



**RIVERSIDE COUNTY  
OFFICE OF EDUCATION**  
EDWIN GOMEZ, Ed.D. | County Superintendent of Schools



**STUDENT PROGRAMS AND SERVICES/EARLY LEARNING SERVICES**

# SAFETY PLAN



Under COVID-19 Conditions

APRIL 1, 2021



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RIVERSIDE COUNTY OFFICE OF EDUCATION



**STUDENT PROGRAMS AND SERVICES**  
**SAFETY PLAN**

# STUDENT PROGRAMS AND SERVICES

# SAFETY PLAN

## STABLE GROUP STRUCTURES (WHERE APPLICABLE)

The Riverside County Office of Education (RCOE) will adhere to the California Department of Public Health's Cohorting Guidance (CDPH) for school settings. In reference to this guidance, students and staff will be organized into fixed membership, stable cohorts in order to limit contact and exposure to COVID-19 between students and staff. The maximum number of students and staff participating in any cohort will not exceed 16 in any classroom, in adherence to CDPH Cohort Guidance.

Classes that exceed 16 will participate in a hybrid model that will alternate between in-person and virtual/online instruction, in order to maintain smaller class sizes. For example, the schedule for Group A will be on-site on Mondays and Wednesdays for 240 minutes. On Tuesdays and Thursdays, Group A students will attend 240 minutes in virtual/online classes. The schedule for Group B will be on-site on Tuesdays and Thursdays for 240 minutes and virtual/online for 240 minutes on Mondays and Wednesdays. All students will attend virtual/online learning on Fridays.

Students will alternate between in-person and virtual/online instruction to keep class sizes smaller. Any students with mainstreaming and inclusion included in their Individualized Education Plan (IEP) will participate with the general education program through virtual/online learning.

## ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

In order to minimize contact and the potential of COVID-19 exposure in all RCOE programs and classrooms, procedures have been established for entrance, egress and movement within all school settings. School staff will be present to monitor entrance and exit of students at the beginning and conclusion of each school day to ensure adherence to social distancing guidelines.

Additionally, routes have been designated for entry and exit to lunch, recess, and other transition times, as feasible. School sites will also use signage and floor markers throughout campuses in order to remind students and staff to socially distance. During regular school hours, school sites will restrict visitors, volunteers, and activities and there is no intermingling of cohort groups. Congregate movement through hallways and other similar settings will be minimized as much as practicable. All restrooms have limited capacity, with signage indicating the capacity.

Any meeting that cannot accommodate 6-foot social distance shall be virtual. Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff. Student desks will be arranged to face the same direction and will be spaced 3-feet between students and six (6) feet from the teacher.

Students and staff will practice physical distancing at all times. School sites will have signage throughout campus to remind students and staff about physical distancing, hand washing, and spreading germs.

## FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Face coverings will be mandatory for all staff and students in accordance with CDPH guidelines at all times, in all RCOE facilities, with the exception of persons who may qualify for exemption. The mandatory face covering requirement extends to all visitors, two (2) years of age and older while on RCOE property, including individual school sites and office buildings. Face covering may be temporarily removed while working alone in an office, and eating or drinking, in accordance with CDPH guidelines.

In order to support staff and students in meeting this requirement, RCOE will provide Personal Protective Equipment (PPE) to students and staff who are in need of a face covering.

Students and staff must wear face masks at all times, except while eating and drinking during designated nutrition times. Face coverings should be worn when participating in recreation, both indoor and outdoor. Personal face masks will be allowed in compliance with the dress code policy. Any student or staff member who refuses to wear a face mask will be sent home.

### EXEMPTIONS FROM WEARING A FACE MASK INCLUDE:

- Individuals with a verified Medical Exemption Form with a mental health or disabling condition that prevents wearing a face mask.
- Individuals with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face mask without assistance.
- Individuals who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

In limited situations, where face coverings cannot be used or worn by those with special needs or those students who fall under an exemption, a face shield with a cloth drape should be worn while on school district property, including individual school sites and office buildings. When a face shield is used instead of a face covering, the wearer must maintain a physical distance of six (6) feet from others. A face shield should not take the place of a face covering, except as previously stated.

Face coverings are not a substitute for physical distancing. Age-appropriate face covering training for students will be made available upon the return to in-person instruction.

