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The DCN COVID-19 Worksite Plan



Guidelines and Protocols for the 2020-2021 School Year

DIAGNOSTIC CENTER
Northern California



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INTRODUCTION: PURPOSE, SCOPE, AND RESPONSIBILITIES

The Diagnostic Center, Northern California (DCN) is committed to the maintenance of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) and local public health officials to mitigate the spread of COVID-19. There is not a viable vaccine that will help our community achieve herd immunity. We must rely on mitigation strategies to decrease the spread of COVID-19. The DCN is committed to the mission of providing continued technical assistance projects, trainings and assessments during these unprecedented times to our LEAs that span across 35 counties in Northern California. We must follow CDC, state, CDE, and the local Alameda County Department of Health guidelines.

This DCN Reopening plan is designed to set forth standards and protocols for all staff as we return for the 2020-2021 school year whether primarily teleworking or when we are able to bring students and parents into the building for in-house assessments. The standards and protocols align with health guidelines, and, when implemented, will minimize risk for our most at-risk staff and students. The guidelines and protocols are designed to maximize the health and safety of all who enter the Diagnostic Center and to provide all of the employee's confidence in workplace safety.

The guidelines and protocols will be updated as needed in accordance with local, state, and federal health and safety guidelines. All guidelines and protocols will align with the various stages of reopening for Alameda County and be modified as needed.

As of July 24, 2020, the majority of our 35 counties will be starting the 2020-2021 school year virtually with distance learning through various methods. The Diagnostic Center staff will continue to support our school districts through technical assistance, trainings, projects, and consultations in electronic and virtual platforms.

All staff, the administrative team, and the Director are responsible to implement and enforce all aspects of this document. In addition, all

employees are expected to adhere to the standards and protocols contained in this document.

IMPACT OF THE STAGES OF REOPENING

Purpose: To inform the DCN employees of the office re-entry stages that follow the guidelines provided by state and local public health officials.

Stay-At-Home Stages:

The Governor describes four stages to lifting the Stay-At-Home Order and the need to move back and forth on social restrictions in response to changing conditions until “herd immunity” is achieved in the state.

- Stage 1: Stay-at-Home order is in place to protect our essential workforce.
- Stage 2: Stay-at-Home order is modified to allow lower-risk workplaces to gradually reopen.
- Stage 3: Stay-at-Home order is further modified to allow higher-risk workplaces to reopen.
- Stage 4: Stay-at-Home order is lifted and there are no restrictions.

On July 17, 2020, Governor Newsom indicated that all California Schools in counties that have been on the state “watch list” for 14 days or more must start the fall of 2020-2021 school year with virtual distance learning. There are three criteria that a county must meet (for more than 14 consecutive days) in order for schools to open. Those criteria are:

1. Number of cases per 100,000 should be below 100.
2. The number of those testing positive must be below 8%
3. Hospitalization rates and capacity

It is critical that all educators and staff who are part of CDE continue to try to slow down the spread of COVID-19.

Impact and changes to DCN with various stages of opening:

Stage 1: Keeping essential workers safe

- Teleworking whenever possible for all staff with intermittent opening of the DCN building for necessary building maintenance and fiscal tasks.
- Facial coverings are required.
- Social distancing in place.

- **Stage 2: Early re-entry**

- Teleworking is recommended by Superintendent Thurmond to continue to maintain social distancing and decrease amount of staff in the DCN building.
- Facial coverings are required when in proximity to another person and in common areas.
- Social distancing in place.
- More DCN assessment team staff allowed with notification of their supervisor for short visits to the Diagnostic Center, but primarily teleworking.
- Implementation of Self-certified health screening upon entry for staff
- Health questionnaire completed upon entry for all visitors (students and parents) along with temperature check.
- Sanitation stations available in entryways to building.
- Early stage 2 during academic school year means increased virtual assistance to districts (trainings, projects, technical assistance, and consultation by phone, email and virtual platforms).
- If transition to late stage 2 DCN may possibly resume some in-house assessments and will then implement the following:
 - Continued self-certified health screening for staff
 - Parent/ student health questionnaire with active screening (temperature check) continues

Stage 3: More staff access and likely in-house assessment resumes

- DCN may have more staff able to work in the building at a time.
- Primarily teleworking for assessment team staff and office technicians when students are not in the building for assessments, which will allow maintaining of social distancing.
- Maintenance/ janitorial staff is on-site to conduct on-going building and grounds maintenance.
- Supervisors, administrative staff, and business office on-site more during student assessments and for necessary office work. Still likely primarily teleworking.
- Facial coverings requirement and social distancing may possibly be relaxed, but only in accordance with official guidance.
- Likely will continue meetings via virtual platforms.
- Self-certified health screenings upon entry for staff
- Parent/ student health questionnaire with active screening (temperature check) continues.
- Intensified cleaning and disinfection

Stage 4: Normal operations

- Return to more normal or pre-COVID-19 operations
- Continue increased cleaning and disinfection
- May continue large group meetings via Zoom if necessary, according to local health guidelines.

