines, SDCOE protocols, appropriate face coverings (masks that cover the nose and mouth) are strongly recommended indoors (see [CDPH face mask guidance](#)) and are optional outdoors.

Staff are encouraged to wash their hands frequently to prevent the spread of germs. Staff are also expected to remind students to wash their hands upon returning to the cabin from an activity, and before and after meals. Staff are expected to carry hand sanitizer when leading student activities out in the field.

PPE is provided to all staff by SDCOE/COS as appropriate for their assigned duties. If requested, items such as a face shield will be made available to COS staff. Medical staff may be fit-tested for N-95 respirators, if applicable. Upon request, any staff member will be provided with N-95 masks for use during work hours.

Vaccination and COVID-19 Testing for Staff

COS staff are strongly urged to get fully vaccinated to help prevent the spread of COVID-19 and COVID-19 variants. Staff will be given adequate release time to get vaccinated.

Rapid antigen home test kits will be made available to all COS staff as needed and upon request.

- Staff are strongly encouraged to test at the start of their shift on the first program day of each work week
- If a staff member tests positive for COVID-19, quarantine and contact tracing protocols will be implemented (see below)

Staff Housing

COS staff who live on site will be assigned a room according to the most recent Cal/OSHA COVID-19 Prevention Non-Emergency Regulations and local health department guidance.

- Overnight Cabin Leaders sleep in the “adult den” more than six (6) feet away from any student bed
- Several Merv 13 air filters are located in the cabin
- Interns/limited term employees will each be assigned to a dorm-style room that they will share with one other staff member. Rooms consist of one bunkbed or two twin beds, a desk and chair, and storage.
 - Interns/limited term employees may live on site 24 hours a day, seven (7) days a week during the term of their employment.
 - Meals are provided starting with Monday lunch through Friday breakfast, and additional food is usually available from the kitchen for weekend meals.

Staff Quarantine & Isolation

Staff members who do not feel well, including but not limited to COVID-19 related symptom/s, should stay home and follow appropriate absence reporting procedures.

If a staff member is diagnosed with COVID-19 or has a positive COVID-19 test, they must stay home and isolate. As soon as possible, they must follow existing COS protocol to report their absence, notify the SDCOE HR COVID-19 response team (COVID-19-HR@sdcoe.net) and must follow HR’s directives. The staff member must have HR approval to return to work. On a case-by-case basis, HR may also require clearance from the staff member’s physician before allowing the staff member to return to work.

- If a staff member tests positive for COVID-19 while at work, they will be sent home immediately.
 - The notification process (see the “Staff Notifications” section below) will be implemented

- Staff members who live on site full-time will be offered alternate housing accommodations in accordance with [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations 3205.2 Prevention in Employer-Provided Housing](#). Alternate housing may be off-site at another COS camp.

For staff in isolation, when practicable and if the employee feels well enough, the COS principal may provide work that can be done from home.

Staff Notifications

If a COS staff member is diagnosed with COVID-19 or has a positive COVID-19 test, the following steps will be taken.

- If during work hours, the staff member will be sent home immediately to isolate (see Staff Quarantine & Isolation” section for details)
- If during non-work hours, the staff member must remain at home to isolate (see Staff Quarantine & Isolation” section for details)
- The staff member or COS principal (or designee) will notify the SDCOE HR COVID-19 response team immediately.
 - HR will work with the COS principal to determine and notify close contacts, if applicable
 - HR will send out an email to appropriate staff notifying them of a COVID-19 case at COS, along with protocols to follow

RESOURCES AND GENERAL INFORMATION

- CDC COVID-19 <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- CDPH COVID-19 Public Health Guidance for K-12 Schools to Support Safe In-Person Learning <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2022-23-School-Year.aspx>
- CDPH Masking and COVID-19 <https://www.cdph.ca.gov/Programs/OPA/Pages/Communications-Toolkits/Mask-Up.aspx>
- SDCHHSA Schools: K-12 FAQ’s https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/CommunitySectors/Schools_SDCOE_K12/Schools_K-12_FAQs.html
- SDCHHSA COVID-19 Vaccines information page https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/vaccines.html
- Cal/OSHA COVID-19 Prevention Non-Emergency Regulations https://www.dir.ca.gov/dosh/coronavirus/Non_Emergency_Regulations/
- ACA Field Guide for Camps <https://www.acacamps.org/resource-library/coronavirus/camp-business/field-guide-camps>
- SDCOE COVID-19 policies and protocols