Special Note from CDE:

“Students with disabilities must not be excluded from educational environments if their disability prevents them from wearing a face covering. LEAs must continue to adhere to least restrictive environment requirements of the Individuals with Disabilities Education Act (IDEA) when educating students with disabilities, including educating students with disabilities with their nondisabled peers to the maximum extent appropriate (34 Code of Federal Regulations §300.114). It is imperative that LEAs continue to monitor the applicability of existing exemptions to individual students with a disability and avoid implementation of policies related to face coverings that may result in a denial of FAPE under the IDEA.” (<https://www.cde.ca.gov/sp/se/lr/om021121.asp>)

## HEALTH SCREENINGS FOR STUDENTS AND STAFF

### Staff Procedures

Prior to reporting to work, or immediately upon arrival to work each day, all staff are required to complete the online Self-Screening Questionnaire. The Self-Screening Questionnaire self-screens for the following: sore throat; new or worsening cough; new respiratory illness; new loss of taste or smell; new or worsening shortness of breath; fatigue; muscle or body aches; severe headache; diarrhea; nausea or vomiting; non-allergy congestion or runny nose; fever; and fever reducing medication.

Contactless thermometers are available at all school/work sites. Staff members are required to stay home, if they have symptoms consistent with COVID-19. The Self-screening Questionnaire also asks staff members if they have been in close contact with any person who has been diagnosed with COVID-19 in the last 14 days; if the staff member has tested positive for COVID-19 in the last 14 days; and if they have been tested for COVID-19 due to potential exposure or symptoms and if the results are pending.

### Student Procedures

Parents/guardians must complete daily health screenings for their student(s) including temperature checks, prior to sending their student to school daily.

According to the California Department of Public Health, the following symptoms could be a potential indicator of COVID-19: Fever of 100.4 or higher, cough, shortness of breath or trouble breathing, new loss of taste or smell, headache, sore throat, fatigue, or muscle aches, nausea or vomiting, red or itchy eyes, congestion or runny nose.

Any student who arrives at school, and is experiencing or complaining about COVID-like symptoms, will need to be isolated from other students and picked up immediately.

Parents will be notified immediately and the student shall wait in a designated isolation room.

### ISOLATION AREA Process at School

#### **PROCEDURE FOR SENDING STUDENTS TO A DESIGNATED ISOLATION ROOM**

- Staff are notified that a student is experiencing potential symptoms of COVID-19.
- Employee walks the student over to the designated site isolation area.
- A mask will be given to any student who does not have one.

#### **ISOLATION ROOM PROCEDURE**

- Upon arrival, the nurse/designee will be contacted.
- The student will be asked clarifying questions and have temperature taken.
- Nurse/designee will call the student's parent/guardian to come and pick the student up immediately.
- Nurse/designee will wait with and monitor the student until parent/guardian arrives.
- Nurse/designee will verify the parent/guardian identity.
- The Parent/Guardian will be provided "COVID-19 Return to School Instructions".
- Nurse/designee will document in the student information spreadsheet.
- Teachers and appropriate school staff will be notified.

Note:

- Students who display a fever or any COVID-19 symptoms, will follow the established “COVID-19 Return to School Instructions.” The nurse will notify appropriate personnel and monitor/follow-up on any students with COVID-like symptoms to ensure they remain at home an appropriate length of time, according to the guidelines of CDPH, or if tested positive, contact tracing will begin.
- The spreadsheet includes the following: individual’s name, position, email, worksite location(s), specific concern, relevant dates, times of onset of symptoms, test results, any on-campus contacts beginning 48 hours prior to the onset of symptoms or testing date. (noting all high-risk and low-risk exposures), and cleaning/sanitation.

## HEALTHY HYGIENE PRACTICES

Mobile hand sanitizing stations are located on the school sites and many classrooms have sinks and soap available. Staff and students will be expected to wash/sanitize their hands regularly. There will be limited sharing of classroom supplies and items that are shared will be cleaned after each use.

## IDENTIFICATION AND TRACING OF CONTACTS

RCOE has developed protocols based on CDPH guidance to ensure the school community is following best practices to mitigate the risk of COVID-19. RCOE has developed a system to document and track positive cases and exposures. Designated individuals have been assigned to oversee identification of positive cases, contact tracing, and submission of exposed students/employees. Below is a summary of the protocol RCOE has in place for responding to positive COVID-19 cases in a school/work setting:

### 1. COORDINATE WITH LOCAL HEALTH OFFICIALS:

When there is a positive COVID-19 case, RCOE will submit the required information and notify Riverside University Health Systems-Public Health (RUHS-PH) within 24 hours.

