

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

Industry Sector: Schools and School Based Programs		Business Name: Ballard School District		
COVID-19 General Checklist Items for Employers		Procedure (write a short statement on how you will address the checklist item)	Frequency When applicable	Resources Needed As applicable
1. General Measures				
1	Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community.	The superintendent/principal and/or district liaison will work with the SBCPHD Disease Control & Prevention Program to exchange all related information, e.g., suspected or confirmed cases, and continue to follow CDC, CAPHD, SBCPHD and local information specifically concerning disease levels and control measures. See https://publichealthsb.org/	Ongoing	
2	Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources.	Given current disease levels and control measures, external community organizations cannot safely utilize the site and campus resources.	Revise as needed	
3	Develop a plan for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill.	All grade levels utilize various applications in an effort to provide seamless transitions to distance learning, on any scale. Tk – 2 nd grade students will utilize Class Dojo, while 3 rd – 6 th grade students have student-school accounts and are enrolled in Google Classroom (GC) where the G-Suite (GS) is leveraged for instruction. All students and staff also have Zoom accounts; however, GC/GS are the primary deliver systems. Various other applications provide secondary instructional support, e.g., Zearn, Dreambox, Imagine Learning, Kahn Academy, Renaissance Place, BrainPop, etc.	Revise as needed	Vendor contract/subscription maintenance
4	Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.	Current policy, e.g., home school and independent study, as well as the school's capacity for distance learning supports students with access and functional needs. Should such a student be able to be on campus, but with additional hygiene maintenance,	Revise as needed	

		such maintenance will be provided. Communication among any health provider, case carrier, parents/guardians, and staff are assumed to be critical to ensure student safety.		
2. Promote Healthy Hygiene Practices				
1	Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.	<p>The district is renting 3 units with 2 handwashing stations each for a total of 6 additional locations where students and staff may wash hands.</p> <p>The district will be purchasing handwashing stations when they become available.</p>	<p>Completed</p> <p>In process</p>	Contract maintenance, 8 portable handwashing stations received
2	Develop routines enabling students and staff to regularly wash their hands at staggered intervals.	<p>Per CDPH guidelines, students and staff will clean their hands as follows:</p> <ul style="list-style-type: none"> • Before and after eating • After coughing or sneezing • After being outside, e.g. recess • Before and after restroom use <p>If using hand sanitizer, staff will supervise student use.</p>	Ongoing	
3	<p>Teach and reinforce use of cloth face coverings, masks, or face shields.</p> <p>All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.</p> <p>Students should be encouraged to use cloth face coverings.</p> <p>Students and staff should be frequently reminded not to touch the face covering.</p>	<p>The district will provide face coverings for staff and any student who does not have one. All staff members will be taught how to use a face covering in one of the summer professional development days/modules.</p> <p>All students will be instructed in two phases:</p> <ol style="list-style-type: none"> 1. Online instruction prior to the start of school 2. In person instruction at school on the first day, by their teacher <p>Masks will be provided to staff and used accordingly, e.g. office and custodial. Through staff input and media, students will be encouraged to use face coverings and all stakeholders will be reminded to honor the policy.</p>	Online, in person when return to school, ongoing	Maintain inventory

4	<p>Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.</p> <p>Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.</p> <p>Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.</p> <p>Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.</p> <p>Staff should model and practice handwashing.</p> <p>Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable.</p> <p>Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.</p> <p>Children under age 9 should use hand sanitizer under adult supervision.</p>	<p>The checklist items require a plan to educate all stakeholders. As noted previously, education will take place in staff professional development days/modules and classrooms. Additionally, media, e.g., signage and handouts, will be used to draw attention to the checklist items.</p> <p>The district believes that all stakeholders need to be aware of these items and recognizes that attention to these things must be intentional and ongoing.</p>	Online, in person when return to school, ongoing	
5	Ensure adequate supplies to support healthy hygiene behaviors.	All portable handwashing units include soap, water, and towels and are regularly maintained by a third party. District supplies, e.g., soap, hand sanitizer, paper towels, facial tissues, batteries, face coverings/shields, gloves, disposable gowns, cleansers, etc. are primarily sources from ProCare as needed. To date, all supplies have been procured, including other related equipment, e.g., digital thermometers for each teacher and office.	Completed with some items ongoing, e.g., re-supply paper towels	Maintain inventory
3. Intensify Cleaning, Disinfections, and Ventilation				
1	Consider suspending or modifying use of site resources that necessitate sharing or touching items.	The district has gone to the greatest extent possible to personalize classroom materials. All students who need a laptop or iPad will be provided with one. All other textbooks and materials that can be personalized, such as some books, art supplies, etc. will be purchased to ensure 1:1 use.	Completed by 8/13/2020	Items identified by staff to support individual use
2	Staff should clean and disinfect frequently touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained custodial staff.	Whether students are on campus all together or on a modified schedule, frequently touched surfaces in school will be cleaned with EPA approved materials, including the use of 1 new hydrostatic misting machine in some areas, and by trained staff. Maintenance/custodial, instructional, and support staff have access to appropriate cleaning materials to	Daily	Maintain inventory and increase staff hours, as needed

