



GOVERNING BOARD MEETING AGENDA

26316 Hesperian Blvd. Hayward, CA 94545 • (510) 293-2971 • www.edenrop.org

Thursday, April 1, 2021
5:45 pm

GOVERNING BOARD MEMBERS

Juan Campos, President	San Lorenzo Unified School District
Dot Theodore, Vice-President	Castro Valley Unified School District
Dr. April Oquenda, Member	Hayward Unified School District
James Aguilar, Member	San Leandro Unified School District

MISSION STATEMENT

The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.



Regular Meeting of the ROP Governing Board
Date: Thursday, April 1, 2021
Time: 5:45 p.m.

NOTICE - COVID-19 PUBLIC HEALTH EMERGENCY BOARD MEMBERS TO ATTEND VIRTUALLY

In compliance with the Governor of California's "Safer-at-Home Order" due to COVID-19, the Eden Area ROP Governing Board will be conducting meetings virtually until further notice. This means there will be no specific physical meeting place; the meeting will be held remotely. However, public participation continues to be welcomed and encouraged.

Attend Zoom Meeting Instructions:

- **To observe the meeting by video conference**, please click on [LINK](#) or go <https://us02web.zoom.us/j/82624079998?pwd=T2ZCbKVOdHVKYIR6WU5UWXhRWIRTQT09> to at the noticed meeting time.
Meeting ID: **826 2407 9998**
Passcode: **BdMtg50**

Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

To listen to the meeting by phone, please call at the noticed meeting time **1-669-900-6833**, then enter ID **817 5133 4592**, then press "#". Passcode: **7798723**

Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>.

Public Comment Instructions:

- **To comment by video conference**, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions on how to "Raise Your Hand" is available at: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.
- **To comment by phone**, you will be prompted to "Raise Your Hand" by pressing "*9" to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>.

AGENDA

Welcome to the Eden Area Regional Occupational Program Governing Board Meeting. The purpose of the meeting is to consider matters of policy and business necessary for the operation of the Regional Occupational Program.

Any member of the audience may speak on any agenda item by following this process, or upon recognition by the President by identifying him/herself and his/her organization affiliation prior to any action taken by the Governing Board. Such presentations may be limited. If there is a desire to address the Governing Board on a matter relating to the Eden Area ROP that does not appear on the agenda, this may be done during the "Public Comment" section.

State law prohibits the ROP Governing Board from taking any action on or discussing items that are not on the posted agenda except to A) briefly respond to statements made or questions posed by the public in attendance; B) ask questions for clarification; C) provide a reference to a staff member or other resource for factual information in response to the inquiry; or D) ask a staff member to report back on the matter at the next meeting and/or place it on a future agenda. (Government Code Section 54954.2 (a))

This meeting is being recorded. These recordings are maintained by the Eden Area ROP for 30 days and are available for review to the public upon request.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Mission Statement

V. Approval of Agenda

VI. Public Comment for items not on the agenda that are related to the Eden Area ROP

(According to the Brown Act, the Board may not comment or take action on items not on the agenda.)

The Board respects and encourages the public to comment on matters on the Board agenda and within the Board's jurisdiction. The Board fully supports civil discourse and requests that everyone respect each other and their point of view.

Public Comment Instructions:

- When it is time for the speakers to address the Board, your name will be called and you will then be unmuted and allowed to make public comments.
- Speakers should rename their Zoom profile names to their real names to expedite this process.
- After the comment, the microphone for the speaker's Zoom profile will be muted.

With Board consensus, the President may increase or decrease the time allowed. This meeting is being recorded to prepare the official minutes.

VII. Student of the Month

- A. Presentation of ROP Student of the Month Awards (page 4)

VIII. Consent Calendar

Action by the ROP Governing Board of the Eden Area Regional Occupational Program means that all items listed under the Consent Calendar are adopted by one single motion, unless a member of the Governing Board, the Superintendent, or a member of the public requests that any such item be removed from the Consent Calendar and voted upon separately.

- A. Request the Governing Board to approve the Bill Warrants (pages 5-9)

IX. Information Items

- A. Career Counselor Report (page 10)
- B. COVID-19 Safety Plan Update (pages 11-66)
- C. Small Cohort Instruction (page 67)

X. Action Items

- A. Request the Governing Board to approve the Revised Eden Area ROP Mission Statement (page 68)

- B. Request the Governing Board to approve the Agreement with Kori McEwen to Implement COVID-19 Testing at the Eden Area ROP Center for the 2020-2021 School Year (pages 69-74)

XI. Superintendent's Report

XII. Governing Board Reports

XIII. Adjournment



DATE: April 1, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Elaine Alvite, Assistant Director of Educational Services
SUBJECT: Presentation of ROP Student of the Month Awards

BACKGROUND

The Eden Area ROP has developed a student recognition program to acknowledge outstanding efforts and achievements of our students.

CURRENT SITUATION

The student recognition program has proven to be a successful, motivational tool in the classroom, among the staff and the students of the Eden Area ROP.

The following students were selected as ROP students of the month for April:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Geremi Escobar	San Leandro High School	Medical Careers II P	Heather Bystrom
Mery Awad	Castro Valley High School	Business Economics II P	Michelle Stephens
Ilce Perez Calderon	Tennyson High School	Entrepreneurship II P	Zennaita Bradford
Jacqueline Vara Alba	Hayward High School	Entrepreneurship I P	Rick Charles

RECOMMENDATION

Information only

CONSENT CALENDAR

CONSENT CALENDAR



DATE: April 1, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Sabrina Ubhoff, Accounting Technician
SUBJECT: Request the Governing Board to approve the Bill Warrants

CURRENT SITUATION

The bill warrants submitted for approval are for the period of February 5, 2021 through March 3, 2021 and include test warrant numbers and voided warrants.

CONSENT CALENDAR

INFORMATION ITEMS



DATE: April 1, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Elaine Alvite, Assistant Director of Educational Services
SUBJECT: Career Counselor Report

BACKGROUND

The goal of the career counselor is to provide support to the students of the Eden Area ROP through a variety of services. The career counselor serves as a liaison with home high school counselors and case managers to ensure students are receiving the necessary support. The career counselor provides students with social and emotional as well as college and career counseling. In alignment with the mission of the Eden Area ROP, the career counselor supports students with their exploration of post-secondary options by way of the implementation of a school wide career exploration activity, as well as the continued partnership with Chabot College through the participation in SOAR Early Decision program and the CACC (Chabot Area Counselor Collaboration).

CURRENT SITUATION

The career counselor will provide an update on the Eden Area ROP efforts to provide support and career guidance to students and our efforts to work collaboratively with partner districts.

RECOMMENDATION

Information only



DATE: April 1, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: COVID-19 Safety Plan Update

BACKGROUND

In response to the COVID-19 pandemic, Cal OSHA has developed requirements for all employers to minimize the risk to employees working during the pandemic. Additionally, the state has created a COVID checklist for reopening. The combination of these two items comprises our COVID-19 Prevention Program (CPP).

CURRENT SITUATION

The Eden Area ROP staff has developed a COVID-19 addendum to the Injury, Illness Prevention Program (IIPP) that addresses the safety issues outlined by OSHA. This plan focuses on our efforts to ensure the safety of our employees. Additionally, the Eden Area ROP has developed a Reopening Plan that addresses the safety of both our staff and students in alignment with the checklist for reopening. The presentation tonight will provide the Governing Board with an update regarding the status of the Eden Area ROP COVID-19 Prevention Program.

RECOMMENDATION

Information only

COVID-19 Prevention Program (CPP) for the Eden Area Regional Occupational Program

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

Date: 1/22/2021

AUTHORITY AND RESPONSIBILITY

The Superintendent 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:

- Notifying security/safety team immediately (within 24 hours) when they identify any COVID-19 hazards. (Assistant Director, Security Team)

EMPLOYEE SCREENING

We screen our employees by:

- To minimize interactions and maintain social distancing, a schedule of staff members and the days in which they are working on campus has been created.
- Employees are required to complete an online COVID symptom screening form prior to coming onto campus each day in which they are scheduled to work onsite.
- Supervisors review the daily COVID screening form and follow up with employees if needed.
- If an employee wants to work onsite on a day other than what is on the schedule, they must get approval from their supervisor prior to doing so. Approved requests are provided to Human Resources and shared with the campus supervisors so that they know who is on campus each day.

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:

- The severity of the hazard will be assessed by our safety and security team.
- The hazard will be corrected as soon as possible and the area where the hazard is located will not be used until the hazard is corrected.

CONTROL OF COVID-19 HAZARDS

Physical Distancing

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

- To support physical distancing, a schedule of staff working on site and remotely has been developed to minimize staff interaction. This schedule also minimizes the need for staff member to share the same restroom while on campus.
- The facility is closed to the public, deliveries are asked to call when they

arrive, so that we can receive packages.