### 2. CONTACT TRACING AND QUARANTINE:

RCOE has established a procedure for the identification and tracing of individuals who have exhibited COVID-19 symptoms, reporting a positive COVID-19 case, or reporting a possible COVID-19 exposure. The procedure is outlined below:

- Notification of potential COVID-19 exposure/symptoms/confirmed case(s) may come through a variety of methods including, but not limited to: self-reporting, parent report, supervisor report, absence information, RUHS-PH, or other agency.
- Staff members or students will be required to stay at home until contacted by an RCOE designee to determine next steps.
- Initial contact with a person under investigation (PUI) will be done as soon as reasonably possible by the following individuals: contact tracer, lead nurse, site nurse, and/or other designated staff. The purpose of this contact will be to verify positivity and determine onset of symptoms, level of risk, and actions that need to be taken at that time.
- The designee who conducts the initial contact will utilize the RUHS-PH COVID-19 guidance to direct next steps. Next steps may include: referral for COVID-19 testing, isolation, quarantine, and/or contact tracing of possible exposures.
- If a positive COVID-19 case is identified, the following notifications will occur: RUHS-PH through proper channels, Personnel, Risk Management, and Facilities. Facilities staff will disinfect/sanitize affected areas.

### **3. COVID-19 CONTACT TRACING LINE LIST WITHIN ONE (1) BUSINESS DAY. ALL COMMUNICATIONS MUST MAINTAIN CONFIDENTIALITY.**

- Communications will include notifications to impacted individuals (staff or students) of potential COVID-19 exposure. For staff members, the notifications must include COVID-19 related benefits and options. Staff and parents of impacted students will be provided the “RUHS-PH COVID-19 Exposure Notification in an Educational Setting”.
- In consultation with RUHS-PH, cohorts and/or schools will move to virtual learning as necessary to further prevent transmission. Per CDPH guidance, closure may be appropriate when there are three or more epidemiologically linked cases at a school within a 10-day period. Written communication will be provided to those impacted by school/worksite closures.
- These procedures are logged and maintained in a confidential spreadsheet by a designated RCOE staff. The documentation includes exposure and infection information to monitor school site and/or worksite outbreaks.

The following is an overview of RCOE’s communication structure and course of action when a positive COVID-19 case has been confirmed:

- Positive COVID-19 case information obtained:
  - » Who is positive?
  - » Who did the individual have contact with in the previous two (2) days since symptoms starting or a positive test, whichever is earlier?
    - When was the individual last at the school site/worksite?
    - Date and location of test?
    - What worksite have you visited in the previous 14 days since testing positive? (staff only)

#### **Courses of Action for On-Site Positive COVID-19 Cases:**

Letters of notification emailed to staff within one (1) business day.

- Positive Cases: All known staff on site, contractors on site, and union presidents.
- Three positive cases within 14 days or 20 positive cases within 30 days at each worksite to Riverside University Health Systems-Public Health. All site staff, known staff on site and union presidents.

Additional notice regarding testing requirements to each site.

- Department Notification Workflow:
  - » Maintenance and Operations: Site and room number for cleaning.
  - » Cabinet: Information about site, room number, and cohort.
  - » Transportation: Site and cohort (if applicable) for cleaning and schedule changes.
  - » Facilities: Site information to notify contractors within one (1) business day.
  - » Special Education: Site information to notify contractors within one (1) business day.

#### **Notifications to Agencies:**

- Riverside University Health Systems - Public Health Riverside County
  - » Staff and student positive cases and exposures.
  - » Contact line list tracing form sent within one (1) business day.



- Third Party Administrator (Keenan)
  - » Staff positives on and site(s) in the last 14 days.
  - » Senate Bill 1159 online submission online form within three (3) days.
  - » Notifications for Work-Related Positive Case(s).
- Cal/OSHA
  - » Hospitalization or deaths within eight (8) hours.
  - » Confirmed COVID-19 case phone call within one (1) business day.

