



# SAFELY RE-OPENING CHC

## **COVID-19 Workplace Readiness, Safety and Training Guide**

Rev. January 29, 2021

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*CHC values the safety of our staff, students and clients above all else. We believe the best way to ensure their safety throughout the COVID-19 pandemic is to respect reliable science and follow the guidelines of the Center for Disease Control (CDC), Santa Clara County Public Health Department, San Mateo County Public Health Department and the California Department of Education. Frequent COVID testing, along with wearing masks, washing hands often, maintaining social distancing and ensuring our facilities are meticulously clean and disinfected are the best ways we can accomplish this. COVID testing is required for staff physically working on our campuses and we encourage our students and clients to test as well. Testing for students and clients is available by appointment at no cost on alternating Mondays at our Palo Alto and San Jose Campuses. Please contact [HRDepartment@chconline.org](mailto:HRDepartment@chconline.org) for additional testing information.*

*In addition, the COVID-19 vaccination is available for all CHC staff because we are a behavioral health facility. CHC strongly encourages all staff to get the COVID-19 vaccination and advise HR of vaccination test dates so we can track the percent of our staff who receive vaccinations.*

## **Workplace Reopening Readiness**

Workplace reopening readiness is a critical step in enhancing employee safety and continuing to limit the spread of COVID-19 throughout the community. The State of California has provided the following guidelines for reopening:

- 1) Perform a detailed risk assessment and implement a site-specific protection plan;
- 2) Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms;

- 3) Implement individual control measures and screenings;
- 4) Implement disinfecting protocols;
- 5) Implement physical distancing guidelines.

CHC has completed all of the steps above in addition to following the guidelines established by the Center for Disease Control (CDC) to ensure the safety of our employees as we begin returning employees into the workplace. In addition, we have listened to our employees' voices to fully understand from the employees' perspectives what must be done in order to make our staff feel safe returning to work. We believe we have addressed all concerns expressed in the staff survey.

The operations of each department within CHC are unique, and each department may have more restrictive or specific rules or processes suited to their operations. This guide is applicable for all CHC employees, however we have added sections towards the end of the guide that are specific to Clinical Services and to the Schools.

If employees have questions about their department-specific processes that are not addressed in this guide, they should consult with their division director.

## Remote/Flexible Schedules

Departments are encouraged to allow the continuation of remote work where productivity and operational effectiveness can be maintained. Employees need to be available during their agreed upon working hours and may be directed to the workplace as deemed necessary by their manager. Employees need to adhere to the requirements outlined in the Telecommute-Remote Work Policy ([see attached, Appendix A](#)).

Examples of flexibility in the workplace may include:

- Staggered work shifts to reduce the number of employees in the workplace at any one time, which may include an increase in alternative work schedules or a combination of telework and in-office work.

- Modified business days and/or work hours to reduce the number of employees in the building.
- Flexible work hours for employees to provide flexibility to address logistical, social and personal constraints caused by the public health crisis (at the Division Director's discretion).

Employees identified as higher-risk for severe illness ([Centers for Disease Control: age 65 or over, underlying medical conditions](#)) who feel their condition qualifies for ADA/FEHA accommodations may contact the Human Resources Director. CHC will make all efforts to reasonably accommodate such employees. Reasonable accommodations can take many forms and may include remote work or other safety precautions. Such employees may also be eligible to stay at home using any available leave balances with management approval, depending on specific circumstances.

## Social Distancing and PPE

All individuals on CHC campuses must maintain social distancing to the maximum extent feasible. Social distancing means that employees and visitors are at least six feet apart (about 2 arms' length) from others, do not shake hands, avoid or minimize social interactions, and stay home when ill with symptoms associated with COVID-19. Social distancing includes additional measures to help enhance employee safety and workplace infection control. Such measures are not intended to replace existing employee rights, industry standard, and safety regulations.

To minimize the risk of breaking social distancing, only one person at a time is allowed in any of our kitchens. Coffee, tea and snacks will be available.