- Markers have been placed on the floor to indicate 6 feet of distance while in common areas.
- Signage regarding maintaining healthy hygiene practices have been placed throughout the campus.

Face Coverings

We provide clean, undamaged face coverings and ensure they 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.

- All employees must wear face coverings that cover the mouth and nose consistent with local public health guidance. Should anyone forget to bring their face covering, the Eden Area ROP will provide one.
 - Exceptions to this requirement are allowed when an employee is alone in a room or while eating or drinking.
- Face coverings will not be required for anyone who has trouble breathing in an emergency situation or is incapacitated or otherwise unable to remove the covering without assistance.
- Reasonable accommodations will be made anyone who is unable to wear a face covering for medical reasons.
- Face coverings are not a replacement for physical distancing, but they must be used to mitigate virus spread when physical distancing is not feasible.
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

Resources:

[Video: How to Wear Your Face Mask Correctly](#)

Personal Protection Equipment Stock

- State issued PPE/other supplies

- Hand sanitizer (340 bottles)
 - Non-contact thermometers (7)
 - Face shields (140)
 - Disposable masks (2200)
 - N95 masks (300)
 - Cotton masks (2190)
- Purchased by the Eden Area ROP
 - Disposable masks (4000)
 - Nitrile gloves (2000)
 - Installed hand sanitizer stations at every building/classroom egress and ingress
 - Contract with Cintas for two sanitizing spray solutions and disinfecting mop solution

Engineering Controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Plexiglass barriers have been installed in common areas in which staff work.
- Staff working in common areas have been relocated to other spaces to maintain physical distancing.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Fresh Air: We encourage introducing fresh outdoor air as much as possible by opening windows or doors where practicable. If opening windows poses a safety or health risk (i.e., smoke, pollen, etc.) to persons using the facility then the windows should remain closed. Leaving doors open is acceptable, as long as it does not create a safety risk for students or employees.
- Many programs at the Eden Area ROP contain a shop environment with large roll up doors. These are to remain open whenever possible and weather permitting.

Cleaning and Disinfecting

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

Custodial Care - Daily Cleaning Tasks

The Eden Area ROP contracts with a cleaning company, Kaizon for daily cleaning each evening. Technicians use various commercial grade disinfectants and neutral cleaners, all of which are effective in preventing the spread of viral and bacterial disease. Kaizon will follow the CDC, local public health recommendations and use EPA approved cleaning agents to help protect staff and students. Kaizon daily responsibilities include:

- Daily cleaning and surface disinfection of teacher, clerical administration, and support staff workspaces which staff members occupy and use
- Completely clean and restock restrooms with special emphasis on hand soap, paper towels, and hand sanitizer daily
- Check and restock hand sanitizer and other supplies daily in classrooms and common areas
- Remove trash and recycle bins daily in classrooms, offices and common areas
- Mop and vacuum floor surfaces daily, and spot clean as needed
- Give special focus each day to sanitizing and disinfecting entry/exit pathways, and common high touchpoint surfaces including light switches, door handles, push panels, panic bars, faucets, and counter spaces
- Rooms where there has been an individual who has tested positive for COVID-19 will undergo a deep cleaning that involves a disinfecting treatment
- Kaizon chemical lineup includes:
 - Clorox Bleach
 - Clorox disinfecting wipes
 - Spectrum disinfectant cleaner
 - Hi-Con neutral cleaner

Cleaning During the Day

In addition to the nightly cleaning of classrooms, additional cleaning measures will be taken throughout the day as follows:

- Classrooms and office areas are provided with a disinfecting and PPE kit which includes:
 - Disposable masks
 - Nitrile gloves
 - Disinfectant spray
 - Microfiber towels
 - No contact thermometer
- The Office Assistant or designee will wipe down water machines and door

handles within Building A as needed depending on foot traffic and at a minimum of twice per day. The Office Assistant has been trained how to properly remove and dispose of gloves

- Students will wipe down (disinfectant) their desk and any tools used before leaving. Teachers should monitor this and ensure cleaning is happening in between AM and PM classes as needed depending on activity.
- Non-instructional staff will wipe down their workspace throughout the day, including high touch areas
- Kaizon will provide cleaning of the bathrooms between AM and PM classes.

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

Positive Case Cleaning Protocol

The cleaning and disinfecting protocol if COVID-19 positive or potentially positive case (person with symptoms) is discovered is as follows:

- Immediately close down the space or spaces where the person was working/learning (minimum closure time is 24 hours)
- After the minimum 24-hour period, Kaizon custodial technician(s) or EAROP staff will enter to complete a deep cleaning protocol and disinfecting fog treatment
- Wait until the following workday to re-occupy the space

Cleaning Supplies

- The Eden Area ROP has contracted with Cintas to provide supplemental Personal Protective Equipment (PPE), cleaning and disinfectant supplies:
 - Disposable masks for staff and students
 - Nitrile gloves for staff and students
 - Installed hand sanitizer stations at every building/classroom egress and ingress
 - Disinfecting solution for all surfaces
 - Disinfecting solution designed for food areas
 - Mop disinfecting solution
 - Microfiber towels

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields. Items that employees come in regular physical contact with, such as phones,

headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Hand sanitizing

To promote healthy hygiene practices, the Eden Area ROP supports all staff following these procedures:

Handwashing

- Staff and students are encouraged to wash their hands (or use hand sanitizer if a sink is not available) at the following times:
 - Upon arrival to school (before entering a classroom or works space)
 - Before putting on or taking off masks or other PPE
 - Before and after using commonly used equipment
 - Before and after using frequently touched surfaces
 - Before and after eating food
 - Wash hands for 20 seconds after using the restroom
 - Before dismissal as feasible
- Visual cues with signage will encourage proper handwashing.

To support compliance with these standards, hand sanitizer has been provided in each classroom, common area and all administrative offices. It will be replenished as needed. Supplies of soap and paper towels in the restroom are checked daily and replenished as needed.

Resources:

[Video: Proper Handwashing](#)

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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained

INVESTIGATING AND RESPONDING TO COVID-19 CASES

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

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

- We are working with the Alameda County Office of Education, Valencia Labs and Curative to offer COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

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:

- Who employees should report COVID-19 symptoms: Mercedes Henderson, Human Resources Administrator via email, phone or text.
- Who employees should report COVID-19 possible hazards to, and how: Security and safety team (Assistant Director, Security Team) via email, phone or text.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing via test centers throughout the Bay Area and/or via their medical provider using their private medical insurance.
- In the event we are required to provide testing because 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 consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

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 14 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 the following:
 - Up to 12 work weeks of leave pursuant to the Family and Medical

Leave Act (FMLA) and the California Family Rights Act (CFRA)

- Up to 60 workdays of Worker's Compensation\Industrial Accident Leave
 - Sick Leave
 - Extended Illness Leave
- Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORDKEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- 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, authorized employee representatives, 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.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Linda Granger, Superintendent

Date

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

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

Inspections will be done at least once a month by the safety/security team.

Date:

Name of person conducting the inspection:

Work location evaluated: Eden Area Regional Occupational Program Hayward Center

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			
Respiratory protection			

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: Investigation Date/TBD

Name of person conducting the investigation: Mercedes Henderson, Human Resources Administrator

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):	

<p>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):</p>	
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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: February 12, 2021

Person that conducted the training: Bernie Phelan, Director of Educational Services

[illegible]

ADDITIONAL CONSIDERATION #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

INSTRUCTIONS: This section will need to be added to your CPP if your workplace 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

INSTRUCTIONS: This section will need to be added to your CPP should your workplace 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:

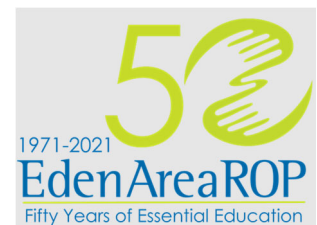
- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use 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**.