**Notification for On-Site Positive Case(s):**

All positive staff, students, and identified exposures.

- » Phone call followed by email within one (1) business day regarding isolation or quarantine by school site staff to any staff who had close contact.

## PHYSICAL DISTANCING

Classroom space will be arranged to allow for maximum space between everyone. Staff workstations will be placed at least six (6) feet from students and other staff workstations. Student desks will be arranged to face the same direction, and students will be spaced three (3) feet apart and six (6) feet from the teacher.

## STAFF TRAINING AND FAMILY EDUCATION

All employees have been trained in the mandated safety guidelines and additional COVID-19 training. Employees completed the COVID-19 courses in the annual Keenan Safe Schools training, administered at the beginning of the school year.

The School Nurses have developed a training and orientation for staff that will be shared at all staff meetings, with a question and answer session. The staff training will be a recorded video and include the following topics:

- Proper use of PPE including face coverings
- Handwashing and sanitizing procedures
- Safety policies and procedures
- Social distancing expectations
- Health guidelines
- Health screening
- COVID-19 signs and symptoms/Isolation Room Procedures
- Protocols for reporting COVID-19 and illnesses

RCOE will also provide training for families and students who are returning to in-person instruction. This training will take place on or before the first day of students returning to school.

## TESTING OF STAFF

RCOE will follow state law in regards to surveillance and outbreak. Testing cadence will be conducted consistent with the requirements of Assembly Bill 86 and Cal/OSHA testing requirements. Voluntary testing will be available on a monthly basis at a regional location.

## IDENTIFICATION AND REPORTING OF CASES

### Notifications for COVID-19 Positive Case(s) Workflow:

Reports/Emails:

- All site staff notifications for positive cases
- Department notifications
- Riverside University Health Systems-Public Health Riverside County
- Third Party Administrator (Keenan)
- Cal/OSHA- confirmed positive, hospitalizations or deaths
- People identified as positive or exposed

### Notifications for Work-Related Positive Case(s):

- Cal/OSHA
- Hospitalization or deaths within 8 hours
- Confirmed COVID-19 case phone call within 24 hours

## COMMUNICATION PLANS

RCOE's superintendent will work closely with RUHS-PH and RCOE's public information officer to develop public notifications regarding COVID-19. RCOE regularly communicates with stakeholders regarding relevant information related to school reopening and health and safety developments.

At all times, student and staff confidentiality will be of utmost importance, and names or other identifying information will not be disclosed per HIPPA and FERPA requirements, while meeting AB 685 and Cal/OSHA Prevention Program requirements. RCOE understands that guidance from public health and/or other regulatory agencies may shift over time and will be prepared to implement any new guidance appropriately and timely.

RIVERSIDE COUNTY OFFICE OF EDUCATION



**EARLY LEARNING SERVICES**  
**SAFETY PLAN**

# EARLY LEARNING SERVICES SAFETY PLAN

The Riverside County Office of Education (RCOE) Early Learning Services (ELS) Division implements programs located on multiple school district and organizational sites throughout Riverside County and parts of Imperial County. These programs serve students from birth to young adulthood through Early Care and Education, Head Start, Early Head Start, Migrant Head Start Programs, California State Preschool Program, California Center Based Programs and Migrant Education services.

Staff supporting children and families served by the Migrant Head Start Program in Imperial County may find information specific to Imperial County in their local Migrant Head Start Program Safety Plans.

## **STABLE GROUP STRUCTURES (WHERE APPLICABLE)**

RCOE ELS programs will adhere to the California Department of Public Health's (CDPH) Cohort Guidance for school settings. In reference to this guidance, students and staff will be organized into fixed membership, stable cohorts in order to limit contact and exposure to COVID-19 between students and staff. The maximum number of students and staff participating in any cohort will adhere to CDPH Cohort Guidance. Cohort limits will be determined based on licensing restrictions and program need.

Based on location and other factors such as school district collaboration, in-person/hybrid schedules will vary depending on program.

In the event that requests for an in-person/hybrid model cannot all be granted in order to maintain cohort limits, programs have selection criteria in place.

Implementation details and schedules regarding stable group structures can be found in individual unit plans, policies and procedures.

## **ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE PROGRAMS**

In order to minimize contact and the potential of COVID-19 exposure in all RCOE ELS programs and classrooms, procedures will be established for entrance, egress and movement within program settings.