		clean things throughout the day. A new cleaning schedule has been developed to ensure that all surfaces are cleaned.		
3	Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.	Ballard does not provide home to school transportation.	NA	
4	Frequently touched surfaces in the school include, but are not limited to: Door handles Light switches Sink handles Bathroom surfaces Tables Student Desks Chairs Copy Machine	Whether students are on campus all together or on a modified schedule, frequently touched surfaces in school will be cleaned with EPA approved materials, including the use of 1 new hydrostatic misting machine in some areas, and by trained staff. Maintenance/custodial, instructional, and support staff have access to appropriate cleaning materials to clean things throughout the day. A new cleaning schedule will be developed to ensure that all surfaces are cleaned. Additionally, teachers and aides have approved cleaning materials that can be used at their discretion.	Daily	
5	Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.	Each class has its own set of play items (soccer balls, rubber balls, etc.) Additional actions include the following: <ul style="list-style-type: none"> • Staggered play periods • Designated play areas • Rules limiting equipment use 	Daily	Budget for items
6	Limit sharing of objects and equipment, such as toys, games, and art supplies to the extent practicable.	Actions include the following: <ul style="list-style-type: none"> • Personal storage area for all grades • Personalized kits for certain supplies, e.g., crayons, scissors, other art supplies • Budgeted for all teachers to identify items they want to purchase to ensure greater personal “ownership” of required items • All students who need laptops/iPads for home use will be provided with one. 	Daily	Budget for items
7	When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.	All cleaning products used to fight COVID-19 are EPA approved and used according to the manufacturer’s specifications.	Ongoing	

8	Ensure safe and correct application of disinfectant and keep products away from students.	All cleaning products used to fight COVID-19 are EPA approved and used according to the manufacturer's specifications. Materials are stored in a manner that limits access and use.	Ongoing	
9	Ensure proper ventilation during cleaning and disinfecting.	While cleaning, doors and/or windows are open to provide adequate ventilation.	Ongoing	
10	Ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.	All water systems will be run, prior to opening. The water systems were run during the shutdown.	Prior to 8/13/2020, and as needed	
4. Implementing Distancing Inside and Outside of The Classroom				
Arrival and Departure				
1	Open windows and maximize space between students and between students and the driver on school buses where practicable.	Ballard School does not provide home to school transportation.	NA	
2	Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.	Actions include the following: <ul style="list-style-type: none"> • Protocols are in place to minimize contact between students, staff, families and other community members at the beginning and end of the school day. • Staggered schedules support distancing. • Some staff members are assigned to supervise distancing. • Large visible signage is posted to direct grade levels 	Daily	
3	Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.	Actions taken include the following: <ul style="list-style-type: none"> • Staggered schedules support distancing. • Some staff members are assigned to supervise distancing. • Large visible signage is posted to direct grade levels. 	Daily	
4	Designate routes for entry and exit, using as many entrances as feasible.	Actions taken include the following: <ul style="list-style-type: none"> • Large visible signage posted to direct grade levels. • Established routes are used for each classroom and office space. 		