EDEN AREA ROP REOPENING PLAN



This is a working document and will be updated as
additional information becomes available

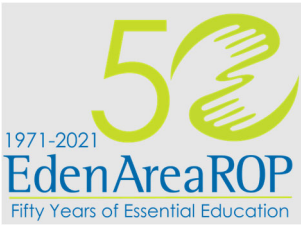
Last updated 3/22/2021

Table of Contents

General Information	4
Guiding Principles	4
Health and Safety	6
PREVENTION	6
Cleaning and Disinfecting	6
Custodial Care - Daily Cleaning Tasks	6
Cleaning During the Day	7
Positive Case Cleaning Protocol	7
Cleaning Supplies	8
Personal Protective Equipment	8
Personal Protection Equipment Stock	8
Face Coverings	9
Student Compliance	9
Healthy Hygiene Practices	10
Handwashing	10
Plastic Barriers (plexiglass)	10
High Touch Areas	11
Physical Distancing	11
Non-Instructional Staff Scheduling	12
Lockers	12
Restrooms	12
Staff Lounge	13
Mail	13
General Precautions	13
Arrival, Departure, and Movement within the School	13
Traffic Patterns	13
COVID-19 Campus Class Entrances & Exits	14
Computer Labs	16
Student Store	16

EDEN AREA ROP REOPENING PLAN

Substitutes	16
Student Drop Off/Pick Up Procedures	16
Students Driving	16
Visitors	17
MONITORING	17
Health Screenings	17
Screening and Social Contracts	17
Screening Requirements	18
Current Online Screening Tools for Staff and Visitors:	18
Sick Bay	18
Visitors	18
Staff Testing	19
Staff Member Responsibilities for Testing	19
Eden Area ROP Responsibilities	19
Logistics	20
COVID-19 Case Response	20
Exposure/Suspected Case Scenarios	21
AB685 Notification Requirements as of January 1, 2021	23
Triggers for Switching to Distance Learning	24
School Closure	24
Instruction	25
Student Grouping	25
Hybrid Schedule ROP Center	26
Staffing	26
Substitutes	26
Classroom Settings	26
Internships	27
Career Technical Student Organizations (CTSO)	27
Facilities and Transportation	27
Transportation	27



EDEN AREA ROP REOPENING PLAN

Loading/Unloading Zones 28
 Physical Distancing on School Buses 28
 Vehicle Cleaning 28
 Ventilation 28
 Governance 29
 Awareness and Training 29
 Communication 29
 Coordination with Local Authorities 30
 Human Resources 30
 Reference & Resources 31

EDEN AREA ROP REOPENING PLAN

General Information

Name of School/District	Eden Area ROP	Grade Levels Served	11th and 12th
Address	26316 Hesperian Blvd.	Number of Students Returning	650
Superintendent	Linda Granger	Number of Staff Returning	58
Email	lgranger@edenrop.org	School Type	Regional Occupational Program
Date of Submission	TBD	Date of Reopening	TBD
Updated School Safety Plan	IIPP COVID Addendum	Progress Toward Reopening	Reopening Dashboard

COVID Liaisons:

Linda Granger Superintendent lgranger@edenrop.org 510-293-2901	Bernie Phelan Director of Educational Services bphelan@edenrop.org 510-293-2904	Craig Lang Director of Adult Programs clang@edenrop.org 510-293-2905
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Guiding Principles

As the Eden Area ROP staff work to prepare for the reopening of school during the pandemic, we recognize that providing a safe environment for students and staff must be at the forefront of our operations for in-person instruction. This plan is designed to serve as a guide to safely reopen based on the guidelines, recommendations, and mandates from state and local health officials while maximizing in-person instruction and mitigating the spread of COVID-19 between and among students, staff, and the community.

Our understanding of how the virus spreads is evolving as the scientists learn more about it. According to the Centers for Disease Control (CDC): "COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning](#)

EDEN AREA ROP REOPENING PLAN

[and disinfection](#) are important principles that are covered in this document." ([CDC Considerations for Schools](#)).

As we receive new guidance regarding school operations related to COVID-19, we will update this plan accordingly based on the unique needs of the Eden Area ROP.

Several strategies are being utilized to ensure that the Eden Area ROP remains current with the state and local mandates and guidance:

- The Eden Area ROP Governing Board has adopted board policies related to operating during the pandemic
- The Superintendent attends weekly conference calls with the county health officer regarding compliance with the county health orders
- The Superintendent participates in the Association for California School Administrators (ACSA) statewide superintendents weekly call to discuss impacts of state orders regarding COVID-19
- The Superintendent meets every other week with the county superintendents to discuss the implementation of the mandates and guidance
- The Director of Educational Services attends the county Lead Learners Network meetings to discuss how to implement the health mandates and guidance

Information from these meetings is shared with the entire Eden Area ROP leadership team during their weekly administration meetings and key information is shared with the entire staff in weekly bulletins and at monthly staff meetings.

Additionally, the Eden Area ROP has identified three administrators, listed above, to serve as the COVID-19 Liaisons with the county health department. The liaisons will act as the point of contact with the health department should a case of COVID-19 occur among the Eden Area ROP community. All three staff members have participated in the required training provided.

Our plan and timeline for reopening is based on several factors:

- The statewide Tier System for monitoring the spread of COVID-19 (see table below)
- County Health Department mandates for schools
- The reopening plans for the Eden Area ROP's four partner districts
- Parent preferences regarding in-person and distance learning options
- Amount of equipment available in each classroom
- Capacity of each classroom based on meeting physical distancing requirements

Statewide Monitoring System

Every county in California is assigned to a tier based on its test positivity and adjusted case rate. Data is reviewed by the State of California at least weekly, and tiers are updated accordingly. To move forward, a county must meet the next tier's criteria for two consecutive weeks. Public health officials

EDEN AREA ROP REOPENING PLAN

are constantly monitoring data. See the chart below for the framework metrics as set by the [CA Blueprint for a Safer Economy](#).

	Tier 1 Widespread	Tier 2 Substantial	Tier 3 Moderate	Tier 4 Minimal
Adjusted Cases per Day per 100,000	>7	4 to 7	1 to 3.9	<1
Overall Test Positivity Rate	>8%	5% to 8%	2% to 4.9%	<2%
Lowest HPI Quartile Test Positivity Rate	>8%	5.3 to 8*	2.2 to 5.2%	<2.2%

Transitioning Between Tiers/Stages

Please note that counties cannot skip tiers in the color-coded tiered system set forth in the CA Blueprint. There may be revisions if a vaccine is made available. It is also possible to revert, if the numbers worsen, for two consecutive weeks. Schools may not reopen fully for in-person instruction until the county has been in the Substantial (Red) Tier for two weeks. Local school and health officials may decide to open elementary schools and school officials [may decide to conduct in-person instruction for a limited set of students in small cohorts](#). See guidance for [Schools](#).

Health and Safety

PREVENTION

Cleaning and Disinfecting

The Eden Area ROP has taken several steps to develop systems to maintain a clean campus including:

Custodial Care - Daily Cleaning Tasks

The Eden Area ROP contracts with a cleaning company, Kaizon for daily cleaning each evening. Technicians use various commercial grade disinfectants and neutral cleaners, all of which are effective in preventing the spread of viral and bacterial disease. Kaizon will follow the CDC, local public health recommendations and use EPA approved cleaning agents to help protect staff and students. Kaizon's daily responsibilities include:

- Daily cleaning and surface disinfection of teacher, clerical administration, and support staff workspaces which staff members occupy and use

EDEN AREA ROP REOPENING PLAN

- Completely clean and restock restrooms with special emphasis on hand soap, paper towels, and hand sanitizer daily
- Check and restock hand sanitizer and other supplies daily in classrooms and common areas
- Remove trash and recycle bins daily in classrooms, offices, and common areas
- Mop and vacuum floor surfaces daily, and spot clean as needed
- Give special focus each day to sanitizing and disinfecting entry/exit pathways, and common high touchpoint surfaces including light switches, door handles, push panels, panic bars, faucets, and counter spaces
- Rooms where there has been an individual who has tested positive for COVID-19 will undergo a deep cleaning that involves a disinfecting fog treatment
- Kaizon chemical lineup includes:
 - Clorox Bleach
 - Clorox disinfecting wipes
 - Spectrum disinfectant cleaner
 - Hi-Con neutral cleaner

Cleaning During the Day

In addition to the nightly cleaning of classrooms, additional cleaning measures will be taken throughout the day as follows:

- Classrooms and office areas are provided with a disinfecting and PPE kit which includes:
 - Disposable masks
 - Nitrile gloves
 - Disinfectant spray
 - Microfiber towels
 - No contact thermometer
- The Office Assistant or designee will wipe down water machines and door handles within Building A as needed depending on foot traffic and at a minimum of twice per day. The Office Assistant has been trained how to properly remove and dispose of gloves
- Students will wipe down (disinfectant) their desk and any tools used before leaving. Teachers should monitor this and ensure cleaning is happening in between AM and PM classes as needed depending on activity
- Non-instructional staff will wipe down their workspace throughout the day, including high touch areas
- Kaizon will provide cleaning of the bathrooms between AM and PM classes.