In addition, CHC has added plexiglass and barriers/dividers where appropriate, has ordered foot-push openings for doors, no-touch waste receptacles and room ventilators. CHC is providing an ample supply of masks, gloves, plastic face shields, hand sanitizer, tissues, gowns if desired, and disinfecting wipes for every employee.

## Caring for Masks

- Cloth masks can be washed in your washing machine and run through your dryer on high heat. Key is to use hot water and detergent. Do not place in an oven, not even in a microwave oven because of the fire hazard.
- Reusable surgical masks can be hand washed in hot sudsy water. Let them air dry and then run an iron over them a few times for the heat value. Disposable face masks will not hold up in a washing machine.
- N95 masks should not be laundered, as hot soapy water will cause their protective layers to disintegrate. To disinfect an N95 mask you should steam them as you would vegetables. Bring an inch of water in a large pot to a boil and place mask, contaminated side up, in a vegetable steamer in the pot for about 10-20 minutes with the lid on.

Social Distancing Protocol signage is posted at each facility entrance to inform all employees and visitors that they:

- Must maintain a minimum six-foot distance from one another.
- Must wear a face covering, per Santa Clara County Health Officer's emergency order.
- Must sneeze and cough into a cloth or tissue or, if not available, into one's elbow.
- Must not enter the facility if they have symptoms of COVID-19.
- Must not shake hands or engage in any unnecessary physical contact.

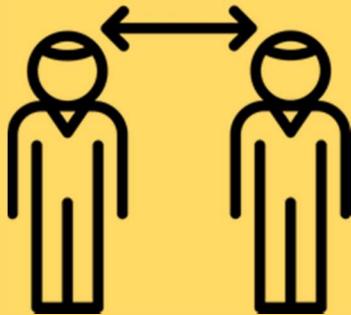
In addition, CHC has placed markings at least six feet apart throughout the building and is promoting virtual meetings rather than in-person meetings to prevent crowds from gathering in one space on campus. We have also added directional arrows on the floors indicating one-way travel throughout our buildings.

Signage has been placed on elevators and in bathrooms to ensure only one person or family unit is allowed in these areas at a time. Water fountains are being covered.

Furniture has been removed from all lobbies. Only employees, students and clients will be allowed in the building unless a very young child requires a parent to accompany them into the building. Parents will be asked to wait in their cars until appointments are over.

Deliveries will be left in front of the buildings and delivery drivers will not be allowed into the buildings.

## SOCIAL DISTANCING



- Six feet apart
- Avoid physical contact
- Avoid interactions with others
- Sneeze or cough into cloth, tissue, or elbow

### Health Screenings

- Employees and visitors will be screened for [symptoms of COVID-19 prior to starting their work shift.](#) (see attached, Appendix D, Employee Questionnaire and Appendix E, Client/Visitor Questionnaire).
- Both employees and visitors will have their temperatures taken before entering the building and will be asked a series of questions approved by the CDC related to health risks and possible exposure to COVID-19. Employees and clients with

temperatures of 100.4F or greater, employees or clients who appear to have symptoms of COVID-19, and employees or clients who do not meet the standards on the screening questionnaires will not be allowed in the building.

- Employees who appear to have symptoms of COVID-19 in the workplace may be sent home by management.

### Temperature Screening

As part of safely re-opening CHC's buildings, the implementation of regular temperature screening prior to accessing the buildings is a highly recommended practice. Temperature screenings will be performed daily for all staff, clients, vendors, contractors, guests, etc.

Here are the steps to safely perform temperature screenings:

- Wear appropriate personal protective equipment ("PPE").
  - Protective gloves
  - Cloth mask and / or face shield
- Stand behind the plastic partition.
- Reach around the plastic partition and point the infrared thermometer approximately 6 inches away from the forehead.
- Hold the trigger for approximately 3-5 seconds until you hear a beep.
- Review the screen for temperature read out.
  - Normal readings should be below:
    - 38.0 degrees Celsius
    - 100.4 degrees Fahrenheit
  - Hold the bottom button for approximately 8 seconds to convert from Celsius to Fahrenheit.