As the COVID-19 data changes across the 35 counties that the Diagnostic Center Northern California (DCN) serves, it is evident that the DCN must implement different procedures for staff and visiting families and students to ensure the health and safety of all.

COVID-19 PROTECTION GUIDELINES

Purpose: To identify the employer and employee responsibilities as the Diagnostic Center, Northern California reopens for staff and visiting students and families on a regular basis.

Employer Responsibilities

The following Protection Guidelines are the Diagnostic Center, North's responsibilities that will be in place until further notice:

- Implement daily self-monitoring health screening and monitoring processes for all staff as well as visiting parents and students.
- Provide PPE, face coverings, and cleaning/ sanitizing supplies for Diagnostic Center employees.
- Post additional signage throughout the Diagnostic Center facility to raise awareness regarding health and safety protocols. (See Building Access and Building Common Area Usage Protocol)
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocols)
- Limit the size of gatherings to ensure alignment with the Alameda County Public Health Guidance.
- Consider flexible/ rotating work schedules when possible for DCN employees as recommended by Governor Newsom and CDE.
- Implement measures encouraging physical distancing of a minimum of 6 feet between individuals.
- When physical distancing cannot be maintained such as during assessment of students and front reception health screening activities, physical barriers (acrylic sneeze guards) and other procedures will be utilized to protect employees and students.

Employee Responsibilities

The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice.

- Self-certify health daily (See COVID-19 Health Screening Protocol)

- Wear face coverings in accordance with the COVID-19 Facial Covering Protocol (See Appendix)
- Maintain a minimum of six feet physical distance in accordance with the Social Distancing Protocol (See Appendix)
- Wash hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, and after blowing your nose, coughing, or sneezing; if soap and water are not available, use and alcohol-based (60% or higher) hand sanitizer.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- If ill, stay at home
- Cover your cough or sneeze with your sleeve or a tissue; throw tissue in the trash after use.
- Workstation in office should be organized so that the custodian can easily clean and disinfect.
- Avoid large gatherings during assigned breaks and lunch times as much as possible.
- Minimize close contact and do not use physical greetings such as a handshake or hugs.

COVID-19 BUILDING ACCESS PROTOCOL STAFF AND PARENTS / STUDENTS

Purpose: To inform Diagnostic Center North California (DCN) employees of the standards and procedures when entering the Diagnostic Center North building to ensure the health and safety of employees and visiting parents and students.

Building Preparation:

- Signs will be posted at the main public entrance at the front reception area with health and safety reminders.
- Six-foot distance markers will be placed at the front reception area where a line could form between staff, families, and other visitors.
- Physical barriers will be used when a minimum of six feet of physical distance cannot be maintained.

- Hand sanitizer will be available at main entrances for the public and staff and other locations as appropriate.
- Mail delivery and pick up is on hold. Office staff pick up mail once or twice a week as needed.

DCN Building and Employee Work Status:

The DCN assessment team staff recently returned to teleworking as of Aug. 10, 2020. The majority of the office staff are continuing to primarily telework as directed by Governor Newsom, Superintendent Thurmond, and DCN Director, Gloria Mau.

As of August 17, 2020, the custodian is working on-site with a flexible schedule as per the DCN director. The staff services analyst, office technicians, and the director are alternating teleworking and on-site work due to essential fiscal, building, and payroll tasks.

Protocol for Staff Entrance to DCN Building:

Entrance to DCN Building:

Notification of Supervisors if Primarily Teleworking:

- Any Staff member who is primarily teleworking at DCN who needs to complete essential business that cannot be completed at home must email all supervisors (immediate supervisor and director) their intention to conduct work at DCN. The email should include the time of arrival and estimated departure time.
- The immediate supervisor will double check with the director who is monitoring the amount of staff planning to work at the building for over 15 minutes to 2 hours to double check that the building is open and that a supervisor is present and an acceptable number of staff on site.
- Should there be a reason that the director would like a staff member to come at a different time or day, she will inform the immediate

supervisor. The immediate supervisor will email or call the requesting staff only if there is a need to reschedule a different time or date.

Staff self-screening and health questionnaire (any time working in the building)

- Staff will self-certify their health prior to entering DCN.
- When a staff member arrives at DCN, they will complete a short electronic daily health questionnaire as part of their daily sign-in.