Positive Case Cleaning Protocol

The cleaning and disinfecting protocol if COVID-19 positive or potentially positive case (person with symptoms) is described as follows:

EDEN AREA ROP REOPENING PLAN

- Immediately close down the space or spaces where the person was working/learning (minimum closure time is 24 hours)
- After the minimum 24-hour period, Kaizon custodial technician(s) or EAROP staff will enter to complete a deep cleaning protocol and disinfecting treatment
- Wait until the following workday to re-occupy the space

Cleaning Supplies

- The Eden Area ROP has contracted with Cintas to provide supplemental Personal Protective Equipment (PPE), cleaning and disinfectant supplies:
 - Disposable masks for staff and students
 - Nitrile gloves for staff and students
 - Installed hand sanitizer stations at every building/classroom egress and ingress
 - Disinfecting solution for all surfaces
 - Disinfecting solution designed for food areas
 - Mop disinfecting solution
 - Microfiber towels

Personal Protective Equipment

To support staff and students in maintaining a safe environment, the following PPE is currently available for staff and students:

Personal Protection Equipment Stock

- State issued PPE/other supplies
 - Hand sanitizer (340 bottles)
 - Non-contact thermometers (7)
 - Face shields (140)
 - Disposable masks (2200)
 - N95 masks (300)
 - Cotton masks (2190)
- Purchased by the Eden Area ROP
 - Disposable masks (4000)
 - Nitrile gloves (2000)
 - Installed hand sanitizer stations at every building/classroom egress and ingress
 - Contract with Cintas for two sanitizing spray solutions and disinfecting mop solution

Face Coverings

- All individuals, including staff, students, and visitors on campus must wear face coverings that cover the mouth and nose consistent with local public health guidance. Should anyone forget to bring their face covering, the Eden Area ROP will provide one
 - Exceptions to this requirement are allowed when an employee is alone in a room or while eating or drinking
- Face coverings will not be required for anyone who has trouble breathing in an emergency situation or is incapacitated or otherwise unable to remove the covering without assistance
- Reasonable accommodations will be made for students with an Individual Education Plan (IEP), as necessary, or anyone who is unable to wear a face covering for medical reasons
- Face coverings are not a replacement for physical distancing, but they must be used to mitigate virus spread when physical distancing is not feasible
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability

Resources:

[Video: How to Wear Your Face Mask Correctly](#)

Student Compliance

- When students are not wearing masks or maintaining physical distancing or are out of compliance with any COVID-related county health recommendations, teachers reserve the right to dismiss students from that class
- Special considerations and accommodations may be given to students with IEPs who struggle with physical distancing guidelines

The following steps will be followed when a student is not complying with wearing their mask properly:

1. The teacher will remind the student to wear their mask properly and will coach the student in adjusting their mask if needed
2. The teacher will give the student a second reminder to wear the mask properly. The teacher will notify the parent that the student is not complying with mask wearing expectations
3. If the problem persists, the teacher will:
 - Call Educational Services to have the student escorted by a staff member to speak to an administrator or designee
 - The administrator or the designee will do the following:

EDEN AREA ROP REOPENING PLAN

- discuss mask wearing expectations with the student
 - contact the parent
 - return the student to class
4. If the student continues to not comply with wearing their mask, the parent must pick up the student for the day
 5. If the non-compliance persists, the student may be reassigned to a distance learning cohort as determined by administration

Healthy Hygiene Practices

To promote healthy hygiene practices, the Eden Area ROP supports all students and staff following these procedures:

Handwashing

- Staff and students are encouraged to wash their hands (or use hand sanitizer if a sink is not available) at the following times:
 - Upon arrival to school (before entering a classroom or works space)
 - Before putting on or taking off masks or other PPE
 - Before and after using commonly used equipment
 - Before and after using frequently touched surfaces
 - Before and after eating food
 - Wash hands for 20 seconds after using the restroom
 - Before dismissal as feasible
- Visual cues with signage will encourage proper handwashing.

To support compliance with these standards, hand sanitizer has been provided in each classroom, common area and all administrative offices. It will be replenished as needed. Supplies of soap and paper towels in the restroom are checked daily and replenished as needed.

Resources:

[Video: Proper Handwashing](#)

Plastic Barriers (plexiglass)

- Plastic barriers have been hung from the ceiling on the public-facing countertops of all Eden Area ROP main offices. Plastic barriers are specifically placed to function when combined with:
 - universal and mandatory mask wearing
 - six feet physical distancing protocols, including but not limited to floor-mounted stickers

EDEN AREA ROP REOPENING PLAN

- Plastic barriers are not a substitute for the combination of masks, physical distancing, air conditioning and ventilation. When combined with these overarching protection measures, the consensus scientific and medical data around plastic barriers' usefulness suggests relatively larger droplets of fluid generated by talking, breathing and other respiratory functions will likely be caught by plastic barriers as gravity acts upon the droplets across six feet of distance. Plastic barriers are not designed for, nor do they have the ability to stop aerosolized droplets or any other droplets or particles gravity does not act upon at a distance of six feet or less.

High Touch Areas

- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses
- Minimize the contact of staff and students with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times)

Physical Distancing

To support the requirements for physical distancing as outlined by the state and county health departments, the Eden Area ROP will:

- Communicate with families regarding physical distancing requirements and recommendations
 - A Webinar will be held for families by grade level (11th and 12th) prior to a determined date of reopening.
 - Literature will be sent home via mail outlining CDC physical distancing guidelines and requirements.
- Train staff on protocols for physical distancing for both indoor and outdoor spaces
 - Staff will receive training via Keenan SafeSchools videos regarding physical distancing
 - Administration and Security will provide campus walk-throughs for staff prior to students returning to determine specific outdoor areas on campus as they apply. This will be completed on the days they are currently working on campus.
 - Students will be made aware of campus specific guidelines their first week of attending through an orientation from their teacher.
- Post signage reminding students and staff about physical distancing in prominent locations throughout the school campus and inside classrooms.
- Allow only necessary visitors on the campus and limit the number of students and staff who come into contact with them. Volunteers are not allowed on campus.

Non-Instructional Staff Scheduling

Non-instructional staff will be scheduled to work on site to provide support to students and teachers during hybrid instruction. The schedule of work on site will be structured to maintain physical distancing while on site. Office doors should remain closed and windows open to promote air flow within offices. Masks must be worn while on site by all staff.

Lockers

- Student belongings must be kept separate from others and belongings should remain with students whenever possible
- Some Eden Area ROP programs require uniforms and protective equipment that need to be stored in the classroom for use. Locker usage will be staggered and assigned to maintain physical distancing

Restrooms

- Students
 - Students will use the restroom one at a time as needed
 - Students will have specific restrooms assigned depending on the class they are in, and proximity of classroom to restroom
- Staff
 - Staff will be assigned specific restrooms on campus to prevent cross traffic

Copy Machines

To promote physical distancing while making copies, some machines have been relocated.

- The Educational Services printer/copier is now located in the staff lounge and there is an additional printer/copier behind security
- Please refrain from waiting for the copier while it is being used by another staff member
- To minimize physical contact, there will be a sign-up sheet to use the staff lounge printer/copier and the printer/copier behind security. The Office Assistant will manage the sign-up sheet; please email her at jlopez@edenrop.org to request a copier time (15/30 minute intervals).
- With advance notice (24 hours or more), the Office Assistant will make copies for you and deliver those copies following the new delivery protocols. Please use the copy request form that has been sent to you to request copies
- Only staff located in the Business Services department should be using the copier located in that department

EDEN AREA ROP REOPENING PLAN

- Only staff located in the Administration department should be using the copier located in that department

Staff Lounge

- Employees may use the refrigerator, microwave and hot water in the staff lounge. In an effort to minimize physical contact, we would like staff to take breaks in their classroom or in an outside area on campus away from others.

Mail

- Mail will be delivered to main office where the Office Assistant will sort and deliver to classrooms when there are no students present
- Off-site teachers will have their Eden Area ROP mail delivered to their respective high school campuses
- Any other deliveries or service repairs on campus will go through the main office for Office Assistant to check in, sign for and/or record as needed. Security will deliver as necessary

General Precautions

- When possible, please scan documents
- Consider the turnaround time when conducting business (If you physically drop off a document, it will not be handled/processed for 72 hours). Deadlines still need to be met
- Do not visit other desks or offices; use the phone or schedule a virtual meeting
- Check your emails 3 times a day and respond promptly
- All office doors will remain closed and door window coverings removed

Arrival, Departure, and Movement within the School

Traffic Patterns

The Eden Area ROP will work to minimize close contact between students, staff, families and the broader community at arrival and departure through the following methods:

- Designate routes for entry and exit using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students
- When in-person drop-off or pick-up is needed, only one parent or caregiver should enter the facility to pick up or drop off the child

EDEN AREA ROP REOPENING PLAN

- Require adults entering campus for in-person pick-up or drop-off to wear face covering
- Physical distancing markers will be placed in high traffic areas as practicable
- The Eden Area ROP will promote physical distancing among staff in their work environment to reduce the spread of virus. This includes:
 - Avoid staff congregation in work environments, break rooms, staff rooms and bathrooms
 - Avoid grouping staff together for training or staff development virtual training and distancing measures shall be considered
 - In accordance with Cal/OSHA regulations and guidance, the Eden Area ROP shall evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible
- Staff will minimize entering Building A and call first for any requests or needs. Staff are encouraged to use back door through staff lounge, if necessary, to enter Building A
- Designated routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding will be utilized as follows:

COVID-19 Campus Class Entrances & Exits

Building A

1. Student Services will enter main front door and exit teacher lounge.
2. Business will enter main front door and exit backdoor business area.
3. Students and guests will enter and exit main front door.
4. Main front door lobby is an enclosed space and can only have a standing compacity of 4 persons. No gathering. 6' markers will be placed in hallways for proper spacing guidance.