## Contractors and Vendors

- Management will proactively work with vendors and contractors to minimize their on-site presence and otherwise facilitate social distancing.
- Management will provide advanced notice to contractors and vendors that they should not be on-site if exhibiting any symptoms of COVID-19 and that they should wear a face covering.

## COVID Testing

### **Testing for staff who are on campus on a regular basis (e.g., teachers, admins)**

- Testing required every week beginning February 3, 2021. CHC will offer testing every Wednesday on each campus.
- If tested at CHC, we will have access to the test results and will know if everyone tests negative.
- If tested outside of CHC, staff must notify HR of test date and test results.
- Documented proof of results is not required. We use the honor system.
- Any staff member who tests positive MUST advise HR and their manager.

### **Testing for clinicians conducting assessments and testing on campus**

- Testing required every other week while testing on campus. Once period of testing is over, usually about a month, clinicians will not be required to test again until they return to campus to conduct additional testing.

### **Testing for staff who are on campus on an occasional basis**

- Testing with negative test results required one week prior to reporting to campus.

### **Testing for staff who are never on campus**

- Not required.

### **Testing for staff who must come on campus unexpectedly who have not been tested**

- Allowed to come on campus but must test as soon as possible after coming on campus and advise HR of test results.

### **Testing requirements when returning to campus following a holiday break**

- Must test the Monday they return to campus and advise HR of test results.

### **Consequences for employees who refuse to test**

- It's a job requirement and staff have no option to decline testing if they are coming on campus.

### **Testing for friends & family members (living in same household) of staff member**

- Not an option.

### **Testing for non-staff/outsideers**

- No longer allowed to minimize staff's possible exposure to outsiders with COVID.

### **Testing for EBC/Sand Hill School Students & Clients & their families**

- Testing is not required for EBC or SHS students or clients, as according to the CDC there is no evidence that elementary aged children have high transmittal rates. **Students/clients would only be required to be tested if they show symptoms.**

## **Respiratory Hygiene/Cough Etiquette**

The following measures to contain respiratory secretions are recommended for all individuals, including employees. These measures will be posted throughout our buildings.

- Cover your mouth and nose with a tissue when coughing or sneezing.
- Use the nearest waste receptacle to dispose of the tissue after use.
- Perform hand hygiene (e.g., hand washing with soap and water, alcohol-based hand rub, or antiseptic hand wash) after having contact with respiratory secretions and contaminated objects/materials.
- Wear an appropriate face covering when in the workplace to contain potentially infectious respiratory secretions and to avoid touching the nose and mouth. A face covering is not a substitute for guidance about social distancing and handwashing.
- Review [COVID-19 prevention](#) strategies.

## RESPIRATORY HYGIENE



- Cover mouth or nose with tissue when coughing or sneezing and dispose of tissue in trash
- Wash hands or use hand sanitizer after coughing or sneezing
- Wear a face mask
- Avoid touching nose, mouth, or face

## Workplace Sanitization

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting is an important element of employee safety:

- CHC has reviewed and is following current [CDC guidelines](#) for cleaning and disinfecting our facilities. We have hired additional day porters to maintain cleanliness throughout the day and we perform daily electrostatic cleaning at the end of each day.
- Employees should contact Facilities, as needed, to report any concerns about workplace sanitization.
- Cleaning and disinfecting schedules include daily, weekly and monthly.

## Communications

All employees will be familiar with and follow all the best practices on:

- [Social Distancing During Coronavirus](#)
  - Stay 6 feet away from others.
- [COVID-19 Prevention Tips](#)
  - Wash your hands with soap and water for at least 20.
  - Cover a cough or sneeze.
  - Don't touch your eyes, nose or mouth.
  - Avoid close contact with people who are sick.
  - Stay home if you experience respiratory symptoms like a cough or fever.
  - Get help. If you experience symptoms of COVID-19, call your health care provider or local health department before seeking care.
- [What to do if you are sick?](#)
  - Stay home except to get medical care.
  - Separate yourself from other people and pets in your home.
  - Monitor your symptoms.