During regular operational hours, programs will restrict non-essential visitors and volunteers, as well any activities that would intermingle cohort groups.

All parent meetings and training shall continue to be virtual. Classroom space will be arranged to allow maximum space for students and staff to remain six (6) feet apart where feasible. Staff will be equipped with the proper Personal Protective Equipment (PPE) required for specific age groups, including infant classes.

Programs will have signage to serve as reminders about health and safety measures such as physical distancing, hand washing, and the spreading of germs.

## FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Face coverings will be mandatory for all staff in accordance with CDPH guidelines at all times, in all RCOE facilities, with the exception of persons who may qualify for exemption. The mandatory face covering requirement also extends to all visitors, parents and guardians, while on RCOE property, including individual school sites and office buildings. Staff face coverings may be temporarily removed while working alone in an office, and while eating or drinking, in accordance with CDPH guidelines. Employees whose work requires a respirator mask, will be provided re-usable (up to five (5) uses, as specified) N95 masks, subject to the employees being tested for a secure fit to their face.

It is highly recommended for students two (2) years and older wear a mask covering their mouth and nose. The covering may be removed for meals, snacks, naptime, and outdoor recreation, but should be used at all other times unless there is a valid exemption. Face coverings are not to be used on children under the age of two (2). RCOE will provide PPE for students and staff who are in need of a face covering. For students who are having difficulty using face coverings, every effort will be made to work with the family to teach and reinforce the consistent and correct use of masks. In situations where students are having difficulty wearing a face covering, staff will be equipped with the proper PPE to assist the student.

### EXEMPTIONS FROM WEARING A FACE MASK INCLUDE:

- Individuals with a verified Medical Exemption Form with a mental health or disabling condition that prevents wearing a face mask.
- Individuals with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face mask without assistance.
- Individuals who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

In limited situations, where face coverings cannot be used or worn by those with special needs or those students who fall under an exemption, a face shield with a cloth drape should be worn while on RCOE and/or school district property, including individual school sites and office buildings. When a face shield is used instead of a face covering, the wearer must maintain a physical distance of six (6) feet from others. A face shield shall not take the place of a face covering, except as previously stated.

Face coverings are not a substitute for physical distancing. Age-appropriate face covering training for students will be made available upon the return to in-person instruction.

## HEALTH SCREENINGS FOR STUDENTS AND STAFF

### Staff Procedures

Prior to reporting to work, or immediately upon arrival to work each day, all staff are required to complete the online Self-Screening Questionnaire. The Self Screening Questionnaire self-screens for the following: sore throat; new or worsening cough; new respiratory illness; new loss of taste or smell; new or worsening shortness of breath; fatigue; muscle or body aches; severe headache; diarrhea; nausea or vomiting; non-allergy congestion or runny nose; fever; and fever reducing medication.

Additionally, staff members are required to take their temperatures daily upon arriving at their work/school sites. Contactless thermometers are available at all programs/work sites. Staff members are required to stay home if they have symptoms consistent with COVID-19.

The Self-screening Questionnaire also asks staff members if they have been in close contact with any person who has been diagnosed with COVID-19 in the last 14 days; if the staff member has tested positive for COVID-19 in the last 14 days; and if they have been tested for COVID-19 due to potential exposure or symptoms and if the results are pending.

## **Student Procedures**

At drop off time, parents/guardians will be asked a series of screening questions before a daily health check is conducted. As a part of the daily health check, the student's temperature will be taken with a non-contact thermometer.

According to the California Department of Public Health, the following symptoms could be a potential indicator of COVID-19: Fever of 100.4 or higher, cough, shortness of breath or trouble breathing, new loss of taste or smell, headache, sore throat, fatigue, or muscle aches, nausea or vomiting, red or itchy eyes, congestion or runny nose.

The health screening and daily health check process/responses, including temperature checks, will indicate whether or not the student is able to participate in class that day. Follow up may be needed based on symptoms and/or answers to the screening questions.

Any student who enters the program and is later experiencing and/or displaying COVID like symptoms, will remain in an isolated space with continued supervision and care until picked up by an authorized adult.

## **PLAN FOR STUDENTS WHO BECOME ILL AT THE FACILITY**

The ELS programs will not allow any student who has a COVID-19 positive test result or COVID-19 symptoms to enter the facility until they have completed their isolation period.