Building B

1. B-1 Careers in ED bldg. - has two doors, one will be used to enter one will be used to exit.
2. B-2 Security bldg. - will enter and exit main front door.
3. B-2 Staff Copy/Utility room- this room is located at the back of the security bldg. It has its own entry door. This door will be the entry and exit door. This room is an enclosed space and has a standing capacity for only two people at a time. No gathering. 6' markers will be placed for proper spacing guidance.
4. B-3 Student store – Main front entrance will be used for student-controlled entrance and exit. Back door will be used for staff entrance and exit. The store is an enclosed space and can only have a standing compacity of 6 persons. No gathering. 6' markers will be placed inside for proper spacing guidance.

EDEN AREA ROP REOPENING PLAN

5. B-4 DSP/Computer room – has only one door which will be used for controlled entry and exit. This is a classroom which can seat 12-15 people safely withing CDC guidelines. 6' markers will be placed for proper spacing guidance.

Building C

1. C-1 merchandising has two doors, one will be used to enter one will be used to exit.
2. C-2 Star Center/Computer lab Main front entrance will be used for student-controlled entrance and exit. 6' markers will be placed in hallway for proper spacing guidance.
3. C-3, 4 Dental has two doors, one will be used to enter one will be used to exit.
4. C-4, 5 Dental has two doors, one will be used to enter one will be used to exit.
5. C-6 Cyber Security has two doors, one will be used to enter one will be used to exit.
6. C-7, 8 Medical has two doors, one will be used to enter one will be used to exit.
7. C-9 Electrical main entrance will be used for student-controlled entrance and exit. 6' markers will be placed in hallway for proper spacing guidance.
8. C-10 main entrance will be used for student-controlled entrance and exit. 6' markers will be placed in hallway for proper spacing guidance.
9. C-11 IT main entrance will be used for entrance and exit.
10. C-12 Adult Admin front glass door entrances will be used for entrance and exit. Lobby is an enclosed space and can only have a standing compacity of 1 person. No gathering. 6' markers will be placed in the hallway for proper spacing guidance.

Buildings H, F, & G

1. Buildings H, F, G will use open air, back yard doors as exits and entrances.
2. Appropriate 6' markings and arrows will be placed outside these areas for student lineup as they enter bldg.
3. Front glass door entrances and hallways will be used for student bathrooms, guest and or admin visits only.
4. Front Glass door entrances are enclosed and can only have a standing compacity of 4 persons. No gathering. 6' markers will be placed in hallways for proper spacing guidance.
5. Classes located in these building are as follows.
 - a. H-Bldg – Auto 1 &2, Criminal Justice,
 - b. G-Bldg – Culinary, Construction, Auto Painting

c. F-Bldg – Medical, First Responders

Computer Labs

Shared computer labs will not be available for student use at this time. Teachers should instruct students to bring their own device to class should they need to use them during in person instructional time.

Student Store

To comply with physical distancing requirements and minimize interactions between classes, the student store will remain closed when we return to in-person instruction. If breaks during class time are needed, they will occur within the classroom.

Substitutes

- Substitute teachers will check in with Office Assistant to receive assignment and keys
- Substitutes will wear a face mask at all times and adhere to all safety protocols

Student Drop Off/Pick Up Procedures

- Parents should remain in their vehicles for student pick-up. If picking up in-person, parents are to wait at the front of main office (Building A) for your child, adhering to 6 feet of physical distancing
- For early checkout, parents will call the Eden Area ROP office (510-293-2935) from their car. Students will be escorted from the classroom to the main office to receive a pass and exit to the parking lot

Students Driving

- Students driving to campus are expected to follow all existing expectations as outlined in the Student Handbook
- Masks are to be worn to and from their car
- Students are to go directly to class once they exit the vehicle. No congregating in parking lot, break areas, or main office

EDEN AREA ROP REOPENING PLAN

Visitors

Visitors will be admitted onto campus to the degree that physical distancing of six feet can be maintained. Six feet physical distancing will be indicated outside the site to ensure safe distancing while waiting. Visitors must be wearing proper face coverings to be permitted on to campus.

Visitors will be allowed on campus for the following purposes:

- Dropping off or picking up students during in-person instruction
- Picking up supplies for distance learning

MONITORING

Health Screenings

Health screenings refer to symptom screening, temperature screening or a combination of both. Although temperature screening for COVID-19 has become a widespread practice in a variety of business and community settings, its limited effectiveness may be outweighed by potential harms. With respect to COVID-19, the CDC acknowledges that "fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals." This is because people with COVID-19 can infect others before they become ill (pre-symptomatic transmission), some people with COVID-19 never become ill but can still infect others (asymptomatic transmission), and fever may not be the first symptom to appear.

There are also several drawbacks and limitations to temperature screening including inaccurate results, potential risks to screened populations and significant logistical challenges. Temperature screening may additionally lead to delays in the start of the school day and may also inadvertently increase risk of disease transmission if students congregate in long lines while waiting to be screened. For these reasons, temperature screening is not a requirement for schools.

Screening and Social Contracts

Students, staff, and vendors (this does not include regular, daily deliveries) will be required to complete a daily screening survey. Any person who does not pass the screening survey will be directed by an administrator or designee to stay at home.

Visitors with any symptoms consistent with COVID-19 shall be denied entry. Students and staff with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to the **sick bay** on site pending travel home.

Screening Requirements

- Each day, prior to arrival on campuses, all students and staff will be screened for COVID-19 symptoms utilizing an at-home survey of questions (as recommended by the CDC)
- Additionally, school staff should conduct on-site visual screenings
- Visitors will complete the online COVID-19 survey prior to entering any building on campus. Visitors with any symptoms consistent with COVID-19 shall be denied entry
- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea
- If temperature screening is performed, contactless thermometers will be used
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be isolated and must be sent home immediately until testing and/or medical evaluation has been conducted

Current Online Screening Tools for Staff and Visitors:

[High School Programs/Classes Staff](#)
[Visitors/Vendors/Contractors](#)

Sick Bay

Room C19 will serve as the designated sick bay for students. In the unlikely event that an additional location is needed in order to maintain physical distancing, the B4 computer lab will be utilized as a second location. A designated administrator will be on call daily to supervise these locations as needed. This responsibility will be shared by the administrative team who have an “on call” schedule that determines which administrator will supervise the sick bay should the need arise.

Visitors

School administrators will limit visitors and volunteers on campus. Visitors will be admitted on campus to the degree that physical distancing of six feet can be maintained.

Resources:

[Video: Knowing the Symptoms - COVID](#)
[ACPHD Health Screening Protocol](#)

EDEN AREA ROP REOPENING PLAN

Staff Testing

Health care providers are required to test essential workers regardless if they are showing symptoms upon request at no cost. Given that educators have been categorized as essential workers during the pandemic, health care providers are required to provide COVID-19 tests to educators. The Alameda County Health Department is recommending that employees of K-12 school districts get tested at least monthly once in-person instruction is being provided. Given the strain the additional testing of educators is likely to place on health care provider testing systems, they have agreed to have third party companies provide this service.

The Eden Area ROP Governing Board approved the agreement with Curative Labs Inc. to provide COVID-19 testing for all staff as recommended by the county health department at their December 10, 2020 meeting. Curative Labs, Inc. will be acting on behalf of our health care providers to provide the test. This is a self-administered test in which a staff member orally provides a sample that is placed into a tube and then places the tube in a sealed bag to be sent to Curative Labs, Inc. for processing. The Eden Area ROP has developed a schedule in which all staff will be tested at least every other week, with a goal of testing all staff weekly as resources allow.