- Call ahead before visiting your doctor.
- Wear a cloth covering over your nose and mouth.
- Cover your coughs and sneezes.
- Clean your hands often.
- Avoid sharing personal and household items.
- Clean all high touch surfaces every day.
- [Coping with Stress During Infectious Disease Outbreaks](#)
  - Stay informed. Refer to credible sources for updates on the local situation.
  - Stay focused on your personal strengths.
  - Maintain a routine.
  - Make time to relax and rest.
  - Clean all high touch surfaces every day.

- [COVID-19 Reporting Process](#)

**Possible Employee COVID-19 Exposure**

- If an employee experiences symptoms of COVID-19 within 21 days of being present on CHC property, they must:
  - notify their manager and the CHC HR Director; and
  - get tested for COVID-19 -- [www.sccfreetest.org](http://www.sccfreetest.org)

**Negative Test Results**

- If test results negative, employee must self-quarantine for at least 10 days from the day they developed symptoms and be free of symptoms for at least 3 days (without the use of fever reducing medications) before returning to work.

### **Positive Test Results**

- If test results positive, employee must notify CHC HR Director, who in turn will notify staff and clients who were on site of possible exposure and notify the County of Santa Clara Public Health Department.
- In the school community, CHC will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. (See attached, Appendix H).
- According to the County Public Health Departments (Santa Clara County, San Mateo County and Alameda County), a negative test result will not be required to return to work given that anyone who gets COVID-19 could likely test positive for up to 90 days after they no longer have COVID. The Public Health Departments also advise that notes from medical doctors and providers should not be requested. The advice is to stay home and away from others in isolation for at least 10 days after symptom onset or from first positive test if no symptoms. On Day 11, if you no longer have a fever and other symptoms have improved, you may leave isolation and return to work. These recommendations are the public health standard based on scientific evidence and guidance from the California Department of Public Health and the CDC.

### **Possible Client COVID-19 Exposure**

- If a client experiences symptoms of COVID-19 within 21 days of being present on CHC property, they must report this via e-mail to [CovidReporting@chconline.org](mailto:CovidReporting@chconline.org).

- The HR director monitoring that e-mail address will notify staff and other clients as appropriate of possible exposure

**Note:** AOT or DRT members are typically on site and available to answer questions or address COVID-related concerns. If an AOT or DRT member cannot be located, the front desk will have a list of all DRT member's cell phone numbers and can reach a manager/director by phone.

## FAQs

- If you have questions that are not covered in this handbook, please e-mail those questions to Adrienne Foran at [aforan@chconline.org](mailto:aforan@chconline.org). As common questions arise, CHC will add them to a living document accessible on the CHC shared drive. Shared drive > Coronavirus > FAQs on reopening. We will update the FAQs as new questions are generated.

## Resources

\*Please note that this is a living document, guided by constantly evolving expert advice about how best to keep safe from the continued spread of COVID-19 and what resources are needed to safely re-open our buildings.

- CDC
  - Center for Disease Control and Prevention
- CDE
  - California Department of Education
- CDPH
  - California Department of Public Health
- EEOC
  - Equal Employment Opportunity Commission
- HHS
  - Health & Human Services
- Insurance Providers

- Bolton
  - Gallagher
  - Insperity
- NBOA
  - National Business Officers Association
- SCCPHD
  - Santa Clara County Public Health Department
- SFCDCP
  - San Francisco Department of Public Health
- SHRM
  - Society for Human Resource Management
- SMCHBHRS
  - San Mateo County Health Behavioral Health & Recovery Services
- OSHA
  - Occupational Safety & Health Administration
- WHO
  - World Health Organization