### **STEPS TO FOLLOW FOR A SICK CHILD/ISOLATION AREA PROCEDURES:**

- A student who develops symptoms of illness after drop-off will be separated from others immediately and placed in a designated isolation area.
- If a student has a fever and/or cough, if age appropriate, place a face mask on the child after moving them into the designated isolation area.
- The staff will contact the Site Manager to inform them of the ill child.
- The staff will contact the parent/guardian to pick the child up immediately to take them home.
- The child will remain in isolation under staff active supervision until they are picked up by their parent or guardian.
- A staff member authorized for N95 mask use shall provide active supervision until the parent or guardian can pick up the child.
- Where possible, staff will open windows to increase air circulation in areas – weather permitting.
- When the parent/guardian arrives to pick up the child, the child will be escorted to the entrance gate of the facility to be released. The parent/guardian will not enter the facility.
- Staff will place used gown and gloves into a bag for disposal and wash their hands. If wearing a cloth mask, the employee will also place it in a Ziploc bag to wash at the end of the day. Disposable masks will be available at the site for staff. Face shields will be disinfected.

- Once all children are picked up, staff will begin to clean and disinfect surfaces in the isolation area after the child has gone home.
- A health care provider's note is required for children who have been sick with acute respiratory illness.

Note: Staff will follow established notification protocols as well as procedures for children to return to the program site.

## HEALTHY HYGIENE PRACTICES

Staff and students will be expected to wash/sanitize their hands regularly. All high touch objects and surfaces will be kept clean and free of pathogens through a process of cleaning and disinfecting. This will minimize the spread of germs and infectious diseases. Classroom disinfecting should be done when children are not present. Staff will clean and disinfect all high touch objects and surfaces with a RCOE or school district approved solution in order to provide a safe environment for children and staff.

## IDENTIFICATION AND TRACING OF CONTACTS

RCOE has developed protocols based on CDPH guidance to ensure the school community is following best practices to mitigate the risk of COVID-19. RCOE has developed a system to document and track positive cases and exposures. Designated individuals have been assigned to oversee identification of positive cases, contact tracing, and submission of exposed students/employees. Below is a summary of the protocol RCOE has in place for responding to positive COVID-19 cases in a school/work setting:

### 1. COORDINATE WITH LOCAL HEALTH OFFICIALS:

When there is a positive COVID-19 case, RCOE will submit the required information and notify Riverside University Health Systems-Public Health (RUHS-PH), as well as file an Unusual Incident Report to Community Care Licensing (CCL) within 24 hours.

### 2. CONTACT TRACING AND QUARANTINE:

RCOE has established a procedure for the identification and tracing of individuals who have exhibited COVID-19 symptoms, reporting a positive COVID-19 case, or reporting a possible COVID-19 exposure. The procedure is outlined below:

- Notification of potential COVID-19 exposure/symptoms/confirmed case(s) may come through a variety of methods including, but not limited to: self-reporting, parent report, supervisor report, absence information, RUHS-PH, or other agency.
- Staff members or students will be required to stay at home until contacted by a RCOE designee to determine next steps.
- Initial contact with a person under investigation (PUI) will be done as soon as reasonably possible by the following individuals: contact tracer, lead nurse, site nurse, and/or other designated staff. The purpose of this contact will be to verify positivity and determine onset of symptoms, level of risk, and actions that need to be taken at that time.
- The designee who conducts the initial contact will utilize the RUHS-PH COVID-19 guidance to direct next steps. Next steps may include: referral for COVID-19 testing, isolation, quarantine, and/or contact tracing of possible exposures.
- If a positive COVID-19 case is identified, the following notifications will occur: RUHS-PH through proper channels CCL, Personnel, Risk Management, and Facilities. Facilities staff will disinfect/sanitize affected areas.

### **3. COVID-19 CONTACT TRACING LINE LIST WITHIN ONE (1) BUSINESS DAY. ALL COMMUNICATION MUST MAINTAIN CONFIDENTIALITY:**

- Communications will include notifications to impacted individuals (staff and/or students) of potential COVID-19 exposure. For staff members, the notifications must include COVID-19 related benefits and options. Staff and parents of impacted students will be provided the “RUHS-PH COVID-19 Exposure Notification in an Educational Setting”.
- In consultation with RUHS-PH, cohorts and/or schools will move to virtual learning as necessary to further prevent transmission. Per CDPH guidance, closure may be appropriate when there are three (3) or more epidemiologically linked cases at a school within a 10-day period. Written communication will be provided to those impacted by school/worksite closures.
- These procedures are logged and maintained in a confidential spreadsheet. The documentation includes exposure and infection information to monitor school site and/or worksite outbreaks.