Staff Member Responsibilities for Testing

To implement this testing process, each staff member will need to provide Curative Labs, Inc. with their personal information so that Curative Labs, Inc. can share their test results with them. Curative Labs, Inc. has developed an online system to serve this purpose and facilitate ease of use. Additionally, staff members will need to share their health insurance information with Curative Labs, Inc. so that they can bill the provider for the test. *There is no cost to the employee for this test.*

Eden Area ROP Responsibilities

The Eden Area ROP is required to identify one staff member to serve as the **Curative Administrator**. This position will act as the point of contact with Curative regarding testing results. This employee will be trained to use the Curative online platform and will have access to sensitive information such as personal information for each staff member and results of the COVID-19 test. Given the confidential nature of this information and potential personnel impacts, the Human Resources Administrator will serve as the Curative Administrator for the Eden Area ROP.

Additionally, given the requirements and length of time it takes to proctor the administration of each test, the Eden Area ROP has contracted with an independent service provider to manage all aspects of surveillance testing of staff. The contractor assigned these responsibilities will be trained to use the Curative online platform to individually check in and observe staff members self-administering the COVID-19 test. This position will **not** have access to the personal information and COVID-19 test results on the online platform.

EDEN AREA ROP REOPENING PLAN

Logistics

To prepare for testing, we have identified the area outside of the student store as the location for staff testing to occur. A schedule for staff to take the test each month has been developed. Staff will take the test at their assigned date and time.

COVID-19 Case Response

Designated COVID-19 Liaisons will work with the county health department should there be a positive case within our community and respond accordingly.

Students and staff are required to get tested as soon as they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts have tested positive for COVID-19. [Alameda County Testing Information](#).

Positive test results:	Negative test results:
<ul style="list-style-type: none"> Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19. Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in "Response to Suspected or Confirmed Cases and Close Contacts" section below. 	<ul style="list-style-type: none"> Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement of other symptoms. Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative. Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation. Documentation of negative test results must be provided to the Eden Area ROP Human Resources Administrator.

In lieu of a negative test result, symptomatic students and staff may return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

EDEN AREA ROP REOPENING PLAN

Exposure/Suspected Case Scenarios

What measures should be taken when a student, teacher or staff member has symptoms, is in contact with someone infected, or is diagnosed with COVID-19?

Updated 12/13/2020

Staff/Student with:	Action:	Communication and Resources:
1 COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> Send employee/student home Notify Eden Area ROP COVID-19 Liaison Isolate student or staff member in a separate room or designated area, away from other students or staff, pending pick-up Advise student or staff member to contact their healthcare provider and consider COVID-19 testing Advise student or staff member to share the test results with the Eden Area ROP Human Resources Administrator as soon as possible. Follow Requirements for Returning to School. Advise symptomatic staff or parent of symptomatic student to follow isolation instructions unless COVID-19 is ruled out by a healthcare provider For students - notify the home school of symptomatic student being sent home For employees - notify HR and determine if employee will take leave or work remotely School/classroom remain open Follow-up with employee/student family after 2 days 	Isolation Instructions What to Do While Waiting for Test Results
2 Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send employee or student home Contact Eden Area ROP COVID-19 Liaison Employee/student must quarantine for 14 days from last exposure. Provide Quarantine Instructions. Determine date quarantine will end. Advise student or staff member to contact their healthcare provider and consider COVID-19 testing. Recommend testing and/or they contact their doctor (but will not shorten 14-day quarantine) 	Quarantine Instructions What to Do While Waiting for Test Results Template Letter

EDEN AREA ROP REOPENING PLAN

		<ul style="list-style-type: none"> For student - notify home school For staff - notify HR and determine if the employee will take leave or work remotely. School/classroom remain open Follow-up with student/employee every few days to see if they develop symptoms. 	
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Eden Area ROP COVID-19 Liaison contact the Alameda County Public Health Department: safelearning@acgov.org or 510-268-2101 Advise cohort members and/or close contacts of the COVID-19 positive student or staff member to follow quarantine instructions, contact their healthcare provider and consider testing. Advise household contacts of COVID-19 positive student or staff member to follow Quarantine Instructions., contact their healthcare provider and consider testing. Find community testing locations here Clean and disinfect classroom and primary spaces where the COVID-19 positive student or staff member spent significant time ≥15 minutes. For staff - notify HR and determine if the employee will take leave or work remotely 	<ul style="list-style-type: none"> Cohort QUARANTINED for 14 days from last exposure. Close contacts quarantine for 14 days from last exposure. School remains open Communication (within 1 business day): Complete and send template exposure letter to cohort Consider school wide notification of a known case (see process document) Exposure and benefits notifications must be sent to: All employees who were at the worksite within the infectious period (2-14 days) who may have been exposed to COVID-19 The disinfection and safety plan must be sent to all employees
Requirements for Returning to School			
1	If (1) COVID-19 test is positive OR (2) NOT tested and has NO medical evaluation	<p>If their COVID-19 test is positive OR they were NOT tested and have NO medical evaluation, may return after:</p> <ul style="list-style-type: none"> At least 10 days have passed since symptoms first appeared AND There have been at least 24 hours with no fever, without taking medicines to lower fever AND They are feeling better (symptoms do not have to be completely resolved) 	

EDEN AREA ROP REOPENING PLAN

2	NOT tested but has medical evaluation	<p>If they were NOT tested but have a medical evaluation, they may return <u>before</u> 10 days have passed if:</p> <ul style="list-style-type: none"> • Symptoms have resolved, AND • Must provide medical evaluator note* to verify that the symptoms are not due to COVID-19. 	
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(†) Close contact means that the student was within 6 feet of a COVID-19 positive person for 15 minutes or longer (this includes multiple shorter periods in the same day that add up to 15 minutes) EVEN IF both the student and the other person were wearing masks. Close contact can also mean that the student had a briefer but major exposure to the COVID-19 positive person's respiratory droplets. For example, the sick person coughed directly on the student.

(††) 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.

*A medical evaluator (a doctor, a nurse practitioner, or a certified physician assistant) provides a letter indicating that (1) an alternative diagnosis has been made and (2) the student's symptoms are NOT due to COVID-19. For privacy reasons, the program is not allowed to require disclosure of the alternative diagnosis. Please note: Sometimes symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In this situation, the provider may clear someone to return to school.

Chart adapted from "COVID-19 Health Screening in TK-12 Schools and Extracurricular Programs Serving School-Age Children and Youth" published by Alameda County Public Health Department November 10, 2020 and "COVID-19 School Guidance: Alameda County School Reopening Plans" published by Alameda County Office of Education last updated on December 4, 2020.

What should a school or childcare program do while an ill staff or student is waiting for COVID-19 test results?

In this situation, a cohort should only be closed if there is strong clinical suspicion that the person undergoing testing has COVID-19. For example, if the person is symptomatic following exposure to a confirmed case, or if the symptoms are highly specific for COVID-19 (e.g., loss of taste and smell), the cohort should be closed while awaiting test results. This decision should be made in consultation with ACPHD. Members of the cohort should be told to self-quarantine until test results are available.

AB685 Notification Requirements as of January 1, 2021

Situation	Who is Notified	Notification	Timing	Retention
Staff are exposed to a person with a positive test result	All employees, and the employers of all subcontracted employees, who were at the worksite within the	<p>Written exposure notification that:</p> <ul style="list-style-type: none"> • Includes COVID-19 related benefits that employees may be entitled to under federal, state, or local laws, such as: 	Within one business day of receipt of notification of a positive case.	Employers are required to maintain records of these notices for at

EDEN AREA ROP REOPENING PLAN

	infectious period (2-14 days) who may have been exposed to COVID-19	<ul style="list-style-type: none"> Workers' compensation and COVID-19 leave Paid sick leave The company's anti-discrimination and anti-retaliation policies <p>Must not disclose the identity of the infected employee</p> <p>Quarantine/Isolation guidance</p>		least three years.
	All employees and subcontracted employees	Written notice to all employees that includes the disinfection and safety plan the employer plans to implement and complete per the federal Centers for Disease Control (CDC) guidelines		
Positive case among students or staff	Alameda County Public Health Department	The names, the number of positive individuals, the occupation, worksite for the individuals, and the employer's business address, and North American industry Classification System code of the worksite.		

Triggers for Switching to Distance Learning

School Closure

According to Labor Code section 3212.88, an outbreak exists if, within 14 calendar days a County Office school or work site with fewer than 100 employees reporting to work has four or more employees test positive for COVID-19 or is ordered to close by a local public health department, the State Department of Health, the Division of Occupational Safety and Health, or a school superintendent due risk of infection with COVID-19.

The Eden Area ROP will partner with the Alameda County Department of Public Health to determine if a classroom, cohort or school needs to be closed and revert to Distance Learning due to an outbreak of COVID-19 infection.