# Division Specific Information – Clinical Services

- Informed Consent ([see attached, Appendix C](#)): All clients MUST have reviewed and completed CHC's informed consent for in-person services during COVID-19 Public Health Crisis prior to an appointment being scheduled. The consent form is a legally binding document that outlines the agreement of safety and the protocols in place to ensure safe in-person services.
- Symptom Screening ([see attached detailed protocol, Appendix E](#)): All clients will be asked symptom screening (SS) questions at three points prior to their appointment and entry into the building:
  1. SS will be conducted by the Clinical Services Coordinators prior to scheduling an appointment and documenting the responses in Welligent.
  2. SS will be conducted by an administrative staff who calls the client the day before the appointment, and
  3. SS will be conducted by an administrative staff the day of the appointment and prior to entry into the CHC building. Clients who answer yes to any of the SS for themselves, their child or household member will not be allowed to schedule an appointment or enter the CHC building. Administrative staff do not have to document answers at this time. The Symptom Screener questions are as follows:
    - Have you had any of the following symptoms in the last 24 hours?
      - Cough
      - Shortness of breath or difficulty breathing

- OR at least TWO of the following symptoms in the last 24 hours:
      - Fever (usually 100.4 or higher)
      - Tiredness
      - Cough
      - Muscle or body aches
      - Chills
      - Repeated shaking with chills
      - Headache
      - Sore throat
      - Shortness of breath
      - Nausea with vomiting
      - Diarrhea
      - Night sweats
      - Confusion
      - New loss of taste or smell
    - In the last 14 days have you:
      - Been in contact with someone who was diagnosed with COVID-19?
      - Been in close contact with someone who had COVID-19 symptoms?
      - Traveled internationally or taken a cruise?
- Administrative Staff Protocol the Day of a Scheduled Appointment ([see attached detailed protocol, Appendix F](#)): All clients and parents must have their temperatures checked, wear a face covering (with some exceptions) and comply with social distancing and other CHC protocols in order to proceed with their appointment. No client will be allowed to enter CHC or proceed with services if they do not meet or follow our protocol. We will strictly adhere to these protocols for everyone's safety. NOTE: We do not have administrative staff working Saturdays. Saturday screenings and protocols must be conducted by the clinical staff providing the service.
- Clients Reporting Symptoms After Services at CHC: CHC's informed consent for in-person services during COVID-19 Public Health Crisis outlines that

clients who become symptomatic 21-days after their last service at CHC must contact us at [covidreporting@chconline.org](mailto:covidreporting@chconline.org). The Director of Human Resources will monitor this email and staff and clients may be notified if they may have been exposed while protecting PHI.

# Division Specific Information – Schools

## Part 1: Staff Safety Protocols (specific to schools)

### PPE's and other Personal Safety Procedures

- All staff are expected to wear a mask at all times the entire time they are on campus as required by DPH ordinances with the exception of eating, drinking or if you are alone in your room or office.
- Mask Protocol
  - Individuals are responsible for ensuring proper cleaning and sanitizing of masks.
  - Student/staff should have a plastic bag to put face mask in when mask is removed at any point throughout the day.
  - Plastic bags used for this purpose should be labeled by a tag or an erasable marker with the child's name and date.
  - A spare mask should be available to replace a broken or wet mask when the situation arises. Wet masks are ineffective and must be replaced.
  - Masks are to be left on during PE and other exertion.
  - Mask breaks should be taken while sitting, not when running.
- Staff are to be extra sensitive about using cologne, perfumes, etc. that could exacerbate student allergies and cause them to sneeze or initiate a runny nose.
- Aprons, goggles and gloves are available upon request.
- Refer to PPE section for more detail.

## Part 2: Staff Protocols and Procedures

### For Health & Safety: *Every morning:*

- If a staff person feels ill then he/she should stay at home. Notify your Division head and office administrator before 7:00am.
- All staff will enter the building through the front entrance to be screened.
- You will be required to have your temperature taken and will need to answer health-related questions before you will be allowed to enter the building.
  - If your temperature reads 100.0 or greater or if you are experiencing any of the COVID-19 related symptoms, you must return home and contact your physician for COVID-19 testing.

- See protocol for self-quarantining if you have symptoms and/or have been exposed to someone with COVID-19 within the past 14 days.