5	Consider using privacy boards or clear screens.	The district recognizes that social distancing, regular handwashing, face coverings, and regular cleaning provide the greatest defense against COVID-19. The district purchased clear screens for the office and for each student desk.	Ongoing	
5. Implementing Distancing Inside and Outside of The Classroom Space				
1	Students should remain in the same space and in groups as small and consistent as practicable.	All classrooms are single cohorts and remain in the same space. In the hybrid instructional model, only ½ of the students will be present at any one time.	Daily	
2	Minimize movement of students and teachers or staff as much as practicable.	All classrooms are single cohorts and remain in the same space. In the hybrid instructional model, only ½ of the students will be present at any one time. Given the above structure, like students, staff movement is also significantly limited. Staff supervision helps to maintain appropriate social distancing.	Daily	
3	Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks.	Regardless of instructional model, space between seating is at, near, or beyond 6 ft; this includes all occupied staff desks.	Daily	
4	Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.	The hybrid instructional model creates smaller groups and provides more space to maintain social distancing, per public health guidance. In the model, only ½ of the students are on campus at any given time.	Daily	
5	Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces.	The hybrid instructional model institutionalizes social distancing in all contexts, i.e., indoor, and outdoor classroom spaces. Cohorts at all levels create student groups, thus reducing movement significantly. Line ups for any reason are structured to provide social distancing. Staff supervision supports intended outcomes.	Daily	

6	Implement procedures for turning in assignments to minimize contact.	Hard copies are exchanged between the teacher and student only.	Daily	
6. Implementing Distancing Inside and Outside of The Classroom Non-Classroom Spaces				
1	Limit nonessential visitors, volunteers and activities involving other groups at the same time.	Given current disease levels and control measures, external community organizations cannot safely utilize the site and campus resources. Unless there is an essential need, parents and volunteers are not permitted on campus. Visitors such as vendors are directed to the office, at which point signage keeps people socially distanced. Parents with essential needs are directed to the office, where signage and staff supervision supports social distancing.	Ongoing	
2	Limit communal activities where practicable.	Given current disease levels and public health guidance, field trips and large assemblies are suspended. Virtual assemblies and field trips will take place. Small group (classroom), in-person gatherings may take place to recognize achievement and/or provide an audience for student presentations of learning. All-school programs/presentations will not be permitted but may take place in smaller classroom settings with audiences.	Ongoing	
3	Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.	As usual, teachers may continue to use outdoor space, including the school garden, for instruction. At pre-arranged times, the multi-purpose room and library will also be available.	Ongoing	
4	Minimize congregate movement through hallways as much as practicable.	Signage and staff supervision will help to prevent students from congregating in hallways. Some classes that were “pushed out” will now remain in class, e.g., music and Rtl in K-5.	Daily	
5	Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable.	Ballard does not have a food service program. Students always eat outside except in inclement weather when they eat inside. Supervision will also support social distancing, as will a staggered lunch schedule.	Daily	

6	Consider holding recess activities in separated areas designated by class.	Grade levels will be assigned areas for recess and breaks.	Daily	
7. Limit Sharing				
1	Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas.	Student belongings are primarily stored in assigned cubbies, on racks, or in desks.	Daily	
2	Ensure adequate supplies to minimize sharing of high-touch materials to the extent practicable.	Additional supplies have been ordered for individually assigned materials. All teachers have resources to further personalize times, e.g., art class supplies.	Ongoing	Maintain inventory
3	Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids.	Computers are individually assigned for use at school. To the greatest extent possible, other items, such as books and supplies, are not shared; but, when items are shared, items will be cleaned between uses.	Ongoing	Additional classroom supplies
8. Train All Staff and Educate Families				
1	<p>Train all staff and provide educational materials to families in the following safety actions:</p> <ul style="list-style-type: none"> ○ Enhanced sanitation practices ○ Physical distancing guidelines and their importance ○ Use of face coverings ○ Screening practices ○ COVID-19 specific symptom identification 	<p>All staff are trained in the safety actions. The school will strategically use professional development activities to provide training, as necessary. The district has used CDC and county materials to educate families in the safety actions.</p> <p>People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:</p> <ul style="list-style-type: none"> ● Fever or chills ● Cough ● Shortness of breath or difficulty breathing ● Fatigue ● Muscle or body aches ● Headache ● New loss of taste or smell ● Sore throat ● Congestion or runny nose ● Nausea or vomiting ● Diarrhea 	August pre-service and as needed	