See COVID-19 Staff Health Screening Self Certification Protocol

The electronic sign-in and health screening (on Google forms) will help supervisors with staggering of staff working in the building. The health screening serves as a proactive method to eliminate staff who are ill, or those potentially exposed to someone with COVID-19 from entering the building. Should a staff member be confirmed as positive for COVID-19, the director will be able to quickly determine who may have had contact with that employee prior to symptoms and/or diagnosis.

Personal Sanitation and Masking:

All staff members will use available hand sanitizer upon entry to DCN prior to proceeding further into the building. At this time, all staff need to enter DCN through the administration building before proceeding to their workspace. Parents/ students and other visitors will also enter DCN through the administration building. All staff and visitors will be required to enter DCN with a mask on. If any visitor or staff member does not have a mask, they will be provided a disposable mask. Should a student, visitor or staff member have an exception to wear a face covering, they will be offered a face shield. (See Face Covering Protocol for further details)

In-house assessments:

When DCN resumes in-house assessments and staff is not teleworking, they are required to follow the above-mentioned building access steps:

- Staff will self-certify their health prior to entering DCN.
- When a staff member enters DCN for an assessment day, they enter with a mask on and wear the mask in all public areas of the building.
- When a staff member arrives at DCN, they will complete a short electronic daily health questionnaire as part of their daily sign-in.

See COVID-19 Staff Health Screening Self-Certification Protocol

Parents/ Students/ Visitors building access protocol:

The public entrance is at the main DCN entrance in the administration building near the front reception desk. If any visitor does not have a mask, they will be provided a disposable mask. Should a student have an exemption to wear a face mask, they will be offered a face shield. (See Face Covering Protocol for further details).

All visitors will be prompted by signage to sanitize their hands at the sanitation station upon entering the building.

Parents/ Students/ Visitors will be required to fill out a health-screening questionnaire electronically or a hard copy after sanitizing their hands. Visitors will also take part in active temperature screenings unless in phase 4 of reopening (all restrictions lifted)

COVID-19 BUILDING COMMON AREA PROTOCOL STAFF AND PARENTS/ STUDENTS

Purpose: To inform the Diagnostic Center, Northern California (DCN) staff on protocols for usage of common areas.

Common area definition: Common areas include all areas of the building accessed by the public or staff members for shared purposes.

Multi-use/ Common area Guidelines:

- **General guidelines in public areas of DCN**
 - ◆ Face Covering: All staff is required to use their own or a provided cloth face covering and/ or face shield upon entering DCN and will wear face covering in all areas except in one's own cubicle. Please refer to Face Covering Protocol
 - ◆ Social/ Physical Distancing: All staff should maintain six foot of distancing between themselves and other staff members in all areas of the building. Please refer to Social Distancing Protocol.

- **LCR, Blue Room and Sartelle**
 - ◆ Zoom conferencing will be utilized instead of conference rooms for all meetings with districts/ families or colleagues.
 - ◆ All Staff meetings and Assessment Team meetings will be held by Zoom until further notice.
 - ◆ Team planning and review meetings and pre-conference meetings should be done from cubicles or from home via Zoom.

- **Hallways**
 - ◆ Staff should wear a mask and walk on the far right of all hallways
 - ◆ Staff should not congregate in the hallways to talk as social distancing cannot be maintained.

- **Bathrooms**
 - ◆ Staff should use available toilet seat covers and wash hands with soap for 20 seconds.

- ◆ Disinfectant wipes available in each staff bathroom.

- **Break Room in Admin. Building**
 - ◆ Staff must wear a face covering and sanitize their hands after touching/ using the microwave, refrigerator, coffee maker, drawers, cabinets, tables and any other object in the break room.
 - ◆ One person at each of the two tables, maintaining social distancing as recommended. Recommend one person in the room if staying over 15 minutes. Back door should be opened if more than one person in the staff room to allow for ventilation.

- **Kitchen areas in North and South Wings**
 - ◆ Staff must wear face covering and sanitize their hands after touching microwave, refrigerator, drawers, cabinets and any other object in the kitchen area.
 - ◆ Staff must maintain six-foot distance in all areas of the kitchen.
 - ◆ Staff is encouraged to take lunch in their respective cubicles.
 - ◆ One staff member can sit at the table in the center of the cubicles as long as six-feet of distancing can be maintained by other staff in their cubicles.

- **Team Hallway Copier**
 - ◆ Used for copying
 - ◆ Hand sanitizer and disinfectant wipes available near copier.
 - ◆ One person at a time to maintain social distancing.
 - ◆ Signage to remind staff to sanitize after using high touch items.