#### **When You Enter Your Classroom:**

- You are to sanitize or wash your hands after entering and exiting your classroom.
- It is highly recommended that you wipe down all pieces of equipment (laptop, projection camera, stapler, hole punch) that you intend to use or that the students might grab (or did at the end of the day).
- Prop your Classroom doors open during arrival and dismissals to minimize unnecessary touching of door handles.
- Enforce 6 ft. spacing when entering or exiting any classroom
- When possible, classroom door handles are wiped down upon the closing of the classroom door.

#### **For Health & Safety: *In the Classroom***

##### **During the School Day**

- Model handwashing and hand sanitizing and set a schedule for handwashing which should include arrival, before eating, after coming in from another location/activity and before dismissal.
- Hand washing is recommended 1x per hour.
- Avoid having students mix with students from other classes to minimize potential cross cohort contamination.
- Stocking each student's personal supply box with a small bottle of hand sanitizer is preferred.
- All grades enforce wearing a mask at all times except when eating or drinking.
- Create opportunities for breaks from masks for all students. Frequently reinforce mask wearing through verbal positive praise.
- Do not allow furniture to be moved so students congregate at less than 6 ft. social distancing.
- Keep your area clear of items that multiple students may touch and disinfect if multiple students have touched classroom supplies such as staplers, hole punchers and "grab and go" drawers. Minimize the likelihood of this occurring.

- Increase use of spray bottles with soap for cleaning in the classroom throughout the school day to avoid exposure to chemicals with disinfectant.
- When feasible, prop classroom doors open when temperature is between 65 and 75 degrees to allow optimal air flow.
- Designate time on a daily basis for students to clean/wipe down personal supplies.

**For Health and Safety: *Limit opportunities for students to congregate. Recesses, Lunches and other Congregating Activities***

- Staggered schedules will be set up to avoid mixing students from different cohorts.
- There are to be no on-campus “live” assemblies, extra-curricular activities or field trips, or after- school parent events at least until current restrictions are lifted.
- Teachers, not students, will be changing classes in the middle school.
- Recesses and Physical Education will be staggered to allow only one separate classroom and avoid mixing.
- All Lunches brought to school will be eaten in the designated area only.
- Gloves must be worn when picking up and/or distributing hot lunch or other food items.
- Classrooms may not be unsupervised or locked so students have to wait in hallway or outside.
- Hallways are not to have multiple students congregating, working or traversing. A “one at a time” procedure and adhering to one way signage is to be expected.

**Dealing with Common Areas**

- Do not bring or accompany students to areas where individuals of different groups may have also been present. These areas include: the kitchens, lobbies, conference rooms, and elevators (unless child is disabled). Consider all these areas to be “off limits.”
- Minimize students traversing, socializing, or lining up in the hallways as such transitions are likely to end up violating social distancing protocols.
- Be diligent in enforcing the 6 ft. physical distancing rule.

- Dismiss students singularly and minimize need/ opportunity for transitions to different classrooms.

**For Health & Safety: *Dismissal & Clean up***

**End of the Day Before You Leave: *Daily***

- Students should clear their desk surfaces completely, wipe down and store all personal supplies in their personal container and wash their hands before leaving.
- Adhere to the 6 ft. social distancing throughout dismissal and until students are inside their vehicle.
- Dismissals will be done by walkie talkie and staff are not to permit students to leave the classroom until they are called to their transportation.
- Make sure all potentially shared classroom equipment and your own desk is wiped down with a disinfectant wipe. This includes staplers, hole punchers, doc cameras, and any materials or objects that you know have been shared during the day.
- Make sure you have hand sanitizer, handwashing soap and disinfectant wipes for the next day.

**Weekly**

- Staff is expected to launder their cloth mask after two to three days of use.
- Wipe down all wall hangings within student reach. They should all be laminated.