- The Eden Area ROP will follow the guidance for school closure as outlined in the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#)
- School Closure may be appropriate when:
 - Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.

EDEN AREA ROP REOPENING PLAN

- 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 Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Schools may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with the local public health department

Instruction

As the Eden Area ROP operates in partnership with four school districts, determining the specific structure of an hybrid instructional model is dependent on the schedules developed by our partner districts. All of the districts are developing guidelines for reopening specific to their community needs while following the requirements set forth by the state and local public health departments. The timeline regarding when the Eden Area ROP center programs will return to in-person instruction is also dependent on when our partner districts do so.

Student Grouping

Once the hybrid bell schedules are determined by our member districts, the Eden Area ROP will work to create a hybrid schedule that works in conjunction with the district bell schedules and minimizes the mixing of students as much as possible as recommended by local and state health departments. Student schedules will likely be based on an A/B model in which students come to class on different days of the week so that physical distancing requirements can be met.

For example, a district may have high school students placed into two groups with each group attending classes two days a week, group A on Monday and Tuesday, and group B on Thursday and Friday. In this model, online instruction and asynchronous learning would occur on Wednesdays. With no students on campus on Wednesdays, cleaning of the campus can occur between the A and B cohorts.

Regardless of the structure of our hybrid model, families who wish to have their student continue with 100% distance learning will be able to continue to do so. The schedule we develop will have time built into it for synchronous and asynchronous instruction for families who choose this option.

The Eden Area ROP will develop a bell schedule and student grouping based on the district schedules. Once we have those schedules our hybrid learning schedule will be listed below:

EDEN AREA ROP REOPENING PLAN

Hybrid Schedule ROP Center

Based on the hybrid schedules Castro Valley and San Leandro Unified School Districts, in order to provide a hybrid option that works within these schedules, the Eden Area ROP would only be able to provide in person instruction for approximately an hour and a half one day a week for each of the two cohort groups. When we consider the goal of providing in person instruction to our students is to provide them with the hands-on skills training relevant to their pathway, this model does not provide enough instructional time.

Additionally, we are required to provide 100% distance learning to students who are not ready to return to in person instruction. Many schools are addressing this requirement by having the teachers provide instruction to the in person and distance learning students concurrently, meaning the students in the classroom and the students online are participating at the same time, completing the same lesson. Concurrent teaching would not be effective for our center programs as the students in person would not be able to participate for the same duration as the students online and we could not create the same hands-on assignments for both groups of students

To provide our students with the opportunity for in person instruction, we are offering opportunities for students to participate in small cohorts from 3:30-5:30 on Mondays-Thursdays. We are currently working to finalize the bus schedule for those students needing transportation and will send the schedule to students and their families who have chosen to participate once completed.

Staffing

In accordance with federal and state mandates, the Eden Area ROP will survey teaching staff regarding barriers to returning to in-person instruction. Accommodations will made for staff as needed.

Substitutes

The Eden Area ROP will stay consistent with substitutes hired and to the best of our ability, have the same substitute with a cohort whenever possible.

Classroom Settings

To support the maintenance of physical distancing in classes, the following precautions will be taken:

- Students will be assigned a specific seat, where feasible, to ensure that close contacts within classrooms are minimized and easily identifiable
- Desks in classrooms have been spaced at least 6 feet apart, as practicable, in existing facilities
 - Students should face the same direction when seated in class

EDEN AREA ROP REOPENING PLAN

- A survey of teachers regarding supplies and equipment in class has been conducted to assist in determining how many students can be in class at a time to eliminate the sharing of equipment among students to the extent practicable, or limit use of supplies and equipment to one group of students at a time
- When students are working in a shop setting, they will avoid sharing tools and equipment. Students should wipe down equipment after each use before putting tools and equipment away.
 - If student teams are established, they should remain consistent and safety precautions maintained
- At the end of each class, a system in which spaces are cleaned will be developed, just as students would keep their workspace clean in CTE classes in accordance with workplace standards, the same standards will be applied in classes during the pandemic
- To increase ventilation windows and doors to classrooms will be opened. Students and staff should dress accordingly
- The Eden Area ROP programs conduct outdoor instruction for various programs on campus that mirror a professional setting; outdoor space adjacent to their classrooms can be used as additional instructional space. While all classes are not conducive to providing instruction outdoors, we support teachers providing instruction outdoors, weather permitting

Internships

Programs that offer the students the opportunity to participate in internships will continue if possible. Most internship opportunities will be altered or revised to adhere to state and county guidelines. Virtual internships are encouraged where practicable. Some programs may have to forego providing internships if health conditions prohibit participation.

Career Technical Student Organizations (CTSO)

Statewide CTOS like DECA and SkillsUSA have implemented an online option for this year. Participation in the program is optional for teachers and their students.

Facilities and Transportation

Transportation

Students have the option to ride a bus provided by the Eden Area ROP to and from their home school and the center each day. Typically, the Eden Area ROP contracts with our partner school districts to provide this service. The district hybrid schedules for their students will dictate their capacity to provide this service for the Eden Area ROP. If district busses are not available, the Eden Area ROP will contract with other bus companies to provide transportation for students. Regardless

of the provider, bus transportation for students will follow the health guidelines outlined by state and local health departments that includes the following:

Loading/Unloading Zones

Students will be expected to follow protocols established by their home school regarding boarding the bus to the Eden Area ROP. Each bus has a designated drop off location at the Eden Area ROP center and students will be required to maintain physical distancing while they wait to board the bus.

Physical Distancing on School Buses

- Seating capacity on the bus will be reduced to maintain physical distancing. This may necessitate the use of physical distancing seat bands to designate which seats are available for use by:
 - Seating one student to a bench on both sides of the bus, skipping every other row
 - Seating one student to a bench, alternating rows on each side to create a zigzag pattern on the bus
 - Marking or blocking seats that must be left vacant
- Ensure six-foot distancing at bus stops and while loading and unloading
- Prevent students from walking past each other by taking the following measures:
 - Seat students from the rear of the bus forward
- Face covering for students and staff, excluding those persons with a medical exemption, are always required at bus stops and on busses

Vehicle Cleaning

Busing providers will be expected to follow CDC recommendations for cleaning. High touch areas will be cleaned between each trip from home school and the Eden Area ROP center if the bus makes multiple trips per day. The entire interior of the bus will be cleaned each day. High touch areas include:

- Handrails for entering and exiting the vehicle
- Arm Rests
- Seatbelts (if applicable)
- Driver Steering Wheel
- Dash Area
- Head Rests
- Windowsills

Ventilation

EDEN AREA ROP REOPENING PLAN

- **Fresh Air:** We encourage introducing fresh outdoor air as much as possible by opening windows or doors where practicable. If opening windows poses a safety or health risk (i.e. smoke, pollen, etc.) to persons using the facility then the windows should remain closed. Leaving doors open is acceptable, as long as it does not create a safety risk for students or employees
- Many programs at the Eden Area ROP contain a shop environment with large roll up doors. These are to remain open whenever possible and weather permitting
- **Improve Air Filtration:** The Eden Area ROP has upgraded HVAC air filters to MERV-13, which meets the guidance from the American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE) on how best to handle COVID-19.

Governance

The Eden Area ROP will continue to work collaboratively with our partner districts regarding operations during the pandemic. The Governing Board will be updated regularly regarding the status of our operations. Additionally, staff will continue to participate in meetings with other local agencies including the Alameda County Public Health Department and the Alameda County Office of Education to remain current on recommendations for operating during the pandemic. Additionally, staff will be updated regularly regarding the current requirements for school personnel during our monthly staff meetings.

Awareness and Training

All Eden Area ROP staff will attend training sessions on the following topics:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- How COVID-19 is spread
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19

This training will be completed through Keenan SafeSchools videos and assessment, in addition to supplemental information from the Centers for Disease Control and Prevention website. Additionally, regular review of safety practices will occur during staff meetings and via the weekly staff bulletin.

Communication

EDEN AREA ROP REOPENING PLAN

To keep staff, parents and students up to date regarding the latest safety protocols regarding COVID 19, the Eden Area ROP will:

- Regularly remind staff, parents, and students through email of the need to stay home if any signs of illness are present.
- Communicate through email to staff, students, and parents about COVID-19-related protocols, including proper use of PPE, cleanliness and disinfection, transmission prevention, guidelines for families about when to keep students home from school, systems for self-reporting symptoms.
- If a school has a positive COVID-19 case, report, track and trace infections in coordination with public health officials to begin the notification process
- Notify staff and families immediately of any possible cases of COVID-19. See [Eden Area ROP COVID-19 Exposure Letter](#)
- Review legal responsibilities and privacy rights for communicating about cases of the virus
- Provide guidance to parents, teachers, and staff, reminding them of the importance of community physical distancing measures while the ROP is closed, including discouraging students or staff from gathering elsewhere
- Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation
- Provide communication on potential contacts to cases following the Alameda County Public Health Department (ACPHD) requirements
- Use a variety of communication methods, such as social media, electronic communication, and the Eden Area ROP website

Coordination with Local Authorities

The Eden Area ROP will work with the California Department of Education (CDE), Alameda County Office of Education (ACOE), Alameda County Department of Public Health (ACDPH), and related authorities to follow the most up-to-date recommendations regarding screening and testing, contact tracing, and isolation and quarantine measures, as well as ongoing prevention measures including frequent hand-washing and physical distancing.