- **Copiers and Printers in Admin. Building**
 - ◆ Used for copying or printing
 - ◆ Hand sanitizer and disinfectant wipes available near copiers and printers

- ◆ One person at a time to maintain social distancing.
- ◆ Signage to remind staff to sanitize after using high touch items.

- **Sartelle (Assistant Directors' offices)**
 - ◆ Staff must wear face coverings and maintain six-feet of distancing.
 - ◆ Hand sanitizer and disinfectant wipes available in conference area of Sartelle.

- **Signage**

Signage regarding six-foot distancing, handwashing, face coverings, and cough/sneeze etiquette will be placed throughout DCN at appropriate locations.

Hand Sanitizer stations will be in all common areas of the building and at the main entrance/ front reception area and in both North and South Wings.

COVID-19 STAFF HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

Purpose: DCN will implement a health screening process daily for all employees entering the DCN building as a preventative measure to mitigate the spread of COVID-19.

Starting Monday, August 10th, DCN will be utilizing a digital sign-in process as part of the plan to decrease the possible spread of COVID-19. During the COVID-19 pandemic this digital sign-in procedure will replace the current system of the IN/Out dot board located in the Administration Building. The new system will also assist DCN with Contact Tracing in the event that there is a positive case on campus, as well as helping supervisors and the director to know who is on campus at any given time in the event of an emergency.

ALL staff will be required to check-in and check-out each day they are on campus. This should take place immediately upon arriving on campus and

as soon as staff depart campus. A QR code has been created for checking in and out using a smartphone or other handheld device.

QR codes will be located in the Administration building and North and South Wing areas.

All DCN staff who are required to report to work (in-person) are required to “self-certify” their health by answering the questions below prior to entering the DCN building.

1. WITHIN THE LAST 10 DAYS, have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had close contact IN THE PAST 14 DAYS with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
3. Have you had any one or more of these symptoms today or WITHIN THE PAST 24 HOURS, which is new or not explained by a reason other than possibly having COVID-19?
 - Fever, Chills, or Repeated Shaking/Shivering
 - Cough
 - Sore Throat
 - Shortness of Breath, Difficulty Breathing
 - Feeling Unusually Weak or Fatigued
 - Loss of Taste or Smell
 - Muscle Pain
 - Headache
 - Runny or Congested Nose
 - Diarrhea
 - Nausea and Vomiting
 - None of the above

If an employee answers “no” to all three questions, they can report to work. DCN employees are expected to adhere to the following precautions:

- Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day.
- Practice social/ physical distancing by sitting or standing at least six feet from other people.
- Do not shake hands or hug people and do not share food or drinks.

- Avoid touching eyes, nose, and mouth with unwashed hands.
- Practice good respiratory etiquette (cover cough and sneezes with a tissue)
- Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms.

If an employee has subjective or documented fever AND any of the respiratory symptoms:

- They should stay home and contact their supervisor for further guidance.
- Assessment team staff should also inform their assigned team members that they will be staying home.
- Supervisors will utilize and consistently apply the COVID-19 guidance from Cal HR and CDE.

COVID-19 HEALTH SCREENING PROTOCOL FOR VISITORS, PARENTS/GUARDIANS, AND STUDENTS

Purpose: DCN will implement an “active” health screening process daily for all visitors entering the DCN building as a preventative measure to mitigate the spread of COVID-19. The active screening is one of many measures that the Diagnostic Center, Northern California is implementing to ensure the safety of all staff and visitors.

Specific Guidance for Members of the Public in State Facilities

Governor Newsom and the California Department of Public Health issued a document to all state agencies, dated April 22, 2020, titled Individual Steps to Reduce Risk of COVID-19 in California State Facilities. The following is noted from that document:

To gain access to a state facility, members of the public must:

- Not have a current or recent diagnosis of COVID-19, not have fever or symptoms of COVID-19 (chills, cough, difficulty breathing, sore

throat, body or muscle aches, loss of taste or smell, loss of appetite or diarrhea), and not have been currently or recently exposed to someone (such as in a household) confirmed to have COVID-19.

- Participate in any fever and/or symptom screening required at the facility.

As a State Agency, the Diagnostic Center may have families come for assessments from a variety of geographical areas. One of the recommendations from local and state officials is to encourage limited visitors in schools from outside regions unless necessary. Diagnostic Center assessment services are an essential and necessary services for our LEAs and students so an “active health screening” is recommended.

Parent and Student Health Screening

Parents and students entering DCN for an assessment will fill out a Health Questionnaire including questions to rule out any potential COVID-19 symptoms or recent exposure to someone with a confirmed case of COVID-19 or an individual awaiting test results for COVID-19.