The following is an overview of RCOE’s communication structure and course of action when a positive COVID-19 case has been confirmed:

- Positive COVID-19 case information obtained:
  - » Who is positive?
  - » Who did the individual have contact with in the previous two (2) days since symptoms started or a positive test, whichever is earlier?
    - When was the individual last at the school site/worksite?
    - Date and location of test?
    - What worksite have you visited in the previous 14 days since testing positive? (staff only)

#### **Courses of Action for On-Site Positive COVID-19 Cases:**

Letters of notification emailed to staff within one (1) business day.

- Positive Cases: All known staff on site, contractors on site, and union presidents.
- Three (3) positive cases within 14 days or 20 positive cases within 30 days at each worksite to Riverside University Health Systems-Public Health. All site staff, known staff on site and union presidents.

#### **Notifications to Agencies:**

- Riverside University Health Systems - Public Health Riverside County
  - » Staff and student positive cases and exposures.
  - » Contact line list tracing form sent within one (1) business day.
- Third Party Administrator (Keenan)
  - » Staff positives on and site(s) in the last 14 days.
  - » Senate Bill 1159 online submission online form within three (3) days.
  - » Notifications for Work-Related Positive Case(s).
- Cal/OSHA
  - » Hospitalization or deaths within eight (8) hours.
  - » Confirmed COVID-19 case phone call within one (1) business day.



### **Notification for On-Site Positive Case(s):**

All positive staff, students, and identified exposures.

- » Phone call followed by email within 24 hours regarding isolation or quarantine by school site staff to any staff who had close contact.

## **PHYSICAL DISTANCING**

Classroom space will be arranged in compliance with federal, state, and local requirements. Programs will develop spacing instruction in both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand.

## **STAFF TRAINING AND FAMILY EDUCATION**

Staff will receive training on the following topics:

- Proper use of PPE including face coverings
- Handwashing and sanitizing procedures
- Safety policies and procedures
- Social distancing expectations
- Health Guidelines
- Health screening
- COVID-19 signs and symptoms/isolation procedures
- Protocols for reporting COVID-19 and illnesses

RCOE ELS programs will also provide orientation for families and students who are returning to in person instruction.

## **TESTING OF STAFF**

COVID-19 testing will be conducted consistent with the requirements of the California Department of Public Health and in testing cadences, based upon the tier assignment for Riverside County.

## **COMMUNICATION PLANS**

RCOE's Superintendent will work closely with RUHS-PH and RCOE's Public Information Officer to develop public notifications regarding COVID-19. RCOE regularly communicates with stakeholders regarding relevant information related to school reopening and health and safety developments. At all times, student and staff confidentiality will be of utmost importance, and names or other identifying information will not be disclosed per HIPPA and FERPA requirements, while meeting AB 685 and Cal/OSHA Prevention Program requirements. RCOE understands that guidance from public health and/or other regulatory agencies may shift over time and will be prepared to implement any new guidance appropriately and timely.

## **RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS**

Edwin Gomez, Ed.D.

## **RIVERSIDE COUNTY BOARD OF EDUCATION**

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## **DIVISION OF STUDENT PROGRAMS AND SERVICES**

Charles Newman, Ed.D., Riverside County Assistant Superintendent of Schools

Charles Fischer, Ed.D., Executive Director, Alternative Education

Pamela Bender, Executive Director, Special Education

Christine Haney-Okoye, Director I, Program Operations, Special Education

## **DIVISION OF EARLY LEARNING SERVICES**

JoAnne Lauer, Riverside County Assistant Superintendent of Schools

Joseph Nieto III, Executive Director, Early Care and Education

Esmirna Valencia, Ed.D., Executive Director, Head Start/Early Head Start

Jose Martinez, Executive Director, Migrant Head Start

Myra Sanchez, Director II, Migrant Education

Charles Viramontes, Director I, Employee Support & Development