Human Resources

Human Resources plays a vital role in our efforts to support staff and students regarding the spread of COVID 19. The Human Resources Administrator will:

- Provide employees with COVID-19 plans and provide necessary training and accommodations
- Ensure staffing levels are sufficient to meet physical distancing, student learning, and health and safety needs to address COVID-19
- Provide confidentiality around health recording and reporting
- Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) by providing reasonable accommodations. If reasonable

EDEN AREA ROP REOPENING PLAN

accommodations are not practicable, the Eden Area ROP will work with the employee to develop a flexible leave plan

- Provide information regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance

Reference & Resources

- [Alameda County COVID-19 School Guidance for School Reopening Plans](#)
- [CDC Considerations for Schools](#)
- [CDC Reopening Guidelines](#)
- [Governor Newsom's Plan for Learning and Safe Schools](#)
- [California Public Health Officials Provide COVID-19 Update](#)
- [Rethinking School Spaces and Structures to Maintain Proper Distancing Amid COVID-19](#)
- [School practices to promote social distancing in K-12 schools: review of influenza pandemic policies and practices](#)
- [Alameda County Office of Education COVID-19 \(Coronavirus\) Information and Resources](#)
- [COVID-19 Industry Guidance: Schools and School-Based Programs](#)
- California Department of Education's "[Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)" (June 2020)
- California Department of Public Health's "[COVID-19 Industry Guidance: Schools and School-Based Programs](#)" (June 5, 2020)

DATE: April 1, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Small Cohort Instruction

BACKGROUND

The state and county health departments have established guidelines for schools to work with students in small cohorts during the COVID 19 pandemic. These rules include adhering to the current guidelines regarding physical distancing, wearing face masks, practicing healthy hygiene habits, limiting cohort size, and maintaining stable cohorts for at least three weeks.

CURRENT SITUATION

The Eden Area ROP has been working with teachers and families to identify programs to provide in person instruction utilizing the small cohort guidance. Staff will present an update regarding the status of implementing small cohort instruction for students.

RECOMMENDATION

Information only

ACTION ITEMS



DATE: April 1, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Revised Eden Area ROP Mission Statement

BACKGROUND

Every successful organization develops a mission statement and reviews it regularly to assure it is current and continues to meet the organization's needs. Additionally, schools develop common outcomes for all students to be successful.

CURRENT SITUATION

As part of our WASC Self Study process, the staff reviewed our current mission statement and provided input regarding changes that they would like to make so that our mission statement is current with our practices. Based on this input, our mission statement has been revised to the following:

"The mission of the Eden Area ROP is to build a foundation for students that prepare them academically, technically, and professionally to meet challenging opportunities of the 21st Century with confidence and purpose".

RECOMMENDATION

It is recommend that Governing Board approve the revised Eden Area ROP Mission Statement.



DATE: April 1, 2021
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Agreement with Kori McEwen to Implement COVID-19 Testing at the Eden Area ROP Center for the 2020-2021 School Year

BACKGROUND

On March 16, 2020 the Eden Area ROP enforced a Shelter in Place (SIP) due to the COVID-19 pandemic. To assist Local Educational Agencies (LEAs) to return students, staff and faculty back to campus, Alameda County Office of Education (ACOE) had entered into a contract with Curative Labs, Inc. in which vendor has agreed to provide certain services, including COVID-19 testing to the County's essential workers, as well as, if elected by the County, students within the school districts residing in the County. The Governing Board approved the contract rider allowing the Eden Area ROP to piggyback on services provided by Curative Labs, Inc. and to be bound by all the terms and conditions as agreed to between ACOE and Curative Labs, Inc.

CURRENT SITUATION

To provide passive testing in accordance with the agreement with Curative Labs, the Eden Area ROP is required to provide a trained proctor to track, observe, and ship tests to the lab. Regular testing of staff is one of the mitigation efforts listed to combat the spread of COVID 19. The estimated time to complete the process is 20-30 minutes per person. This agreement would allow for up to 30 hours per week of testing through the end of 2020-2021 school year.

RECOMMENDATION

It is recommended that the Governing Board approve the agreement with Kori McEwen to implement COVID-19 testing at the Eden Area ROP Center for the 2020-2021 school year.

AGREEMENT FOR SERVICE

THIS AGREEMENT FOR SERVICE (this "Agreement") for the 2020-2021 school year

BETWEEN

Eden Area ROP of 26316 Hesperian Blvd, Hayward, California, 94545
(the "Customer")

OF THE FIRST PART

-AND-

Kori McEwen
(the "Service Provider")

OF THE SECOND PART

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer.
- B. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Services Provided

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") consisting of:
 - Observing and supporting vaccination process and ensuring that plans, policies, and procedures to ensure essential functions are executed and consistent with statutory and agency requirements.
 - Facilitating on-going communications between operations staff and the general public.
 - Performing on-site duties that include greeting and assisting employees, entering data, providing basic administrative support and facility maintenance.
 - Reviewing registration forms and requirements for Federal and/or State vaccination programs and preparing correspondences/communication for required follow-up actions.
 - Observing and questioning patients' post-vaccination for adverse reactions.
 - Assisting with the set-up, signage, and traffic control at the vaccination centers.

PPE will be supplied and required.

Term of Agreement

2. The term of this Agreement will begin no sooner than March 15, 2021 and will remain in full force and effect until June 30, 2021, subject to earlier termination as provided in this Agreement, with the said term being capable of extension by mutual written agreement of the parties.

Performance

3. The parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Compensation

4. The service provider will be paid \$20 per hour worked for a maximum of 30 hours per week. Days and hours worked will be mutually agreed upon by both parties.
5. This compensation will be payable upon completion of the agreed to services on a monthly basis.
6. The Customer is entitled to deduct from the Service Provider's compensation any applicable deductions and remittances as required by law.

Confidentiality

7. The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information with respect to the business of the Customer, which the Service Provider has obtained, except as may be necessary or desirable to further the business interests of the Customer. This obligation will survive indefinitely upon termination of this Agreement.

Non-Competition

8. Other than with the express written consent of the Customer, which will not be unreasonably withheld, the Service Provider will not, during the continuance of this Agreement, be directly or indirectly involved with a business which is indirect competition with the particular business line of the Customer, divert or attempt to divert from the Customer any business the Customer has enjoyed, solicited, or attempted to solicit, from other individuals or corporations, prior to termination of this Agreement.

Ownership of Materials

9. All materials developed, produced, or in the process of being so under this Agreement will be the property of the Customer. The use of the mentioned materials by the Customer will not be restricted in any manner.

10. The Service Provider may retain use of the said materials and will not be responsible for damages resulting from their use for work other than services contracted for in this Agreement.

Return of Property

11. Upon the expiration or termination of this Agreement, the Service Provider will turn to the Customer any property, documentation, records, or confidential information which is the property of the Customer.

Assignment

12. The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Capacity/Independent Contractor

13. It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services under this Agreement. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Modification of Agreement

14. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Notice

15. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the parties of this Agreement as follows:

- a. Eden Area ROP
26316 Hesperian Blvd., Hayward, California, 94545
Fax Number: 510-293-8325

- b. Kori McEwen
[REDACTED]

or to such other address as to which any Party may from time to time notify the other.

Costs and Legal Expenses

16. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Time of the Essence

17. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Entire Agreement

18. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Limitation of Liability

19. It is understood and agreed that the Service Provider will have no liability to the Customer or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the provision of the Services.

Indemnification

20. The Service Provider will indemnify and hold the Customer harmless from any claims against the Customer by any other party, arising directly or indirectly out of the provision of the Services by the Service Provider.

Inurement

21. This Agreement will ensure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, successors and permitted assigns.

Titles/Headings

22. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

Gender

23. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

24. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of California, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

25. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

26. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Additional Provisions

27. Service Provider is responsible to pay their own taxes. Customer (Eden Area ROP) will issue a 1099 at the end of the year.

Kori McEwen

3/15/2021

Kori McEwen

Date

Linda Granger, Superintendent
Eden Area ROP

Date