Parents/ guardians will fill out a hard copy of the DCN Visitor Health Screening Form or an electronic version of the form upon entry to the Diagnostic Center.

Once the parent completes the DCN Visitor Health Screening Form, it will be reviewed by an administrator or case manager. Parents and students will then be requested to have their temperature checked with a touchless thermometer. Parents may choose to perform the check on their child and themselves or they may have an administrator complete the temperature check.

Should the parent or student pass the written health screen (with all “no” answers) and present with a fever of 100.4 F or higher, the assessment will be cancelled and rescheduled later.

Should the parent or student exhibit any of the symptoms covered in the written health screening, the assessment will be cancelled and rescheduled even if the recorded temperature is below 100.4 F.

FACE COVERING PROTOCOL

Purpose: The following shall be the protocol for wearing a face covering while in all public areas of the Diagnostic Center building as a measure to mitigate the spread of COVID-19.

Diagnostic Center Employees:

Face coverings must be worn in all public areas of the Diagnostic Center building. Employees may remove face coverings when alone in their own offices, assigned work areas, or cubicles. Face coverings must be readily accessible and donned in the event any other person enters another employee’s workspace and when working within six feet of another person. Private offices at the Diagnostic Center apart from the Director’s office cannot accommodate more than one person while maintaining six feet of distance. Any entrances into private offices need to be with a mask and the entering employee should not be in the office more than 15 minutes.

An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials such as cotton, silk or linen. Acceptable cloth face coverings include but are not limited to:

- Face coverings provided by the Diagnostic Center
- Bandana
- Neck gaiter

- Homemade face covering
- Scarf
- Face Shield (consider a shield with a cloth drape on the bottom)
- Tightly woven fabric, such as cotton T-shirt and some types of towels

A cloth face covering that no longer covers the nose or mouth, has stretched out or damaged ties or straps, cannot remain securely attached to a person's face; has holes or tears in the fabric; and/or obstructs an employee's vision do not comply with this protocol. An employee or member of the public must immediately replace their face covering when damaged or ask for a disposable face mask from the front reception desk.

In certain situations, janitorial and/ or maintenance staff may need to wear an N95 mask if required to disinfect and clean the building with certain chemicals. This could occur in the case of a confirmed COVID-19 case. See COVID-19 Cleaning and Disinfecting Protocol.

Students and Parents

Students and parents shall wear face coverings while in the Diagnostic Center. During an in-person assessment, a student can utilize a face shield with an acrylic barrier present in the room. During remote in-house assessment, the student should wear a face covering with or without an acrylic barrier present in the assessment room.

Other Visitors

Visitors must wear a face covering when entering and moving about the Diagnostic Center.

Face Coverings Exceptions

Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

Additional Types of Face Coverings

Face coverings with a clear view of the mouth. This type of face covering will be available to assessment team staff if desired during in-house assessment. Assessment team staff should utilize a clear view face covering or face shield when assessing a student that is deaf or hard of hearing.

Face shields are a viable option when the Diagnostic Center can conduct in-house assessments with students. Face shields may be a better option for an assessor used in conjunction with an acrylic physical barrier.

Note: CDC does not recommend the use of face shields for normal, everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when a sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

- For some students, face coverings may not be possible. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency or introduce significant safety concerns.
- Students with intellectual and developmental disabilities, mental health concerns, or other sensory sensitivities, may have challenges wearing a cloth face covering.

- Younger children (ex. Preschool or early elementary age) may be unable to wear a cloth face covering properly, particularly for an extended period. In these situations, wearing of cloth face coverings may be prioritized during assessment sessions when it is difficult to maintain six feet from the assessor or another visiting student or family. Parents will be encouraged to ensure proper cloth face covering size and fit and provide children with frequent reminders and education on the importance and proper wearing of cloth face coverings. This should occur prior to coming for an in-person assessment and during the assessment at the Center.

The Diagnostic Center administrative team will determine students that may have these limitations prior to assigning them for in-person assessment. An alternative form of assessment via consultation and/or technical assistance may be a viable option until Alameda County and the State reaches Phase 4 or Reopening.

SOCIAL DISTANCING PROTOCOL

Purpose: To provide guidance to staff on best practices for physical distancing. This protocol provides best practices for the DCN building including common areas and private offices. Following these strategies will help assure that offices and common areas meet the CDC guidelines for social distancing. This protocol will also address adaptations to be considered for in-person assessment sessions with students when maintaining six feet of distance is not feasible.