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		This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.		
2	Consider conducting the training and education virtually.	The district will use both in-person and online platforms to conduct related activities.		
3	Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.	Information about the proper use, removal and washing of cloth face coverings is provided in professional development activities and on online platforms, e.g., parent email and district website.	August date and as needed	
9. Check for Signs and Symptoms				
1	Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.	Protecting student, family, and staff privacy is a district value and will be honored to the greatest extent possible. Informal health assessments by teachers and other staff will be conducted in a private matter. All interactions with individuals concerning health matters will be conducted discretely. Published policy clearly states that discrimination is unlawful.	Ongoing	
2	Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.	District policy is aligned with the county's public health guidance on all scenarios involving varying levels of sickness. If an individual does not follow protocol, the individual will be addressed appropriately, and steps will be taken to come into alignment with the protocol.	Ongoing	

3	<p>Implement screening and other procedures for all staff and students entering the facility.</p> <ul style="list-style-type: none"> ○ Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer. ○ Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. ○ Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19 while maintaining confidentiality. ○ If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. 	<p>Per updated SBCPHD guidance, parents will be instructed to screen their children, and staff will self-screen before leaving for school. All stakeholders are instructed to check their temperatures to ensure they are below 100.4 degrees Fahrenheit and observe for symptoms outlined by public health officials.</p> <p>Should the need arise to conduct active screening the following will occur:</p> <ul style="list-style-type: none"> ● Visual wellness checks of all students and students' temperatures taken with a no-touch thermometer. ● All individuals are asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <p>Should staff become aware of possible exposures, the following will occur:</p> <ul style="list-style-type: none"> ● Documentation and prompt notification to local health officials, staff, and families of any potential or actual positive case of COVID-19. <p>If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. The parent /caregiver should confirm if any symptoms are related to the allergies.</p>	Ongoing	
4	<p>Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.</p>	<p>All teachers have a no-touch thermometer that can be used throughout the day to assess any student or colleague experiencing symptoms. The school has an isolation area, where ill students will go to be further assessed and picked up. If more than one student is in the isolation area, physical distancing will be maintained.</p>	Daily	<p>No-touch thermometers in every classroom and office ordered and received, August, 2020</p>

5	Policies should not penalize students and families for missing class.	School policies do not penalize students and families for missing class. Students will be given every opportunity to access material online and to complete it in alignment with their physical recovery. Online access to teachers is available to students, should then need it.		
10. Plan for When A Staff Member, Child, or Visitor Becomes Sick				
1	Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.	The <i>Learning Center</i> , room 5, is the isolation room. The entrance is outside of the main office and is directly accessible from the hallway, thus significantly reducing physical interaction with students and staff.		Imagination Lab
2	Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility.	School policy requires individuals exhibiting COVID-19 symptoms to wear a face covering and enter the isolation room for further assessment and transportation home or to a healthcare facility.		
3	Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.	Students' family and/or emergency-card contacts are promptly contacted to address needs. Staff members self-assess and determine mode of transportation home or elsewhere.		
4	For serious injury or illness, call 9-1-1 without delay.	All staff may call 9-1-1, should there be a need, at any time, to report a serious injury or illness.		

5	Close off areas used by any sick person and do not use before cleaning and disinfection.	All spaces, where a sick person is found to have been present, is cleaned and disinfected. Anyone sick is directed to access the isolation room, thus significantly limited physical interaction. In addition to cleaning and disinfecting the room after use, throughout the day, the room and nearby common surfaces are disinfected.		
6	Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.	<p>Students and staff are advised to not be around others at school if they have had or likely had COVID-19. The following CDC protocols are to be followed:</p> <p><i>I think or know I had COVID-19, and I had symptoms</i></p> <p>You can be with others after</p> <ul style="list-style-type: none"> • 3 days with no fever and • Respiratory symptoms have improved (e.g. cough, shortness of breath) and • 10 days since symptoms first appeared <p><i>I tested positive for COVID-19 but had no symptoms</i></p> <p>If you continue to have no symptoms, you can be with others after:</p> <ul style="list-style-type: none"> • 10 days have passed since test <p>If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”</p> <p><i>I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?</i></p> <p>People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after</p>		