**Should you Become Ill Before or During School**

- Notify your supervisor if you exhibit any of the symptoms of COVID-19.
- If you have not come to work, stay home.
- If you are at work, you are to leave the building immediately. Do not go back into the classroom to collect your materials.
- Notify your supervisor where you have been so far and with whom you have interacted with.
- Parents of students are to be notified if there is a positive case or if their student comes in close contact with a person with a positive case. An Incident Report is to be generated within 24 hours by the supervisor.

- Ill staff person is required to be tested for COVID-19 and to self-quarantine for at least 10 days, see attached for Santa Clara Co. response protocol to possible and confirmed COVID-19.
- If staff person tests positive, they are to contact HR immediately.

### **Part 3: Student Protocols and Procedures:**

- **Grades K – 10:** Students will be expected to wear a cloth mask at all times while on campus except for eating and drinking.

#### **Entry and exit**

- All **Sand Hill School students** will be screened by assigned staff before entering and will enter in the nearest entrance way to their classroom.
- All **EBC students** will be screened before entering by assigned staff and will enter and exit from the EBC side door.
- To limit door handling at Sand Hill School, assigned staff *using disinfectant wipe* opens and props the door so following students do not have to touch the door handles. Custodians at EBC School periodically wipe the door handles throughout the school day.
- Students are to follow signage observing 6 ft. social distancing.

#### **Classroom Protocols**

- All students are to have their own school supplies container to minimize sharing and thus mitigating the possibility of cross contamination.
- Social distancing is to be maintained in the classroom at all times and in all activities.
- Cohorts are to remain stable throughout the day. This means there is to be no mixing of students from different cohorts at any time during the day.
- Desks have been purposely spaced to meet the 6 ft. distancing requirements and are not to be moved for any purpose.
- Shared or suspected shared materials, supplies or equipment must be wiped down at the end of each activity period.
- Schedule regular handwashing times (recommended 1x per hour) during school day, especially after activities where multiple hands have touched any shared object.

### **Restroom usage**

- Bathrooms will be specifically designated for each classroom and are to be the only bathrooms students use.
- A schedule for usage will be developed using a “one at a time rule” that will need to be monitored by staff.
- Bathrooms will be cleaned throughout the day by CHC janitorial staff and disinfected nightly.
- Teachers are to use bathroom time as a teaching opportunity for employing proper hygiene.

### **Physical Distancing**

- When hand washing, “engaging in group work” where they have shared materials (minimize that) or lining students up to change every classroom, adhere and enforce social distancing of 6 ft.
- All instructional and therapeutic settings have been set up for 6ft distancing. There are no exceptions to preserving physical distancing regardless of the activity or number of persons present.
- Staff will stagger when students access their cubbies and are to always enforce 6 ft. social distancing.
- Staff are to limit students’ changing classes to specialties, recesses, lunch & PE.

### **Lunches & Recesses**

- Lunches brought to school will be eaten in the classroom’s designated area.
- Common areas are not to be used for preparing or storing student food or congregating to eat.
- No sharing of food rule is to be strictly enforced.
- Staggered times for all recesses and breaks will be scheduled and are to be strictly adhered to.
- Follow the entry and exit procedures above for going to and coming in from recesses and PE. Masks are to be worn and physical distancing enforced.
- Homeroom teachers are likely to be their classroom’s recess monitors and are to provide supervision so students adhere to prescribed social distancing requirements.

- Hands are to be washed before eating and after returning from recesses.