Definition

Social Distancing: According to the CDC, social distancing, also called physical distancing, means keeping space between yourself and other people outside of your home by:

- Staying at least six feet (about two arms' length) from other people
- Not gathering in groups
- Staying out of crowded places and avoiding mass gatherings

Best Practices for Social Distancing

Virtual practices

- Employees should conduct meetings with colleagues via the phone or over Zoom.
- Staff, administration, and supervisor meetings should be held via Zoom
- Parent/ District Conferences should be held via Zoom
- Limit any nonessential visitors and activities involving external groups or organizations as much as possible- especially with individuals who are not from the local geographical area (ex. community, town, city, county)
- Trainings and projects should be conducted virtually

Staggered Scheduling

- Employees' work schedules for those that can telework should be staggered on different days. When possible use flexible work sites (ex. Telework) and flexible work hours (ex. Staggered shifts).
- For in-person assessments, students and their parents will either be staggered in terms of arrival time or physical markings should be utilized indicating to keep six-foot distance in front of the reception area.

Socialization and Cautions in Common Areas

- Staff should be cautious and walk to the far right of the public hallways and not congregate in the hallways.
- Employee socialization should occur outside with six-foot distancing or by using the phone or video platforms.

Lunch Break Considerations

- Staff is encouraged to eat in their offices
- Staff should maintain six feet of distance when gathering items in the kitchen area or staff break room (admin building) and when utilizing the microwave, coffee pot, refrigerator, etc.

The break room in the admin building can accommodate one person at each table as they will be six feet apart. Staff is encouraged to open the door in the break room to encourage better ventilation.

CONFIRMED CASES OR EXPOSURE

Purpose: DCN recognizes the importance of responding quickly and appropriately in the event of any notification that an employee or visitor is COVID-19 positive or for those exposed to someone who is suspected or confirmed COVID-19 positive.

Employees Reporting Confirmed COVID-19 Illness or COVID-19 Symptoms

1) DCN staff member is confirmed positive for COVID-19:

The DCN Director will:

- Coordinate communication with the Division Director for the State Special Schools and Services Division in addition to the Human Resources department.

- Contact the Alameda County Department of Public Health office to confirm/inform that an employee has reported they are COVID-19 positive. The Director will obtain guidance to compare/confirm the next steps to ensure compliance with the latest California Department of Public Health/ Alameda County Department of Public Health guidance.
- Collaborate with Alameda County Department of Public Health and provide a list of close contacts as determined by interview with the employee as to time in the DCN building and their potential close contacts. The director and administrative team can review the results of the daily staff sign-in to determine who had close contact with the employee.
- Consider and investigate close contacts within 48 hours PRIOR to the date the employee was tested for COVID-19.
- Coordinate internal communication emails to human resources, labor relations, and employees that may be at risk.
- Should, in collaboration with HR, inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by applicable health and privacy laws and rules.
- Inform the custodian of additional cleaning needs.

2) Employee reports COVID-19 symptoms but is not yet confirmed as positive for COVID-19:

- The DCN Director will ensure that the employee stays home and follows up with their primary care physician.

3) Employee reports that they live with someone who has tested positive for COVID-19 and is quarantined:

The DCN Director will instruct employee to:

- Consult with their medical provider and Alameda County Department of Public Health about any possible actions to take based on individual circumstances.
- Remain at home

4) DCN staff member reports to supervisor that they have had exposure to someone with confirmed COVID-19 (not in their same household)

- Supervisors (AD's) will report situation to the DCN Director.
- The DCN Director must provide the reported information to the Human Resources department and the Division Director to determine if any action is needed. The Director/ and or the Human Resources department will follow up with the employee.
- Relevant information in assessing employee risk includes:
 - ✓ Whether employee had exposure to someone with confirmed COVID-19 or if the individual is pending testing and results
 - ✓ Environment and proximity in which exposure occurred.
 - ✓ Length of time of exposure (15 or more within six feet) CDC guidance for how to conduct a risk assessment may be helpful in assessing potential employee exposure:

5) An employee has had “close contact” with a person with fever or cough who does not have confirmed or pending testing for COVID-19:

DCN Director will instruct employee to:

- Consult with their medical provider and Alameda County Department of Public Health for guidance. Guidance should include actions to take based on community transmission of COVID-19 and individual circumstances.
- Employees may be asked to self-quarantine at home as a precaution. If so, DCN supervisors and HR will follow-up with employees to answer questions regarding their quarantine.

6) If an DCN employee is subject to quarantine or self-monitoring by a local public health department, they should work with their immediate supervisor and the DCN director.

- Notify their immediate supervisor and the Director. In this situation, the DCN Director and immediate supervisor(s) will work with the employee to determine if telework is applicable.

- If telework is not viable, the supervisor, the DCN Director, and HR will work with the employee regarding further options.