		<p>you receive two negative test results in a row, at least 24 hours apart.</p> <p><i>For Anyone Who Has Been Around a Person with COVID-19</i></p> <p>It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.</p> <p>See CDC reference below:</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html</p>		
7	Ensure that students, including students with disabilities, have access to instruction when out of class.	All students have access to instruction when out of class. Students access material through Class Dojo, Seesaw, Google Classroom accessing the scope of G-Suite applications. All students have Zoom accounts to access instruction, as determined by teachers.	As needed	
8	Provide students, teachers, and staff from higher transmission areas opportunities for telework, virtual learning, independent study, and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.	Should a high transmission area occur, all off-campus options are considered, and the most appropriate one is used to meet specific needs. Board policies concerning independent study and telework support both options and ensure that the school can significantly reduce physical interaction between individual exhibiting symptoms and those without symptoms.	As needed	

11. Maintain Healthy Operations				
1	Monitor staff absenteeism and have a roster of trained back-up staff where available.	The district monitors staff absenteeism daily. Substitutes will be used when they are available.	Daily	
2	Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.	Follow up to passive and/or active health assessments by parents and staff include reporting to the administrative assistant and/or superintendent/principal. Students and/or staff in need of isolation transition to the dedicated health room. The school will contact the health department at 805-681-5280 if there are positive cases or staff/students with symptoms.	Daily	
3	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.	Anyone with symptoms on campus immediately reports to the dedicated health room for isolation. The administration will continue to proactively communicate with staff, in anticipation of ongoing questions and/or concerns.		
4	Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.	Families are expected to notify the front office of illness. Exposures will be reported to those closest to the affected via targeted email messaging and/or telephone. Any closure that impacts a cohort or larger group will be communicated system wide, to ensure that the most accurate information is shared in as much of a confidential manner as possible. The school will contact the health department at 805-681-5280 if there are positive cases or staff/students with symptoms.	Ongoing	
5	Consult with local health departments if routine testing is being considered by a local educational agency.	The district maintains a liaison with the public health department to ensure accurate and efficient communication on COVID-19 matters, including the possibility of conducting routine testing, which would be done upon the health-department direction.	As needed	
6	Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk.	Independent Study and Home & Hospital programs provide options for students. Additionally, the hybrid instructional model provides options for more limited contacts. Staff may engage in an interactive meeting process whereby accommodations are explored to determine if the employee's and district needs can both be met.	Ongoing	

12. Considerations for Partial or Total Closures				
1	Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.	Daily, the superintendent/principal and/or the district's health liaison monitors orders and other data to guide operations.	Daily	
2	<p>When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, have a plan that implements the following steps:</p> <ul style="list-style-type: none"> ○ With the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. ○ Give standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate. ○ Additional close contacts at school outside of a classroom should also isolate at home. ○ Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily. ○ Implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community. ○ Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies. ○ Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed. ○ Develop a plan for continuity of education. ○ Maintain regular communications with the local public health department. 	<p>INITIAL COMMUNICATION</p> <ul style="list-style-type: none"> ● With the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community, as determined by the local public health officer. <p>ISOLATION GUIDANCE</p> <ul style="list-style-type: none"> ● Positive tests and close contacts require isolation at home for at least 14 days. After close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate. ● Additional close contacts at school outside of a classroom should also isolate at home. ● Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily. <p>CASE COMMUNICATION</p> <ul style="list-style-type: none"> ● Families are expected to notify the front office of illness. Exposures will be reported to those closest to the affected via targeted messaging and/or telephone. Any closure that impacts a cohort or larger group will be communicated system wide, to ensure that the most accurate information is shared in as much of a confidential manner as possible. The school will contact the health department at 805-681-5280 if there are positive cases or staff/students with 	Ongoing	

		<p>symptoms.</p> <ul style="list-style-type: none"> • All information concerning labor laws, Disability Insurance, Paid Family Leave and Unemployment Insurance is either posted in staff lounges or available from the human resources office. • During school closures, communications concerning hygiene include admonishment to remain at least 6ft. apart outside of the home. In the home, should someone test positive or have COVID-19 symptoms, family members are encouraged to maintain appropriate distancing, to the greatest extent possible. <p>CONTINUITY of EDUCATION</p> <ul style="list-style-type: none"> • Current policy, e.g., home school and independent study, as well as the school's capacity for comprehensive distance learning supports the continuity of learning. At any point in time, students and staff are able to facilitate transitions to distance learning. <p>When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, it is a given that the district, through its liaison, will maintain communication with the public health department at 805-681-5280 and in scheduled health department liaison meetings.</p>		
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13. Other Actions Taken				
1				
2				
3				

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

Signature: _____

Date: _____

Now that you have completed your plan:

Please:

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

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