**For Health and Safety; Adhere to the following procedures:**

**Should a Student Become ill at School**

- Immediately relocate the child to an outside bench or picnic table, or to a room with outdoor ventilation. Door should be opened.
- DO NOT bring the child to the school office.
- Notify your Supervisor immediately upon the child being placed in isolation.
  - Note: If you are in the “higher risk” population, have the office administrator find an alternative staff member to fulfill this procedure.
- Access gloves, apron and if you wish, a face shield, when working with a child who has become ill. If you have child’s secretions anywhere on your body, change your clothes.
- Do not go back inside the Isolation area, but ensure someone continues to have constant visual contact with the child from outside the door.
- The on-site office manager is to notify lead administrator on site, facilities and parent of the child.
- When parent arrives, staff person who has been with the child brings the child outside to the parent vehicle. Parent is not to enter the building.
- If the child has emitted bodily fluids (e.g. vomited, drooled, etc.) on any furniture in the classroom, the staff person in the classroom is to remove the rest of the students from the classroom and situate them in an outdoor setting observing social distancing.
  - Students must remain outside until Facilities can disinfect the entire classroom.
  - Everyone hand washes upon re-entry.
- Ill child will be required to get a COVID-19 test. *Such children are to be given an equitable opportunity to receive and complete school work.*
- If test is negative, child can return to school 24 hours after resolution of fever and symptoms.
- If child tests positive for COVID-19, then the procedure mandated by CDC and Santa Clara Co. Dept. of Public Health will be followed.

- Parents are to be informed when a child in the classroom has become ill during the day and was sent home.

#### **Part 4: Parent & Visitor's Protocol for Schools**

##### **For Health and safety: *Upon arrival and when departing***

- Only parents & visitors with a prior scheduled appointment should be entering the building.
- School based parent support groups need to be pre-approved by HOS, will be limited to a maximum of 6 and only if a room can be found that enables 6 ft. social distancing.
  - All other groups will need to be conducted virtually.
- All parents and visitors must enter through the front lobby only and agree to be screened and wear a mask or entrance will be denied.
- All parents and visitors are to check in with the front desk person and then if early, they will need to wait for appointment from outside the building.
  - Front desk, therapist or the school's office manager will call when staff member is ready to take the appointment.
- Visitors and parents must wear masks at all times while inside the building.

##### **For Health and Safety: *While in the building:***

- Meetings must be pre-scheduled and may occur only in rooms that can be prearranged to adhere to 6 ft. social distancing for all attendees.
- Only live meetings that can be scheduled in a room that can adhere to social distancing requirements may be held on site.
  - Meetings exceeding social distancing capacity must be held "virtually."
- No refreshments are to be offered or consumed.
- No visitor or parent may enter any of the kitchen areas or other common areas unless specifically and personally escorted by a staff member.
- Testing of students must be done in a setting with a plexiglass shield separating student and examiner.
- Bathroom use is to be limited to the second floor lobby bathroom, adhere to the "one at a time" rule (unless the visitor is disabled) and notify the Frontdesk upon departure so Facilities can be informed.

## Part 5: Facilities Cleaning & Operation

### Only specific to schools

- Classroom Circulation and Ventilation
  - Classroom circulation and ventilation has been increased throughout the Palo Alto building.
  - All classrooms have ionic air purifiers.
  - In the morning, if it is above 65 degrees and less than 75 degrees, if possible and if the safety of the students can be preserved, we advise classroom staffs to have your classroom doors to a yard open to optimize air flow.
- Outdoor instruction observing physical distancing is encouraged.

# COVID-19 Workplace Readiness, Safety and Training Guide Acknowledgement

I acknowledge that I have received the company’s COVID-19 Workplace Readiness, Safety and Training Guide (referred to as “Guide”), dated October 7, 2020 and understand that violations of the policies contained in the Guide could result in disciplinary action, up to and including termination.

I understand I must abide by all safety measures contained in the Guide, paying particular attention to the following:

- Maintain social distancing of at least six feet
- Do not shake hands or engage in any unnecessary physical contact
- Avoid or minimize social interactions
- Stay home when ill with symptoms associated with COVID-19
- Wear face covering
- Sneeze or cough into a cloth or tissue, or, if not available, into one’s elbow
- Perform hand hygiene as described in Guide

I further agree and consent to all policies contained herein and understand that the information contained in the Guide represents guidelines for the company and that the company reserves the right to modify the Guide or amend or terminate any procedure at any time.

My signature below certifies that I understand the contents of this COVID-19 Workplace Readiness, Safety and Training Guide.

I further understand that if I have any questions about the interpretation or application of any procedures contained in this Guide, I should direct these questions to the onsite supervisor.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

Please sign and return acknowledgment to Human Resources.