7) If a DCN employee becomes ill during quarantine or self-monitoring by a local public health department, they should work with their immediate supervisor and the DCN Director.

- An employee who has been subject to quarantine or self-monitoring as issued from a local public health department and tests positive for COVID-19 or otherwise becomes ill, no sooner than 14 days after the quarantine or self-monitoring began, shall be able to use leave credits of all types available.
- Employees who have tested positive for COVID-19 or are caring for a family member who has tested for COVID-19 should notify their supervisor and the director.
- The Director and supervisors will work closely with the employee and the HR department regarding any applicable leave time for the employee.

8) If an employee has been in the workplace prior to mandatory or self-quarantine, specific disinfecting or cleaning will be completed:

- DCN will refer to CDC Guidance for Cleaning/ Disinfection after an individual with COVID-19 has been in the facility. Additionally, CDC has recommendations for routine environmental cleaning located at CDC Guidance for Response.

9) If someone an employee lives with was exposed to COVID-19, can the employee come in to work?

- Yes. CDC does not recommend testing, symptom monitoring, or special management for people exposed to asymptomatic people with potential exposures to COVID-19 (such as in a household), ex. “contacts of contacts;” these people are not considered exposed to COVID-19 and may come to work.

10) If someone an employee lives with has traveled to an impacted COVID-19 country and is on self-quarantine, can the employee come to work?

- Yes. CDC does not recommend testing, symptom monitoring, or special management for people exposed to asymptomatic people with potential exposures to COVID-19 (such as in a household), ex. “contacts of contacts;” these people are not considered exposed to COVID-19 and may come to work.

Please refer to Governor Newsom’s COVID-19 Employer Playbook: for a Safe Reopening (pages 7-10). The Playbook is a summary document for employers found at <https://covid19.ca.gov>.

RETURN TO WORK AFTER RESPIRATORY ILLNESS PROTOCOL

Purpose: To contain further staff outbreaks of COVID-19 and provide guidance on when to allow a DCN employee to return to work after showing signs of a fever and respiratory illness.

To assure that employees are free from fever and respiratory illness or completely recovered from confirmed COVID-19 illness before returning to work. Case management of ill staff assures staff only return to work when safe to do so.

CRITERION FOR RETURN TO WORK AFTER FEVER (NOT RELATED TO COVID-19)

Staff may return to work after a positive COVID-19 test when both criteria below are met:

- Symptomatic and COVID-19 Positive:
 - ◆ If tested for COVID-19 and they were positive, staff can return to work when both criteria below are met:

- They have no fever for three days without the addition of medications and show improvement in respiratory symptoms.
 - It has been 10 days since onset of symptoms
 - ◆ The DCN director and HR department will work with the employee on return to work timelines.
- Asymptomatic and Positive COVID-19:
 - ◆ For an individual who NEVER had any symptoms, but was tested COVID-19 positive, they can return to work after 10 days have passed since the date of their first positive COVID-19 diagnostic test.
- Asymptomatic, not COVID-19 positive, and in quarantine due to close contact exposure:
 - ◆ If a staff member has had an exposure, but never had any symptoms and were told to self-isolate, they can return to work/ school after 14 days of self-isolation are over.

COVID-19 CLEANING AND DISINFECTING PROTOCOL

Purpose: To provide information on intensified disinfecting efforts during the COVID-19 pandemic.

In all common areas, private offices, and assessment rooms serviced by the DCN custodian, high-touch surfaces in common areas will be disinfected at least 2 times per day. Staff may utilize disinfecting supplies that will be provided at stations to disinfect computers, monitors, mouse, and keyboards, personal workspaces (private offices) and common areas. During in-house assessments, staff will be provided disinfecting supplies in each assessment room being utilized.

Only Environmental Protection Agency (EPA) approved products will be used to disinfect. The list of EPA-approved products (List N Disinfectants

for use Against SARS-CoV-2 COVID-19) Pesticide Registration US are recommended

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

High touch areas requiring frequent disinfecting by the DCN custodian and employees before and after use include door handles, fire alarms, first aid stations, counters, light switches, breakroom tables, microwaves, coffee maker, and refrigerator handles.

Building common areas will have nearby disinfection stations and cleaning supplies with appropriate instructional signage. Private offices and assessment rooms will have cleaning and disinfectant products available for staff use to disinfect work areas whenever desired.

In-House Assessments

Each student/parent will have a separate waiting area. These areas will have vinyl, easy to clean furniture and hard-surface tables as well. Books, magazines, and toys will not be available. Parents will be encouraged to have their child bring an electronic device or one toy to use in between assessment sessions. The custodian will clean the waiting room after the parent and student leave for the day.

Assessment Rooms

The custodian will disinfect high-touch surfaces in all common areas, including door handles, tables, chairs, acrylic barriers, trash cans, and bathroom during the student lunch break and then at the end of the day after the student has left.

Assessment team staff will clean testing materials and iPads with supplied wipes and appropriate disinfectant. Each assessment room will have disinfectant wipes, paper towels, and hand sanitizer available. Each assessor should clean any items such as student test manipulatives, toys, and equipment in between assessment sessions.

Cleaning and Disinfecting Work areas of COVID-19 infected workers (suspected/ waiting on test results or confirmed)

Other employees should not enter the work areas of the infected employee until the areas have been cleaned and disinfected with products approved by the EPA for COVID-19. The DCN custodian and/ or maintenance staff will conduct the cleaning and disinfecting work. The custodian and/or maintenance staff will be trained on the safe use of recommended cleaning agents and will be supplied with all the required and recommended PPE.

The Director will work with the custodian and Maintenance staff to ensure that CDC recommendations are followed including:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- **Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (ex. Tablets, touch screens, keyboards, and remote controls) used by the ill persons, focusing especially on frequently touched surfaces.**

The custodian will refer to the following specific guideline information:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>

COVID-19 IN-HOUSE ASSESSMENT PROCEDURES STAFF AND PARENTS/ STUDENTS

Purpose: To inform the Diagnostic Center Northern California (DCN) staff of in-house assessment procedures.

2020-2021 In-house Assessment Model and Process

When able to schedule and conduct in-house assessments, the following is an example of a possible assessment model that will be presented to staff as an option.

Assessment Model (potential choice)

The following changes will be made:

- Only 2 students will be assigned per team, with staggered days of assessment, so that each team would not have more than one student in the building at one time. Each assessment team will assess in different parts of DCN.
- Each student and parent being assessed will have either staggered arrival times on the first day of assessment or six feet markers at the front reception will be utilized with appropriate signage present.
- Teams will utilize one assessment room for a student with assessors cleaning and disinfecting in between sessions.
- Custodian will clean assessment room at the end of the day and during the students' lunch break. See cleaning and disinfecting protocol for additional information.

Health and Safety Equipment and General Guidelines

- Families/students will be required to wear face coverings in all public areas of the Diagnostic Center. See Face Covering Guidelines for additional information.
- Each parent and student will enter the building daily and complete an electronic or hard copy health questionnaire. A temperature screening will be completed as well per the COVID-19 Health
- Screening Protocol for Parents/ Guardians and Students.

APPENDIX

Public Health Guidance and Reference Documents

- California Department of Public Health (CDPH)
- CDPH and Governor Newsome Guidance Documents:
 - ✓ COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California (Released by CDPH and Governor Newsom on July 17, 2020)*
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
 - ✓ COVID-19 Employer Playbook: For a Safe Reopening (Governor Newsom released on July 24, 2024)
<https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf>
- Alameda County Public Health Department (ACPHD)
 - ✓ <https://covid-19.acgov.org/index.page>
 - ✓ Return to School: A guide to responding to COVID-19 cases in K-12 school settings.
<https://covid-19.acgov.org/covid19-assets/docs/childcare-schools-colleges/school-guidance-school-reopening-plans-2020.08.06.pdf>
- Centers for Disease Control (CDC)
 - ✓ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
 - ✓ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html>
- World Health Organization
 - ✓ <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

State Agencies and Local School Guidance

- CDE document titled Stronger Together: A GUIDEBOOK FOR THE SAFE REOPENING OF CALIFORNIA'S PUBLIC SCHOOLS*
 - ✓ <https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>
- California Department of Education (CDE)
 - ✓ Human Resources department
 - ✓ Superintendent Office
 - ✓ State Special Schools and Services Division
- CAL HR

- ✓ CAL HR COVID-19 Safety Checklist*
- GUIDANCE FOR STATE DEPARTMENTS ON CORONAVIRUS (COVID-19) (Issued 4/22/20 by CDPH and CAL HR)
- California Governor's Office and Cal OSHA
 - ✓ <https://files.covid19.ca.gov/pdf/guidance-office-workspaces.pdf>
- Alameda County Superintendent of Schools
 - ✓ Document titled ALAMEDA COUNTY SCHOOL REOPENING PLANS: Planning and Assumptions
<https://www.acoe.org/schoolguidance>
 - ✓ (COVID-19) INDUSTRY GUIDANCE: SCHOOLS AND SCHOOL BASED PROGRAMS
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

*on above documents indicates full document included in this appendix
 COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California (CDPH July 17, 2020)

CAL HR COVID-19 Safety Checklist